



EMPLOYMENT OPPORTUNITIES NEWSLETTER

October 2016



OFFICE OF COUNCILMAN
R. DANIEL LAVELLE

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414 Grant Street
 510 City-County Building
 Pittsburgh, PA 15219
 412-255-2134 ph
 412-255-0737 fax
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CITY OPPORTUNITIES

- **Police Officer** – The Bureau of Police is currently recruiting for police officers. Applicants must become residents of the City of Pittsburgh prior to employment and remain residents once employed. Please visit www.PGHJobs.net or contact the City Job line at 412-255-2388 for more information on qualifications, examinations and completing the application.
- **Inspector 4** – The Bureau of Transportation is currently looking for applicants who can supervise, coordinate and direct assigned professional and clerical employees in management and inspection. Position requires a valid Class C Drivers license and minimum training in this field. Applicants must be and remain a resident of the City of Pittsburgh throughout employment. To Apply Please visit www.GovernmentJobs.com, sign up and upload most recent resume.
- **School Crossing Guard** – School Crossing Guards are employed on an “on call” basis and must be able to fill temporary vacancies at various school crossings throughout the City. Position duties include: assisting children and other members of the general public to cross streets at intersections. For more information about the job requirements and how to apply please visit www.city.pittsburgh.pa.us/pers-depo/Announcements/SCHOOLGUARD.htm
- **Rink Attendant (Temporary, Part-Time)** - Local Parks and Recreational Centers are looking for people who can Patrol the ice and rink area to assist skaters and prevent accidents and vandalism; maintains and distributes ice skates. Applicants must be 18 years of age or older in order to apply. Applicants are required to be City of Pittsburgh residents at the time of submitting the application and remain a resident at all times. To apply please visit www.GovernmentJobs.com, sign up and upload most recent resume.
- **Truck Drivers** - Truck drivers are needed all throughout the City of Pittsburgh. Must have a minimum of three (3) years of paid full-time experience in operating trucks that require a Class B CDL driver's license (Full-time is defined as 32 hours or more per week) to apply. Please visit www.PGHJobs.net or contact the City Job line at 412-255-2388 for more information on qualifications, examinations and completing the application.



INSTITUTIONAL OPPORTUNITIES

- **Technical Support Specialist (Point Park University)** - Responsible for technical support for online registration process. Maintenance and utilization for various student software systems. Knowledge of SQL, Infomaker reporting, and student software systems. To apply, please send your resume to HROffice@pointpark.edu.
- **Lab Manager (The University of Pittsburgh)** - The Lab Manager will facilitate genetic and functional genomic research in a laboratory that has an overall goal of understanding how human genetic variants confer risk for inflammatory bowel disease (IBD). To apply, Complete Full Application at www.PITTSOURCE.com
- **Public Safety Officer (Robert Morris University)** - Robert Morris is seeking applicants for a public safety officer position. This position is responsible for providing public safety and information services to the University community, Island Sports Center community, including all personnel and visitors. It is a non-sworn, armed position reporting to the Director of Public Safety, Lieutenant, Sergeant. Applicants must have previous police officer experience/security experience. Applicants must have at least a high school diploma. Please visit hr.rmu.edu/jobs/public-safety-officer--island-sports-center for more information on qualifications, examinations and completing the application.
- **Librarian (CCAC)** - CCAC is seeking part-time applicants for a librarian position. Some job duties include: provide reference and research assistance to individuals, assist in the supervision of clerical and technical personnel in the information and public services operation of the library area. Applicants are required to have a master's degree in the field of library science from an American Library Association (ALA) accredited graduate program and three years of professional library work preferred. Please visit www.ccacjobs.com/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=363778 for more on qualification, examination and completing the application.
- **Administrative Assistant (University of Pittsburgh)** - The University of Pittsburgh is seeking applicants for a regular, part-time position as administrative assistant. This Administrative Assistant position provides support to the front office staffing of the English Language Institute. Handles questions from international students and prospective students and answers the telephone. A minimum of an associates degree is required with at least one year experience. Please visit www.pittsource.com/postings/105769 for more information on qualifications, examinations and completing the application.
- **Human Resources Administrative Assistant (Carlow University)** - Carlow University is seeking part-time applicants for a human resource administrative assistant. This is a part-time position, approximately 20 hours per week, that will assist the Human Resources Department in various administrative, clerical, and document control functions. Strong attention to detail and organization skills are required. Applicants must have at least a high school diploma, and proficiency in Microsoft Office. Please visit www.carlow.edu/13098.aspx for more information on qualifications, examination and completing the application.



FOUND EMPLOYMENT OPPORTUNITIES

- **Information Technology Technician (Pittsburgh International Airport)** - Under the direct supervision of the Manager, Network and Telecommunication, provides support for telecommunication, peripheral components and various software programs and assists in the maintenance of the network infrastructure. Interested candidates should submit a cover letter, resume and salary requirements to the **Allegheny County Airport Authority, Pittsburgh International Airport. Attn: Human Resources, Landside Terminal, 4th Floor Mezzanine P.O. Box 12370, Pittsburgh, PA 15231-0370.**
- **Manager, Medical Vocabulary Services (UPMC)**- UPMC Presbyterian Shadyside seeks a Manager to manage development of system-wide medical vocabulary interoperability among all clinical information applications, oversee use of all medical vocabulary used within system, and ensure that resources and interoperability are of high quality and value. Apply at www.upmc.com by following these steps; click Careers at UPMC, Start My Job Search, and follow the link to continue to search and apply for openings. Select Advanced Search and enter 2030213 in the job opening ID field.
- **Physician (Allegheny Specialty Practice Network)**- Responsible for assessing, diagnosing and treating patients with hematologic malignant diseases in both the outpatient and inpatient hospital settings; involves incorporating a multi-disciplinary, patient centered approach; responsible for being intimately involved with the Division of Hematology and Cellular Therapy's research program continuous education on available clinical trials open to patients and screening for eligibility appropriately; responsible for developing and implementing studies that benefit the improvement in care for the hematological patient population; responsible for providing community outreach programs under the direction of the Division to educate individuals on hematological malignancies, prevention and care. To apply, send your resumes and CV's to kbarto@wpahs.org.

EMPLOYMENT EVENTS & RESOURCES

- **Pittsburgh Career Fair | Thursday, November 10, 2016 from 11:00 am - 2:00 pm** - This employment fair will be held at the **Marriott City Center** , located at 112 Washington Place, Pittsburgh, PA 15219
- **Pittsburgh Career Fair | Thursday, February 2, 2017 from 11:00 am - 2:00 pm** - This employment fair will be held at the **Marriott City Center** , located at 112 Washington Place, Pittsburgh, PA 15219
- **Pittsburgh Career Fair | Wednesday, May 3, 2017 from 11:00 am - 2:00 pm** - This employment fair will be held at the **Marriott City Center** , located at 112 Washington Place, Pittsburgh, PA 15219
- **Pittsburgh Career Fair | Thursday, Thursday, August 17, 2017 from 11:00 am - 2:00 pm** - This employment fair will be held at the **Marriott City Center** , located at 112 Washington Place, Pittsburgh, PA 15219
- **Pittsburgh Career Fair | Thursday, November 16, 2017 from 11:00 am - 2:00 pm** - This employment fair will be held at the **Marriott City Center** , located at 112 Washington Place, Pittsburgh, PA 15219

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LOCAL TRAINING/EMPLOYMENT OPPORTUNITIES

- **Breaking the Chains of Poverty** - A training program that helps people gain skills and knowledge to enter the construction field. Students must be 18 years old, have a high school diploma or GED, as well as being drug free. Students will go through an eight week certification course and receive a stipend throughout the duration of the program. To register call **Donel S. Durham 412-325-1565 ext. 26**, or register online at: sandbox.winnets.com/lmch/

EMPLOYMENT OPPORTUNITIES – ALLEGHENY COUNTY

- **Chief Information Officer**- The Chief Information Officer reports to the Director of Administrative Services and directs the day-to-day Information Technology operations, manages information systems staff, and is responsible for the design, procurement, maintenance, and delivery of County of Allegheny Information Technology Services. To apply, please go to www.alleghenycounty.us/jobs/dearapp.aspx or contact the Department of Human Resources at 412-350-6830.
- **Case worker** - Shuman juvenile detention center is currently taking applications. Under the direction of the Residential Services Manager, the Caseworker is responsible for providing professional casework services to Shuman Center residents through individual and group counseling. Must be 21 years of age or older and have a Bachelor's Degree in Social Work or related field. An equivalent combination of education and experience may be substituted. Applications are to be submitted online until the position is filled and/or the posting is closed. To apply, please go to www.alleghenycounty.us/jobs/dearapp.aspx
- **Plumber** - Plumbers are needed in various locations all around Allegheny county. Applicants must **show proof of a Journeyman plumbers license AND a current, valid PA Class C Driver's License**. Completion of a plumbers apprenticeship program **AND** four (4) years of experience as a plumber **OR** six (6) years of experience as a plumber. Applicants must be able to Perform the trade safely and efficiently using a variety of tools of the trade, Understand and follow oral and written instructions, sketches, and blueprints, etc. To apply, please go to www.alleghenycounty.us/jobs/dearapp.aspx or contact the Department of Human Resources at 412-350-6830.
- **Clerk 1** - The Department of Court Records is looking for applicants to perform duties in an office setting and in a warehouse setting. The individual may be required to stand for the majority of the work day. Applicants will be required to take a filing test which will test ability to place files in numerical order, as well as a physical test requiring the lifting and moving of a box weighing approximately, but no more than, 40 pounds. Applications are submitted online until the position is filled and/or the posting is closed. After reviewing this job announcement, please click on the link at the bottom of the page to apply online.