Career Opportunity Bulletin of 2-8-16
Ivy Tech Community College Bloomington

**HireIvy** – new postings since the first of February: payroll accounting manager for Bloom Insurance Agency, administrative assistant for Weddle Bros Construction, senior information assistant and a CATS production assistant for the Monroe County Library, financial manager for Tri Star Engineering, counselor and activity coordinator positions with Bloomington Parks and Recreation.

Internships with HSPA, Indianapolis Zoo, the State of Indiana --- Office of the Governor, FBF Originals, Boys and Girls Clubs of Bloomington, Indiana State Fair, Indiana Dunes National Lakeshore and the Bloomington Farmers Market are open for the Summer Term.

Create an account, apply for the jobs listed above on HireIvy [https://ivytech-csm.symplicity.com/](https://ivytech-csm.symplicity.com/)

Career Expo 2016 will be held on the Bloomington campus on Thursday, April 7th from 1 to 4 pm in Shreve Hall. Sponsors for Career Expo 2016: Cook Pharmica, Indiana University Health Bloomington, Indiana Restaurant and Lodging Association, Ivy Tech Alumni Association, Sam’s Club and the South Central Indiana Human Resources Association.

It would be great to be able to help you prepare for this on campus recruitment event. Come in, call, email me for a meeting for career development at [https://apps.ivytech.edu/AMS/home.seam?siteId=18](https://apps.ivytech.edu/AMS/home.seam?siteId=18) → Careers Katie T. Anderson; Career Development; A145; kanderso@ivytech.edu; (812) 330-6018

~~~ Business and Public Services ~~~

**IT Intern** for FBF Originals; 1201 South Ohio Street; Martinsville IN. 46151; [www.fbforiginals.com](http://www.fbforiginals.com)
The intern will be assigned to assist FBF Originals IT staff with providing computer hardware, software and technical support to various FBF Original departments. Under the direction of FBF Originals IT staff, the intern will be responsible for the following scope of learning opportunities: Installation and support of PC hardware components; desktop operating system software; Application software (IE: Photoshop, Photon) Monitoring IT help desk support requests; Building / deploying Ethernet cabling in support of internal network needs; Assist the FBF IT Network Engineer Must be currently enrolled as a student with a minimum 3.0 grade point average. Applicants must be willing to commit at least 4 months, 15 – 20 hours per week; $10 / HR (Monday-Friday) Contact kanderso@ivytech.edu for application

**Administrative Assistant** for Weddle Bros. Building Group, LLC., a progressive and dynamic General Contractor and Construction Manager is seeking a high level full time Administrative Assistant requiring total professionalism, excellent organizational and communicative skills. The position will support the Project Management team. Proficiency in word processing, spreadsheets, scheduling, filing and phone etiquette are a must. Minimum five years experience working with Microsoft Excel and Word. Construction background and accounting experience a plus. Please e-mail resume, cover letter and salary expectations to rhanh@weddlebros.com
Payroll/Accounting Manager for Bloom Insurance Agency at 1801 S. Liberty Drive Essential functions: Payroll – ADP PayX and EZ Labor; Financial Reporting; Budgeting; Accounts Payable; Job Tracking/Analysis; Billing/Client Collections; Assign Accounting Duties to Assistant; Associate's Degree in Accounting; apply through www.workatbloom.com

Network Administrator for Citizen’s Bank Responsible for managing the network and help desk function of the bank. Receives trouble tickets and resolves in a timely manner. Analyzes hardware and software issues, trains staff, and troubleshoots problems. Accountable for complying with all Bank Secrecy Act and Anti Money Laundering regulations, bank policies and procedures. Troubleshoot, repair, maintain, install, and perform testing activities on various computer equipment, peripherals, data communications, and computer network systems; Consult and assist manufacturer’s representatives in the installation of new computer equipment. Assist other technicians or the director in repairing, installing, and testing complex pieces of equipment or local area networks. Associates IT degree required; network administration; CompTIA or Microsoft CA Arcserve certifications helpful. Direct cover letter and resume to Pennie Stancombe, SPHR, pstancombe@citizens-banking.com; Citizens Bank; 24 W. Main Street; P. O. Box 789; Mooresville, IN 46158; (317) 831-9627

Payroll and Benefits Administrator for Citizens Bank Processes payroll in a timely and accurate manner. Checks timesheets for accuracy and verifies eligibility for paid time off. Ensures all appropriate paperwork has been completed and approved prior to making changes to the payroll database. Processes all paperwork for new hires, terminations, position changes, maintains appropriate paperwork and fulfills reporting requirements to the applicable agencies/companies. Coordinates new hire orientation. Processes all benefit changes (i.e. medical, dental, vision, life, 401k etc.) and ensures all appropriate paperwork has been completed and approved prior to making the changes. Tracks applicant logs for EEOC and Vets reporting; Posts job openings internally and works with local companies to post externally. Screens applicants for entry level position; Administer applicant testing; Administers FMLA program. HR, direct payroll experience. Contact Pennie Stancombe, SPHR, pstancombe@citizens-banking.com; Citizens Bank; 24 W. Main Street; P. O. Box 789; Mooresville, IN 46158; (317) 831-9627

Production Assistant for Monroe County Library Performs a wide variety of daily production activities for the multiple-channel network offerings of the Library’s Community Access Television Services (CATS). Represents the public face of CATS and provides excellent customer service, both on location and at the production facilities. Assists in supporting Library customers in the use of various recording and editing equipment, as well as responding to technical and clerical support tasks; escalating as appropriate. Please visit the Monroe County Public Library at http://mcpl.info/ to apply for the position.

Accounting Specialist for Middle Way House Responsible for all accounting/bookkeeping functions associated with budget management and fiscal reporting for all programs. Construct the agency’s and individual programs/grant budgets (with the Executive Director and Grants Manager) Prepare and submit tax documents and payments. Manage accounts payable and receivable for all programs. Prepare books for all local, state, federal and independent audits (A-133) and assist auditors. Provide monthly financial reports to Finance Committee. Attend and participate in monthly Finance Committee meeting. Prepare the multi-site report. Direct resume to Roxanne Marotz at roxanne@middlewayhouse.org
**Legal Advocate** for Middle Way House, 20 hours weekly, flexible; Reports to: Executive Director; Compensation: $12.50/hour Requires excellent interpersonal skills, strong organizational skills, a positive attitude, the ability to communicate complex issues in simple terms with a professional demeanor, the ability to manage priorities with limited supervision and the ability to write and perform research accurately and expeditiously. Further, the legal advocate must have: Prior professional experience working with abuse survivors; Research experience in the area of criminal law and justice; Knowledge of local court system and Indiana Code; Knowledge of family law, criminal law and criminal justice administration, landlord-tenant law and the Indiana Civil Protection Order statute; Ability to work in collaborative direct services environment. Paralegal student; apply [http://www.middlewayhouse.org/](http://www.middlewayhouse.org/)

Contact: Roxanne Marotz; Human Resources

**Sous Chef** for the Hillcrest Golf and Country Club, a 101 year old Club in Batesville with an excellent tradition of great food and hospitality. We are hoping to hire a degreed Sous Chef with a few years of culinary experience and are posting the job with a targeted salary of $31,000 to $34,000 based on experience of the candidate. Interested candidates may contact Amy Hoegeman, Hillcrest's Office Manager/HR specialist at: (812) 934-3401, Extension 4, or amy@hillcrest-gcc.com.

~~~ Technology and Applied Sciences ~~~

**Maintenance Technician** for Berry Plastics  Service blown film production equipment in order to minimize downtime and scrap; Perform preventative maintenance as scheduled and directed; Complete open work orders in a timely fashion; Record daily work done in Plant Maintenance Log  Knowledge of a specialized field gained through specialized training equivalent to one year of college or trade school or equivalent experience of four to five years preferred. 2-4 years of experience in industrial electrical repair including drives, instrumentation, and process controls involving high-speed production equipment such as extruders, resin conveying equipment, packing equipment, and state of the art process controls. Must possess basic mechanical and electrical skills. Must demonstrate ability to follow written and verbal instructions with little or no supervision. Ability to read mechanical and electrical and/or engineering blueprints, drawings and schematics. Demonstrated ability to troubleshoot and repair mechanical and electrical systems and equipment, including drives, motors, etc. Must work well in a Team environment  Please direct cover letter and resume to BrittanyDodd@berryplastics.com

**Electrical Sales** for Stewart Electrical Supply  Oversee sales for contractors and individuals with wire, panels and devices. Individual must possess skills in taking down lists of requests, collecting parts from warehouse, entering invoices for sales and charge accounts and communicating with staff concerning special order items. Knowledge of electrical parts is preferred. stewartelectricsupply@yahoo.com

**Process Maintenance Technician**  Perform preventive maintenance, general repairs, install process equipment, maintain shop and tools, determine outsourcing needs and follow scheduled preventive maintenance. Perform scheduled preventive and corrective maintenance on process equipment in compliance with facility procedures and work instructions, and in a cGMP and ISO compliant manner; Troubleshoot and repair all equipment, to include mechanical and electrical components; Continuously evaluate all SOP’s and preventive maintenance procedures for accuracy and applicability, and submit appropriate change requests to correct any deficiencies discovered; Assist in scheduling and coordination of outside services for support of preventive maintenance, repairs, modifications and installations of
mechanical and electrical equipment; Assist Process Engineers on development projects as needed and provide training to other maintenance employees on troubleshooting and repair techniques for biotechnology process equipment; Work with various chemicals, steam and pressurized gases/liquids at various temperatures as part of the preventive maintenance and repair process; Provide assistance in training others on maintenance techniques; Basic computer entry/retrieval skills; HVAC Certification preferred; AA/AS Degree in a science or engineering major preferred. Apply www.cookmedical.com

~~~ Health Sciences~~~

**LPN or MA** for Dermatology Center of Southern Indiana Positions available immediately at a well-established dermatology practice in Bloomington, IN. Applicant must be hard working, committed, and able to multi task. Hourly wage based on experience. Please email resume to christyf@dcsonline.com.

~~~University / Announcements / Internships~~~

**Civilian employees** serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army. Apply https://www.usajobs.gov/

**Mobility Management Intern**, a grant project of New Freedom, and a partnership of Area10 Agency On Aging, Bloomington Transit and Community Foundation of Bloomington and Monroe County (stipend available) Reports directly to the Mobility Manager. Review incoming mail and e-mail for New Freedom transportation voucher program applicants and voucher orders. Database entry of new applicant information, voucher orders, and changes in voucher customer profiles. Process and mail vouchers and informational material to customers. Process invoices for provider reimbursement. Must be proficient with Microsoft Windows, Microsoft Office, web browsing and standard office etiquette. Must be well organized with flexibility in mind to meet the need as it arises. Must be detailed with data entry and accountable in reporting activities to supervisor. Must have good grammar and spelling skills. Candidate must be willing to work with people of diverse abilities and backgrounds. Candidate must also care about the quality of life for older adults and people with disabilities. To apply, please contact Barbara Salisbury at (812) 855-2191 or bsalisbury@area10agency.org.

**Receptionist** for Bloomington Chiropractic Center at 2501 E. Third St. Part time (about 22 hours a week) and Tuesday (8:30-5:30), Thursday (8:30-5:30), and Saturday mornings. $10 an hour. Contact office manager Cricket at 812-332-6427.

**Hoosier State Press Association (HSPA)** internships for students who are interested in journalism. Interns will be paid $330 per 40 hours of work week. Applications [www.HSPAfoundation.org/pulliam-internships](http://www.HSPAfoundation.org/pulliam-internships) and are due by 2-26-16. Contact: Milissa Tuley at [mtuley@hspa.com](mailto:mtuley@hspa.com) or call 317-624-4430.

**Law Enforcement for the US Department of Homeland Security** U.S. Customs and Border Protection (CBP), is the premier law enforcement agency tasked with securing our nation’s borders while facilitating legitimate travel and trade. CBP is the largest law enforcement component in the Department of Homeland Security and is currently hiring Border Patrol Agents. This position has many openings along the southwest border. To learn more about this position, please visit [https://www.usajobs.gov](http://www.usajobs.gov).

**Paralegal** for Platformatics Flexible position which can be structured as an internship or practicum with hours during the work week. The areas of law practiced include corporate law, contracts, employment law, intellectual property law, and tax law. Technical Skills: Proficiency with Microsoft Word and Excel; Ability to proofread within specific criteria including audience and tone. Write clearly, succinctly, and accurately. Ability to conduct high quality research based on an identified issue and then produce a high quality work product based on the research conducted. Office machines; ability to protect confidential information. Please direct cover letter and resume to [HR@Platformatics.com](mailto:HR@Platformatics.com).

**Monroe County Healthy Families Program** through The Villages The Family Assessment Worker position is full-time and flexible and the Administrative Assistant Position is part-time and flexible. [https://www.villages.org/job-openings/family-assessment-worker-monroe-county-healthy-families/](https://www.villages.org/job-openings/family-assessment-worker-monroe-county-healthy-families/).

**Intern** for Bloomington Community Farmers’ Market and Community Gardening Program (BCFM) and Community Gardening Program (CGP) 15 - 20 hour per week position with a flexible start date and length of internship (ideally starting in early March through the end of October). A stipend is being offered (typically $1500 for 560 hours of work). Involved in the daily operation of the BCFM and CGP in the Community Events area of the Recreation Division. Under the general direction of a full-time staff member, intern will assist with all aspects of the BCFM and CGP including on-site administration. At least one year of college with course work in sustainable agriculture/gardening, event planning, recreation administration, or related field. Internship applications for the Parks and Recreation Department can be found at [http://bloomington.in.gov/documents/viewDocument.php?document_id=518](http://bloomington.in.gov/documents/viewDocument.php?document_id=518), with a priority deadline of Friday, February 19, 2016.
Summer Internships at the Indiana State Fair are now posted at www.indianastatefair.com and www.IndianaIntern.Net. Summer internships for students are a great way to earn and learn during your college career. Contact Mark W. Anderson, PHR (317) 927-7508.

Summer Job Camp Rock Dates May 16-Aug 10th, 2016 (unless otherwise specified) Submit Resume and Cover Letter to www.bgcbloomington.org for full job descriptions jlaskey@bgcbloomington.org.

Brown County Director Interview at the public meeting on February 29, 2016 at 6 PM the second floor in the County Office Building. Contact Linda McCulley for application at linda_mcculley@yahoo.com.

Network Admin at IUCU. Entry level, full time. Provide helpdesk support to end users for general systems support, ensuring the highest quality of end user services delivery; Evaluate/maintain patch level and security updates, system backups, and network activity/connectivity to help maintain a strong corporate security policy and posture; Assist in log reviews on a daily basis and other daily duties as assigned. Microsoft or other computer-industry certifications preferred; Direct cover letter and resume to Matt Sterling at matthewsterling23@gmail.com.

Intern for Bertha's Kitchen Project: Community Kitchen Grant Research and Writing Learning Opportunity for Non-Profit Organization Student to fulfill an important and meaningful role as we pursue grant funding for our projects and administration. In this position the student will be immersed in our grant research and grant writing work. Provide essential research for the development of our grant application strategy, and will draft and help produce grant proposals. Send a thoughtful email along with a resume to Janice Nickeo berthasmission@gmail.com 512 Lincoln Ave, Bedford Indiana 47421.