



OFFICE OF COUNCILMAN
R. DANIEL LAVELLE

Proudly Serving:

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

414 Grant Street
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 Pittsburgh, PA 15219
 412-255-2134 ph
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www.city.pittsburgh.pa.us/District6
www.facebook.com/LavelleDistrict6
www.twitter.com/RDLavelle

CITY OPPORTUNITIES

- **Communications Clerk**– Receives, evaluates, analyzes and documents all telephone calls, and forwards information received to the appropriate supervisor, foreman or Environmental Services mobile unit(s) in accordance with City and departmental policies, procedures and protocols. Applicants must be residents of the City of Pittsburgh. For more information on qualifications and completing the application please visit www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2054 or contact the City Jobline at 412-255-2388.
- **Paramedic**– Duties include but are not limited to driving or accompanying driver in emergency medical vehicle to site of emergency and providing rescue, basic, and advanced life support or other emergency medical care as needed. Applicants must become residents of the City of Pittsburgh prior to employment and remain residents once employed. Please visit www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=1888 or contact the City Jobline at 412-255-2388 for more information on qualifications, examinations and completing the application.
- **School Crossing Guard**– The Department of Public Safety is currently seeking school crossing guards to fill temporary vacancies at various school crossings throughout the City. Applicants must be residents of the City of Pittsburgh prior to employment and remain residents once employed. Wages are between \$67.72 to \$71.70 per day. For more information on qualifications, clearances, and completing the application please visit www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=1919 or contact the City Jobline at 412-255-2388.
- **Telecommunications Inspector**– Inspects aerial and underground construction for cable and other telecommunications systems (existing and proposed) in City streets and right of ways to ensure construction is in accordance with submitted plans and specifications and is in compliance with applicable laws, ordinances, rules and regulations. Please visit www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2049 or contact the City Jobline at 412-255-2388 for more information on qualifications, salary, certifications, and completing the application.



INSTITUTIONAL OPPORTUNITIES

- **Administrative Assistant (University of Pittsburgh)** - The Administrative Assistant to the Associate Dean is a “front line” highly visible position centrally located in the Office of the Associate Dean with the College of Business Administration. The candidate must be highly professional and able to direct a high volume of visitors that include faculty, students, parents, and corporate and community partners. This person will also be responsible for serving as the Administrative Assistant to the Associate Dean as well as staff support to the Associate Dean’s Office. In addition, the employee will provide administrative support to faculty located within Sennott Square including full-time and adjunct CBA teaching faculty. HS Diploma required. To apply, please visit www.pittsource.com/postings/87409.
- **Shuttle/Escort Driver (Carnegie Mellon University)** - Responsible for providing a safe, secure and dependable transportation service for the campus community. Must be able to pass pre-employment/pre-placement drug and alcohol test. Must have a driving record free of violations and crashes. Must have high school diploma and PA Commercial Driver's License (CDL) with "p" (passenger) endorsement. To apply, please visit cmu.taleo.net/careersection/2/jobdetail.ftl?job=101180.
- **Benefits Assistant II (Duquesne University)** - Serves as primary contact for large volume of telephone inquires for Benefits Office staff. Utilizes bswift computer systems to create and edit employee demographic information, assist with employee enrollment process, view eligibility, update coverage levels, and perform other transactions as necessary. Must have a high school diploma or equivalent and will preferably have related work experience. Salary is \$20 per hour. To apply, please send your resume to Careers@duq.edu.
- **Student Records Clerk-Part Time (Point Park University)** - Perform a variety of administrative functions in support of the student records function of the Office of the University Registrar. Responsibilities require a thorough knowledge of department services and functions as well as knowledge of the Buckley Amendment (FERPA) governing the maintenance and processing of student records. Bachelor’s degree and relevant work experience preferred. To apply, please send your resume and cover letter to HROffice@pointpark.edu.
- **Undergraduate Admission Recruiter (Chatham University)** - Manages recruitment territory as assigned by the VP of Enrollment Management/Director of Admission in order to reach recruitment goals. Makes regular reports concerning status of recruitment and the current enrollment of undergraduate students. Applicant must have Bachelor’s degree and a valid driver’s license. To apply, please visit www4.recruitingcenter.net/Clients/chatham/PublicJobs/controller.cfm?jbaction=JobProfile&Job_Id=10137&esid=az.
- **Computer Media Specialist (Carlow University)** - The Computer and Media Specialist has responsibility for technology support and creative solutions for computers, audio-visual and media support. In conjunction with other team members, this position is critical to the strategic success in providing optimal operations and security of the campus technology environment. The incumbent provides computer and media support for students, faculty, staff, Sisters of Mercy, and guests of the various sites of Carlow. An Associate's Degree in a technology-related field such as Computer Science or Information Science, or comparative work experience. To apply, please send letter of interest to HR1@carlow.edu.



FOUND EMPLOYMENT OPPORTUNITIES

- **Document Scanner (MedSaveUSA)** - Successful candidates will visit healthcare facilities in the Pittsburgh area to scan/copy medical records and upload them into our system. We offer a flexible work schedule between 7am-7pm, Monday through Friday, pay for your high speed internet connection and reimburse you for travelling expenses. Candidates must have a reliable vehicle. We provide you with everything you'll need which includes a laptop, portable scanner and external hard drive. To apply, please visit www.smartrecruiters.com/MedSaveUSA/80146394-document-scanner.
- **Host (Legume)** - Applicants should have a friendly, professional demeanor, excellent phone etiquette and a willingness to go the extra mile for our guests. Previous experience working in a full service restaurant is highly preferred as is an open, flexible schedule. Both lunch and dinner shifts are available and you must be available for a minimum of four shifts a week. To apply, send your resume and cover letter explaining why you would be an excellent candidate to: 952c9-4770883145@job.craigslist.org, or apply in person, Monday-Friday between 2 and 3:30pm at: 214 N. Craig St, Pittsburgh 15213.
- **Employee (Bloomfield-Garfield Corporation)** - Seeking 18 to 21 year olds who are having a difficult time finding employment. You will get a job at a high quality worksite as a BGC employee. This work experience will lead to a permanent paid position with a company interested in your services. In addition to a paid work experience, each youth will receive free bus passes, educational field trips, a customer service credential and career guidance. Those seeking to enter college or trade school will be provided with necessary support. To begin the enrollment process, call **412-254-4007** and leave a message with your name, address, and phone number. Feel free to call **Rick Flanagan at 412-441-9833** in order to gain more detail on the program.

EMPLOYMENT EVENTS & RESOURCES

- **Rite Aid Job Fair| Thursday, December 4, 2014 from 12:00 pm—6:00 pm** This job fair will be held at 519 Penn Ave, Pittsburgh, PA 15222.
- **Coast to Coast Job Fair| Tuesday, January 20, 2014 from 11:00 am—2:00 pm** This career fair will be held at La Quinta Inn and Suites located at 4859 McKnight Road, Pittsburgh, PA 15237.

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LOCAL TRAINING/EMPLOYMENT OPPORTUNITIES

- **Energy Innovation Center**— A training program that helps people gain the 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 stipend throughout the duration of the program. To register, Call Donel S. Durham **412-325-1565 ext. 26**, or register online at: sand-box.winnets.com/lmch/.

EMPLOYMENT OPPORTUNITIES – ALLEGHENY COUNTY

- **Assistant Systems Administrator**— The Assistant Systems Administrator assists the Systems Administrator and completes tasks assigned by the System Administrator. The incumbent assists Court Records' employees in daily work duties by assisting employees with PC questions and configuring and repairing PCs, components, thin clients, printers, peripherals, and software. Provides technical support for office systems and operations. Performs network tasks to assist the Systems Administrator. Runs server application for e-filing and document scanning. Executes database and user profile administration. Must have a related Bachelor's degree AND two (2) years of experience in an office setting. Salary is \$3,968.91 per month. To apply, please visit www.allegHENYcounty.us/jobs/dearapp.aspx or contact the Department of Human Resources at 412-350-6830.
- **Labor Compliance Specialist**— Under the supervision of the Manager and/or Assistant Manager of the Operations Division, this position is responsible for the enforcement of the Davis-Bacon Act and other related federal and state labor standards to assure fair labor practices are being observed by developers and contractors. Must have Bachelor's degree in Human Resources, Business Administration or a related field AND two (2) years of related work experience. To apply, please visit www.allegHENYcounty.us/jobs/dearapp.aspx or contact the Department of Human Resources at 412-350-6830.
- **Stationary Engineer**— Checks boilers and related machinery for proper operation, making necessary adjustments or repairs. Keeps logs of boiler room operations, records data, e.g., fuel consumed, temperature and pressure, etc. Installs, maintains and repairs laundry equipment, kitchen equipment and steam boilers, etc. Must have completed a stationary engineer's apprenticeship program AND Four (4) years of experience OR a HS Diploma and Six (6) years of experience. Salary is \$3,676.66 per month. To learn more about qualifications and apply, please visit www.allegHENYcounty.us/jobs/dearapp.aspx or contact the Department of Human Resources at 412-350-6830.