



EMPLOYMENT OPPORTUNITIES NEWSLETTER

January 2015



OFFICE OF COUNCILMAN
R. DANIEL LAVELLE

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CITY OPPORTUNITIES

- **Administrative Assistant**—The Dept. of Personnel & Civil Service Commission is seeking a full-time administrative assistant. The candidate will assist the Director/Manager with the administration of the Office of Municipal Investigations and acts as a liaison with other City Departments. Applicants are expected to have considerable knowledge of city policies and procedures regarding the processing of contracts, grants, etc. The annual salary is \$40,031. Applicants must have at least 2 years clerical experience and an Associate's degree. To apply visit www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2087
- **Clerk**—The Dept. of Personnel & Civil Service Commission is seeking a an individual to perform moderately responsible clerical duties. There is no educational or work experience requirement. Expected annual salary is \$26,868 - \$29,816. To apply visit www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2077
- **Personnel Analyst**—Applicants will perform a variety of work relating to the development and administration of personnel policies and also help in the hiring processes for other jobs by screening and reviewing employment applications and background files. Qualified applicants will have at least 2 years of human resources experience and a Bachelor's degree. Annual salary is \$53,261. To apply visit www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2081
- **School Crossing Guard**—Applicants will be expected to fill temporary vacancies at various Pittsburgh schools and will be employed on an "on-call" basis. Crossing guards duties include helping children and other pedestrians cross intersections and helping to direct traffic. To apply visit www.city.pittsburgh.pa.us/employmentcenter/JobDetails.aspx?Postings=2079



INSTITUTIONAL OPPORTUNITIES

- **Part-time Driver (Point Park University)** - Applicants must have a Commercial Driving License with Passenger Endorsement and be at least 21 years of age. 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. To apply, forward a cover letter and resume via email to HROffice@pointpark.edu.
- **Part-time Student Records Clerk (Point Park University)** - Perform a variety of administrative functions in support of the student records function of the Office of the University Registrar. There is a minimum two years related work experience, preferably in higher education. To apply, forward a cover letter and resume via email to HROffice@pointpark.edu.
- **Part-time Receptionist (University of Pittsburgh)**- Individual serves as receptionist for the school. Responsibilities include: greeting/directing KGSB visitors, students, staff, faculty; answering the phone; periodic rounds of the entire building; assuring proper set-ups for events. To apply, visit <https://www.pittsource.com/postings/89946>
- **Faculty Secretary (University of Pittsburgh)** - Individual provides secretarial support to multiple faculty members. The position requires excellent computer skills, and some knowledge of technical mathematical equations. Ability to organize and prioritize workload is essential. Must have high school diploma or GED. To apply, visit <https://www.pittsource.com/postings/89502>
- **Data Entry Specialist (University of Pittsburgh)** - Data Management Position: Collection, entry and validation of data housed within a centralized research awards database. Creation, updating and performing quality control procedures required to ensure data integrity. To apply, visit <https://www.pittsource.com/postings/89482>
- **Cage washer (University of Pittsburgh)** - Individual will perform cagewashing, equipment maintenance, laundry and janitorial duties. The candidate will process soiled animal caging, sterilize and prepare clean caging, operate various types of cagewash equipment. Must be able to work weekends and holidays and have high school diploma or GED. To apply, visit <https://www.pittsource.com/postings/89433>
- **Police Officer (Carlow University)** - Individual will patrol assigned areas of property used, owned or occupied by Carlow University and the Sisters of Mercy. This position requires a working knowledge of Pennsylvania law and the physical ability to carry out vigorous patrol of the assigned area. High school diploma required. To apply, send resume and cover letter to HR4@carlow.edu
- **Admissions Data Specialist (Chatham University)** - Applicants must be able to perform technical duties including data analysis, decision-making skills, and utilization of mainframe computers. Other duties include data entry of admissions applications and evaluations of transcripts. To apply, visit <https://www4.recruitingcenter.net/Clients/chatham/PublicJobs/controller.cfm> and select Admissions Data Specialist
- **Housekeeper (Chatham University)** - Position will be under the daily supervision of the Manager of Facilities Services and responsible for maintaining the cleanliness of assigned buildings and areas. Must have high school diploma. To apply, visit <https://www4.recruitingcenter.net/Clients/chatham/PublicJobs/controller.cfm> and select Housekeeper.

FOUND EMPLOYMENT OPPORTUNITIES

- **Legal Assistant**— Berger and Green Attorneys at Law are hiring an entry-level legal assistant. Must have great communication skills. No legal experience is necessary, but a four year degree is a plus. Free parking and health benefits begin immediately. To apply, visit pittsburgh.craigslist.org/ofc/4853785885.html and email your cover letter and resume.
- **Pharmacy Technician (UPMC)**- UPMC Children's Hospital seeks a pharmacy technician to Assist in the provision of the proper oral and injectable medications (including intravenous admixtures) for the correct patient for administration at the appropriate time. Use proper technique in the preparation of medications. Applicants must have high school diploma and have completed a pharmacy technician program. Apply at www.upmc.com by following these steps; click Careers at UPMC, Start My Job Search, and follow the link to continue to search and apply for openings. Select Advanced Search and enter **2063712** in the job opening ID field.
- **Office Assistant (UPMC)** - UPMC Shadyside is hiring an office assistant responsible for making and scheduling patient appointments in an efficient and timely manner. Assists customers in person and on the phone, providing information, and communicating with various departments. Obtains and enters complete demographic and insurance information. Apply at www.upmc.com by following these steps; click Careers at UPMC, Start My Job Search, and follow the link to continue to search and apply for openings. Select Advanced Search and enter **2060113** in the job opening ID field.
- **Carpenter (UPMC)** - Perform rough carpentry such as constructing drywall partitions, ceilings and door frames from blue prints. Apply at www.upmc.com by following these steps; click Careers at UPMC, Start My Job Search, and follow the link to continue to search and apply for openings. Select Advanced Search and enter **2065536** in the job opening ID field.
- **Taxi Driver**—Yellow Z is hiring taxi drivers. Applicants must be 21 years of age and own a car less than 8 years old. Applicants can create their own hours with a flexible weekend schedule. To apply, visit pittsburgh.craigslist.org/csr/4849647104.html

EMPLOYMENT EVENTS & RESOURCES

- **Pittsburgh Career Fair | February 12, 2015 from 11:00am—2:00pm**—This career fair will be at the Marriott City Center at 112 Washington Place, Pittsburgh, PA. Register at www.nationalcareerfairs.com/career_fairs/4814/PA/Pittsburgh/February/12/2015
- **Penn Highlands Job and Internship Fair | March 18, 2015 from 10:am—2:00pm**—This event will be located at Pennsylvania Highlands Community College located at 101 Community College Way, Johnstown, PA. It is open to all students and degree-holders.

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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: sandbox.winnets.com/lmch/.

EMPLOYMENT OPPORTUNITIES – ALLEGHENY COUNTY

- **Chief Information Officer**- The Chief Information Officer reports to the Director of Administrative Services and directs the day-to-day Information Technology operations, manages information systems staff, and is responsible for the design, procurement, maintenance, and delivery of County of Allegheny Information Technology Services. To apply, please go to www.alleghenycounty.us/jobs/dearapp.aspx or contact the Department of Human Resources at 412-350-6830.
- **Coordinator of Voting Machines**— Duties include programming voting machines, performing lead technician duties which include overseeing work in an assigned zone, and visiting voting districts to ensure the delivery of voting machines. Must have high school diploma and knowledge of Microsoft Office. To apply visit www.alleghenycounty.us/jobs/administrative-services-coordinator-of-voting-machines.aspx
- **Judicial Services Clerk**—The Court Clerk is responsible for identifying the presiding judge's/hearing officer's decisions, writing error free court orders based on these decisions, entering accurate and relevant data into the computer system and scheduling cases. To apply visit www.alleghenycounty.us/jobs/courts_JudicialClerk.aspx
- **Electrician**—Performs electrical work including maintaining and repairing a wide variety of electrical equipment and fixtures and installs conduit and wiring systems for power and lighting units, computers, and cable television. Applicants must have completion of an electrician's apprenticeship program and four (4) years experience as an electrician. To apply visit, www.alleghenycounty.us/jobs/fmelectrician.aspx
- **Cook**— Reviews menus prior to preparation of food. Utilizes standard recipes to prepare, cook, and bake foods in accordance with planned menus and therapeutic diets and in accordance with sanitary regulations and established policies and procedures. Applicants must have high school diploma or its equivalent AND One year of cooking experience. To apply visit, www.alleghenycounty.us/jobs/kanecook.aspx