



EMPLOYMENT OPPORTUNITIES NEWSLETTER

July 2015



OFFICE OF COUNCILMAN
R. DANIEL LAVELLE

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CITY OPPORTUNITIES

- **Sign Painter** – The City of Pittsburgh’s Department of Public Works is currently seeking applicants for a full time position as a Sign Painter. Responsibilities include creation of standardized signs for various uses in the city. In example custom decals for city owned vehicles. 2 years of experience in graphic design as well as an Associates Degree in a visual communications or graphic design field 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.
- **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.
- **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.
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INSTITUTIONAL OPPORTUNITIES

- **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.
- **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.
- **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.
- **Artistic Admissions Assistant (Point Park University)** - The Conservatory of Performing Arts is seeking applicants for the position of assistant to the Director of Artistic Recruitment. The primary functions of employment include maintaining technology, preparation of statistical enrollment reports, and assisting in the coordination of on and off campus events. A Bachelors Degree or equivalent experience and two years of professional work experience is required. Must also be proficient in the general uses of various Microsoft Office platforms. To apply, please send your 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
- **Part Time Event Technician (Point Park University)** - The Point Park University Center for Information Technology is seeking applicants to serve as a part time technician. The technician would be required to set up, teardown, and troubleshoot various types of audio visual equipment. Applicants are required to have expertise with digital cameras, LCD projectors, as well as other audio/visual and sound equipment. Night and weekend availability is a must. Send resume to HROffice@pointpark.edu

FOUND EMPLOYMENT OPPORTUNITIES

- **Administrative Assistant** - Dick's Sporting Goods is seeking applicants for the position of an administrative assistant to the Vice President of Loss Prevention and Visual Presentation. The assistant will provide high-level administrative support that may include managing calendars, scheduling meetings, preparing correspondence, decks and reports and receiving visitors and other administrative responsibilities as required. High school diploma or equivalent required, Bachelors Degree preferred. Five plus years of administrative experience is required. Apply at <http://www.dickssportinggoods.jobs>
- **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>.
- **Food Sales Associate** — Macy's is seeking applicants for the position of Food Sales Associate at the Arcade Bakery of Macy's Downtown Pittsburgh. Responsibilities include the selling of food items and providing service using product knowledge and sampling as well as the performing of other duties as required. No specific educational accomplishment is required. Previous restaurant/hospitality experience is preferred but not required. Apply at <http://www.macysjobs.com>.

EMPLOYMENT EVENTS & RESOURCES

- **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/

Office of City Councilman
R. Daniel Lavelle
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Pittsburgh, PA 15219



LOCAL TRAINING/EMPLOYMENT OPPORTUNITIES

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EMPLOYMENT OPPORTUNITIES – ALLEGHENY COUNTY

- **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.
- **Driver**- The County of Allegheny is seeking applicants for position of a painter. The main responsibility of the position is the operation of automobiles, heavy trucks, and other vehicles. As well as the operation and use of snow removal equipment and the routine
- **Painter** - The County of Allegheny is seeking applicants for position of a painter. The main responsibility is to keep up with the general painting needs of the County. While based out of the Courthouse Paint Shop, the position will require work to be done at any number of county facilities or offices. A high school diploma or equivalent is required, as well as a 6 years experience as a painter. A PA Drivers License is also required. To apply, please go to www.alleghenycounty.us/jobs/index.aspx.
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- **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.