



EMPLOYMENT OPPORTUNITIES NEWSLETTER

June 2013



OFFICE OF COUNCILMAN  
R. DANIEL LAVELLE

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## CITY OPPORTUNITIES

- **Administrative Assistant**– Applicant will work in the City Council department. Responsibilities include representing the District, acting as a liaison to community, attend community meetings, and answering constituents’ requests for services. Must be a current City of Pittsburgh resident to apply. Please contact the City Jobline at 412-255-2388 to apply.
- **Administrative Assistant** – The Department of Public Works is seeking an Administrative Assistant for their offices. Applicant will be expected to prepare and maintain lists, registers, logs, ledgers, files, invoices, requisitions, purchase orders, timesheets, resolutions, accounting spreadsheets and other records either manually and/or by computer. 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.
- **Paramedic** – Position duties include driving or accompanies driver in emergency medical vehicle to site of emergency as informed by dispatcher or supervisor. Applicant will also help in extricating victims from entrapment or hazardous environments plus basic and advanced life support or other emergency medical care as needed. To apply, please contact the City Jobline at 412-255-2388.
- **Program Coordinator I**– The Parks and Recreation Dept. is currently seeking a Program Coordinator to plan, coordinate, administer, implement and evaluate a variety of approved special programs and events for community based special events such as the Riverview 5K, Bach, Beethoven and Brunch. 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).
- **Accompanist, Theater/Voice (Point Park University)** — The primary responsibility of the accompanist is providing accompaniment for studio/class vocal work. Candidate will also create recordings for use for student practice and assist in clarifying pitch, rhythm, phrase and style of music presented for study in musical theatre classes and voice lessons. To apply, please send your resume to [HROffice@pointpark.edu](mailto:HROffice@pointpark.edu).
- **Assistant Prop Master (Point Park University)** — Applicant will assist Prop Master with props budget and prop shop organization; assist in the script analysis, research, design and construction of props, furniture and set dressings for all Playhouse events; assist in supervising backstage prop deck operations for Playhouse productions. To apply, please send your resume to [HROffice@pointpark.edu](mailto:HROffice@pointpark.edu).
- **Stationary Engineer (Point Park University)** — Applicant will be responsible for the daily operation, preventative maintenance, predictive 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).
- **Help Desk Consultant (Duquesne University)** — Applicant will be responsible for first level technical support for Duquesne University. Consultant will respond to student and employee inquiries regarding trouble with networks, platforms, servers, and applications. To apply, send your resume to [Careers@duq.edu](mailto:Careers@duq.edu).
- **Administrative Assistant, Center for Legal Information (Duquesne University)** — This is a highly skilled clerical and professional administrative position requiring an understanding of basic accounting activities for entering invoices into Millennium system for both Duquesne Center for Legal Information and the Allegheny County Law Library. To apply, send your resume to [Careers@duq.edu](mailto:Careers@duq.edu).
- **Administrative Assistant, Mylan School of Pharmacy (Duquesne University)** — The Administrative Assistant is the primary support for the Director of Communications and Director of Admissions and Data Management. Duties include, but not limited to governing information for publications, articles/news and website and maintains admission files, including transcripts and other relevant credentials for the admission application. To apply, send your resume to [Careers@duq.edu](mailto:Careers@duq.edu).
- **Assistant to the Dean/Project Coordinator (Carlow University)** — The Assistant to the Dean/Project Coordinator is responsible for multiple administrative duties within the Division of Student Affairs. Additionally, this person will coordinate assigned projects within the Division. Projects include planning and coordinating the implementation of policies and decisions, recommending changes in policies or procedures, and making administrative decisions on behalf of the supervisor when appropriate. Please send cover letter, including three professional references to: [HR1@carlow.edu](mailto:HR1@carlow.edu).

## FOUND EMPLOYMENT OPPORTUNITIES

- **Facility Maintenance (Family Services of Western Pennsylvania)** — Agency with facilities in numerous locations throughout Allegheny, Armstrong, Butler and Westmoreland Counties is seeking a full-time maintenance person knowledgeable in: Minor plumbing; minor HVAC work; electrical; carpentry, masonry, drywall and painting. If interested, please submit resume to [kowalskid@fswp.org](mailto:kowalskid@fswp.org).
- **Manager of Employee Relations (Port Authority)**- Port Authority is seeking an experienced Manager of Employee Relations under the general direction of the Director of Employee Relations, represents Port Authority of Allegheny County in activities involved in contract interpretation and administration, grievance, discipline, and mediation/arbitration cases with employees. Provides advice to managers, employees, and Employee Relations Representatives regarding the interpretation and implementation of various laws and agreements. To apply, please submit a cover letter (with salary requirements) and resume to Inez Colon at [IColon@portauthority.org](mailto:IColon@portauthority.org).
- **Director of Children & Youth Ministries (Eastminster Presbyterian Church)**- The Eastminster Presbyterian Church is looking for a full time Director for its Children & Youth Ministries. Applicants will be responsible for the development of leaders, budgeting, design and management of programs. If interested, please submit your resume to [office@eastminsterchurch.net](mailto:office@eastminsterchurch.net).
- **UX Designer (SLDC Management Inc.)**— Duties include: designing innovative banner options & mockups to increase traffic flow on the website and enhance navigation; producing graphics w/ Photoshop and Fireworks, illustrator, InDesign & other Adobe tool sites; conducting user research & usability testing. Master's degree in Fine Arts or related field is required. To apply, please mail your resume to Ms. Christy Maruca, SDLC Management, Inc., 2790 Mosside Boulevard, Suite 705, Monroeville, PA 15146.

## EMPLOYMENT EVENTS & RESOURCES

- **Association of Black Social Workers Pittsburgh Chapter's Job Fair | Friday, June 28, 2013 from 12:00 pm - 3:00 pm** — The ABSW will be hosting a job fair at the Allegheny County Human Service Building located at 1 Smithfield Street, Pittsburgh, PA 15222. For any further questions, please contact Sharnay Hearn at 412-812-6340.
- **Certified Nursing Assistant Training Open House | Wednesday, June 5, 2013 from 12:00 pm— 4:00 pm**— The CNA Training open house will take place at the Highland Park Care Center located at 745 N. Highland Avenue, Pittsburgh, PA 15206. This open house will be an opportunity to meet the management staff and to get an on-site interview. Both full time and part time shifts are available.
- **Starbuck Hiring Fair | Wednesday, June 12, 2013 from 11:00 am— 3:00 pm** — This job fair will take place at Starbuck's Squirrel Hill location at 2345 Murray Ave, Pittsburgh, PA 15217. Please apply online (retail careers) before the fair at [www.starbucks.com/careers](http://www.starbucks.com/careers). Both full time and part time positions are available.
- **Pittsburgh Job Fair | Tuesday, July 9, 2013 from 11:00 am— 2:00 pm** — This job fair will be held at the Holiday Inn North Hotel and Conference Center located at 4859 McKnight Road, Pittsburgh, PA 15237.

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## 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.
- **CareerLink Pittsburgh** — PA CareerLink connects employers and job seekers in the most efficient manner possible. The highly trained staff offers visitors a wide range of materials, consultation services and on-line access to employment opportunities. Contact their offices by calling at 412-552-7100.

## EMPLOYMENT OPPORTUNITIES- COUNTY

- **Application Analyst**— Under the supervision of the IT Manager, this position has primary responsibility for the maintenance and support of applications used by the Office of Property Assessments (OPA). This position requires a thorough understanding of all aspects of the application(s) including technical platform, database structure, functionality, user interface, administration, and maintenance tasks. 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.
- **Unit Clerk** — Primary responsibilities are recording medical and administrative information in accordance with established policies and procedures at the Kane Regional 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.
- **Custodial Worker**— Applicant will perform all custodial and janitorial duties as assigned by the manager, including performing light manual tasks as directed. 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.
- **Caseworker** — Primary duties include works with inmates to determine individual needs, providing individual counseling to inmates, and participating in any classification or re-classification tasks as directed. 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.