



EMPLOYMENT OPPORTUNITIES NEWSLETTER

January 2014



OFFICE OF COUNCILMAN
R. DANIEL LAVELLE

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414 Grant Street
 510 City-County Building
 Pittsburgh, PA 15219
 412-255-2134 ph
 412-255-0737 fax

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CITY OPPORTUNITIES

- **Volunteer Board Member (Pittsburgh Water and Sewer Authority, PWSA)** – PWSA maintains and operates the water infrastructure and City of Pittsburgh’s sewer system. Positions currently open for volunteer board members. Applicants must be a taxpayer in, be a business owner in, and/or be a citizen of the City of Pittsburgh. To apply, go to talent-city.com/.
- **Volunteer Board Member (Parking Authority, PPA)** – The PPA operates ten parking garages, two attended surface parking lots, and 37 off-street metered parking lots. The PPA collects and receives a portion of on-street parking meter charges and ticket revenue. Positions currently open for volunteer board members. Applicants must be either a resident of Allegheny county or of the City of Pittsburgh. To learn more and to apply visit talent-city.com/node/208.
- **Volunteer Board Member (Stadium Authority, SEA)** – The Stadium Authority was responsible for the construction of the Three Rivers Stadium which is Heinz Field and PNC Park. Positions currently open for volunteer board members. To learn more and apply visit talent-city.com/node/210.
- **Paramedic (Bureau of Emergency Medical Services)** – The department of Public Safety/Bureau of Emergency Medical Services is accepting applications for the paramedic position. This position involves providing rescue, helping extricate victims, driving or accompanying driver in emergency medical vehicles, filing complete reports on each case, working all shifts, and accompanying victims to hospital as driver and/or providing pre-hospital care to patients in emergency medical vehicle. Position requires having the ability to work quickly and for prolonged periods, moving victims on stretchers from difficult areas, and maintaining a valid Pennsylvania Class C driver’s license. Pays \$13.75 an hour for the first year, with pension, medical benefits, tuition reimbursement, paid holidays, paid vacation, and personal days. For more information go to www.city.pittsburgh.pa.us/pers-depo/Announcements/PARA14.HTM and to apply visit www.PGHJobs.net



INSTITUTIONAL OPPORTUNITIES

- **Child Care Teacher (YMCA of Greater Pittsburgh)** – There are several different locations around the Pittsburgh area that are looking for part time employees as a Child Care Teacher at the YMCA. The responsibility of the child care teacher is to operate activities, assist with supervision, assist with the delivery of the program curriculum, and interact with parents to provide a quality experience to children. For more information go to www.ymcaofpittsburgh.org/about-us/employment-opportunities/. Resumes should be emailed to HRdepart@ymcapgh.org with a note specifying in which area applicant wishes to work.
- **Police Officer (Carnegie Mellon University)** – Security/Police at Carnegie Mellon University conduct general police, security, and watchman style foot and mobile patrols of the campus. The role of the office is to protect life and property and to preserve the public peace. Investigation is part of the job, which involves writing reports concerning suspicious activity, people, and unsafe conditions. To apply go to cmu.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=32042.
- **Research Scientist (Carnegie Mellon University)** – At CMU the Integrative design, Arts and Technology Network has an open position for a Research Scientist. This candidate will work with faculty and students from design, arts, engineering, and computer science and with industry partners from Intel. The education requirement is a master's degree, 3 or more years of experience with data driven, design skills, and physical mobility. To apply go to www.cmu.edu/ideate.
- **Assistant Professor-Political Science (Robert Morris University)** – Robert Morris University is accepting applications for an assistant professor in political science. Candidates should hold a terminal degree in political science. Applicants must demonstrate excellence in teaching and research in their discipline. They seek a generalist with a strong interest in undergraduate education and a promising research agenda for a Social Sciences Department that offers undergraduate degree programs in history, psychology, sociology, and social sciences as well as social science courses taught as part of the Robert Morris University core curriculum. Applications should be emailed to SESS Apps@rmu.edu, c/o Dr. Mary Ann Rafoth, Dean.
- **Shuttle Driver (Point Park University)** – Open position for a Shuttle Driver at Point Park University. Driver is responsible for the transportation of students, faculty, and staff to the Pittsburgh Playhouse, Film Makers and other locations safely. This job also requires drivers to be able to drive any vehicles including buses and trucks. To apply, send a cover letter and resume to HROffice@pointpark.edu.

EMPLOYMENT EVENTS & RESOURCES

- **Pittsburgh Job Fair | Wednesday, March 19 2014 from 9:30 am - 1:30 pm** – This employment fair will be held at the CCAC Allegheny Campus SSC, located at 808 Ridge Avenue, Pittsburgh PA, 15212-6003.
- **Pittsburgh Job Fair | Wednesday, April 2, 2014 from 9:00 am— 1 pm** – This employment fair will be held at the CCAC North Campus, located at 8701 U.S. Route 19, Pittsburgh PA 15237.
- **Pittsburgh Professional Networking Career Job Fair | Wednesday, April 23, 2014 from 2:00 pm— 6:30 pm** – This employment fair will be held at the Marriott Pittsburgh City Center, located 112 Washington Place, Pittsburgh PA 15219.



FOUND EMPLOYMENT OPPORTUNITIES

- **Receptionist (Lamar)** – Full time position as a receptionist. Requires a high school diploma or a Business College degree. Responsibilities include answering of multi-line telephone in a professional manner and routing of calls and messages. Job also involves greeting arriving visitors, sorting incoming mail to appropriate person and/or department, faxing, and photocopying and filing duties. Required skills include ability to work independently, and strong computer skills including Microsoft Word, Photoshop, Excel, and PowerPoint. Must be able to operate fax machines, copiers, scanners, and binding machines. Office environment (heavy telephone use, sitting, standing, typing, filling). If interested apply at applynow.lamar.com/Jobs/ or contact Karen Kudrick at kkudrick@lamar.com or call 412-722-0200.
- **Ramp Agent (Pittsburgh International Airport)** – Part time job starting at \$8.25 per hour. Position involves outdoor physical activity, including the loading/unloading of aircraft and aircraft cleaning in all types of weather. Benefits include flight privileges on Delta Air Lines, optional medical, dental, life and short term disability insurances, 401k savings plan, paid training, paid employee parking, and weekly paychecks. Candidates must be able to lift 70 lbs, possess a valid drivers license, and must pass a drug screening and an FBI criminal background. To apply go to www.dalgs.com and click on “jobs” tab.
- **Field Service Technician (Captive-Aire)** – Position requires ability to troubleshoot both low and high voltage wiring. Applicants must possess a strong knowledge of electrical systems, strong mechanical skills, and an understanding of the workings of Aire product lines. Duties include the commissioning of new equipment, repairs and replacement of equipment, troubleshooting existing CAS equipment, and development and maintenance of service schedules. Applicants must be able to lift 50 pounds, use power and hand tools, work in outside conditions, and use ladders for roof access. Benefits include paid holidays, medical, dental, and vision insurance, with options for disability and life insurance. To apply, submit your resume at <http://www.captiveaire.com/employment/FieldServiceTechnician.asp>.
- **Front Office Assistant (Smiles Dental Center)** – Smiles Dental Center is currently seeking a full time position for a Front Office Assistant. Responsibilities include maintaining appearance and order of dental office, patient scheduling, reception management, records management, insurance, billing, and correspondence. Applicants must have a high school diploma, up to 2 years of office and/or Customer Service experience preferred, ability to effectively manage more than one activity at a time, ability to work well with children of all ages, ability to work under pressure, possess strong communication skills, and possess excellent interpersonal skills. Employees are eligible for medical insurance, long and short-term disability insurance, dental, vision, and life insurance after 90 days of employment. The company also offers paid time off and 8 paid holidays, a retirement plan, direct deposit, and promotional opportunity. To apply visit smallsmiles.com and click on the careers tab at the top of the page.

Office of City Councilman
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LOCAL TRAINING/EMPLOYMENT OPPORTUNITIES

- **Real Estate Agent (Keller Williams)** – Keller Williams is looking to hire and train a select group of realtors. At Keller Williams you can have a flexible schedule, work in an energetic; team atmosphere, receive free training and support, and earn up to a six-figure income. To learn more on how to become a Keller Williams Real Estate Agent, visit and apply at <http://www.redcareers.com/pittsburgh/apply>.

EMPLOYMENT OPPORTUNITIES – ALLEGHENY COUNTY

- **Allegheny County (Department of Human Resources)** – Different opportunities from many different departments. Each department has positions that need to be filled. The departments that are open are Economic Development, Facilities Management, Jail, Kane Regional Centers, Law Department, Medical Examiner, Police, Public Defender, Public Works, and Shuman Juvenile Detention center. For more information on the job opportunities of each department please call 412-350-6830 or visit www.alleghenycounty.us/jobs/index.aspx.
- **Port Authority** – Port Authority is currently seeking applications for Buyer, Case Manager, Maintenance Technical Trainer, and Maintenance Work order Program. Each department has a different job description and may require different experience and education requirements. To apply and to find out more information of each department and job description visit www.portauthority.org/paac/CompanyInfoProjects/JobOpportunities.aspx.
- **Allegheny County Health Department** – The health department currently has job openings for Air Pollution Analyst, Dental Assistant, Environmental Health Administrator, Microbiologist, Nutrition Services Assistant, and Public Health Administrator. To learn more about each of these job positions visit www.achd.net/hr/jobs.html.
- **Executive Assistant to the Warden (Allegheny County Health Department)** – This position provides and directs critical secretarial support services and assistance on institutional/departmental matters regarding highly complex issues. Duties include the review and analysis of incoming documents, telephone calls, proofreading of Warden's reports and correspondence, maintenance of the Warden's calendar, and use of a computerized tracking system. Requires an Associates degree and 2 year full time clerical/assistance experience. Salary is \$3,333-\$3,750.00 per month. To apply visit apps.alleghenycounty.us/HRJobApplication/firstpage.aspx?id=0385.