Career Opportunity Bulletin of 9-3-15
Ivy Tech Community College Bloomington

HireIvy – brand new: client services / accounting assistant for Bill C. Brown, lifeguard and a fitness director position both open with the Monroe County YMCA, IT systems administrator for Monroe Hospital, senior administration assistant for Monroe County Public Library, assembler for MSP Aviation, replenishment associate for Michaels, catering associate for the Indiana Memorial Union (IMU).

Beyond Bloomington research internship with Procter & Gamble, basketball official with the YMCA of Greater Indianapolis, telecom technician with State of Indiana Personnel Department.

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

Labor Day is a celebration of workers, including students who are focused on their college careers, graduates who are moving forward with their job searches, parents and family who make a good living at home, entrepreneurs who labor from sunrise to sunset, retirees who can reflect upon their careers! And, let’s remember all those who work the night shift to keep things going for us around the clock! Wishing all, a Happy Labor Day!

Please let me know of any assistance I can be --- that’s anything from the career decision making process --- to the job search. Come in, call, click for a meeting time on Appointment Manager at https://apps.ivytech.edu/AMS/home.seam?siteId=18 → Career Katie T. Anderson; Career Development; A145; kanderson@ivytech.edu; 812 330-6018 Get experience in your field before you graduate college!

Jobs just in → See Announcements --- for even more breaking job postings!

Client Service / Accounting Assistant for Bill C. Brown Local, well-established business has an immediate opening for a Client Service/Accounting Assistant. Wide range of responsibilities including customer service, data entry, assisting Chief Financial Officer and general office duties. Qualifications include proficiency in Outlook, Word and Excel. Candidates should also possess the ability to use 10 key calculator and basic accounting skills with emphasis on accuracy and details. Excellent verbal and written communication skills are required as well as excellent organizational skills and the ability to multi-task. 3 – 5 years office/accounting experience. Knowledge of the insurance industry is preferred. Compensation commensurate with experience. Please send a resume cover letter to RemakCFO@billcbrown.com.

Culinary positions with French Lick Resort The Culinary Department has Variable and Full-Time positions mainly working evenings and weekends: Garde Manger to Line Cook. Also looking for Sous Chefs and Kitchen Supervisors. Perspective candidates apply online at: www.frenchlick.com or have them email a resume to Malinda Neith at: mneith@frenchlick.com
Accounting staff for Garden Villa  Monthly bank reconciliations; Financial statement preparation General Ledger adjusting journal entries; Supervision of payroll and accounts payable; Provides information to external auditors; Special reporting as needed; Starting wage of $15 - $16 qualified candidates, please direct your cover letter, resume to Carolyn Spencer; CFO cspencer@inhh.com

Paralegal for Slotegraaf Legal  Join our office and work primarily in the family law and business law fields. Salary is commensurate with experience and education. A qualified candidate will have experience and knowledge of MS Word, Excel, Google Drive and exceptional communication skills. Experience with Clio Management software would be beneficial but is not a requirement. Please forward your resume and a short cover letter to Eric at Slotegraaf Legal PC, 200 East Third Street, Bloomington, Indiana 47401 or Eric@SlotegraafLegal.com. Learn of practice areas. www.Slotegraaflegal.com

Broadcast Audio Specialist for WTIU/WFIU-FM, Indiana University. Participates in a variety of standard broadcast and closed-circuit operations including: set up; operation of electronic, mechanical and optical equipment in the origination; and transmission, reception, and recording of audio and video signals. Primary duties focus on audio engineering of live broadcasts, recorded productions, remote, field and post productions, instructional productions, and Telecom lab and studio productions (including “Live” bands) Designs, installs, performs routine and corrective maintenance on broadcast audio systems. $13.69 to $15 / hr  Associate’s degree required  Apply at http://www.iu.edu/~uhrs/jobs/index.html

Master Control Operator for the Monroe County Public Library  Performs a wide variety of technical and clerical support tasks to ensure smooth operation of multi-channel broadcasts and programming. Closely monitors and responds to detected issues. Provides excellent customer service for the CATS help desk. Assists customers with recording and editing equipment check-out/returns. Maintains accurate records.  Apply: http://mcpl.info/careers  Preference given to applications received by Sept. 6, 2015.

Accounting position for Stone City Ironworks  Direct cover letter and resume to: Sherri L Walls, MBA; Chief Financial Officer; 1771 US Hwy 50 East; Bedford, IN  47421; slw@scifab.net

Baker Assistant for the Hob Nob in Nashville  Assist our baker in preparing baked goods on a daily basis. Baking, slicing, and bagging breads, preparing cookie dough and pastries. All items are made from scratch every day. ereidco@gmail.com

Bartenders for Catering Events (Indiana Memorial Union)  Provide the highest level of professionalism for our clients and possess customer service skills and decorum to impress the most distinguished of clientele. These part time positions require flexible availability. Starting $9
and tip share. Apply at http://www.imu.indiana.edu/about/jobs.shtml, Wright46@indiana.edu
Follow-up letters of interest and resume, please direct to Bari Kuhlman at bkuhlman@indiana.edu
Call: 812-855-8855.

**Technician** for Indiana Voice and Data  Low voltage cabling, fiber optics, networking, security and audio visual work. Experience is preferred, but will train the right candidate. Some tools required for the job. We offer a competitive salary and benefits, 40 hour work week, some overtime as needed. Please direct cover letter and resume to nancykaster@indvoicedata.com

**Behavioral Health Technician** for Centerstone, a leading provider of mental and behavioral health services. Provide direct support services to program participants; monitor client activities, complete documentation and orient new participants to the facility and to program policies/rules. Plan Therapeutic Recreation for groups, work with and assist other clinical staff on special projects and duties, lead group activities with clients. Previous experience with favorable references preferred. High compensation. Apply HireIvy https://ivytech-csm.symplicity.com/

**Marketing and Advertising Director** for Limestone Post Magazine  Get involved and be engaged in Bloomington and the surrounding communities --- selling ads for the website. Creating sales leads, making appointments, and closing deals. Most of the ads will be from local businesses, advertisers. Apply via HireIvy https://ivytech-csm.symplicity.com/

**Receptionist** for Bloomington Meadows Hospital  Greeting and assisting all visitors, answering the switchboard, preparing and coding daily receivables, maintaining the facility census book, documenting incoming deliveries, and providing clerical support as requested. Assist with various clerical duties and projects. Apply via HireIvy https://ivytech-csm.symplicity.com/

**RN** for Bloomington Meadows Hospital  Delivers, coordinates, and evaluates patient care through collaborative efforts with health team members in accordance with the nursing process and the standards of care and practices. Must be able to demonstrate the knowledge and skills necessary to provide care, based on physical, psychosocial, educational, safety and related criteria, appropriate to the age of the patients served. https://ivytech-csm.symplicity.com/

**Peer Recovery Specialist** for Centerstone, a leading provider of mental and behavioral health services. Assist persons with mental health and substance use needs, articulating personal goals for recovery; assisting participants in determining reasonable and holistic steps in recovery; identifying barriers to recovery goals. Must self-identify as either a current or former consumer of mental health/substance use services, or a person recovering from a mental health, gambling, or substance use disorder. Must be maintaining a healthy recovery lifestyle. Competent and efficient with current technology and Microsoft operating system. www.centerstone.org; Ben Hall; ben.hall@centerstone.org

~~~ Technology and Applied Sciences ~~~

**CAD Technician** for Artisan Electronics Crane  Work in 2D design surface modeling and 3D solid modelling in support of prototype and change development. Develop design products to include BOM’s, schematics, assembly drawings, wiring diagrams. Help prepare cost estimates, produce assembly instructions, and maintenance manuals for installation, service, and repair. Work as part of a team with engineers supporting design through production activities. Translate verbal and concept drawings into design documents ready for approval is critical. AS degree preferred. Direct cover letter and resume to Susan Norris; susan.norris@artisan-electronics.com
Boston Scientific is hiring students and grads for full or part-time positions. Hourly rate= $10.25/hour, building products for patients in controlled manufacturing setting. Tuition reimbursement.

Charlie Curtis, Talent Acquisition
charlie.curtis@bsci.com
P. 800-664-4877
F. 812-829-5398
780 Brookside Drive
Spencer, IN 47460

R&D Engineer for Mectra Labs Support the department --- developing and implementing new products through adherence to established design control processes and good engineering and documentation practices. Design, development, and improvement of product lines to ensure their efficiency and reliability. Heavily involved with plastics, polymers, molding, medical disposables, plastics engineering, and solid modeling. Interface with customers and suppliers on high-volume disposable medical device design. Degree in Biomedical Engineering, Mechanical Engineering or equivalent; Basic SolidWorks competency required. Cover letter and resume to Teresa English; Mectra Labs, Inc  teresa@mectralabs.com  812-384-3521

Maintenance / Electronics Technician for Excel Manufacturing, Inc., located in Seymour Work on CNC machines with knowledge in hydraulics, electronics and pneumatics. Starting pay is $10-$14. Must be available for any shift; 5% shift premium working nights.  www.excelmanufacturinginc.com
Apply at: 1705 E. Fourth Street Road, Seymour; to Leah Gillaspy at hr@excelmanufacturinginc.com

Industrial Maintenance Technician for Organized Living Assure communications with Maintenance Lead, or Maintenance Manager for tasks, projects, special repair needs and specific priority of these activities; Machine downtime is at a minimum; Maintenance repair/work orders are completed and turned in daily; Safety standards and procedures are followed; Repair automatic resistance welding equipment, conveyor systems, forklifts, CNC equipment, air cylinders as required; Troubleshoot and repair bearings, sprockets, belts and pulleys; Welding (MIG, SMAW) Resume and cover letter to Sandra Burchard at sburchard@organizedliving.com; OrganizedLiving.com

Drafter and measurer for Quality Surfaces. We need someone willing to travel to customers locations and set up digital equipment to get accurate layouts of their building or home. When in the office, these exact measurements will be used to create drawings of countertops to meet the needs and requirements of the customer. Use digital templating devices in the field to get detailed measurements of customer's projects. Design plans using computer-aided design and drafting (CADD) software and layouts from measurements in the field and templates sent in by customers. AutoCAD. Work from rough sketches and specifications created by others; Help design products considering manufacturing techniques; Specify dimensions, materials, and procedures on drawings; Please direct cover letter and resume to John Cook at johnc@qualitysurfaces.com

~~~ Health Sciences ~~~

RN/LPN/GN Reliable nurse needed to provide total one-on-one care to young woman with C1 quadriplegia. 3 days per week, 8a-8p. Comfortable home on Bloomington's east side. Full training provided by family and staff. References required. Please call 812-331-1628, 8a-5p. Our starting pay scale (although we don't publish it) is $17/LPNs and $22 for RNs.
Nurse for Bloomington Meadows Hospital  Responsible for taking and entering vitals of the Outpatient Clinic patients. Coordinate the activities of the Front Desk and assisting the Outpatient Providers with the clerical functions of the office. Practical Nursing degree; Six (6) months to one (1) year previous customer service experience, preferably in a healthcare environment. Qualified to take basic vitals. 8:00 am – 4:30 pm; Contact: Amanda J. Shettesworth, PHR, SHRM-CP; Human Resource/Corporate Compliance and Credentialing Director; Bloomington Meadows Hospital; 3600 N Prow Road; Bloomington, IN 47404-1616; 812-961-2422; amanda.shettesworth@uhsinc.com

~~~University / Transfer / Internships~~~

Campaign Assistant Intern for the United Way Resource Development Director. Assist with the IU fundraising campaign as well as several events throughout the year. This paid internship can begin in the Fall of 2015 and lasts through the academic year.
- Assist in the creation and printing of IU campaign materials
- Help organize and distribute campaign materials to campaign unit leaders
- Attend and help plan the IU Campaign Cabinet meetings
- Maintain and facilitate pledge card processing
- Learn how effective fundraising can lead to an improved community

Direct cover letter and resume to Darcie Lowe at darcie@monroeunitedway.org
- up with Sheri Allen at 812-332-1245 Ext. 246

Administrative Internship for the Sycamore Land Trust - an opportunity to help “behind the scenes” of this exciting organization. The intern would get to know staff while enjoying the beauty of our Cedar Crest Office and grounds! There would be a variety of duties, and the intern would get to experience working with several different departments of the organization. A sample of areas of opportunity include: grant research/writing; assistance with data entry; generating/sending mail-merged mailings through our software system; overseeing bulk mailings; assistance with phone calls; volunteer recruitment/retention;

contact Katie Anderson at kandero@ivytech.edu

~~~Announcements~~~

Recruitment & Engagement Coordinator for HomeInstead  Recruit, screen, hire, train and engage a staff of CAREGivers in order to provide the highest quality of service to our clients. Develop and implement new recruitment strategies online and within our service territory. Degree in human resources or related field preferred; 5+ years experience in recruitment. Apply to susan.lowe@homeinstead.com.

BLOOMINGTON CHIROPRACTIC CENTER  Dr. Norm Houze and Dr. Megan Lade; 2501 E. Third Street; Bloomington, IN 47401; (812) 332-6427  2 part-time positions for busy chiropractic office on east side of Bloomington; On job training if no past health care office experience. Wage starting at $10 or higher with experience. Need skills with computer entry, people, and organizing. Hours: MWF all day 8:00 - 6:30 or T TH all day 8:30 - 6:00 and Sat. morning  8:00 - 1:00. ~20 hours. Send resume with cover letter and 3 work references to normhouze@comcast.net
Middle Way House Inc  Crisis Intervention Services Internship Description: Middle Way House is a Domestic Violence Program and Rape Crisis Center serving Monroe, Owen, Greene, Martin, Lawrence and Morgan counties. Assist with the functioning and service implementation of the Crisis Intervention Programs, including the On Scene Advocacy (OSA) program. Assist with recruitment and training of volunteers for the On Scene Advocate (OSA) Program; Be able to take a minimum of two (2) on-call shifts per week as an OSA; Develop a project area, or focus for internship; Act as a liaison for any schools or community organizations that you are a member of, and assist in organizing collaborations; 15-20 hours per week: (5-10 project hours per week, depending on project chosen, 10 hours on-call) Any interested individuals may submit their resumes to CISC@middlewayhouse.org

Sales Representative  for Osmon Chiropractic  Join marketing team. Must be a self-starter, motivated, organized and have excellent interpersonal skills. ~20-40hrs/wk. Training provided. Calling local businesses to schedule lunch and learn as well as spinal screenings for local businesses. Additionally the individual will be conducting both the lunch and learns and the spinal screenings. We also participate in many local events such as fairs and festivals of all types. Hours flexible, full or part time.  Apply via http://www.ivytech.edu/career-development/index.html  HireIvy; Follow-up call:  812-585-1115

There is going to be an opening in the Lawrence Co. courthouse in the Auditor's Office. Business type setting so professionalism a must. It's an 8:30 to 4:30 Mon-Fri position. Holidays and weekends off. More information?  Contact Katie Anderson at kanderso@ivytech.edu

New Hope Early Childhood Development Center is seeking an early childhood educator to co-teach in its mixed age early learning program. Teacher candidates must be passionate about providing high quality care and education to young children from diverse backgrounds, including those experiencing homelessness and poverty. We are participating in the Path's to Quality and working towards NAEYC accreditation and seek an individual who is willing and able to take initiative to promote excellence in the teaching environment. All candidates must be willing to have a criminal background check, drug screening, annual CPR/First Aid certification and TB screening. Time Commitment: This position is 29.5 hours weekly to be scheduled during program hours of 7:30am-6:00pm, Monday through Friday. Benefits include generous vacation time, education allowances, and flexible scheduling. Candidates will possess a BA or AA in early childhood education or related field (preferred) or a Child Development Associate credential. The ideal candidate will also have experience (and training) in a classroom setting and with young children who have experienced trauma or other early development risk factors. $13.50 an hour
Apply, please send resume and cover letter to Emily Pike at emily@nhfsinc.org.

Managing Editor,  Statewide News, Radio and Television Services  Manages a new team of six statewide field journalists in the production of news content for broadcast and online distribution. The Managing Editor is a professional journalist who ensures adherence to journalistic guidelines and practices and the network’s performance standards using these principles as guidelines. This complex work involves leading a team of specialized beat reporters and developing heightened editorial collaboration between ten Indiana Public Broadcasting’s partner stations for the coverage of issues in Indiana. Bachelor’s degree; Salary range is $52,000 - $65,000, depending on the extent of relevant experience. Apply jobs.iu.edu by 9-17
Now Hiring Creative and Fun Associates! Apply online at: www.michaels.com/storejobs