



### Career Bulletin of 8-31-18

Ivy Tech Community College Bloomington

**New on HireIvy** → CAD drafter for SAIC, retail sales for Bloomington Hardware, lab assistant for IU Health Bloomington, collections specialist for Storage Express, production assistant for the Monroe County Library, maintenance tech for American Security, health plan advisor for Bloom Insurance, material handler for Organized Living, behavioral health for Bloomington Meadows

Ongoing sales associate for Staples, tasting room staff for Oliver Winery, 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 IU SIP Urology

Boys & Girls Club of Bloomington staff positions, along with several new opportunities through the AmeriCorp program.

**Work Learn Opportunities for this School Year** Catalent, IU Chemistry, Artisan Electronics, Carlisle, Habitat for Humanity of Monroe County, Monroe History Center, law firm of Jones, McGlasson & Archer. NSWC Crane Student Trainee Information Session scheduled for 10-4 at 1 pm; Lamkin Hall

Please review and apply for jobs on [HireIvy](#)



Classes start again mid-October. Come to the Bloomington campus to learn more about 2<sup>nd</sup> week classes and new start times!

 **REGISTER NOW**

Bloomington Hours

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

(812) 330-6013

### ~~~ 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. Please send resume, cover letter, and references to the owner: Mr. Michael E. Hicks at [hicks\\_mike@sbcglobal.net](mailto: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](mailto: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](mailto:caitlin@shalomcommunitycenter.org)

**Security Officer** for Security Pro 24/7, a local security agency committed to providing Bloomington's most dependable security services. The ideal candidate will be energetic, personable, dependable, and serious about their work. Effectively handle potentially difficult situations in a fast-paced environment. Display excellent verbal and written communication and interpersonal and active listening skills, as well as the ability to easily establish understanding and credibility with a wide variety of clients. Previous experience is preferred but will train on the job; Work nights and weekends; Ability to maintain professional composure when dealing with unusual circumstances; knowledge of or ability to learn security operations and procedures. Please apply through: <https://securitypro247.easyapply.co/>

**Office Bookkeeping** for HFI: Entry-level administrative position focusing on payroll and accounts payable; over 250 employees paid weekly; over \$25,000,000 of accounts payable invoices processed annually. Please direct cover letter and resume to Michelle Dawson [mdawson@harrell-fish.com](mailto:mdawson@harrell-fish.com)

**Computer Technician Intern** for Indiana University Chemistry Department (10-29 hours a week) Primary areas of focus are: Apple/PC hourly computer technician. Candidates must possess the ability to troubleshoot Apple/PC hardware and software. Variety of experience with Apple and PC hardware and operating systems is desired. Tasks will include hardware troubleshooting supporting workstations, laptops, and printer repair and operating systems experience with Windows 7-10 and Mac OSX 10.10 – 13. Application software experience with MS Office products (including Outlook, Excel, MS Word, PowerPoint, etc.) and email support is required. Mobile device support is also desirable. Contact: Brian Dean Crouch, Director, College ITS Zone Three; Chemistry Department; [bcrouch@indiana.edu](mailto:bcrouch@indiana.edu)



**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. Application online at <http://monroehistory.org/volunteer-form/> Send completed Volunteer Application and Resume to Martha Wainscott, [volunteers@monroehistory.org](mailto:volunteers@monroehistory.org), internship posting.

**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](mailto: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 [HireIvy](#)  
Follow-up contact: Ian Schilling Makins; [Ian@Intrepid-bloomington.com](mailto: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](mailto: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 [HireIvy](#) Follow-up contact: Hilary Kanya [hkanyi@authorsolutions.com](mailto:hkanyi@authorsolutions.com)

**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 [imoschell@ami-crushers.com](mailto:imoschell@ami-crushers.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](mailto:troberts@btownlegal.com)

**Cook positions** for IU Dining Apply: <https://iujobs.peopleadmin.com/postings/>

**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 [fieldsll@indiana.edu](mailto:fieldsll@indiana.edu)

## ~~~ Technology and Applied Sciences ~~~

Are you an Industrial Technology student?

Do you want some hands-on experience?

Do you want your tuition to be paid?

**Catalent Biologics in Bloomington is seeking candidates for our Process Maintenance Work Study Program!** This student will gain hands-on experience similar to Ivy Tech's Industrial Technology grads.

- You will be considered a Catalent employee, therefore you'll be paid as such.
- You will qualify for a \$5,250 per calendar year to assist in covering your tuition and other school expenses.
- You will have the ability to network with professionals in your career field.
- You will be able to gain hands-on experience to give you an advantage over other classmates.
- You will have the possibility of securing a job upon graduation!

This is a great opportunity for students seeking an Industrial Technology, or other related degree, and whom also enjoy working with their hands, asking questions to gain implicit knowledge, and want to work with a growing company! A few requirements come with this opportunity though, and those requirements include:

- Must be a hard-working, willing to learn individual.
- Must be able to dedicate a minimum of 20 hours per week.
- Must be a full-time, degree seeking student to qualify for tuition assistance.

If you're interested in working with an experienced team at a growing company, consider Catalent Biologics. To apply, please visit [Catalent.com/careers](http://Catalent.com/careers). If you have any questions, please reach out to Kyle Richmann at [Kyle.Richmann@catalent.com](mailto:Kyle.Richmann@catalent.com)



**Engineering Technician Intern** for Artisan Electronics, Inc. Join dynamic engineering team in Crane, IN to assist the Naval Surface Warfare Center – Crane Division. Perform assignments alongside current Engineers and Engineering Technicians to create, maintain, and update advanced and complex electronic systems used by the Department of the Navy. Work alongside engineers and technicians to learn how to construct components, subunits, simple models, adaptors, and other standard equipment; may troubleshoot and correct malfunctions; Learn to following specific layouts, diagrams, and schematics to construct devices and subunits of equipment. Assist in conducting various tests which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data; Assist in design modification after failures and modifications are identified and addressed. Coordinate with engineers, technicians, DoD associates, and management personnel on designing, developing, fabricating, and testing systems. Qualifications: Schooling or work-related experience in electrical, mechanical and electro-mechanical integration and assembly; Intermediate to advanced level skills in Microsoft Office software suite - Word, Excel, Outlook, PowerPoint; Please direct cover letter and resume to [greg.sapp@artisan-electronics.com](mailto:greg.sapp@artisan-electronics.com)



**Machinist** for Carlisle Produce quality components in accordance with hour by hour and standard work goals. Set up, load, and unload machine. Maintain tooling. Assemble components as applicable. Review blueprints and drawings to determine product/work piece specifications, operations sequence, and setup requirements; Calculate and set controls to regulate all machining factors; Fit and assemble parts into complete assembly. Observe machine operation to detect malfunctions/out of tolerance issue and adjust as required. This job may be structured as a co-op ed position for degree seeking Industrial Technology students. Apply on line. [www.carlislecbf.com](http://www.carlislecbf.com)



**Project Manager Assistant** for HFI: direct support to Construction Department Project Managers as they manage our portfolio of jobs – which range from \$300,000 to several million dollars in scope; assisting with document management, purchasing, subcontract and general contractor coordination  
Project Assistant: current construction project that we have ongoing is in need of direct assistance. Please direct cover letter and resume to David Conner, CFO [dconner@harrell-fish.com](mailto:dconner@harrell-fish.com) [www.harrell-fish.com](http://www.harrell-fish.com)



**DC Material Handler** for Organized Living Competency utilizing the WMS system is expected after training. Material Handlers are responsible for utilizing notes and training materials to assure compliance with processes and procedures. Loose or partial packs are to be separated from full pack quantities and placed in the location assigned to partials. Logistics: As the number of partial pack pieces increases to full pack quantities, pull, inspect, re-wrap, label, and return to pick location. Assist with new production. Special projects. This job can be structured as a co-op for degree seeking students. Apply [HireIvy](http://HireIvy)

**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](mailto: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](mailto:hillary@laminatedtops.com) Råke Cabinet & Countertop Solutions; 711 E. Dillman Rd; 812.824.6299 ph [www.laminatedtops.com](http://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](mailto: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; CAD/CAM programming; Proficient use of AutoCAD and Microsoft Office suite. Associates degree in machine trades or work experience equivalent. [HireIvy](#)

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

**LPN** for IU Health Urology on Liberty Drive Under the direction of the medical providers, ensures that quality care is provided in an efficient and safe manner. Provides professional nursing services through education and patient care. Follows established nursing process including patient assessment, nursing diagnosis and evaluations. Assists providers and staff in coordinating patient care. Functions as a primary liaison between patients, families, staff and providers. Graduation from an ACEN accredited nursing school, with current Indiana Nursing License. BLS or higher current certification within 60 days of hire. <https://careers.iuhealth.org/search/results?jobID=237514&category=Nursing+and+Patient+Support+Careers>

**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 inquiries need to send resumes to [Crystal.Lynn76@gmail.com](mailto:Crystal.Lynn76@gmail.com)



**Registered & Licensed Practical Nurse** for Paoli Health & Living Further information and applications available online at [www.paolihealth.us](http://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](mailto:amanda.shettlesworth@uhsinc.com) [www.bloomingtonmeadows.com](http://www.bloomingtonmeadows.com)

**Certified Medical Assistant** for ophthalmologist practice Help patients by providing information, services, and assistance. 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](mailto:Susan.robertson@leadingmedicalservices.org)

**Nursing positions** are open at Meadowood. Please contact Cathy Jo Parker, Health Care Administrator, 812-336-7060, for more information. [HireIvy](#)

**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, [dmcccloud@glenburn.com](mailto:dmcccloud@glenburn.com) for more information. [HireIvy](#)



## ~~~ Announcements / Projects and Updates ~~~

### **Student Trainee Information Session**

Topic: Administrative and Technician Student Positions at the NSWC Crane

Thursday, October 4<sup>th</sup> from 1 to 2 pm in Lamkin Hall

Guest Speaker: Tony (T.C.) Ranard, Human Resources Specialist (Recruiting & Student Outreach) Naval Surface Warfare Center, Crane

- Technician student trainees are involved in learning basic skills and techniques in the electrical, mechanical, physical science, biology, or mathematics fields
- Administrative student trainees are involved in work in areas such as human resources, budgeting, accounting, contracting and procurement, and similar occupations
- Administrative student trainees are involved in technical work other than that performed by scientists and engineers, such as legal, IT management, librarianship and similar occupations

Tony Ranard will talk about the application process for degree seeking students who are interested in learning more about trainee positions at the NSWC Crane.

**Engagement Intern** for The Monroe County ReStore Work in conjunction with Habitat for Humanity to build simple, decent, affordable housing. The ReStore accomplishes this by selling donated items received from residences and businesses from surrounding communities. The goal is to successfully underwrite the building of 3 homes per year with these funds. In order to meet this goal, the ReStore must continually develop significant resources from the local community by reaching potential donors and volunteers. Cultivating relationships with our current and future support base of donors and volunteers is critical to the ReStore's ability to serve our community. The primary objective of this position will be helping the ReStore's leadership team to strengthen connections with volunteers and donors using any community outreach resources available. Assist in monitoring and communicating with prospective donors and volunteers via email, phone calls, and social media. Prepare, organize, and facilitate mass emailing to volunteers and donors. Design engagement tools for donors and volunteers.

Qualifications: Degree seeking 2<sup>nd</sup> year student. Fall 2018, 8 to 15 hours a week; Please direct cover letter and resume to Lilybeth M. Doglione-Williamson at [williamson@monroecountyhabitat.org](mailto:williamson@monroecountyhabitat.org) Store hours: Tuesday-Saturday; 850 S. Auto Mall Rd; Bloomington, IN 47401 812-331-2660

### **Duke Energy FHO Midwest Craft Internship Student Program**



The Duke Energy Fossil Hydro Operations (FHO) Midwest Craft Internship Program is designed to attract community college students. Must have completed at least the first year of their program be within 9 months of graduation, May 2019. 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/>

#### **Wagon Wheel Custom Meats**

- Server/Cashier
- Line/Prep Cook
- Meat Production Apprentice

**Jessica Brown**

[jessica@wagonwheelmarket.com](mailto:jessica@wagonwheelmarket.com)

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

**Retail** positions at Bloomington Store please visit [www.goodwillindy.org/gwjobs](http://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. AP's social media guidelines; Experience managing social media profiles of organizations; Applications accepted by WFHB news director Wes Martin at [wes@wfhb.org](mailto:wes@wfhb.org) Call (812) 323-1200

**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](http://HireIvy)

**Behavioral Health** for Centerstone [HireIvy](http://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](mailto: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](mailto: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](http://www.johnsonchristianvillage.org)<<http://www.johnsonchristianvillage.org>>), in person at the office, or call Stefini Romilus at 812-279-2643! **Dietary Assistant** position also available for fall term.

**Repair Service** for Morrison's Appliance and Repair Service Apply: [HireIvy](#)

**Temp for Catalent** until the end of the year, this is for a staffing specialist who will help the recruiter process applicants. \$18-20 an hour. Contact: Jennifer Norris; Personnel Supervisor; ResourceMFG; [Jennifer.Norris@ResourceMFG.com](mailto:Jennifer.Norris@ResourceMFG.com)

**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/>

