



EMPLOYMENT OPPORTUNITIES NEWSLETTER

August



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
 510 City-County Building
 Pittsburgh, PA 15219
 412-255-2134 ph
 412-255-0737 fax
www.city.pittsburgh.pa.us/District6
www.facebook.com/LavelleDistrict6
www.twitter.com/RDLavelle

CITY OPPORTUNITIES

- **Help Desk Representative**– The City of Pittsburgh is currently seeking applicants for a full time position as a Help Desk Representative. Responsibilities include the configuration of email systems and telephones as well as the general expected work and request of a technology help desk worker. While no prior experience is required, an Associates Degree in Information systems or related field or Help Desk Certification is required. Please visit www.PGHJobs.net or contact the City Jobline at 412-255-2388 for more information on qualifications, examinations and completing the application.
- **Paramedic**– The Department of Emergency Medical Services is currently recruiting for paramedics. Applicants must become residents of the City of Pittsburgh prior to employment and remain residents once employed. Applicants must possess a current, valid Certificate of Completion of Emergency Medical Technician training at the time of application filing. A resume, to be submitted online, is also required. Please visit www.PGHJobs.net or contact the City Jobline at 412-255-2388 for more information on qualifications, examinations and completing the application.
- **Lifeguard** – The City of Pittsburgh is currently seeking applicants for seasonal employment as city pool lifeguards. Applicants must be, and remain residents of the City of Pittsburgh, have Pennsylvania Act 33/34 Clearance, and must be at least age 16 by May 30, 2015. Applicants under age 18 must possess a current and valid work permit prior to appointment. Please visit www.PGHJobs.net or contact the City Jobline at 412-255-2388 for more information on qualifications, examinations and completing the application.
- **Parking Enforcement Officer** – The Pittsburgh Parking Authority is currently seeking a part-time Parking Enforcement Officer. Applicants must be a City of Pittsburgh resident, as well as hold a valid Class C Pennsylvania Motor Vehicle Operator’s License. Please visit www.PGHJobs.net or contact the City Jobline at 412-255-2388 for more information on qualifications, examinations and completing the application.
- **Heavy Equipment Operator** – The City of Pittsburgh is seeking applicants to operate city construction equipment. The equipment to be operated includes a variety of the following, bridge inspection, high lifts, backhoes, ect. Applicants must have 6 years full time experience working heavy equipment. As well as a valid Class B Pennsylvania Drivers License. Please visit www.PGHJobs.net or contact the City Jobline at 412-255-2388 for more information on qualifications, examinations and completing the application.



INSTITUTIONAL OPPORTUNITIES

- **Print and communications Services Coordinator (Point Park University)** - The Point Park Department of Marketing and Communications is seeking applicants for a coordinator position. Primary functions include to serve as an active member of the marketing and communications team and support operations related to print publication projects. An Associate Degree in communications, marketing or related field as well as two years office experience is required. To apply, please send your resume to HROffice@pointpark.edu.
- **Mental Health Counselor (Point Park University)** - The Point Park University Department of Health and Counseling is seeking applicants to serve as counselor. The primary function is promoting positive mental health at Point Park through direct interventions, outreach and prevention programming, consultation, and training to community members. Applicants must be a licensed psychologist in the Commonwealth of Pennsylvania. A minimum of five years of verifiable training and experience working with diverse individuals and three years work in mental health setting is required. Send resume to HROffice@pointpark.edu
- **Driver (Point Park University)**- The Point Park University Physical Plant is seeking applicants to serve as a part time driver. The driver is responsible for the transportation of students, faculty and staff to the Pittsburgh Playhouse, Film Makers and other locations in a safe and customer-service oriented manner. The driver must have the ability and required qualifications to drive any and all of the University Fleet Vehicles which include 24/25 passenger, truck and others. Applicants must be at least 21 years old, and possess a Commercial Drivers License. Send resume to HROffice@pointpark.edu
- **Testing Assistant (University of Pittsburgh)** - The University of Pittsburgh is seeking applicants for a full time position as a Testing Assistant. The position in the University of Pittsburgh Testing Center is for a highly detail oriented, flexible individual that administers examinations to university students. A high school diploma or GED equivalent is required. 2-3 years of experience is also a plus. Pennsylvania Act 153 clearances and background checks are required. Please visit www.hr.pitt.edu/careers for more information on qualifications, examinations and completing the application.
- **Secretary (University of Pittsburgh)** - The University of Pittsburgh is seeking applicants for a full time position as a secretary in the Office of Health Education. The position maintains various coordinating responsibilities for departmental programs and workshops. The main duties include typing, correspondence, screening calls, greeting the public, making appointments, ect. A minimum of two years secretary experience is required, as well as a high school diploma or GED. Please visit www.hr.pitt.edu/careers for more information on qualifications, examinations and completing the application.
- **Cashier/AP Assistant (Carlow University)** - Carlow University is seeking applicants for a position as a Cashier/AP Assistant. Responsibilities may include but are not limited to receiving payments from students and other departments in person, by mail, or phone. The preparing of cash receipts for bank deposit, daily cash reports, and the balancing of cash drawer. An Associates Degree or experience equivalent is required. Contact HR1@carlow.edu for more information.
- **Electrician (Carnegie Mellon University)** - Carnegie Mellon University is seeking full time applicants for an electrician position. The electrician installs, troubleshoots, and repairs electrically driven equipment, components and general wiring, specifying wire and conduit sizes for proper circuit protection of tools and equipment. High school graduate, GED, or equivalent combination required. Current valid electricians license issued by the City of Pittsburgh preferred. Please visit www.cmu.taleo.net/careersection for more information on qualifications, examinations and completing the application.

FOUND EMPLOYMENT OPPORTUNITIES

- **UPMC Police Officer** — UPMC is seeking applicants for the position of Police Officer at UPMC Mercy. A UPMC Police Officer is responsible for maintain a safe and secure environment for patients, visitors, and staff at all UPMC owned and adjacent properties. Responsibilities include the patrol of UPMC hospitals, grounds, and associated areas. Applicants must be certified in Act 501, Act 34, Act 235, as well as the possession of a valid PA Drivers License. Apply at <https://jobsupmc.upmc.com>.
- **Front Desk Agent** — The William Penn Hotel is seeking applicants for a position as a Front Desk Agent. Responsibilities include providing a five star welcome and departure experience to each guest. The check in and check out procedures are to be followed as well as the first ear to guest complaints and needs. Customer service experience required, previous hotel experience preferred Applicants must be flexible and able to work AM's, PM's week-ends and holidays. Apply at <http://www.omnihotels.com/careers/job-openings>.
- **Radio Broadcast Host** — The Pittsburgh Penguins are seeking applicants to host pre and post game radio shows for all 82 regular season games plus any possible playoffs. For the Pittsburgh Penguins Radio Network. Duties would also include giving live on camera intermission updates on the video board at the CONSOL Energy Center for all home games. The position would include various other Pens media roles. Qualified candidates should have a minimum three years of on air sports experience with a sports franchise. Certain collegiate sports would qualify. Interest applicants should contact Marl Turley Senior Director, Partnership Sales & Media Pittsburgh Penguins mturley@pittsburghpenguins.com.

EMPLOYMENT EVENTS & RESOURCES

- **Breaking the Chains of Poverty** – 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: sandbox.winnets.com/lmch/

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



LOCAL TRAINING/EMPLOYMENT OPPORTUNITIES

- **Breaking the Chains of Poverty** – 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: sandbox.winnets.com/lmch/

EMPLOYMENT OPPORTUNITIES – ALLEGHENY COUNTY

- **Carpenter** - The County of Allegheny is seeking applicants for position of a carpenter. The main responsibility is to keep up with the general upkeep of County facilities. Work could include removing, replacing, and repairing floors, roofs, ceilings, stairways, and picture hanging. A high school diploma or equivalent is required, as well as a 6 years experience as a carpenter. A PA Drivers License is also required. To apply, please go to www.alleghenycounty.us/jobs/index.aspx.
- **Administrative Assistant** - The County Council of Allegheny County is seeking applicants for position of administrative assistant. The positions primary responsibilities include researching in constituent related issues, management of social media websites, and coordination of media correspondence. A Bachelors Degree in Communications, English, Writing, Public Administration, or a related field as well as two years of professional experience required. Applicant must become a resident of Allegheny County within one year of appointment. To apply, please go to www.alleghenycounty.us/jobs/index.aspx.
- **Records Operation Manager**- The County of Allegheny is seeking applicants for position of Records Operation Manager. The duties would include but not be limited to managing the daily operations of staff. The oversight of all aspects of the County's records retention, retrieval, and disposition system. As well as the preparation and oversight of the department budget. A Bachelors Degree in Buissness, Information systems, or a related field and two years of general management/supervisory experience is required. Prior work experience in records management is highly preferred. To apply, please go to www.alleghenycounty.us/jobs/index.aspx.
- **Registered Nurse**- The County of Allegheny is seeking applicants for part time and full time positions of registered nurse. The main responsibilities are standard nursing practices and procedures as well as laws, rules, and regulations, that govern long term care. A Bachelors, Associates, or Graduation from A diploma nursing program is a requirement. To apply, please go to www.alleghenycounty.us/jobs/index.aspx.