

*Job Listings Newsletter – Week ending of October 7, 2011*

**School of Education**

1. Childcare

**Company Name:** Envisions Enterprises

**Address:** P.O. Box 5134 Neff Elementary Lancaster, Pa 17606

**Contact Info:** 717-569-0796; [envisions@mtwp.net](mailto:envisions@mtwp.net)

**Job Title:** Childcare workers

**Description:** Work with children, Flexible hours, competitive pay based on education and experience.

**Requirements:** Meet staff requirements in regard to state qualifications, current PA child abuse, fingerprinting, state police clearances, and satisfactorily complete a health assessment.

**How to Apply:** Submit resume to

Envisions Enterprises

Attn: Employment

P.O. Box 5134

Neff Elementary

Lancaster, Pa 17606

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**School of Humanities & Social Sciences**

1. Communications

**Company Name:** Hearst

**Address:** Lancaster, PA

**Contact Info:** [ddonnell@hearst.com](mailto:ddonnell@hearst.com)

**Job Title:** Digital Editor—PT & FT

**Description:** Hands-on position, gathering and compiling content from a variety of outlets, including the station newsroom, the internet, wire services, social media, as well as traditional news sources for publishing on digital media. There is an emphasis on delivering breaking news and weather accurately and prioritizing user engagement with our multi-platform content offerings.

**Requirements:** Preferably 3-5 years prior experience working for a TV news station, daily newspaper or in a digital environment; prior supervisory experience helpful; demonstrated journalism background; strong news judgment; knowledge of legal and ethical issues in the digital media; demonstrated social media background; knowledge of legal and ethical issues surrounding social media; highly developed digital skills set with experience in content management systems, HTML, and knowledge of coding for the web. Preferably a Bachelors in Journalism or related field.

**How to Apply:** Please send resumes to [ddonnell@hearst.com](mailto:ddonnell@hearst.com)

Closing date: 10/29/2011. Position effective on Jan 1, 2012.

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## 2. Communications

**Company Name:** Tower Marketing

**Address:** 600-E Eden Road, Suite A Lancaster, PA 17601

**Contact Info:** Michael K. Matus, 717-517-9103

**Job Title:** Junior Website Developer

**Description:** Tower Marketing is seeking a self-motivated, detail oriented individual to help support the needs of our clients across a variety of web projects and initiatives. In this role, you will work on an as-needed basis in conjunction with the Web Team to plan, design, and build new sites for our clients. In addition, this role will include a significant amount of maintenance work on existing websites. Your maintenance duties will include using our proprietary CMS solution to update existing site content, as well as performing updates to functionality on these sites.

**Requirements:**

1. 1-2 years professional work experience preferred; background in website programming is required
2. Bachelor degree; focus on web development, programming or related areas is preferred
3. Strong understanding of good interface design and best practices
4. An inquisitive mind and passionate enthusiasm for technology; always seeking new ideas, researching new platforms and solutions to add to their own skill on an ongoing basis.
5. Familiarity with the principles of Advertising and Marketing and experience within an agency environment is a plus

**How to Apply:** Apply online at <http://towermarketing.net/contact/careers-freelance.php>

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## 3. Public Relations/Marketing

**Company Name:** Skyview Family Chiropractic

**Address:** 240 N. 7<sup>th</sup> St. Akron, PA 17501

**Job Title:** Public Relations & Marketing

**Description:** Chiropractic clinic looking for an individual in PR and Marketing. Must be hard working, eager, and dependable, with good communication skills.

**How to Apply:** By [email—drbedesem@skyviewchiro.com](mailto:drbedesem@skyviewchiro.com), or call/fax:

Phone: 717 859 1099

Fax: 717 859 1052

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#### 4. Communications

**Company Name:** FOX 43

**Address:** 2005 S. Queen St, York PA 17403

**Job Title:** Photojournalist

**Description:** Quality creative photography and editing of local news stories, while working well as a team with reporters to develop the best possible story.

**Requirements:** Experience shooting and editing videotape for broadcast TV news. Ability to stay organized in a fast paced environment. Flexibility of work schedule as news events require.

**How to Apply:** <http://www.fox43.com/about/station/jobs/>

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#### 5. Communications

**Company Name:** FOX 43

**Address:** 2005 S. Queen St, York PA 17403

**Job Title:** Studio/Production Crew

**Description:** Responsible for crewing evening and morning newscasts in the following areas; camera operator, floor director, teleprompter operator or audio. Personnel will rotate from area to area as needed, or other assignments as needed.

**Requirements:** A/A degree in television or communications area. Knowledge of television studio operations, experience on one or all of the following: a) studio camera, b) teleprompter, c) audio, d) floor directing. At least 6 months in a television studio environment or equivalent college courses.

**How to Apply:** <http://www.fox43.com/about/station/jobs/>

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#### 6. Communications

**Company Name:** Hearst

**Address:** Lancaster, PA

**Contact Info:** [ddonnell@hearst.com](mailto:ddonnell@hearst.com)

**Job Title:** Assistant Manager—FT

**Description:** Oversees the daily operation of our assignment desk, the communication hub of the newsroom. They are responsible for managing the flow of information from press releases, police scanners, social media, and other sources of news into the newsroom. Working with producers and newsroom managers, the assignment manager coordinates the work for field crews. The assignment manager also oversees the newsroom internship program and fills in producing newscasts.

**Requirements:** Two years' experience in local television newsroom or equivalent experience; a knowledge and/or interest in local news; familiarity with standard newsroom terminology and techniques; four year degree in Communication, journalism, television, or related field.

**How to Apply:** Please send resumes to  
Dan O'Donnell  
News Director  
WGAL-TV  
1300 Columbia Ave  
Lancaster, PA 17603  
Closing date: 10/21/2011

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7. Communications

**Company Name:** Comcast  
**Address:** 1131 South Duke St, Lancaster, PA 17603

**Jobs Open:** Workflow Coordinator; Manager

**How to Apply:** Apply online at [www.comcast.com/careers](http://www.comcast.com/careers)

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8. Business

**Company Name:** MPW Industrial Services  
**Address:** 9711 Lancaster Rd SE, Hebron, OH 43025

**Job Title:** Operations Manager

**Description:** Responsible for the achievement of plant goals through supervision of personnel, completion of administrative duties, and communication with the plant.

**Requirements:** Bachelor's Degree in Business or Engineering; 2-5 years experience managing and scheduling employees to perform cleaning and quality assurance measures as related to a high volume paint department or other labor intensive industrial cleaning; two years management or team leader experience; knowledge of paint systems preferred; prior experience in automotive, industrial, and maintenance setting required; must possess an understanding of automotive plants with the ability to schedule and motivate manpower in an effort to increase efficiency and effectiveness of the operation.

**How to Apply:** <http://mpwcareers.silkroad.com/>

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9. Business

**Company Name:** Power Home Remodeling Group  
**Contact Info:** 610-874-5000x2530 <http://www.powerhr.com>

**Job Title:** Entry level sales

**Description:** Develop and execute client cultivation strategies for local sales and marketing campaigns. Interface with senior level decision makers within assigned partners to increase sales account penetration to generate business development. Deliver short sales presentations to

decision makers within assigned customer base. Coordinate sales visits and marketing activity to assigned partners daily. Build and maintain external client relationships. Act as corporate sales liaison between clients and PHRG. Attend daily, weekly, and monthly sales meetings, trade shows, events, conferences, and on-site client visits to increase brand awareness. Uncover and identify new business opportunities for business development, sales, and marketing initiatives. Develop sales forecasts monthly for assigned departmental groups.

**Requirements:** BA/BS. 1-2 years professional experience or coursework in business. An interest in management.

**How to apply:** [www.phrggreen.com](http://www.phrggreen.com), [www.pgrgreviews.com](http://www.pgrgreviews.com), [www.powerhrg.com](http://www.powerhrg.com)

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## School of Science and Mathematics

1. Nursing/Medical Field

**Company Name:** Lock Haven Hospital

**Contact Info:** [www.LockHavenHospital.com](http://www.LockHavenHospital.com) 570-893-5537

**Job Title:** Nursing Jobs

**Requirements:** Experience and specialization

**To apply:** [www.LockHavenHospital.com](http://www.LockHavenHospital.com) 570-893-5537

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2. Nursing/Medical Field

**Company Name:** Dickinson College

**Contact Info:** [bones@dickinson.edu](mailto:bones@dickinson.edu) 717-245-1877

**Job Title:** Part time family or adult nurse practitioner

**Description:** Work with three other nurse practitioners independently and in collaboration with our consulting physician who comes into the clinic three hours a week and is on-call as needed.

**Requirements:** Graduate of accredited NP program and hold national certification.

**To Apply:** <https://jobs.dickinson.edu>

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3. Occupational Safety and Environmental Health (OESH)

**Company Name:** MPW Industrial Services

**Address:** 9711 Lancaster Rd SE, Hebron, OH 43025

**Job Title:** Health and Safety Supervisor

**Description:** This position ensures employees perform all tasks safely, by implementing and enforcing safety and occupational health related policies and procedures as determined by the

company. Additional responsibilities include: ensuring all incidents are thoroughly investigated and safety and occupational health related training is occurring properly and documented as outlined by the company; performs routine safety requirements as related to Lock Out/Tag Out, Confined Space Entry, Fall Protection, High Pressure Water Blasting, Wet and Dry Vacuuming and Exposure to Air Contaminants. Plans, organizes, and conducts toolbox/tailgate sessions and/or other related employee safety meetings and ensure the proper documentation. Coordinates and monitors work standard development, working closely with corporate operations personnel. **Requirements:** Bachelor's or Associates Degree in Health/Safety or related Science is preferred; 1-3 years in Health & Safety; Knowledge of all OSHA regulations; Strong written/verbal communication, analytical/problem solving, negotiation, interpersonal and presentation skills; proficiency in MS Word and Excel software; occasional travel will be required.

**How to Apply:** <http://mpwcareers.silkroad.com/>

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#### 4. Medical Field

**Company Name:** Pennsylvania Department of Health

**Address:** Harrisburg, PA

**Job Title:** Public Health Program Administrators; Public Health Program Assistant Administrators

**Description:** Conducting outreach and promotional activities regarding public health programs; developing and monitoring contracts, grants, and requests for proposals; providing consultation to health care providers, contractors, and others; developing budgetary requests and gathering budget-related data.

**Requirements:**

- Public Health Program Administrator: A bachelor's degree and two years of professional public health, health, allied health sciences, drug and alcohol or related experience. Starting salary of \$47,277 + benefits.
- Public Health Program Assistant Administrator: A bachelor's degree and one year of professional public health, health, allied health sciences, drug and alcohol or related experience; or a master's degree in public health, health services administration, health care administration, health education, public health administration, business or public administration, nursing, social work, nutrition, hospital administration, physical or occupational therapy, or education. Starting salary of \$41,428 + benefits.

**How to apply:** Contact either—

James Jenkins  
Equal Opportunity Specialist  
717-346-2245 / [jamjenkins@pa.gov](mailto:jamjenkins@pa.gov)

Jeffrey Sanders  
Equal Opportunity Specialist  
717-346-2245 / [jsanders@pa.gov](mailto:jsanders@pa.gov)

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#### 5. Computer Science/Architecture

**Company Name:** Lockheed Martin Corporation

**Address:** Harrisburg

**Job Title:** Database Architect

**How to apply:** Contact Bill Butler at 717-948-3177 or at [William.butler.ctr@ang.af.mil](mailto:William.butler.ctr@ang.af.mil) for more information.

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## Millersville University Jobs

**Company Name:** Millersville University

**Address:** Millersville, Pa 17551

**Contact Info:** <https://jobs.millersville.edu>

**Job Title:** Clerk Typist 2

**Description:** Duties include answering phones, assisting customers, routine data processing and filing. Primary Support to process all types of registration, scheduling adjustments, enrollment verifications. Other work-related duties as assigned.

**Requirements:** Six months progressively complex clerical experience, proficiency in Word including mail merge and Excel. Applicants must take and pass a computerized clerical test.

**How to Apply:** Go to <https://jobs.millersville.edu>

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**Company Name:** Millersville University

**Address:** Millersville, Pa 17551

**Contact Info (if specified):** <https://jobs.millersville.edu>.

**Job Title:** Clinical Psychology Assistant Professor Full-time, Tenure Track, Beginning August 2012

**Description:** Teach undergrad courses such as general psychology, developmental psychology, behavior medication, and other clinically related courses. Teach grad courses in clinical psychology such as psychotherapy, cognitive behavior therapy, developmental psychology, and personality assessment. Supervise graduate students in field activities and placements. Engage in scholarly work in clinical psychology and/or related fields. Advise undergraduate and Clinical Psychology students concerning academic and professional development. Participate in department and university committee work and activities that enrich the academic climate. Teach day, evening, weekend, and online classes as scheduled.

**Requirements:** Master's degree plus ABD in Clinical Psychology or Counseling Psychology from an APA accredited program (must have doctorate for eligibility for re-appointment to the third year). Eligible for licensure in Pa.

**To Apply:** Go to <https://jobs.millersville.edu> and create a faculty application. A cover letter, vitae, copies of all transcripts and three current professional references will be required.

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**Company Name:** Millersville University  
**Address:** Millersville, Pa 17551  
**Contact Info:** <https://jobs.millersville.edu>

**Position:** Assistant Professor Applied Voice Full-Time Tenure Track, Beginning Fall 2012  
**Description:** Teaching applied voice lessons; maintaining an active profile of scholarship and publication/performance/workshops; mentoring student performers and recruiting of students. Additional teaching responsibilities may include areas as needed by the department or based on the expertise of the candidate.

**Required:** ABD in a DMA or Ph.D. music program. Doctorate required to apply for reappointment to third year. Demonstrated excellence in the following areas: evidence of successful vocal performance and studio teaching; knowledge of vocal pedagogy; successful interview and teaching demonstration; functional keyboard skills

**To Apply:** Go to <https://jobs.millersville.edu> and create a faculty application. A cover letter, curriculum vitae, copies of all transcripts, and three current letters of recommendation will be required. Original documents must be sent to below address for full consideration:

Dr. Mark A. Boyle  
Vocal Search Committee Chair  
Millersville University  
Department of Music  
PO Box 1002  
Millersville, Pa 17551-0302

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### Part Time Jobs

**Contact Info:** 717-872-8869  
**Location:** Millersville Area  
**Description:** Legally blind elderly gentleman needs part-time help with odd jobs  
**Hours:** To suit  
**Pay:** 10.00/hr.

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**Company Name:** New Penn Motor Express  
**Address:** 625 South Fifth Avenue Lebanon, PA 17042  
**Contact Info:** 800-285-5000 (phone); 717-274-5593 (fax); [www.newpenn.com](http://www.newpenn.com)  
**Position Title:** Dockworker—multiple positions  
**Description:** Repair and maintain vehicles as necessary for continuous, safe performance and operating efficiency.  
**Location:** Lebanon, Lancaster, Camp Hill, Milton, Dunmore, Altoona, etc.

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### Multiple Jobs

**Company Name:** Hollywood Casino at Penn National Race Course

**Contact Info:** [www.hcpn.com](http://www.hcpn.com); 717-469-3214 Human Resources Office 10-2 M-F

**Position:** Public Deep Cleaner, Public Area Attendant, Cook 1, Cook 2, Pastry Cook 1, Wardrobe Attendant, Table Games Coordinator, Retail Sales Agent, Skybox Host/ess, SR Analyst, Racing Valet, SR Surveillance Agent, Cocktail Server, Security Officer, Kitchen Steward

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**Company Name:** Lancaster Marriott Hotel and Convention Center

**Position:** Cocktail Server, Bell person/Valet Parker, Banquet Cook, Laundry Supervisor, Banquet Server, AYS Agent

**How To Apply:** Career Link Job Fair, Wednesday October 5 from 8:30-4 pm; N. Charlotte St., Lancaster, PA

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**Company Name:** Hanover Hospital

**Job Title:** Multiple Positions

**Address:** 300 Highland Avenue

Hanover, Pennsylvania, USA 17331

**How to Apply:** [www.hanoverhospitaljobs.com](http://www.hanoverhospitaljobs.com) or (800) 841-5212

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**Company Name:** Highpoint Solutions

**Address:** 1150 1st Ave # 450

King of Prussia, PA 19406-1363

**Contact Info :** Virginia Bianchi (610) 233-2700

**Job Title:** Client Services Associates

**Description:** Responsible for

- Maintaining engagement information
- Following up on and uploading contracts
- Collecting Master Agreements, Contracts, and Statements of Work
- Creating contracts and supporting the sales team as needed
- Developing and maintaining relationships with clients and consultants
- Other duties upon request

**Requirements:** Candidates should have:

- Good written and oral communication skills
- Quick learner
- Ability to multi-task and work under pressure
- Good knowledge of Outlook, Word, Excel, and Power point
- Ability to collaborate with other departments

**How to Apply:** email your resume to [Virginia.bianchi@highpoint-solutions.com](mailto:Virginia.bianchi@highpoint-solutions.com)

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**Company Name:** National Alliance for Partnership in Equity (NAPE)

**Address:** 3157 Limestone Road, Suite 202, PO Box 369  
Cochranville, PA 19330

**Contact Info:** Joyce Ayers

**Job Title:** Research assistant

**Description:**

- Transfer existing website content to WordPress
- Maintain website content
- Maintain share point site and Outlook calendar
- Support development of upcoming meetings through registration sites
- Develop and manage surveys on SurveyMonkey
- Update and manage Access database
- Support newsletter updates
- Set up social media ( e.g. Facebook, Twitter) and provide updates
- Conduct basic research as determined Chief Executive officer
- General office duties as requested

**Requirements:**

- Must be computer literate: knowledge of Word, PowerPoint, Excel, Access is a must
- Knowledge of social media ( e.g Facebook, Twitter)
- Strong writing skills
- Strong English skills
- Some college education is required

**How to Apply:** Please send application letter, resume, writing sample, and two references to Joyce Ayers at [jayers@napequity.org](mailto:jayers@napequity.org) Please call (610)593-8038 with questions.

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**Company Name:** Hilton Garden Inn/Harrisburg

**Address:** 3943 Tecport Drive  
Harrisburg, PA 17111

**Contact Info:** (717) 635-7299

**Job Title:** Multiple Positions

**Description:** Must be flexible weekends and holidays

**Requirements:** No prior experience or training necessary

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**Company Name:** Homewood Suites/Harrisburg

**Address:** 3990 Tecport Drive  
Harrisburg, PA 17111

**Contact Info:** (717) 909-4663

**Job Title:** Assistant Executive Suitekeeper

**Description:** Responsible for:

- Hotel housekeeping operations in absence of Executive housekeeper
- Complete OnQ training and other required Hilton Hotels Corporation and Willow Valley training
- Plans work schedule for housekeeping staff to ensure adequate service, while maintaining budgeted labor hours.
- Supervisory Responsibilities

**Requirements:** High School Diploma or GED required or one to three months related experience or training, or equivalent combination of education and experience

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**Company Name:** Willow Valley Inn & Suites

**Address:** Lancaster/Harrisburg,PA

**Contact Info:** Lois Sellers (717) 464-7711

**Job Title:** Multiple Positions

**How to Apply:** [www.willowvalley.com](http://www.willowvalley.com) or Willow Valley Hotline (717) 490-8081

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## Internships

**Company Name:** Turpentine Creek Wildlife Refuge

**Address:** Eureka Springs, AR

**Job Title:** Multiple internships available—

1. Animal Keeper position (12 openings): Responsible for daily care of tigers, lions, cougars, black bears, black leopard, African serval, caracal, bobcats, rhesus macaque, and hoof stock. Duties include animal husbandry; enrichment; record keeping of animal behavior; educational public tours; customer service. Daily care includes: cleaning, feeding, medicating animals, assisting with maintenance, upkeep, and habitat construction. A Bachelor's Degree in an animal related discipline is preferred.
2. Horticulture Intern position (1 opening): Assist with the maintenance and improvement of the landscaped areas of the refuge, including the planting, pruning, and watering of trees, shrubs, and perennials; spreading mulch; labeling of plant displays; mowing; weed, undergrowth, and plant litter removal. Responsible for the identification and removal of toxic plants; as well as the development of browse for environmental enrichment. This internship requires the completion of an Independent Project. Requires completion of a Bachelor's Degree in Horticulture, Biology, or related field involving horticultural and landscaping practices.

**Description:** Compensation: \$50/week cash stipend for food. Housing is provided on the refuge (heat, a/c, utilities paid, full bath, kitchen, washer/dryer, satellite tv, free long distance, internet service). New position begins February 1, 2012.

**How to Apply:** Deadline for applications is November 15, 2011

Send your cover letter, resume, and two letters of recommendation by email to—

Emily McCormack

Internship Program

[Emily@turpentinecreek.org](mailto:Emily@turpentinecreek.org)

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**Company Name:** Workforce Leadership Grant Program

**Address:** Harrisburg, PA

**Job Title:** ASA Intern

**Description:** The intern will work independently, during normal business hours, after hours, and possibly weekends locating 2010 and 2011 graduates of the 2+2+2 Program using social media tools, such as Facebook, LinkedIn. A flexible work schedule is necessary as graduates of the program may be working beyond 8am-5pm business hours, thus resulting in a portion of the intern's time working on the project during the evenings or on weekends. Student intern salary (part time).

Responsibilities:

- Search social media locating students identified as graduates of the 2+2+2 Workforce Leadership Grant Program
- Contact the 2+2+2 graduates and encourage students to complete online survey with the intern
- Develop (24 individual) project files and (3 aggregate) curricular files (advanced manufacturing, biotechnology, and information technology) on graduates
- Update the [www.pathwaysforcareersuccess](http://www.pathwaysforcareersuccess) website with student success stories
- Develop summary reports from online student surveys

**Requirements:** Must be a PASSHE student. Must be adept at using social media tools, be able to create Word documents, and develop spreadsheets. Good communication skills; excellent time management skills; complete each survey along with the program graduate; enter responses to survey questions accurately; recognize the importance of accurate data collection and the need for professionalism, accuracy, and student privacy.

**How to apply:**

Submit the following—

1. A cover letter
2. A resume
3. A completed and signed PA State System of Higher Education Application for Employment that includes the names, addresses, and phone numbers of at least 3

references. Please include the position number 2011-17 in the section marked *Position for which you are applying*.

4. A completed Affirmative Action Data Collection Form. Please return the AA Form with your application, but enclose the AA Form in a sealed, unstamped envelope addressed to Affirmative Action Processing, or fax the AA Form directly to 717-720-4438.

Submit by—

Mail: Pennsylvania State System of Higher Education  
Dixon University Center—Human Resources Office  
2986 North Second St.  
Harrisburg, PA 17110

Fax: Fax documents to 717-720-4438

Email: Please include the position number 2011-17 in the subject of the email and send to [elrapps@passhe.edu](mailto:elrapps@passhe.edu)

Hand Delivery: Mailing address above

Application materials accepted until position is filled. Potential starting date: November-December 2011.

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