



EMPLOYMENT OPPORTUNITIES NEWSLETTER

July 2013



OFFICE OF COUNCILMAN  
R. DANIEL LAVELLE

Proudly Serving:

- Allegheny West
- California-Kirkbride
- Central Business District
- Central Northside
- Hill District
- Manchester
- Parts of Fineview
- Parts of Oakland
- Perry Hilltop
- Uptown

414 Grant Street  
 510 City-County Building  
 Pittsburgh, PA 15219  
 412-255-2134 ph  
 412-255-0737 fax  
[www.city.pittsburgh.pa.us/District6](http://www.city.pittsburgh.pa.us/District6)  
[www.facebook.com/LavelleDistrict6](https://www.facebook.com/LavelleDistrict6)  
[www.twitter.com/RDLavelle](https://www.twitter.com/RDLavelle)

## CITY OPPORTUNITIES

- **Network Analyst**– Applicant will implement, install, monitor and document City-wide local, metropolitan and wide area networks and provide support and maintenance city-wide for servers running Windows 2003, 2008, and 2012. Applicant will also research and test new software products as they relate to server technology. Please contact the City Jobline at 412-255-2388 to apply.
- **Pool Cashier**– Applicants will have to be familiar with all pool rules and regulations and assist guards with enforcement of these policies. Applicants will be expected to perform light custodial duties around the entire aquatic facility including: pool deck, restrooms and shower areas. To apply, please contact the City Jobline at 412-255-2388.
- **Lifeguards (Temporary)** – Rescues swimmers in distress and administers artificial respiration, cardio-pulmonary resuscitation (CPR) and/or automated external defibrillator (AED) as required. Extra duties are maintaining order among patrons and enforce pool rules and regulations. To apply, please contact the City Jobline at 412-255-2388.
- **Recreation Assistant (Mellon Tennis Bubble)** – Applicants will be expected to answer phone calls and inquiries about court availability, and schedule court reservations; keep accurate records of daily court rentals; and maintain the facility conditions by changing water coolers, restocking cups, and emptying trash bins. To apply, please contact the City Jobline at 412-255-2388.
- **Recreation Assistant, Temporary (Audio/Visual)**– applicants will be expected to set up, test, monitor, troubleshoot and deconstruct audio-visual equipment for various events along with assisting staff with transporting equipment for special events. Applicants will also have to lift and assemble heavy items. To apply, please contact the City Jobline at 412-255-2388
- **Recreation Leader (Part Time)** — Applicant will be expected to plan, develop, implement, monitor and evaluate assigned community recreational center activities (e.g., physical and leisure activities, organized sports, games, non-physical activities, music, fine arts and crafts) ensuring that approved programs adhere to established guidelines and contracts and makes on site inspections. To apply, please contact Jobline 412-255-2388.



## INSTITUTIONAL OPPORTUNITIES

- **Vice President for Enrollment Management (Point Park University)** — Vice President will oversee Admissions, Financial Aid, the Center for Student Success, and Enrollment Marketing and provide leadership to a total staff of over 40 individuals. The position holds responsibility for the enrollment functions to recruit, enroll, and retain undergraduate, graduate, adult and international students in alignment with the strategic goals of the university. To apply, please send your resume, cover letter and a list of three references to [www.williamscompany.net](http://www.williamscompany.net).
- **Retention/Retention Software Coordinator (Point Park University)** — Candidates will maintain and monitor the university retention management software to identify students in jeopardy pertaining to academic, social, or other factors; determine the factors responsible, and utilize appropriate intervention strategies. Candidates will also compile and analyze data from the retention management software to evaluate policies, track risk factors, determine possible trends, and assess intervention strategies. To apply, please send your resume to [HROffice@pointpark.edu](mailto:HROffice@pointpark.edu).
- **General Counsel (Point Park University)** — The General Counsel for Point Park University is responsible for proactively managing all legal matters arising from the activities of the University. Reporting to the President, the General Counsel advises the President and the Board of Trustees, and works collaboratively with the University's leadership. The University seeks both a legal advisor and a strategist who can incorporate best practices into policies that reflect the compliance and legal responsibilities of PPU. To apply, please send a letter of interest, a resume that includes three professional contacts to [ppugc@agbsearch.com](mailto:ppugc@agbsearch.com).
- **Stationary Engineer (Point Park University)** -- Applicant will responsible for the daily operation, preventative maintenance, predicative maintenance, reactive maintenance, and repairs to a multiple building, higher education complex's HVAC/R, mechanical Systems, plumbing, electrical, roofs, windows, and all other building systems and components. Applicant will also recognize, respond, and remediate quickly building conditions that are out of the ordinary. To apply, please send your resume to [HROffice@pointpark.edu](mailto:HROffice@pointpark.edu).
- **Library Assistant (Duquesne University)** — Reporting to the Circulation Manager, this position has responsibility to supervise staff and students on nights and weekends as well as to provide safety and security functions. The position will also perform routine stacks management functions, compile reports and data, and assist patrons and collaborate and cross-train with other Library departments. Stacks maintenance functions include monitoring, organizing, and implementing shelving and shifting projects and inventory as directed. To apply, send your resume to [Careers@duq.edu](mailto:Careers@duq.edu).
- **Pro Bono Coordinator, Part Time (Duquesne University)** — The Pro Bono Coordinator will be responsible for screening and matching student pro bono volunteers with opportunities and to develop and oversee student's pro bono projects. The Coordinator will be required to build relationships with legal services organizations, bar associations, non-profits, and law firms, and respond to pro bono inquiries from private attorneys. To apply, send your resume to [Careers@duq.edu](mailto:Careers@duq.edu).
- **Parking Attendant, Part Time (Duquesne University)** — This position is within the Parking & Traffic Management. Applicant will provide directions and assistance for students, parents, faculty, and staff, as well as visitors to the campus. To apply, send your resume to [Careers@duq.edu](mailto:Careers@duq.edu).

## FOUND EMPLOYMENT OPPORTUNITIES

- **Maintenance Coordinator (Frick Art & Historical Center)** — Qualified applicants should possess the following skills: experience and working knowledge of carpentry, plumbing, mechanical (small engine repair) and HVAC systems, have the ability to work independently and be self-motivated, possess excellent customer service skills, have a valid PA drivers license, and clear a criminal background check. All cover letters and resumes should be submitted to [lbuker@thefrickpittsburgh.org](mailto:lbuker@thefrickpittsburgh.org).
- **News Anchor (WPXI)**— The successful candidate will have a strong on-air presence, be able to drive breaking news coverage from the desk and be able to connect with our viewers in every newscast. If you're a good storyteller, a strong writer, skilled at reporting live in the field and a newsroom leader, then you'll be a great fit for our team. WPXI is part of Cox Media Group, a company that provides excellent benefits, training and resources to its employees. Send a link of your work or a DVD to Mike Oliveira, News Director at [moliveira@wpxi.com](mailto:moliveira@wpxi.com) or WPXI-TV, 4145 Evergreen Road, Pittsburgh, PA 15214.
- **News Producer (WPXI)**— WPXI is seeking a newscast producer with great writing, news judgment and creativity to help drive the best local newscasts in Pittsburgh. The ideal candidate will produce newscasts with a focus on breaking news, severe weather, local news, high story count and live shots. If you're up to the challenge, send your resume to Amy Coulter, Executive Producer, [acoulter@wpxi.com](mailto:acoulter@wpxi.com), or WPXI-TV, 4145 Evergreen Road, Pittsburgh, PA 15214..
- **Account Executive (WPXI)** — Candidate must be able to prospect and close new business, handle agency accounts, exhibit strong written and verbal communication skills, and be computer literate. 2+ years of on-air and digital experience and a working knowledge of Nielsen ratings is preferred. Cox Media Group is a great company that provides outstanding benefits, extensive resources, training and opportunities to excel. Please e-mail your resumes to [cthomas@wpxi.com](mailto:cthomas@wpxi.com).

## EMPLOYMENT EVENTS & RESOURCES

- **CareerLink Job Fair | Tuesday, July 16, 2013 from 9:00 am - 12:00 pm** — CareerLink will be hosting a job fair at the Regional Enterprise Tower located at 425 Sixth Avenue, 22nd floor in Downtown Pittsburgh.
- **BAYADA Open House | Wednesday, July 24, 2013 from 7:00 am— 11:00 pm** — BAYADA is hosting an open house to allow any interested RNs and LPNs with one year of verifiable experience in their field the option of coming in to talk with some of our current night shift nurses about the wonderful opportunities that we offer. If you are interested in learning more about BAYADA's employment opportunities please call Stefanie Jobs at 412-374-0110. RSVP to the open house by Friday, July 19, 2013 by phone or email at [pip-team@bayada.com](mailto:pip-team@bayada.com).
- **Making the Connection Sessions | UPMC | Thursday, July 18, 2013 starting at 5:00 pm** — CRNPs, CRNAs, GRNAs, Midwives, and PAs: Join us for discussions about Physician Services Division opportunities at UPMC! These sessions will teach participants career search strategies and techniques, how to write a resume that gets noticed, how to prepare for a successful interview, and more. Each class has 12 spaces available on a first-come, first-served basis. When registering, please mention if special assistance is required. To register, please call 412-647-2500.

Office of City Councilman  
R. Daniel Lavelle  
510 City-County Building  
414 Grant Street  
Pittsburgh, PA 15219



## LOCAL TRAINING/EMPLOYMENT OPPORTUNITIES

- **Life's Work of Western Pennsylvania**—An organization that provides assistance to persons with disabilities or other employment barriers to employment to achieve independence and dignity through productive employment opportunities. To contact Life's Work, call at 412-471-2600 or visit their offices at 1323 Forbes Ave, Pittsburgh, PA 15219.
- **Oakland Planning & Development Corp. - JobLinks** is a community-based, job readiness, healthcare employment and CPR certification and training center. Contact JobLinks at 412-621-3821 or visit their office at 294 Semple Street, Pittsburgh, PA 15213.

## EMPLOYMENT OPPORTUNITIES– COUNTY

- **Administrative Assistant**— The incumbent provides clerical and administrative support to the Regional Center Administrator, such as typing, answering telephone, and maintaining calendars and schedules. The incumbent also oversees the clerical operation in the Regional Center and provides advice, support, and direction to other clerical staff throughout the Center. To apply, please go to [www.alleghenycounty.us/jobs](http://www.alleghenycounty.us/jobs) or contact the Department of Human Resources at 412-350-6830.
- **Benefits Specialist**— The primary function is to perform professional technical/administrative work in the area of employee benefits. These duties include assisting employees with benefits-related concerns, coordinating routine and special projects, conducting research, analyzing information and problem solving. To apply, please go to [www.alleghenycounty.us/jobs](http://www.alleghenycounty.us/jobs) or contact the Department of Human Resources at 412-350-6830.
- **Electrician** — Applicant will performs electrical work including maintaining and repairing a wide variety of electrical equipment and fixtures. Completion of an electrician's apprenticeship program And four (4) years experience as an electrician OR six (6) years experience as an electrician. PA Driver's License, Class C, and reliable transportation required prior to appointment as local travel is required. To apply, please go to [www.alleghenycounty.us/jobs](http://www.alleghenycounty.us/jobs) or contact the Department of Human Resources at 412-350-6830.
- **Contract Administrator**— Under the supervision of the Deputy Chief Purchasing Officer, this position is responsible for preparing solicitations, issuing articles of agreement and contract modifications, coordinating contracts and performing other Purchasing related duties which facilitate the efficient operation of the Purchasing Division and the County procurement process. To apply, please go to [www.alleghenycounty.us/jobs](http://www.alleghenycounty.us/jobs) or contact the Department of Human Resources at 412-350-6830.