

Career Expo Bulletin of 5-11-12

Ivy Tech Community College Bloomington

Graduating School of Technology Academic Achievement student of the year Edwin Lewis is transitioning from a co-op to a maintenance career position with the Army Corp of Engineers at Lake Monroe. Congratulations! A round of bravos to all graduating students --- on the happy returns of your college careers!

Where the jobs are - on JobZone; Please have a look! <http://www.ivytech.edu/jobzone/bloomington.html>

JobZone --- New: Installation Technician for C & M Conveyor in Mitchell, Several AmeriCorps positions, Project Management Assistant with Worm's Way, Maintenance Technician with the Sterling Group in Columbus, Legal Assistant with Carson Boxberger, Marketing Assistant with Smithville Communications, Agri Sciences internships with Walt Disney World, Welder for Lippert Components in Goshen.

Continuing search for administrative support positions with the IU Foundation, JAVA Developer with CACI, Search Engine Marketing Specialist with Bloom Marketing Group, Computer Programmer for Jasper Engines & Transmissions, Family Self-Sufficiency Intern with the Bloomington Housing Authority, Accounts Payable Intern with Full O Pep, Registration Clerk with IU Health Morgan, Electronics Technician with LK Technologies, Parts Counter Sales Rep for West Side Tractor Sales,

Please use your JobZone account at <http://www.ivytech.edu/jobzone/bloomington.html> to apply for jobs.
Thanks, -Katie Katie T. Anderson; kanderso@ivytech.edu; 812-330-6018; Advising Center

Smithville®

Marketing Intern - Smithville Communications Company, Inc.
Smithville, Indiana's largest independent telecommunications broadband provider, seeks a School of Business student to build skills, supplement their education.

- Assist event personnel with setup and teardown.
- Participate in creative brainstorming.
- Aid product specialists with product specific tasks.
- Oversees the maintenance of the marketing calendar and plan.
- Proof printed materials.
- Assist the department in day-to-day tasks as assigned.
- Detail oriented person possessing strong organizational and communications skills.
- Must be energetic and outgoing with the ability to deal with multiple tasks.
- Must be enrolled in a postsecondary program an accredited college, university or trade school majoring in business, marketing, communications or a related field.
- Working knowledge of Microsoft Office programs.
- Must be at least 18 years of age and have a valid driver's license.
- Part-Time availability; 10 - 20 hours during the standard 8-5 work week. Some weekend and evening hours required.

Paid internship position; please apply online @ <http://www.smithville.net/about/careers/apply>



Project Engineer for Bedford Machine Create engineering documentation to support our manufacturing and customer needs

Education and/or Experience:

Bachelor degree in Mechanical Engineering, Mechanical Engineering Technology. (OR) Associate's degree or equivalent from two-year College or technical school plus 4 years related experience.

Computer Skills:

Unigraphics NX 5.0 or later, AutoCAD, MS Word, MS PowerPoint, MS Excel Word; please direct cover letter and resume to Kirbie Moore at kmoores@bedfordmachine.com

Maintenance Mechanic for an off shift position. \$19.23 / hr 6 days a week; Proficiency in welding, blueprints and schematics, logic, troubleshooting repairs. Must have tools, toolbox; prior corrugator / converting experience preferred; pneumatics, hydraulics, electrical knowledge.

Maintenance Electrician for an off-shift position. Pay rate is \$22.50/hr.. Hours are typically 6 days a week.

-must be proficient at welding

-able to read blueprints or schematics

-basic logical/common sense understanding of how things work for troubleshooting repairs

-must provide own tools and toolbox

-prior Corrugator/Converting experience a plus but not required

-basic knowledge of pneumatics, hydraulics and mechanics

-basic knowledge of plc programming, drives, electrical distribution systems

-knowledge of Arc Flash and other Safety regulations

-Journeyman Electricians license or equivalent training required

Please direct cover letter and resume to Greg Pittman at GPITTMAN@rocktenn.com; Maintenance

Mgr./Environmental Coordinator; Rock Tenn; 3101 State Street; Columbus, IN 47201; 812-314-3130

PART-TIME BT ACCESS BUS DRIVERS

We need candidates with good driving records who are committed to safety and enjoy working with people. Paid training program provided. Pre-employment drug screen required as well as BMV license and felony background check. Must be fluent in English. State law requires applicants be 21 or older. Candidates will undergo a paid training period. Training wage \$10.00. Hourly wage of \$11.05 upon completion of training. Competitive benefits provided. Must be able to work varying days and hours including weekends. Apply at Bloomington Transit, 130 West Grimes Lane between 9:00 a.m. and 4:00 p.m.

SECURITY/CUSTOMER ASSISTANCE ATTENDANT

Security and customer assistance attendant for the 4th and Washington Terminal needed.

Duties include maintaining security at the facility, assisting passengers with route and scheduling information and pass, punch card, ticket sales, upkeep of machines, and light custodial duties throughout the shift including, but not limited to: sweeping, cleaning up spills, picking up area, removing debris from sidewalks, and cleaning restrooms.

Also included are trash removal, enforcement of City smoking ordinance, and cleaning of glass. In addition,

incumbent maintains contact with dispatcher/supervisors, maintains a safe environment, assists drivers when possible, balances cash drawer, maintains records of pass and ticket sales. Hours are flexible on Monday through

Saturday. Starting wage \$8.50 -9.25. Pre-employment drug screen required as well as BMV license and felony

background check. Competitive benefits provided. Applications available at Bloomington Transit, 130 W. Grimes

Lane, Bloomington, IN 47403. Submit applications to Brenda Underwood by May 13, 2012.



TEMPORARY PART-TIME GRAFFITI REMOVAL SPECIALIST (2 POSITIONS)

Pulls reports of Graffiti from the Reqpro System (an action request system) for the downtown area to identify and respond to complaints brought forth by police, merchants, and other members of the public. Identify the owner(s) and have them sign the proper documentation to allow the eradication of the Graffiti. Determine the most appropriate, cost effective and least invasive way to remove Graffiti. Remove Graffiti using power washer, chemicals, scrubbing and hand tools. \$11 / hr 8 am to Noon Apply on the City of Bloomington website; More Information, Kelly McGlothlin; (812) 349-3404

ADMINISTRATIVE ASSISTANT – Part-time position with possible Full-Time needed to be filled for a small construction office. Possible Candidate needs to possess the following qualifications; Microsoft Word and Excel, High Attention to Detail, Good Multi-Tasking Capabilities, Punctual, Dependable, and a Quick Learner. Experience with Payroll, Phone Skills, Filing and Data Entry and some Accounting Knowledge a plus. Background with requesting underground utility locating needed but not required. Please fax resume to 812-824-4801 or email to info@snedegar-construction.com

Job Postings

~~~**School of Business: Accounting, Office, Business, Computer Information Systems, IT** ~~~

Indiana University Foundation seeks a team-oriented **Administrative Assistant** to provide secretarial and administrative support to the AVP of Administration and the Administration areas of accounts payable, gift administration, and account administration services. Assisting and monitoring the department budget, he/she will serve as backup to various functions within the area. A minimum of two years of office secretarial experience and professional secretarial training or continuing education courses to remain current in the latest office tools, procedures, and organizational procedures. Excellent working knowledge of Microsoft Office 2007/2010 including Word, Excel, Outlook, and PowerPoint. Associates degree in accounting related field, business background or equivalent work experience. Cover letters and resumes to be directed to Gretchen Weger at [gweger@indiana.edu](mailto:gweger@indiana.edu) at <https://jobs.iuf.iu.edu> site

~**School of Technology; School of Applied Sciences & Engineering**~

C & M Conveyor in Mitchell would like to hire an Ivy Tech student and graduate for an Installation Technician position. CAD skills preferred. Self management in the field. Daily communication with the Installation Manager and Project Managers. Daily safety and task assignment meetings with the installation crew. Knowledge and enforcement of on-site safety practices. Direct management of the assigned installation team, to include mechanical, electrical, and PLC technicians. Ensuring the interface/interlock with ancillary equipment and client communication/data network. Mentor/train subordinates. Providing demonstrations and operations/functionality training to clients. Provide service, trouble shooting and field modifications to existing systems. Maintaining accurate, timely ocumentation on all aspects of the project. Proficient knowledge of PLC programming, set-up and trouble shooting. Proficient computer skills and knowledge of Windows XP Pro, Vista, Excel, AutoCAD, MS Project, Word, MS Office. Proficient reading project drawings for mechanical and electrical systems functionality. Proficient with reading and writing ladder logic. Knowledge of production facilities and material handling equipment. Experience with working with multiple trades and sub-contractors Please direct resume and cover letter to Audrey Smith at [abaumgart@cmconveyor.com](mailto:abaumgart@cmconveyor.com)

**ELECTRONICS TECHNICIAN/ASSEMBLER.** Bloomington firm manufacturing scientific equipment seeks a team player with demonstrated experience in general electronics wiring and assembly including PC boards. Knowledge of basic troubleshooting techniques and skill to work with precision tools and assemble small mechanical devices preferred. Resume including detailed work history with dates to: Dianne Vogel LK Technologies; 1590 S. Liberty Dr., Suite A; Bloomington, IN 47403 lktech@lktech.com



Harrell-Fish Inc., Bloomington's premier mechanical and HVAC company, is providing an internship opportunity for the position of **SERVICE DEPARTMENT ASSISTANT**

- Assistance to experienced residential and commercial service technicians during on-site service calls
- Equipment and material research and ordering
- Maintaining organization of service-material storage
- Material delivery to client sites

The successful candidate will be paid an hourly rate of \$10-\$12, based on qualifications

Opportunity exists for the successful candidate to leverage this position into a future full-time position at Harrell-Fish Inc. as a service technician

To apply for this internship, please reply to:  
HFI Service Department Assistant  
PO Box 1998, Bloomington, IN 47402-1998

**Repair Technician** for ModusLink / PTS; starts at \$12

- Typically A+ certified
- Excellent troubleshooting skills
- Detailed working knowledge of at least one type of electronics category (typically computer systems, televisions, printers, or small electronics)
- Communications (listening, recording actions taken, giving instructions to test techs)
- Ability to hit a quota for units repaired per hour. (starts at 0.6)

Mark Bunch; HR Representative; ModusLink PTS

5233 Old State Road 37 South; Bloomington IN 47401; P 812-824-9331 | F 800-599-9331

~~~*Schools of Health, Kinesiology and Life Sciences*~~~

See the postings for IU Health Bloomington at www.iuhealth.org/bloomington; The City of Bloomington is hiring for Parks and Recreation positions for the summer. Visit www.cookmedical.com and www.bostonscientific.com for biotechnology jobs.

~~~ *Public Services: Criminal Justice, Paralegal, Education, Human Services, Hospitality* ~~~

**Housekeeping Positions** Eagle Pointe Golf Resort is looking to hire for our housekeeping positions. We are looking for individuals who are dependable, thorough, productive, and take initiative. Hours will be dependent on your availability and can be predicted to vary between 10-40 hours per week. An average shift will begin at 9am and end around 5pm. If interested, please send your resume to [Maureen@eaglepointe.com](mailto:Maureen@eaglepointe.com)

~~~ **Liberal Arts and Sciences** ~~~

Intern for the Office of the Mayor to assist the Deputy Mayor with an innovation project designed to reshape city government in a creative and comprehensive manner in order to address the financial challenges we face. The project is team oriented and focuses on four major areas of analysis, including issues related to human resources, strategy and budgeting, revenues and opportunities. Support the Deputy Mayor's efforts with this project by helping to: conduct research on best practices and governmental operations; organize meetings, including scheduling and event planning, write concise reports, communications pieces, communicate with a variety of staff members about research and tasks, integrate policy, strategic planning and budgeting into a strong operational plan. This internship would begin immediately and last through the semester, with a possibility of extending it through the fall. strong writing, research and organizational skills; an interest in government operations, budgeting and efficiencies; Approximately 10 hours weekly, required. Interested applicants should submit their resume along with a cover letter explaining why this opportunity is of interest and why this position is a great match for their skills, experience and abilities. Email resume to Maria Heslin, Deputy Mayor, City of Bloomington, heslinm@bloomington.in.gov along with a cc kanderso@ivytech.edu on your application.

Zip Line Guide Team Effect is looking for seasonal staff interested in becoming zip line guides with Holler Hoppin' zip lines in Nashville, IN (Brown County). Regularly available for work between May and November. Professional training provided; Shifts may be up to 10 hrs during the day shifts and four hours on the night shifts. Additional hours may be available for those who want them but hours are not guaranteed and are based on number of participants. Fall hours will be concentrated primarily to weekends. Find more information about Holler Hoppin' Zip Lines here <http://www.teameffectinc.com/holler-hoppin-zip-lines.html> Contact Team Effect, Inc at 812-935-6399, fritz@teameffectinc.com

Summer Internship at the Indiana State Fair this summer Paid; Indiana's largest multi-day event. The 2012 Indiana State Fair! Aug. 3-19th VISIT INDIANASTATEFAIR.COM FOR DETAILS!



~~~**Announcements** ~~~

**Job Search program at the Monroe County Public Library**, Thursday, May 17th from 6 to 8 p.m. HR experts will assist those who need help on resumes, interview skills, career paths and general job searching in a one-on-one consultation. Attendees are encouraged to bring their resume or cover letters for tips. Attendees are encouraged to register online at [mcpl.info](http://mcpl.info) or by calling 349-3228; Program rooms 2B/2C, Second floor.