

Career Bulletin of 8-13-18

Ivy Tech Community College Bloomington

Career Interviews → Last 2 Thursdays this August; 10 to 11 am; Student Commons ... Practice introductions; stake a claim on work-based learning jobs! Move forward with your college career!

New on HireIvy → sales associate for Staples, tasting room staff for Oliver Winery, cook for IU Health, consultant for Author Solutions, caregiver for Elder's Journey, healthcare specialist for Gentry Park, production position for Employment Plus, behavioral health for Centerstone, LPN for Indiana Mentor

Ongoing assistant kitchen manager for Kilroy's; accounting specialist for Secretly Label; message therapist for Bloomington Chiropractic Center; manufacturing assistant for Catalent,

<u>Boys & Girls Club of Bloomington</u> arts coordinator; director for teens career discovery program; and several new position through the AmeriCorp program.

Work Learn Opportunities for the Fall Term, Apply this August! Habitat for Humanity of Monroe County ReStore, Monroe History Center; Jones, McGlasson & Archer law firm; WFHB; Duke; Räke Cabinet & Countertop Solutions; City of Bloomington, Monroe Hospital

Please review and apply for jobs on HireIvy



< 2 weeks until the start of classes, August 20th, on the Ivy Tech Bloomington campus.



Bloomington Hours

Monday-Thurs. 8am - 6pm | Friday 9am - 5pm

(812) 330-6013

Work Study positions are open for the new school year. Enroll in 6 or more credit hours, have a FAFSA on file, be in good academic standing. Financial Aid (812) 330-6160 bloomington-finaid@ivytech.edu

For more information on student jobs, internships, career opportunities, please contact: Katie Anderson career development Bloomington (812) 330-6018 kanderso@ivytech.edu

~~~ Business, IT, Public Services, Arts & Sciences ~~~

General Manager for Hicks Hotels Currently under construction and is located on US231 and I69 and near Crane, Indiana. Responsible for the overall operation of the hotel including sales generation, revenue management, recruiting, training, forecasting, guest, associate and ownership satisfaction and timely reporting. The ideal candidate will possess: Proven track record of providing positive leadership to

ensure maximum revenue potential; Experience in and a thorough understanding of the surrounding market; meet objectives and revenue performance; interpersonal management skills. Tour the operating departments, daily, ensuring the smooth operation and staffing in all areas making adjustments as needed via department heads. And to communicate and respond to the needs of management and to needs of the corporate office that is located in Bedford, IN. Ensures the property operates within budgetary guidelines, and achieves profit margin goals. Coach and support operations team to effectively manage occupancy & rate, wages and controllable expenses. Conduct weekly one-on-one meetings with all operational department heads to ensure proper training. Please send resume, cover letter, and references to the owner: Mr. Michael E. Hicks at hicks mike@sbcglobal.net



IT Specialist for Turner Contracting The team member will be in charge of managing and tracking inventory of employee iPads, phones, and company radios. Training employees on using the technology systems that TCI uses on a daily basis. Experience with Excel preferred. Full time office position with limited travel. Please contact Patti Lane 812-834-5944 pattilane@turnercontractinginc.com

Weekend Cook for the Shalom Community Center Responsible for overseeing the weekend (16 hours on Saturday and Sunday) food service operations at the resource center for people experiencing extreme poverty. Role includes coordinating volunteers and staff in meal preparation and food distribution, assessing inventory and equipment needs, ensuring safe food handling practices and compliance with public health regulations, managing a budget, writing policies and procedures, and developing a food service training program. An associate's degree or higher in culinary arts will be highly preferred, 1+ years experience in a large-scale food service operation, ServSafe certified. \$12.64 /hour Please direct your cover letter and resume caitlin@shalomcommunitycenter.org



Permanent Collections Intern for the Monroe County History Center 16 weeks; fall term Focus on accessioning new donations into the collections PastPerfect database; rehousing new donations and backlog materials; retrieving and re-shelving artifacts from collections storage for exhibits. Provide practical experience in cataloguing artifacts in the collection, as well as inventorying items, working with the museum software, condition reporting objects, artifact handling and care. Application online at http://monroehistory.org/volunteer-form/ Send completed Volunteer Application and Resume to Martha Wainscott, volunteers@monroehistory.org, internship posting.

Deli Clerk for Bloomingfoods Part-time Primary responsibilities focused on kitchen food preparation and personalized customer service at our deli counters, our team members work together throughout the store to provide a healthy and engaging experience for each other, our owner/members, and our community. Demonstrate your commitment to providing High Value service. \$9.25 - \$10.75 Bloomingfoods Job Opportunities

Legal Secretary for Carter Law Office Full time; Monday through Friday. Must be proficient typing and in the use of the following computer programs: Microsoft Word, Microsoft Excel, Microsoft

Outlook and QuickBooks. Legal secretary experience preferred, with knowledge and understanding of the importance of confidentiality in legal matters, and experience using dictation transcription equipment, 2-line telephone system, copier, fax and scanner. Mail resume with references to Sarah A. Carter, Attorney at Law; 1101 N. College Ave., Suite 2 Bloomington, IN 47404. carterlawoffice@comcast.net

Assistant Manager for Kilroy's Group Leading a team of up to five employees on shift. The ideal candidate has a strong work ethic and great communication skills. Strategic leadership for Inventory Control; Food Production; Menu planning; Scheduling. \$12 - \$18/hr Apply HireIvy Follow-up contact: Ian Schilling Makins; Ian@Intrepid-bloomington.com



Administrative Assistant for VET Environmental Engineering, LLC Provide administrative support including phone calls; organize and schedule meetings; maintain contact lists; produce and distribute correspondence memos. Preparation of regularly scheduled computer and manual reports; develop and maintain filing system. Submit and reconcile expense reports. Research and create presentations. For more information, please contact Molly Daugherty, Office Manager at molly@vet-env.com

Sales Consultant for Author Solutions A unique product, consultative sale, and passionate customers. Author Solutions, LLC is the world's leading supported self-publishing services provider headquartered in Bloomington. Enable stories to be told, heard and preserved. Sales and customer services experience preferred. Apply <a href="https://example.com/hiral-reserved-new-more-reserved-ne

Accounting Assistant for AMI Use a variety of accounting skills and experience necessary, including QuickBooks and MS Office. Be involved in billing, A/P, P/R and H/R clerical functions. Associate degree in accounting is preferred. \$13/hr or commensurate +benefits. Mail resume to 309 Oolitic Road, Bedford, IN 47421 or email to lmoschell@ami-crushers.com

Network Administrator for SASSI Institute Strong knowledge of PC hardware and Microsoft operating systems and applications in a business environment. TCP/IP networking, wired and wireless Ethernet, networking hardware, as well as good communication skills and the ability to operate independently are necessary for success in this position. Please email cover letter and resume to HR@sassi.com

Paralegal Intern for Jones, McGlasson & Arter, P.C. The ideal candidate will be a second year student who has completed introductory paralegal courses; 10-15 hours per week; \$10/hr. Tasks: telephone, messages, transfer incoming calls to the appropriate parties; provide support to attorneys and paralegals; proofread documents and e-file documents with local Courts; move documents to cloud based storage, organize files, open files, record documents with local County offices, go to local county offices to obtain documents such as recorded Deeds or mortgages, and type dictation. Microsoft office, type 60 wpm. Please send cover letter and resume to Tina Roberts, Paralegal at troberts@btownlegal.com

Sous Chef for IU Dining Under supervision of the Executive Chef, operates as a certified chef for Dining Services. Works to modify and coordinate all standardized recipes or recipes considered for use. Assists with the development and implementation of menus at the assigned facility or event. Supervises production staff in the use of worksheets and recipes; instructs cooks in the proper preparation procedures. Apply: https://iujobs.peopleadmin.com/postings/47815

Teachers' Aide for Campus View Child Care Center, an NAEYC accredited infant and toddler program on the campus of I.U., is hiring Teachers' Aides. Teachers' Aides work within our classrooms under the direct supervision of the Lead Teachers facilitating developmentally appropriate infant and toddler care and curriculum. \$10.15 per hour and offers up to 29 hours per week. Resume to fieldsl@indiana.edu

~~~ Technology and Applied Sciences ~~~

Probationary Firefighter for the City of Bloomington Provides appropriate services in response to emergency calls, including emergency and aerial rescue, medical services, extrication, hazardous materials operations and fire suppression. Prepares reports regarding emergency incidents as assigned. Operates, inspects, repairs and performs other technical tasks related to the apparatus and equipment in Fire Department. Operates numerous types of rescue, emergency and fire suppression equipment as necessary. Must be able to successfully pass Firefighter I/II, Emergency Medical Technician (Basic) Hazardous Materials Awareness / Operations, Technical Rescue Awareness, NIMS and TEEX AWR 111, 160 (Weapons of Mass Destruction) during Recruit School. Associate or bachelor's degree fire science, business, preferred. Apply by 9-1 https://in-bloomington.civicplushrms.com/careers/

Welders for AMI in Bedford Work in our manufacturing facility with MIG welding experience. AMI is an innovative, growing company in need of solid talent. As a welder, be responsible for performing work involving Fabrication of large and medium sized steel structure which will require you to read a tape, blue prints, layout material to fabricate via Mig welding. Welding orientations: Vertical up, Overhead, Flat, Horizontal. Greg Jackson, Plant Manager. (812) 374 7560 Cell GJackson@ami-crushers.com

Counter-top Fabricator for Laminated Tops of Central Indiana. Construction/trades Operates various pieces of equipment to fabricate counter-tops per customer specification and quality standards. Fabricate, assemble and finish laminate and solid surface vanities and kitchen counter tops. Use electric router, air sanders, electric sanders and saws. Estimator (an outside sales, largely to commercial builders and local suppliers) job to open this summer. Contact: Hillary Feldmeyer at hillary@laminatedtops.com Räke Cabinet & Countertop Solutions; 711 E. Dillman Rd; 812.824.6299 ph www.laminatedtops.com

Engineering Technology Internship for Crider & Crider in Bloomington Intern will work with our estimators, project managers, and foreman to learn the ins and outs of the construction work that takes place. Assist with putting together bids and working on existing job management. Successful completion of the internship program may lead to employment or future internship opportunities. Currently enrolled in undergraduate degree program in engineering technology, construction management, civil engineering or similar major. Please direct cover letter and resume to Rachel H. Wells at rwells@criderandcrider.com

CNC operator for 3D Stone Inc. Work in our limestone fabrication mill. This position primarily consists of CNC milling machine setup and operation. Use programming and system networks to complete job tasks. Blue print reading; CADCAM programming; Proficient use of AutoCAD and Microsoft Office suite. Associates degree in machine trades or work experience equivalent. <u>HireIvy</u>

~~~ Health, Nursing, Social Sciences ~~~

Dental Assistant for Pure Zen Dentistry Assistant must have Radiology License. Take X-rays, do exams with doctors, clean rooms, work in the lab, able to suction during procedures. We work Monday - Wednesday 8-5 and Thursday 8-2. All inquires need to send resumes to Crystal.Lynn76@Gmail.com



Registered & Licensed Practical Nurse for Paoli Health & Living Further information and applications available online at www.paolihealth.us

Nurses for Bloomington Meadows Hospital We strive to find candidates who share similar guiding values. We are dedicated to delivering professional and compassionate care fostered by teamwork, respect, and dedication to ethical practices. Please direct resume to amanda.shettlesworth@uhsinc.com www.bloomingtonmeadows.com

Certified Medical Assistant for opthamologist practice Help patients by providing information, services, and assistance. Other duties include securing medical records; maintaining medical supplies inventory; performing preventive maintenance to keep equipment operating. Please submit cover letter and resume Attn: Susan Robertson, CPC Susan.robertson@leadingmedicalservices.org

LPN for Limestone Health-Bloomington Available full time, part time, or PRN. The salary and benefits are competitive. The openings and our hours of operation are mornings only (M-F 5am-12pm, Sat-6-10am & Sun 6-9am) Rotating weekends. Please direct cover letter and resume to Tamara A. Kirby, LAC, CRADC, OTP Program Director; Limestone Health; 2100 S. Liberty Dr;; Bloomington, IN 47403

Nursing positions are open at Meadowood. Please contact Cathy Jo Parker, Health Care Administrator, 812-336-7060, for more information. <u>Hirelvy</u>

Nursing and Healthcare Specialist positions are open at the Glenburn Nursing Home in Linton. Please contact Ivy Tech alumna, DeLisa McCloud, RN, Nurse Aide Instructor Infection Preventionist, 812-8472221 Ext 117, dmccloud@glenburn.com for more information. HireIvy

~~~ Announcements / Projects and Updates ~~~

Social Media and Marketing Internship for Monroe County Habitat ReStore, a discount home improvement store that sells new and used furniture, appliances, building materials. Inventory comes from donations of goods and is always changing. The proceeds fund new homes for families in need. Increase and maintain social media platforms, advance communication and marketing for shoppers, donors, and volunteers, and network with regional ReStores to build alliances regarding resources; Create, curate, and publish fresh engaging daily content for social media pages to develop and enhance community interactions, increase mission's visibility, build social media audiences; Assist in communicating with prospective shoppers, donors, volunteers via social media. Qualifications: Degree seeking 2nd year student; Proficient in social media platforms; Google Ad Words experience is a plus; Photography/video skills helpful Schedule: Fall 2018, 8 to 15 hours a week; Please direct cover letter and resume to Lilybeth M. Doglione-Williamson at williamson@monroecountyhabitat.org Store hours: Tuesday-Friday 10:30am-5:30pm, Saturday 9:30am-4:30pm850 S. Auto Mall Rd; Bloomington, IN 47401 812-331-2660

Job Fair – Baxter Thursday, 8/16 1:00pm-7:00pm and Friday, 8/17 9:00am-4:00pm Monroe Convention Center

Wagon Wheel Custom Meats

- Server/Cashier
- Line/Prep Cook
- Meat Production Apprentice
- Special Event Staff

Jessica Brown

jessica@wagonwheelmarket.com

Duke Energy FHO Midwest Craft Internship Student Program



The Duke Energy Fossil Hydro Operations (FHO) Midwest Craft Internship Program is designed to attract the most promising community college talent. The objective of this program is to provide students an introduction to the business of power plant operations, support the student's completion of a targeted two-year Associate Degree, and to provide a career opportunity with Duke Energy. Students must have completed at least the first year of their program be within 9 months of graduation, May 2019. Relevant programs include: Industrial Technology; Electrical Engineering Technology and Mechatronics. Apply before the end of August https://www.duke-energy.com/our-company/careers

Plan-o-gram for PL Marketing Complete grocery reset section plan-o-gram work on a scheduled weekly basis in a grocery store environment. Help create a positive shopping experience for Kroger customers. Flexible schedule; 20-30 hours per week; \$10/hour, starting Collect plan-o-grams, new item tags and new item product and prepare work area in order to complete section reset. Apply HireIvy



Staff Administrative Assistant; Special Education Aide; Preschool Supervisor; Cook; Security Guard; Remediation; Custodian **Teaching positions** Math, Social Sciences, Elementary Ed; Apply online at https://www.mccsc.edu/

City of Bloomington Job Posts https://in-bloomington.civicplushrms.com/careers/

Retail positions at Bloomington Store please visit www.goodwillindy.org/gwjobs

Internships with the News and Public Affairs Department at WFHB

- **Reporter** Conduct interviews, on the phone or in person, and select soundbites for air. Package stories, which includes recording voice-over and editing together pieces. Assigned beats. Interns are encouraged to get photographs for their stories. Identify potential story leads and sources. Conduct interviews, write stories, edit audio, record voice overs. 8 hours / week
- **Engineer** Responsible for the live airing or the recording of any program. Includes technical responsibilities, from the placement of microphones to the mixing, reproduction, amplification and manipulation of the sound. Also typically includes posting content to the web. 5 hours / week

- **Showrunner** Oversees the making and broadcasting of a radio show. Responsible for delivering content on time, whether the show is pre-recorded or live. Includes booking guests, obtaining contact information from guests, editing scripts, working with anchors, , recording, editing interviews.
- Production Assistant Ensure programs are posted on Public Radio Exchange (PRX) and WFHB website. Retrieve and upload syndicated programs, post to social media accounts (Facebook, Twitter), and identify potential areas of growth for programming. Downloads and uploads syndicated programs; Manages News Department's social media accounts. Requirements: Understanding of AP's social media guidelines; Experience managing social media profiles of organizations; Applications accepted by WFHB news director Wes Martin at <a href="websites/webs

Human Resources Intern and a **Maintenance Technician** for the Westin Indianapolis Call 317-231-3963 for more information. Open Pre-Screen Interviews; Monday-Friday 10AM-12PM 241 W. Washington St; Indianapolis

Assembler for Resource MFG \$12.50 to \$13.25 / hr All shifts HireIvy

Behavioral Health for Centerstone HireIvy

Retail Sales Professional for Mattress Firm Provide exceptional guest service while driving sales by executing our exclusive buying process. Responsibilities range from store execution and management, to merchandising. Experience with inside sales, marketing, customer service and/or business development. Fast thinker with high self-motivation tammy.carson@mfrm.com

Manufacturing Associate for Catalent Perform a variety of operational tasks in accordance with current Good Manufacturing Practices (GMP). Accurately follow GMP documents (Batch records, SOPs, protocols; Safely operate production equipment; clean room environment; Effectively train personnel; setup & changeover. Associate's degree with GMP experience. Resume to zaza.farrell@catalent.com

Life Enrichment Aides Day shift 6a-2p, Evening shift 2p-10p, must be available on weekends. Apply online (www.johnsonchristianvillage.org), in person at the office, or call Stefini Romilus at 812-279-2643! **Dietary Assistant** position also available for fall term.

Mobile Device Line Trainer for PTS \$14 - \$16/hr; M – F Proper work methods to new employees; Engages and exchanges information and provides explanation to team members under the supervision of an Operations Supervisor. Performs a range of training assignments relating to device inspection, functional test, data erasure, diagnosis, repair and refurbishment of electronics devices. Electronic technical certifications. Apply: <u>HireIvy</u>

Repair Service for Morrison's Appliance and Repair Service Apply: HireIvy

