



EMPLOYMENT OPPORTUNITIES NEWSLETTER

March 2014



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R. DANIEL LAVELLE

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CITY OPPORTUNITIES

- Paramedic**– The department of Public Safety/Bureau of Emergency Medical Services is accepting applications for the paramedic position. This position requires providing rescue, help extricate victims, drive or accompany driver in emergency medical vehicle, file complete reports on each case, work all shifts, and accompany victims to hospital as driver and/or provider of continual pre-hospital care to patients in emergency medical vehicle. This requires having the ability to work quickly and for prolonged periods, move victims on stretchers from difficult areas, and maintain a valid Pennsylvania Class C driver’s license. Hourly wages are \$13.75 for the first year, and benefits include pension, medical, tuition reimbursement, paid holidays, paid vacation, and personal days. For more information visit www.city.pittsburgh.pa.us/pers-depo/Announcements/PARA14.HTM and to apply visit www.PGHJobs.net
- Pittsburgh Parking Authority**– There are many positions that are available like account manager, garage manager & attendants, parking enforcement officer, and network administrator. These job titles require different objectives and requirements. For more information visit www.pittsburghparking.com/job-openings
- Citiparks Lifeguard**– Lifeguard training courses are being held at the **Oliver Bath House** on the following dates and times. March 15–April 26, 2014 on Saturdays from 12:00pm to 6:00pm (No class April 19th). Another course will be held May 6– May 29, 2014 on Tuesdays and Thursdays from 6:00pm to 10:00pm. There will be one more course on Saturday May 17th from 9:00am-6:00pm. There will be a course fee of \$70.00 but payment plan is available to people who are a City of Pittsburgh Resident. For more information and registration, call the Aquatic Division Office at **412-323-7928**.
- Public Safety Director**– The responsibilities that this job requires is to plan, organize and direct the activities of the Public Safety Department providing general law enforcement, criminal investigation, building inspection, and discipline of all department employees. This job will also develop long term plans to improve departmental operations, annual department budgets for operations and equipment, and keep the Mayor informed of departmental operations. The salary for this position is \$125,000. Required qualifications include a bachelors degree in science, criminal justice, behavioral science, or related field. For more information and to apply visit talent-city.com/node/240



INSTITUTIONAL OPPORTUNITIES

- Director of Corporate and Foundation Relations (Point Park University)**- This position requires a bachelor's degree with five to seven years of experience in higher education fund-raising and planning. This job also requires strong organization skills, oral and written communication skills, and computer and research skills. The responsibility for this position is directing the corporate and foundation fundraising efforts of the University, including identifying, cultivating and soliciting corporate and foundation funding sources for specific University programs; assisting in the writing of grant proposals; managing of grant programs, maintaining donor stewardship; participating in the coordination of cultivation events as necessary. The position also requires to manage the Grant Program, work with the business office on grant budgets, and other duties that are assigned. Qualified applicants should forward a cover letter and a resume via email to HROffice@pointpark.edu or mail it to **Point Park University, Human Resources Office at 201 Wood Street Pittsburgh, PA 15222.**
- Principal Oracle Database Administrator, Computing Services (Carnegie Mellon University)**- This full time position will provide database administration in support of the University's academic and business system. The duties included are installation and physical database design, database backup and recovery, and provide architectural recommendations. The qualifications that are required are a bachelor's degree in Information Science, Computer Science, Software Engineering or other related field. Other qualifications that are required include a six year progressive experience in database administration. For more information and to apply visit <https://cmu.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=33183>
- Project Manager- Information Technology (Carlow University)**- An open position of Project Manager in the Division of Information Technology. The responsibilities for this position require coordination, scheduling, communication, tracking, testing, and maintaining quality standards. Qualifications that are required are an associates degree in a technology related field such as computer science, organization skills, business process understanding, ability to collaboratively work with diverse groups, and a project manager certification. To apply send a cover letter and resume to HR5@carlow.edu
- Security guard, Campus Police (Carnegie Mellon University)**- Full time position as a campus security guard. Objective requires reporting suspicious activity, providing escorts, conduct watchperson rounds of the university building ensuring the safety and security of the campus, and to provide general assistance. Salary is \$13.94-\$15.08 hourly. Minimum qualifications are a high school diploma and physical mobility. For more information and to apply visit cmu.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=33200

EMPLOYMENT EVENTS & RESOURCES

- Pittsburgh Job Fair | Wednesday, March 26 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

FOUND EMPLOYMENT OPPORTUNITIES

- **Receptionist (Lawrenceville Vision Care)**- Lawrenceville is looking for a part-time front desk receptionist (18-20 hours per week). The job task will be required to greet all incoming and outgoing patients. Applicants will also be responsible for monitoring patient flow, answering phone calls, scheduling and confirming appointments, and processing insurance information. There will be additional training for other expectations like eyeglass sales and contact lens support. The applicant will preferably have 1 or more years related experience. For more information please go to lawrencevillevisioncare.com
- **UPMC**- There are many different job openings that are available at various different locations. For more information on the different jobs that are available and the locations that they are at visit jobsupmc.upmc.com/psp/extapp/EMPLOYEE/EXTRN_APP/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_TRANSIT_PRE_Z&Action=A&SiteId=2
- **Cage Cashier (Rivers Casino)**- Full time position which requires greeting customers, provision of even exchange of cash and exchanges of receipts for cash, working with other team members, and performing a wide variety of monetary transactions. The job requirements are one to two year cashier experience along with a high school diploma or GED. Other requirements are being able to add and subtract two digit numbers and to multiply and divide with 10's and 100's, operate a 10 key adding machine, typing skills, and to be able to work flexible shifts including holidays and nights. To apply online visit www.riverscasino.com/pittsburgh/employment/mvi/
- **Carnegie Museums of Pittsburgh**- There are many different part-time and full-time positions that are available at the Carnegie Museums of Pittsburgh. Some of the positions that are available are gallery attendant, artist educator, web experience specialist, exhibit experience, and time visitor service representative. For more information on each job title and how to apply visit www.carnegiemuseums.org/interior.php?pageID=12
- **Service Desk Analyst**- This position is responsible for providing support and performs trouble shooting activities, including responding to end-user questions and problems. Applicant will also be responsible for solving minor hardware issues, answers questions, and having strong verbal and communication skills. The experience that is required is 2-3 years of pervious technical information system experience. Education requirement is a bachelors degree. To apply visit lantekcs.theresumator.com/apply/bjJy1Y/Service-Desk-Analyst.html?source=CRAG
- **WPXI**- There are two job openings at WPXI. The first job is a news producer that is great with writing, news judgment, and creativity to help drive the best local newscasts. The other job position is sales/marketing. There are account executive and digital account executive positions that are available. Account Executive responsibility is to track records of proven success in media sales. Digital Account executive is to report, evaluate, and manage customers' digital campaigns, communicate specific product specifications, and other duties that are asked. For more information on each job title and to apply visit www.wpxi.com/wpxi-jobs/
- **YMCA of Greater Pittsburgh**- YMCA is offering many different job titles at many different locations. Visit www.ymcaofpittsburgh.org/about-us/employment-opportunities/ to apply and find what YMCA is located near you.
- **PWC (PricewaterhouseCoopers)**- PWC lists many job openings that are available in Pittsburgh. Some of the job titles that are available are risk assurance sourcing manager, international tax, data center technology, and adverse data search. For more information visit jobs.pwc.com/pittsburgh-jobs

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LOCAL TRAINING/EMPLOYMENT OPPORTUNITIES

- **Goodwill**- For employment and/or employment advancement, Employment Skills Training spans across several high demand industries and occupations including housekeeping, food-service, customer service, computer skills, retail, healthcare, manufacturing and clerical occupations. Externships, job coaching, and case management services are also available to clients participating in training. For more information about Goodwill's Job Training and Workforce Development Programs and how to apply, call **412-632-1706**
- **Energy Innovation Center**- A free 8 week certification program designed to prepare students with the skills and certifications that employers want and need for today's construction and building industries. The program will focus on key topics in building, construction and energy related industries, including: environment literacy; water, waste and energy; health, food and agriculture; community organization and leadership; financial literacy and social entrepreneurship; occupational safety and health administration; green chemistry and carbon footprint; tools, instruments and measures; building and construction math; hazardous waste operations and Emergency Response. Interested parties must be over 18 years of age, hold a high school diploma or GED, and be drug free. To register contact **Donel S. Durham** at **412-325-1565**

EMPLOYMENT OPPORTUNITIES – ALLEGHENY COUNTY

- **Allegheny County (Department of Human Resources)**- Various positions available in the areas of 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 and job opportunities in each department you can call (412) 350-6830 or visit www.alleghenycounty.us/jobs/index.aspx.
- **Port Authority**- Port Authority is currently seeking applications for Buyer and Case Manager. Each department has a different job description and may require different experience and education requirements. To find out more information on each department and job description visit www.portauthority.org/paac/CompanyInfoProjects/JobOpportunities.aspx.
- **Allegheny County Health Department**- The Health Department currently has some job openings. There are several job titles such as 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.