



EMPLOYMENT OPPORTUNITIES NEWSLETTER

September 2014



**OFFICE OF COUNCILMAN
R. DANIEL LAVELLE**

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CITY OPPORTUNITIES

- **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.
- **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.
- **Delivery Driver**– Applicants must be a city resident and must present a valid drivers license. Must follow a daily route of pick-ups and deliveries. Load and unload equipment, materials, and supplies. Communicate with vendors, manufacturers, repair personnel, and the general public. Wages are \$19.72 per hour. For more information on qualifications and completing the application please visit www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2021 or contact the City Jobline at 412-255-2388.
- **Animal Care and Control Supervisor**– The Department of Public Safety is currently seeking an animal care and control supervisor. Applicants must be a city resident, possess a valid driver's license, and current Human Society of the United States Certification. Salary is \$55,560 per year. Please visit www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2003 or contact the City Jobline at 412-255-2388 for more information on qualifications, certifications, and completing the application.



INSTITUTIONAL OPPORTUNITIES

- **Customer Service Representative (University of Pittsburgh)** - Serve as first point of contact to public via front counter and telephone. Responsible for data entry, data queries, and updating all data in all applicable University systems. Bachelor's degree required. This is an overnight position. To apply, please visit www.pittsource.com/postings/84433.
- **Dispatcher (Carnegie Mellon University)** - Responsible for handling emergency and alarm calls for the University Police department. Receives and dispatches emergency and other information between the campus community and on-duty University police officers. Must have at least one or more years experience as a public safety communications dispatcher. Wages are from \$14.80-\$17.17 per hour. To apply, please visit cmu.taleo.net/careersection/2/jobdetail.ftl?job=101035.
- **Library Assistant III (Duquesne University)** - Oversee daily tasks of Library Assistant I and student aides. Process all new materials received for the collections and prepare them for circulation. Collect and compile department statistics to assist in the creation of reports. Carry out any projects assigned by the Head of the Department. Demonstrated working knowledge in the use of MSWord, Excel, email and basic internet software. Wages are \$17.48 per hour. To apply, please send your resume to Careers@duq.edu.
- **Driver (Point Park University)** - Provide safe and courteous service via transporting students, faculty, and staff. Perform pre-trip and post-trip inspections of the vehicles. Routinely check the vehicle for fluids, tire pressure, tire tread, belts, oil, brakes and all other areas of concern as required via the Driver's Vehicle Inspection Report. Applicant must be 21, possess a valid Commercial Driver's License and have at least 2 years worth of driving experience. To apply, please send your resume and cover letter to HROffice@pointpark.edu.
- **Executive Secretary (Chatham University)** - Report to the Vice President of University Advancement. Schedule, staff and coordinate staff and senior staff meetings. Schedule appointments; maintain ongoing, up-to-date division calendar; manage the flow of correspondence and reports in and out of the VP's office. Applicant must have at least three years of clerical experience. Knowledge in Microsoft Office is also expected. To apply, please visit www4.recruitingcenter.net/Clients/chatham/PublicJobs/controller.cfm?jbaction=JobProfile&Job_Id=10108&esid=az.
- **Groundskeeper (Carlow University)** - Perform grounds keeping duties and maintain the exterior areas of the campus. Duties include: woodworking, painting, cement work, bricklaying, maintaining exterior areas clear of debris, cutting grass, removing weeds, watering plants, and removing snow and ice from roadways, sidewalks and stairs. Applicant must complete criminal background check, physical exam and drug test. To apply, please send letter of interest to HR1@carlow.edu.
- **Cagewasher (University of Pittsburgh)** - Process soiled animal caging, sterilize, and clean cages by operating multiple types of cage washing equipment. Janitorial duties include sweeping, mopping, and scrubbing floors. Must be able to work weekends and holidays, be able to stand for extended periods and lift 50 pounds. Salary ranges from \$17,784-\$27,768. To apply, please visit www.pittsource.com/postings/84312.



FOUND EMPLOYMENT OPPORTUNITIES

- **Front Desk Supervisor/Communications Director (The Pittsburgh Golf Club)** - Manages front desk/reception area and the daily, weekly, and monthly club communications. Duties include but not limited to receiving outside calls, taking reservations, managing schedules, administrative duties, creating the club newsletter, and managing the club website (daily updates and email blasts). Must have strong writing skills, have a thorough understanding of Web Management, Microsoft, Excel, Publisher, etc. If interested in applying, send cover letter and resume to: **Human Resource Department, The Pittsburgh Golf Club, 5280 Northumberland Street, Pittsburgh, PA 15217.**
- **Licensed Nail Technician (XpresSpa)**- XpresSpa located at the Pittsburgh International Airport is seeking an energetic and enthusiastic Nail Technician with natural-nail care passion. Job responsibilities include consulting with customers, determining their needs and providing class service. Applicants must be licensed. To apply, send resume to **info@xpresspa.com** with "PIT NT" as the subject line.
- **Medical Assistant/Phlebotomist (Prediabetes Center)**- Responsible for check in/check out procedures, scheduling appointments, answering incoming calls, making reminder calls for upcoming appointments, managing the center schedule, managing inventory for supplies and products, collecting blood samples, rooming patients and taking vitals. Some remote phlebotomy will be required. Applicants must have at least 2 years experience drawing blood as well as one of the following certifications: CMA, RMA, NCMA, CCMA, NRCMA, ASCP PT. Applicants should also have knowledge of related OSHA, CLIA and JCAHO guidelines and requirements, general office tasks, confidentiality and specimen collection.). To apply, please visit **www.ziprecruiter.com/job/Medical-Assistant-Phlebotomist/37b4c3e1/?source=craigslis**.

EMPLOYMENT EVENTS & RESOURCES

- **Pittsburgh Job Fair| Tuesday, September 30, 2014 from 11:00 am—2:00 pm** This national career fair will be held at Clarion Hotel located at 401 Holiday Drive, Pittsburgh, PA 15220.
- **CCAC Job Fair| Wednesday, October 8, 2014 from 9:30 am—1:00 pm** This regional career fair will be held at the College of Allegheny County located at 8701 Perry Hwy, Pittsburgh, PA.
- **Coast to Coast Career Fairs| Tuesday, October 14, 2014 from 11:00 am—2:00 pm** This national career fair will be held at La Quinta Inn & Suites located at 4859 McKnight Road, Pittsburgh, PA 15237.

Office of City Councilman
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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

- **Security Analyst**– Maintain firewall configurations and URL filters. Perform security audits on newly constructed systems and applications to locate areas of vulnerability. Knowledge of CISSP, CISM, HIPAA, PCI, Windows Operating Systems, VMWare, Virtual desktops, SIEM, PKI, Linux. Must have Bachelor’s degree in Computer Science or related field and at least two years worth of experience with IT systems, Microsoft systems, firewalls, and related items. Salary is \$4,000-\$4,623 per month. To apply, please go to www.alleghenycounty.us/jobs/dearapp.aspx or contact the **Department of Human Resources at 412-350-6830**.
- **Administrative Specialist**- The Administrative Specialist reports to the Assistant Operations Manager and performs a variety of intermediate level administrative duties and projects, including liaison duties and providing strong customer service. Duties include: providing strong customer services in person and via phone, perform research and problem resolution, and scheduling appeal hearings and preparing appeal hearing documentation as needed. Must have an Associate’s degree in Business or related field and at least two years worth of clerical work experience. Salary is \$2,166.67 per month. To apply, please go to www.alleghenycounty.us/jobs/dearapp.aspx or contact the **Department of Human Resources at 412-350-6830**.
- **Custodial Worker**– Perform all custodial and janitorial duties as assigned by the manager. Cleans desks, furniture, phones, counters, pictures, and window sills. Responsible for the cleanliness of bathrooms and floors. Should have knowledge of floor scrubbing machines and other equipment used in cleaning public buildings. Must have at least a high school diploma. Salary is \$2,597.35-\$2,959.63 per month. To apply, please go to www.alleghenycounty.us/jobs/dearapp.aspx or contact the **Department of Human Resources at 412-350-6830**.