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

HireIvy – brand new: counter sales for Stewart Electrical Supply, technician positions for Bridgestone (Firestone), helpdesk technical support for Employment Plus, caregiver for Elder Care Connections, financial manager for Tri Star Engineering, bookkeeper for Unitarian Universalist Church

Continuing search for: building services assistant manager for the Monroe County Public Library, legal assistant for Roy Graham, Attorney at Law, paralegal for Platformatics, administrative assistant for Griner Engineering, receptionist for Stadler & Co, receptionist for Pain Management of Indiana

Internships with HSPA, the Indianapolis Zoo, the State of Indiana --- Office of the Governor

Beyond south central Indiana: respiratory specialist for Ball Memorial Hospital, events coordinator for the Indianapolis Zoo, park guide for Indiana Dunes Lakeshore

Create an account, apply for the jobs listed above on HireIvy 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.

I will be glad to help you prepare for this networking, 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

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
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, Photron) 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

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 communication, 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/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](http://www.workatbloom.com) Follow-up contact information available via Career Development

**JOB SITE/PROJECT MANAGER ADMINISTRATIVE ASSISTANT**

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. If you’re dedicated and ready to work for an organization that cares about you, we want to hear from you. Please e-mail resume, cover letter and salary expectations to rhahn@weddlebros.com. Weddle Bros. Building Group, LLC is an Equal Opportunity Employer.

**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. Two years’ experience in Human Resources, one year direct payroll experience. 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
**System Administrator Specialist** for Cook Medical  
Responsible for designing, maintaining and administrating production and development Windows systems in a 24/7 data center. This position is part of the Infrastructure team which supports the global productions and manufacturing servers for Cook companies. Administer a complex site alone or assist in the administration of a larger site  
- Initiate new responsibilities and help to plan for the future of the site/network  
- Assist novice system administrators or operators  
- Provide solutions with PC-Based hardware and systems to diagnose and resolve system-level failures  
- Install, troubleshoot, and maintain enterprise servers as required  
- Understanding of converged networks and technologies  

Evaluate and/or recommend purchases; has strong influence on purchasing process. Degree in Computer Science or other related field, or experience of such kind and amount as to provide a comparable background; Apply [www.cookmedical.com](http://www.cookmedical.com)

**Bookkeeper** for Unitarian Universalist Church  
Part-time, 5-6 hours per week, Pay $15-$20 per hour. All basic financial bookkeeping for the Unitarian Universalist Church of Bloomington. Degree preferred. Min. two years’ relevant experience, experience in not-for-profit sector preferred. Expertise in QuickBooks, Google Drive, Microsoft programs. Send letter of interest and resume to Ms. Carol Marks, Church Administrator, [admin@uubloomington.org](mailto:admin@uubloomington.org) by January 31.

The Accounting Specialist is responsible for all accounting/bookkeeping functions associated with budget management and fiscal reporting of Middle Way House and its programs.

**Responsibilities:**

1. Construct the agency’s and individual programs/grant budgets (with the Executive Director and Grants Manager)  
2. Prepare and submit tax documents and payments.  
3. Manage accounts payable and receivable for all programs.
4. Prepare books for all local, state, federal and independent audits (A-133) and assist auditors.
5. Provide monthly financial reports to Finance Committee.
6. Attend and participate in monthly Finance Committee meeting.
7. Prepare the multi-site report.
8. Reconcile bank accounts and credit card statements.
10. Record and make bank deposits.
11. Also perform above tasks for The Rise.
12. Timeliness and regular attendance is also expected of all employees.
13. Other duties as assigned.

**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

Dear Katie Anderson
Director of Career Development, Ivy Tech-Bloomington Region

I am writing to you on behalf of Hillcrest Golf and Country Club seeking your help in identifying Sous Chef candidates. As President of the Club, I am proud to say we are a 101 year old Club with an excellent tradition of great food and hospitality. However, being in Batesville, Indiana we sometimes struggle to identify personnel for our Club.

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. I am not sure how best to get this information in the hands of your alumni, so any assistance you may be able to provide would be greatly appreciated.

Interested candidates may contact Amy Hoegeman, Hillcrest's Office Manager/HR specialist at: (812) 934-3401, Extension 4, or amy@hillcrest-gcc.com.

Thank you for any support you can provide.

Kind regards,

Jan Santerre
President, Hillcrest Golf & Country Club  
(812) 363-3873  
jansanterre@gmail.com

Executive Assistant for Envisage  Apply www.envisagenow.com/jobs

Receptionist for Osmon Chiropractic Center  Training provided  Please direct cover letter and resume to drosmonifcc@gmail.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
  - Maintain Maintenance shop cleanliness and orderliness
  - Ability to assemble, disassemble and convert/upgrade production lines or support equipment as required for repairs, upgrades and/or installations.
  - Regularly inspect production lines and support equipment and schedule necessary preventive maintenance routines. Welds together metal parts, equipment pieces, etc. as needed.
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

Drafter for Diamond Stone Technologies  Bryce Bennett co-owns a small company in Bedford, IN. Fulfill a need that our company has been recognizing for some time: student or graduate proficient in technical drawing/drafting. Working knowledge of drawing utilizing 3-D software and is also competent on some level integrating drawings to CAD/CAM capable machining centers. Ability to draw is imperative. Direct cover letter resume to Bryce Bennett at bbennett@diamondstonetechnologies.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

**CAD Technician** for Commonwealth Engineers  Assist CAD staff with basic AutoCAD duties, assembling general construction drawings, details. Design student that wants to get a start in their career. The position is roughly 20 hours per week and will work around your school schedule. While employed, you will have the opportunity to gain industry knowledge as well as technical knowledge using multiple programs. Direct cover letter and resume to Joshua Wheatley at jwheatley@contactcei.com

~~~ Health Sciences ~~~

**Medical Lab Assistant**  Performs a variety of duties in support of the IU Health Center clinical laboratory. This includes greeting, intake, and processing of patients; phlebotomy, specimen collection; and use of the Lab Information System (LIS) and electronic Medical Record (EHR). Answers and forwards phone calls and performs other support and clerical duties. Outstanding communication and customer service skills and ability to work with a diverse population and attentive to patients’ needs and concerns. Ability to follow oral and written instructions. Knowledge of principles of patient care, lab equipment and their usage, proper tube and/or sample type for collection, sample storage requirements, and universal precautions related to blood and body fluids. Ability to use computer software including laboratory information system, electronic medical record, basic software programs. [www.jobs.iu.edu](http://www.jobs.iu.edu)

**LPN or RN** for Vascular Center & Vein Clinic of Southern Indiana  Work in a busy, fast-paced surgical practice. Patient care, administrative, computer EMR entries. Prefer MA/LPN/RN, Full-time. Salary $32K+ based on experience. Email resume to vascularcenter@yahoo.com  Dr. Ricardo Vasquez

**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@dcsionline.com.

~~~ Continuing Search ~~~

**Clerk** for B’Foods on the Ivy Tech Bloomington campus  Assist in cashiering, customer service, food preparation, general cleaning. Contact Pete Russo in Human Resources or apply online. Part-time $9.25 / hour  Full-time $11 / hour. Work between the hours of 7 am to 7 pm, pending student schedule. Applications available; Career Development, A145

**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
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/](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.

**Merchandise Posting Clerk for Goodwill.** Apply on-line at [www.goodwillindy.org/gwjobs](http://www.goodwillindy.org/gwjobs)

**Hoosier State Press Association (HSPA)** is offering internships for students who are interested in journalism. Interns will be paid $330 per 40 hours of work week over the weeks. Applications are available at [www.HSPAfoundation.org/pulliam-internships](http://www.HSPAfoundation.org/pulliam-internships) and are due by 2-26-16. Direct questions to Milissa Tuley at 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](https://www.usajobs.gov).

**Receptionist** for the Pain Management Centers of Indiana Includes answering phones, scheduling appointments, sending and receiving medical records, taking payments, and other various tasks. Multi-tasking is the most vital skill to this position. Starting pay $9.75 Hours 38 hours. Apply on HireIvy.

**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

**The Cyber Student Volunteer Initiative** application period is open until **January 29, 2016** through the USAJOBS portal ([https://www.usajobs.gov/GetJob/ViewDetails/425296700](https://www.usajobs.gov/GetJob/ViewDetails/425296700)). For more information, please contact the CyberSkills Management Support Initiative at cmsi@hq.dhs.gov. CyberSkills Management Support Initiative; U.S. Department of Homeland Security

**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/)

**Bloomington Community Farmers' Market and Community Gardening Program**

**Description**

The Bloomington Community Farmers’ Market (BCFM) and Community Gardening Program (CGP) seek an intern interested in a 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 and will be dependent on the numbers of hours of the internship (typically interns are paid $1500 for 560 hours of work).

Intern will be 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.

**Education**
At least one year of college with course work in sustainable agriculture/gardening, event planning, recreation administration, or related field or any equivalent combination of experience and training which provide the required knowledge, skills and abilities.

**Experience/Special Skills**
Incumbent should possess some working knowledge of event implementation and volunteer coordination. Knowledge and/or experience with gardening, and an interest in Farmers’ Markets and food security helpful. Ability to work in a fast-paced, flexible environment with a high level of energy, strong organizational skills, and ability to work with people (staff and the public).

**Application**
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. Applications will continue to be accepted after the deadline until position is filled. For more information email veldmannm@bloomington.in.gov or call (812) 349-3738.

**Summer Internships** at the Indiana State Fair are now posted at [www.indianastatefair.com](http://www.indianastatefair.com) and [www.IndianaIntern.Net](http://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

Employment Opportunities 2016 To Apply:
Position 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 position that is available. They are planning on having the interview at the public meeting on February 29, 2016 at 6 PM the second floor in the County Office Building. Contact Linda McCulley for an application at linda_mcculley@yahoo.com

Network Admin at IUCU. Entry level, full time +good benefits. Just shoot me some resumes if you know anyone who's interested and I'll pass them up the chain.

Matthew Sterling

We’re announcing an addition to staff in our IT Department. We have an exciting opportunity in our IT Department for a Network Administrator.
Position: Network Administrator
Department: IT
Branch: Winslow
Supervisor: James Byrd

Tentative Schedule
- Monday - Friday 7:30 a.m. to 5:30 p.m. *
- Evenings and weekends as required
- Must be available to respond to alerts and emergencies after hours
  * Start/End time will vary based on the staffing needs of the department

Responsibilities
- 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
- Provide system access control to approved individuals by following administration procedures and best practice guidelines
- Document additions, deletions, modifications of systems and maintain accurate inventory records of all designated hardware and software
- Document user issues and problem resolutions
- Troubleshoot and resolve hardware, application and network issues
- Assist other team members with various tasks and projects as assigned
- Create and maintain documentation such as project plans, rack diagrams, network diagrams, tracking spreadsheets and internal procedures
- Enforce security policies and controls to maintain a strong security posture and protect member data
- Administer Windows servers
- Support routers, switches, desktops, scanners, printers, telephone and other peripheral devices
- Support back-end systems used to provide essential member service and security functions
- Assist with various projects and scorecard goals

Qualifications
- Thorough working knowledge of network operating systems and routing as well as Microsoft Office, Windows 7, Internet Explorer, and Adobe products
- Experience with Microsoft Windows Server, Exchange Server, Web Server and firewall technology
- Excellent verbal and written communication skills required for interacting with team members, system users, external vendors, and management
- Microsoft or other computer-industry certifications preferred
- Ability to lift and move computer equipment in excess of 50 pounds
- Ability to stoop, bend, sit and stand for long periods of time
- Excellent organizational and problem solving skills
On Jan 26, 2016 6:15 PM, "M. Sterling" <matthewsterling23@gmail.com> wrote: