



EMPLOYMENT OPPORTUNITIES NEWSLETTER

June 2015



OFFICE OF COUNCILMAN
R. DANIEL LAVELLE

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CITY OPPORTUNITIES

- **Site Leader- Summer Food Service Program** – The Department of Parks and Recreation is currently seeking applicants for a Site Leader position of the Summer Food Service Program. Responsibilities include the verification, delivery, and service of meals. A valid Pennsylvania Act 33/34 Clearance is required prior to appointment. Applicants are also required to submit verification of City residency at the time of filling and must remain a City of Pittsburgh resident. www.PGHJobs.net .
- **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.
- **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.
- **Refuse Collection Driver** – The City of Pittsburgh is currently seeking applicants for full time position as a refuse collection driver. Applicants are required to be City of Pittsburgh residents, and remain a resident at all times. A valid Commercial Class A or B Pennsylvania Motor Vehicle Operator’s License 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.
- **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.



INSTITUTIONAL OPPORTUNITIES

- **Drumming Instructor (Carnegie Mellon University)** - Carnegie Mellon University is seeking applicants for a part time position as a drumming instructor to lead the drum corps of the Pipes and Drums band. The Drumming Instructor will work closely with Director Andrew Carlisle to evaluate the stature of the award winning band. Working 10 months a year at 20 hours a week to train and work with the band developing a syllabus to cater to drummers at all levels. Ideal candidates have experiences with teaching snare drumming as well as leading a school band. Pennsylvania Act 153 clearances required. Please visit www.cmu.taleo.net/careersection for more information on qualifications, examinations and completing the application.
- **Security Guard (Carnegie Mellon University)** - Carnegie Mellon University is seeking full time applicants for a University Police security guard position. The Security Guard is responsible for conducting watchperson rounds of university buildings and areas to ensure the safety and security of the campus, the assigned sector, and its occupants/users. High school graduate, GED, or equivalent combination required. Please visit www.cmu.taleo.net/careersection for more information on qualifications, examinations and completing the application.
- **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**ElectricianDriver**
- **Part Time 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
- **Car Washer (University of Pittsburgh)** - The University of Pittsburgh is seeking applicants for a full time position as a car washer. Duties include but are not limited to the cleaning and maintenance of various vehicles in the university fleet. Applicants must have good driving skills and a clean driving record. While the driving of vehicles is not the focus, applicants would have to transport vehicles between university lots. Vehicles will range from small cars to 12 passenger vans. Candidates must be 25 years of age and have had a valid 8 passenger drivers license for four years 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.
- **Student Services Assistant (University of Pittsburgh)** - The University of Pittsburgh is seeking applicants for a full time position as a student services assistant to support the University Registrar for Classroom Scheduling. The position requires performing a variety of senior-level clerical task, including the scheduling of classes and special events. A familiarity with University of Pittsburgh polices and procedures is desirable. Applicants must be able to work with a complex, computer based system, while working closely with students and faculty. Please visit www.hr.pitt.edu/careers for more information on qualifications, examinations and completing the application.

FOUND EMPLOYMENT OPPORTUNITIES

- **Summer Camp Instructor** — The Carnegie Museums of Pittsburgh are seeking applicants for part time positions as Summer Camp Instructors at the Carnegie Science Center. The instructor is needed for camps and classes at the North Shore location. Potential candidates must demonstrate strong communication skills, have excellent customer service skills, and function effectively in a team environment. A degree in education and experience working with children is required. To apply visit <http://www.carnegiemuseums.org>
- **Area Public Relations Coordinator**— Kimpton Hotels and Restaurants is seeking applicants for the position of Public Relations Coordinator at it's Hotel Monaco branch in Downtown Pittsburgh. The coordinator would assist with the public relations strategies and tactics that maximize the impact of the story of Kimpton's Hotels in Pennsylvania over all levels of media. Portfolio responsibilities would include the public relations issues of all of Kimpton's PA based hotels, including properties in Philadelphia. 1-2 years in professional public relations is required, as well as a bachelors degree in journalism , communications, marketing, or some related field. Apply online at <https://www.kimptonhotels.com/career>
- **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>.
- **Part Time Event Security** - U.S. Security associates is seeking applicants to provide local businesses with security personnel at North Shore and Downtown Pittsburgh events. Must be 18 years of age, high school diploma or GED, and no criminal background. Apply online at <http://ussapittsburgh.applicantstack.com/>

EMPLOYMENT EVENTS & RESOURCES

- **Pittsburgh Career Fair | Monday, June 25, 2015 from 11:00 am - 2:00 pm** - This employment fair will be held at the Marriott City Center, located at 112 Washington Place, Pittsburgh, PA 15219.
- **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
510 City-County Building
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Pittsburgh, PA 15219



LOCAL TRAINING/EMPLOYMENT OPPORTUNITIES

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EMPLOYMENT OPPORTUNITIES – ALLEGHENY COUNTY

- **Senior Application Analyst** - The County of Allegheny is seeking applicants for position of Senior Application Analyst. The positions primary responsibilities include he incumbent also troubleshoots operational applications issues, implements corrective solutions, analyzes and modifies existing computer programs and systems as required, and documents the issue and resolution. A Bachelor's Degree in Computer Science, Management Information Systems, or Business Administration, and 2 years of experience working with leading Enterprise Content Management (ECM) Software (OnBase, FileNet, Documentum, or similar). To apply, please go to www.alleghenycounty.us/jobs/index.aspx.
- **Building Custodial Manager** - The County of Allegheny is seeking applicants for position of a building custodial manager. The positions primary responsibilities include scheduling, coordinating, and supervising the work of the building foremen, custodial staff, and utility workers to ensure that the County's properties are properly staffed, managed, cleaned, and maintained. A resume is required at the time of application. A high school diploma or equivalent, as well as 6 years of work experience in building maintenance is required. To apply, please go to www.alleghenycounty.us/jobs/index.aspx.
- **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.
- **Unit Clerk** - The County of Allegheny is seeking applicants for position of Unite Clerk. Responsibilities include the tracking of records medical and administrative information in accordance with established policies and procedures. Must become a resident of Allegheny County within one year of appointment. A high school diploma or its equivalent and one year experience in a medical or long-term care setting which involved recording or filing patient information or one year experience providing resident care as a Nursing Assistant. To apply, please go to www.alleghenycounty.us/jobs/index.aspx.