

CHESAPEAKE JOBS LISTING

February 5, 2010

CHESAPEAKE COLLEGE

CAREER SERVICES

Office of Student Services

P.O. Box 8 Wye Mills, MD 21679

(410) 822-5400, 758-1537, or 228-4360, ext. 303

The Office of Career Services publishes this listing of job openings for Chesapeake College students and residents of the community. Please follow the application procedure outlined in each job announcement if you are interested in applying for one of the positions. For more information please contact the Office of Career Services at (410) 822-5400, 758-1537, or 228-4360, ext. 303.

AGV Sports Group, Inc. (185) is currently accepting **interns** in fields of management, marketing/sales, graphic arts and fashion design, and web development. **Company description:** Founded in 1985, AGV Sports is one of the oldest rider-owned and operated apparel companies in the motorcycle industry today. For over 20 years, we have survived by staying true to our core market of sport bike riders and road racers. Born in the early day of AGV helmets entry into the US market, AGV Sports' helmet origin gave it a unique outlook in the motorcycle apparel industry. Our commitment to materials and design innovation has played a major role in the evolution of the AGV Sport product line. Our products are engineered to be strong, light, abrasion resistant, cool, and comfortable. From entry-level products to world class high end professional race equipment regardless of the price, AGV Sports' design is always geared for the serious rider or racer. **Job description:** Students applying for this internship should have basic experience in their field of study. They have to be organized, very motivated and enthusiast. They should also be able to work efficiently under pressure. **Requirements:** The internship is open for a minimum of three months with flexible hours depending on situation and school requirements. Interns must work a minimum of 15 hours per week with a maximum of 35 hours per week. This is an unpaid internship, but college credits are available. **Contact:** Intern Coordinator, P.O. Box 547, Buckeystown, MD 21717; 301-663-4550; interns@agvsport.com. **Web Site:** <http://www.agvsport.com>. (Date listed: 1/29/10).

Arcadia Assisted Living (151) we just opened a new assisted living home on Kent Island. We are currently hiring weekday and weekend caregivers. The weekend position is two 12 hour shifts, Saturday and Sunday from 7 am to 7 pm. **Qualifications:** Med-tech certified, CPR and First Aid are required and we can help you get the training, also the applicant must love working with senior citizens and have some experience in taking care of seniors (even if it's a relative). Salary: \$10 to \$12 per hour depending on experience. **Apply:** Contact Donna at arcadiahome@gmail.com. (Updated: 1/20/10)

Baltimore City Public Schools (169) the Baltimore City Teaching Residency recruits, selects, and trains outstanding professionals and college graduates to become teachers in the schools that needs them the most. Residents will become part of the 2010-2011 school year cohorts, charged the raise student achievement. Following an intensive, rigorous summer training institute, Residents will enter the classroom while taking classes to obtain their teaching certificate. Salary: \$44,820-\$53,641. **Qualifications:** Bachelor's degree in an area other than education; 2.75 GPA or higher in subject area to be taught; U.S. citizenship or permanent

resident status and Passing necessary exams. **Apply:** Complete and submit application at www.bcteachingresidency.org. **Closing date:** March 15, 2010. (Date listed: 1/26/10)

Bender Consulting Services, Inc. (214) is currently hiring bright, enthusiastic individuals with disabilities to work with the Federal government in the Washington, DC Metro area, Philadelphia, PA, Harrisburg, PA and other areas across the United States. Bender specializes in providing freedom through competitive employment. As an individual with disabilities herself, CEO and host of "Disability Matters" on voiceamerica.com, Joyce Bender believes that all qualified people should be given equal work opportunities. More information about Joyce Bender and Bender Consulting Services can be found at benderconsult.com. Apply now if you are interested in career opportunities with the Federal government. Positions are available in the following fields: -- *Human Resources, Management Analysis, --EEO, --Finance and Accounting, --Law, --Aviation, --Logistics, --Computer Science, --Electrical Engineering, --Research and Analysis, --Language Analysis*. People with disabilities EMBRACE YOUR INDEPENDENCE by applying now. Contact Lisa Goodrich at 412-446-4449 or resume@benderconsult.com. (Date listed: Feb/2010)

BesTemps (41) we offer Job Placements, Payrolling Services, Outplacement Services and Resume Services for the Eastern Shore of Maryland and Delaware. Log onto to our website @ www.besttemporaries.com for our office location nearest you. (Date listed Feb/2010)

Cambridge Christian Academy (162), is now hiring P/T Spanish Teacher, P/T Gym Teacher and Substitutes. **Apply:** Send your resume' to: Cambridge Christian Academy, Attn: Mrs. Larsen, 205 Maryland Avenue, Cambridge, MD 21613. For more information call 410-228-1188 or go to our website: www.cambridgechristianacademy.org. (Date listed: 1/20/10).

Careers at Comverge (180) is looking for a **Lead Field Technician** and a **Field Technician** (MD/DC Peninsula). **Summary:** As a key member of the Clean Energy Solutions Group you will be responsible for increasing the profitable growth of Comverge, by performing field installations and commissioning of advanced energy management and control systems for residential homes. The position requires a self starting individual who is results motivated and has the ability to work independently with analytical process and management skills to provide exceptional customer service. Primary responsibilities include the support of utility based programs and the promotion of the program's features and benefits. In addition, perform field installations and commissioning of advanced energy management and control systems. The individual will achieve customer support objectives by contributing information and analysis to strategic plans and reviews. This position is a direct report to the Field Services Supervisor. **Duties:** HVAC, Controls and/or electrical experience; must be professional, courteous, polite and respectful; ability to effectively and efficiently complete installations and service of load management devices; must be able to fulfill reporting requirements including service reports and must be a self-starter with the ability to work independently. **Qualifications:** Field Technicians should have HVAC, electrical and or automation and controls installation and service experience. Master or Journeyman level is highly desirable. Three to five years of related experience and/or training; or equivalent combination of education and experience. Technical should and or trade certification is preferred. **Other Skills:** Strong interpersonal skills with the ability to interact with customers and management; demonstrated ability to solve practical problems and recommend solutions; ability to grow with advanced technology requirements; ability to follow detailed instructions and perform related duties; ability to work outside in all weather conditions; ability to climb ladders; ability to use test equipment and interpret the information and ability to work on your own with minimal direction. **Benefits:** A competitive salary, excellent benefit package and positive working environment commensurate with your experience. **Apply:** Lead Field Technician at <https://home.eease.com/recruit/?id=214269> and Field Technician at <https://home.eease.com/recruit/?id=214270>. (Date listed: 1/29/10).

Caregivers (247) Caregivers needed. There is free registration at www.care4hire.com to search for Babysitting, Housekeeping, Tutoring, Elder/Companion Care, Pet Sitting, and other miscellaneous services. There are jobs available throughout the United States and Canada. mail@care4hire.com, 402-379-7811. (Date listed: Feb/2010)

Census 2010 (147) - Be a part of the 2010 Census Team! Earn good pay; get paid weekly; Work flexible hours; receive paid training; Receive reimbursement for authorized mileage and other work-related expenses and Help your community have a successful 2010 Census. **Apply Today:** More information, including a practice test, is available at: www.2010censusjobs.gov or call our toll-free jobs line: 1-866-861-2010. FedRelay: 1-800-877-8339 TTY. (Date listed: 12/17/09)

Chesapeake College (142) seeks an **Assistant Director of Academic Assessment**. **Description:** The Assistant Director of Academic Assessment reports to Director of Institutional Planning, Research and Assessment. This position will support and continuously improve the College's faculty-driven academic assessment program that aligns with accreditation standards and strategic goals; evaluate program and institutional effectiveness; and encourage a culture of assessment. The Assistant Director will provide research expertise to faculty and academic committees. The Assistant Director will design, analyze, evaluate, and report a wide variety of institutional research surveys and related studies that support the planning and decision-making activities of the College. The Assistant Director will serve on the Institutional Review Board, Academic Planning and Assessment Council, General Education Committee, Developmental Studies Advisory Committee, Academic Program Committee and other appropriate academic department staff meetings. The Assistant Director will conduct periodic analysis on economic, labor market, and demographic data for the College service area. The Assistant Director will publish an assessment newsletter and conduct assessment training for faculty. The Assistant Director deals with confidential and sensitive information and must possess high ethical research standards. **Required:** Master's degree in the social sciences, higher education, management information systems, economics, evaluation or a related field with coursework in research methods and statistics. Five years of experience in educational, social science, or institutional research, or an equivalent combination of graduate-level coursework and experience. Uncompromising attention to accuracy and detail with the ability to work independently and effectively with all segments of the college community. Excellent oral, written, and interpersonal communication skills; with evidence of a collaborative and cooperative work style. Strong project management skills with the ability to successfully direct multiple tasks simultaneously and meet deadlines. Ability to design and conduct specialized research, review and synthesize literature, collect data, conduct statistical analyses, interpret data, identify trends, and present findings. Advanced proficiency in technology and the use of integrated information systems. Possess high ethical research standards. PhD preferred with coursework in descriptive statistics. Experience as a faculty member preferred with an excellent academic record. **Apply:** A cover letter and resume may be sent electronically to HR@chesapeake.edu or mail hard copies of application materials to: Human Resources, Chesapeake College, P.O. Box 8, Wye Mills, MD 21679. (Date listed: 1/11/10)

Chesapeake College (98) seeks a part time (17.5 hours per week, no benefits) **Network Technician**. The Network Technician provides support and maintenance on local and wide area network devices including, but not limited to switches, routers, servers, operating systems, applications and backups. Flexibility in scheduling is a necessity. Associate's degree or MCSE certification. At least two years experience supporting local area and wide area networks. Knowledge of TCP/IP based network protocols. A demonstrated ability to configure network devices such as switches, routers and servers. Ability to communicate with both technical and non - technical persons. Understanding of hardware infrastructures for networking. Ability to work under pressure and without direct supervision. Ability to create clear, accurate and concise

technical documentation. **Desired:** Experience with VMware, SQL and Cisco OS. For best consideration, please send cover letter & resume to hr@chesapeake.edu. Please reference the job to which you are applying in the subject heading. Resumes must be in .doc (Word) or PDF (Acrobat) format. We are unable to open or convert files in other formats. (Date listed 1/12/10)

Choptank Transport (166) is seeking a **Lead Generation Specialist** who will be responsible for generating sales leads using an integrated marketing approach. The successful candidate will generate leads through telemarketing, e-mail blasts, direct mail campaigns, web research and webinars. You must be comfortable contacting prospective clients via telephone and navigating through voice mail and gatekeepers to gain interest and desire to learn more about our services. **Apply:** e-mail your resume' to pam.hutchinson@choptanktransport.com. (Date listed: 1/25/10)

Coldwell Banker Residential Brokerage (97) seeks highly motivated individuals with above average communications skills for potentially lucrative careers in real estate sales. There is no better time than now to get into the business of real estate. All positions offered are independent contractors. Success requires high energy, excellent people, communications, and technology skills. Positions are available in Easton, Chestertown, Salisbury and Ocean City. Experience a plus but not required. Maryland real estate license required. Pre-licensing classes are forming now. Contact Hugh Smith or Sandy Dunker at 410-822-9000 or e-mail hsmith@cbmove.com for more information or a confidential interview. (Date listed: 1/12/10)

DuPont Nature Center (188), at the Mispillion Harbor Reserve is located on a 1.7 acre property at the mouth of the Mispillion River on the Delaware Bay, looking out on the absolute hotspot for horseshoe crab spawning and shorebird feeding in the world. Each year, thousands of horseshoe crabs mate and lay millions of eggs on beaches visible from the Center's observation deck. The eggs are a critical food source for migratory shorebirds, including the remarkable Red Knot, which stops at the Delaware Bay each spring on its 9,000 mile flight from Tierra del Fuego (South America's southernmost tip) to its summer nesting grounds in the Arctic. Owned and operated by the Delaware Division of Fish and Wildlife, the DuPont Nature Center serves as a science-based education and interpretive facility for schools, families, and other organized groups interested in observing and learning about this incredible natural phenomenon. The DNC is designed to connect people with nature and instill and appreciation for the ecological significance of the region. **Position:** Spring/Summer **Internship**. **Description:** The main focus of the internship will be to interact with the visitors to the Center and also assist in designing and conducting the educational programs for school groups, summer day camps, and youth organizations. Assistance with planning and organizing the Center's First Annual Horseshoe Crab/Shorebird Festival will also be needed. The DNC hopes to work with the candidate's school and department in setting up this internship for educational credits. **Hours:** Approximately 40 hours weekly for 12 weeks, starting April 26th and ending July 12th. Work location at the DuPont Nature Center near Slaughter Beach, Delaware. Evening and weekend work required. **Stipend:** \$2,500. **Qualifications:** A minimum of 2 years of college; wildlife, environmental sciences, or education background preferred; must be highly motivated; be organized and have effective communication skills, both verbal and written. **Apply:** Send resume', college transcript, and three letters of recommendation to: Dawn Webb, DuPont Nature Center, 2992 Lighthouse Road, Milford, DE 19963, Dawn.Webb@state.de.us. **Closing date:** March 15, 2010. **Questions?:** Call 302-422-1329 or 302-653-2882. For additional information about the DuPont Nature Center, visit the website at www.dupontnaturecenter.org.

Executive Assistant (163); Seeking Full Time professional to provide high-level support, including research, reporting, correspondence and other tasks as required. Ideal candidate will be high-energy, organized, and possess excellent judgment. Strong communication, problem solving skills and advanced computer skills required. You must function efficiently and effectively in a fast-paced environment. Bachelor's degree or equivalent experience required. Salary &

benefits package will be based on experience. Email resume' to: hr@mallardconstruction.com.
(Date listed: 1/20/10)

The Franklin Company

- **Greenhouse Technician** (170) needed for a long-term temporary assignment in Newark, DE. **Salary:** \$14.00-\$15.00/hour. **Duties:** Assists with all aspects of greenhouse/growth chamber plant propagation, greenhouse maintenance, seed handling, plant tissue harvesting for various analyses, and laboratory assistant tasks. Specific tasks for this job function are: Greenhouse Work/Seed handling; plant soybean seeds, stake & tie soybean plants, harvest soybean plants, throw out or bring in greenhouse plant pots into greenhouses/growth chambers; thresh soybean plants, and organize seed packets; apply insecticides, fertilizers, etc., to plants; clean greenhouse/growth chamber floors and benches with disinfectant cleaners; ability to lift heavy loads (50 lb seed boxes) ; leaf tissue collection off of soybean plants for various tests Laboratory Work and assist with various laboratory protocols (entomological, herbicide, or fungal screening). **Qualifications:** BS Degree in the Agriculture or similar field strongly preferred and experience working in a Greenhouse strongly preferred.
- **Customer Service Representatives** (171) needed for long term assignments in Wilmington, DE 19805. The CSRs will work in different departments handling internal customers with questions regarding orders and supplies. **Requirements:** 3+ years experience with SAP (customer service and purchasing platforms). Minimum High School Diploma or equivalent, stable work history, valid driver's license and excellent communication skills. **Apply:** Contact Kelly Tsipouras- Kelly@franklin-tech.com. (Date listed: 1/26/10)

Family Support of Queen Anne's County (159) is seeking Home Visitor. Must possess a Bachelor's degree in Human Services or Human Development and possess experience in home visiting with extensive experience in counseling, working with families with young children and/or advocacy. Fluency in English and Spanish is desired. Full time, \$28,000-\$30,000 plus benefits. EEOC. Online applications accepted from www.qacps.k12.md.us Trouble getting online, contact Queen Anne's County Personnel @ 410-758-2403 x109 (date listed: 1/12/10)

Friends of the Kent County Library (177) **Logo Contest.** An **Artist** can contribute to branding of the Friends and earn \$200. The Friends of the Kent County Library, a nonprofit organization that provides important library resources, is hosting a logo design contest. All are invited to enter. Design a new, original logo. Have fun and be creative! The winner will receive a \$200 prize. **Closing date:** sent it in by midnight on February 15, 2010. **Requirements:** Include your name, postal address, phone number, and email address. If available – digital copies and include your name in the title of your logo file. The Friends encourage a design that's visible from a distance (i.e. with little or no lettering) and, if digital, scalable. Send your digital entry to kentcountyfriends@gmail.com or your hard copy to The Friends of the Kent County Library, Kent County Library, 408 High Street, Chestertown, MD 21620. **Logistics:** The logo will appear on a Maryland License plate and needs to meet MVA's criteria: maximum size: 3 inches in height and 3 inches in width; maximum number of colors: 4; digital artwork must use Pantone Matching System (PMS) not RGB or CMYK. **Note:** The winning logo will become the property of the Friends, who will be deeply grateful for the contribution and may alter and display the log as they wish. (Date listed: 1/27/10)

Hair Stylist & Braiders (172) needed at **Big Mixx Beautiful Beginnings** Unisex Salon. **Hours:** Tuesday-Thursday, 10-6 pm; Friday, 10-8 pm; Saturday, 8-4 pm. You may work full time or pick your own hours. We may be able to help you get your license through the shop if needed. **Apply:** Contact Big Mixx at Kent Plaza, 711 Washington Ave., Chestertown, MD or call 410-778-9496 or 443-480-5805. (Date listed: 1/27/10)

HCR ManorCare (10) works with patients and their families to design an individualized plan of care that best addresses patient needs or those of their loved one. Being a leading provider of post-acute and rehabilitation services along with our nearly 60,000 employees has made us the preeminent care provider in the industry. Quality care for patients and residents is provided through a network of more than 500 skilled nursing and rehabilitation centers, assisted living facilities, outpatient rehabilitation clinics, and hospice and home health care agencies. Discover the satisfaction of being part of the HCR ManorCare team providing more positive outcomes for everyone in our communities. HCR ManorCare offers their therapists: -The leading owner and operator of long-term care centers in the United States; -Network of more than 500 long-term care centers, assisted living facilities, outpatient rehabilitation clinics, and home health care & hospice offices; -Medical/Dental; -Vision Discount Plan; -Legal Services Plan; -Educational Assistance; -Credit Union Membership; -Retirement. The following positions are available: **Physical Therapist** – Plans and administers prescribed physical therapy treatment program for patients/residents to restore function, relieve pain, and prevent disability following illness, disease, or injury. As a Physical Therapy professional with ManorCare, you will enjoy significant advantages that only can be found with an industry leader. Outstanding advancement opportunities, qualified colleagues, cutting edge programs and continually expanding services can all have an impact on your future. **Physical Therapist Assistant** – Performs physical therapy programs under the general supervision of a physical therapist unless the state practice is described differently. As a Physical Therapy Assistant professional with ManorCare, you will enjoy significant advantages that only can be found with an industry leader. Outstanding advancement opportunities, qualified colleagues, cutting edge programs and continually expanding and services can all have an impact on your future. **Occupational Therapist** – Plans and administers prescribed occupational therapy treatment program for patients/residents to facilitate rehabilitation following illness, disease, or injury. As an Occupational Therapy professional with ManorCare, you will enjoy significant advantages that only can be found with an industry leader. Outstanding advancement opportunities, qualified colleagues, cutting edge programs and continually expanding services can all have an impact on your future. **Certified Occupational Therapy Assistant** – Perform occupational therapy programs under general supervision of an Occupational Therapist. Assist in administering programs involving functional skills. Instruct, motivate and assist residents in learning and improving functional skills. **Speech Language Pathologist** – Plans, organizes, and conducts speech therapy program to facilitate rehabilitation of patients/residents following illness, disease or injury. As a Speech Language Pathology professional with ManorCare, you will enjoy significant advantages that only can be found with an industry leader. Outstanding advancement opportunities, qualified colleagues, cutting edge programs and continually expanding and services can all have an impact on your future. Contact James Glover at 866-427-2004 ext 110, fax 877-479-2652, or email james.glover@hcr-manorcare.com. (Date listed: Feb/2010)

Health Integrity, LLC (165) is seeking an **Applications Coordinator**. The Applications Coordinator supports programmers and Project Manager using custom-built client or web-based applications. **Duties:** Under the direction of the Director, Application Development, the Applications Coordinator interviews users to collect information about problem; resolves and follows up on problems; provides technical assistance by responding to inquiries from others regarding errors, problems, or questions about programs; assist as in coordination with other members of IT staff to identify problems and resolve issues with applications; uses helpdesk to log and track open issues; assists in coordination and installation of application updates; creates test transactions and runs tests to find errors and confirm resolutions; updates documentation to reflect changes in applications; assists in training of end users or technical support staff to use programs; monitors performance of programs; assists technical project manager on transition of project to operational application and other duties as assigned. **Qualifications:** Bachelor's degree (BA) from four-year College or university is preferred. 0-2 year's experience or equivalent combination of education and experience. **Apply:** Please provide your resume' and salary

requirements by visiting <http://www.healthintegrity.org/> and applying to position #10-815. (Date listed: 1/25/10).

Kent Center (106) Full Time Residential Counselor position -Compassionate, dependable people needed to work residentially with adults with developmental disabilities 7 days on / 7 days off. RC hours include working evenings, overnights and e/o weekend. Applicants must have no lifting restriction, HS diploma/GED, & valid driver's license with no more than 2 current points. Applicants must pass Drug Testing, & Criminal Background review. **Part Time- Direct Support Professionals-** needed to work residentially with adults with developmental disabilities. Part Time hours include working evenings, overnights and/ or weekends. Please fax resumes to Kay Melvin @ 410 778 7305, email to kaymelvin@kentcenter.org or apply in person at 215 Scheeler Rd., - Chestertown, MD 21620. E.O.E. Date Listed: (1/12/10)

LaMotte – Helping people solve analytical challenges since 1919. (94) Great benefits!
Formulation Chemist: Will design and prepare experiments, conduct evaluations and provide relevant technical and product support. Requires experience in developing new products and reagents for testing water quality and sanitation levels. Applicant should have an MS degree in chemistry or a BS and 5 yrs. of experience. Technical expertise that includes developing novel indicator tests on dry substrates and unique delivery platforms for reagents is desirable. You must be proficient in wet classical wet analytical chemistry methods and spectrophotometric analysis, good color perception. Must have good computer skills for statistical and data analysis. Send resume & salary requirements to: LaMotte Company, 802 Washington Ave., Chestertown, MD 21620 or email to mcoakley@lamotte.com. (Date listed: 1/12/10)

Little Lights Early Learning Center (157) is now accepting applications for:

- **Preschool Teachers (Senior Staff Level)**
- **Preschool Program Aides**
- **Preschool Program Substitutes**

Please call the Director at 410-778-6505 for more information. Little Lights Early Learning Center, 116 Liberty Lane, Chestertown, MD 21620. E-mail address: littlelights@live.com. (Date listed 1/7/10).

Marketing Assistants (105) Baysox Brigade (Internship) has 15-20 positions available on an unpaid basis. **Location:** Bowie, MD. **Requirements:** Pursuing or completed four year college degree and a desire to learn and experience the business of professional baseball. **Responsibilities:** Be an integral part of the community outreach efforts of the Bowie Baysox including but not limited to: Appearances at community events to promote Bowie Baysox Baseball and other stadium events; distribute Baysox information designed to help increase attendance of games and events and personally interact with Baysox fans inside and outside of the stadium. Work with the marketing staff to design, develop and implement promotional activities designed to be fun, interactive and to help sell tickets; volunteer game-day throughout the season and serve on the Baysox Brigade during games helping to run in-game promotional activities for fans. Work directly with the Baysox Ticket & Group Sales departments to contact Baysox fans to help sell tickets to games and stadium events. Aid the overall efforts of the Baysox in maximizing the collection and use of e-mail addresses, fan data with the goal of selling more tickets to games and events. **Qualifications:** Motivated individuals with the desire to gain experience in the business of professional baseball; outgoing personality; previous Customer Service experience is a plus; willingness to perform wacky promotional activities on-field and in the community; people who want to have FUN and the ability to volunteer a minimum of three to four full days per week. **Apply:** Fax resumes' to: 301-464-4911 Attn: Lauren Phillips, Director of Promotions; e-mail to lphillips@baysox.com, no phone calls please; local candidates please (Out of State candidates will only be reviewed if candidate will be residing in Maryland during the

months of March-August). This must be demonstrated on resume' to have candidacy reviewed. **Start date:** Begin in April and continue through May. (Date listed: 10/29/09)

Maryland State Lottery Agency (186) is recruiting for the position of **VLT Licensing Specialist/Administrator II** (2587). **Salary:** \$42,632-\$68,250. **Location:** Baltimore Metropolitan Area. **Duties:** Examination, evaluation, and investigation of all applicants to provide assurance that applicants meet suitability requirements as established by law; conduct field investigations and interviews of applicants, witnesses, and other relevant parties to corroborate information on applications; examine and analyze financial documents, accounting records, back statements, computer records, business records, public documents, and other relevant records; prepare detailed reports, charts, graphs, and other relevant material for use in presentations to interested persons and/or groups. **Minimum Qualifications:** A bachelor's degree from an accredited college or university. Four years of experience in administrative staff or professional work. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education. **Preferred Qualifications:** Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Attorney, Certified Law Enforcement Officer; or two years experience as a corporate compliance officer or as a criminal investigator. **Apply:** Applicants must complete a State of Maryland MS-100 application and send it to: Frederick E. Ramsey, Director of Human Resources, Maryland State Lottery Agency, 1800 Washington Blvd., Suite 330, Baltimore, MD 21230. You may include your resume'; however, your resume cannot be substituted for a completed application. To be considered, applications must be received by the closing date. Please include the title of the position for which you are applying, as well as the announcement number on your application. **Closing date:** February 12, 2010. (Date listed: 2/3/10).

Montgomery County Office of Child Support Enforcement (189) **Position:** Child Support Specialist Trainee. **Location:** Montgomery County Office of Child Support Enforcement, 51 Monroe Street, #811, Rockville, MD 20850. **Salary:** \$28,008 - \$43,407 **Nature of Work:** This position analyzes, investigates, and monitors child support cases and initiates appropriate actions to establish, maintain, and enforce child support payments in accordance with applicable Federal and State laws, rules, and regulations. **Duties and Responsibilities:** Performs duties related to establishing paternity and child support orders, enforcing the collection of current and past due amounts; obtains, verify and analyze information from custodial and non-custodial parents, employers, financial institutions, private and governmental resources, health insurance carriers and others and use that information to locate non-custodial parents, establish paternity, verify income and assets, and determine the ability of non-custodial parents to pay child support and provide health insurance. **Qualifications:** Possession of an Associate of Arts degree from an accredited college or university in social services, human services, legal studies, public administration or similar fields of study. **Note:** Possession of a Bachelor's degree from an accredited college or university may be substituted for the required education. Experience investigating and analyzing child support cases and initiating appropriate actions to establish, maintain or enforce support payments for dependent children in accordance with Federal and State laws, rules and regulations may be substituted for the required education on a year-for-year basis. **Closing date:** Completed applications must be received or postmarked by February 22, 2010. **Apply:** Qualified candidates must submit a State application (MS-100) to: Michele Burrill, Montgomery County Office of Child Support Enforcement, 51 Monroe Street, Suite 811, Rockville, MD 20850. State of Maryland Employment Application (MS-100) may be obtained by visiting our website at www.dhr.state.md.us. (Date listed: 2/5/10).

Monumental Life (276) Do you enjoy helping people? Do you want to make a difference in peoples' lives? Do you believe you can help change the future of American families? A career in life insurance can be a rewarding and satisfying vocation for you! Agents provide life, health and annuity products to meet the needs of new and existing customers. New agents are assigned a

large number of existing clients in an assigned area. Frequent communication with customers, approaching people and relationship building are essential to this position. Hours are flexible, but you can expect to work some evening and weekend hours, as these are often the best times to reach our customers. Career Agents are provided the latest technology so you can provide responsive, customer-focused service. You are equipped with a laptop computer through which you can access the most current information about your customers. This laptop also contains illustrated "needs-based" analysis and sales presentations for both new and existing clients! For more information call 1-800-360-0267 or visit www.monlife.com/ml/employment.asp. (Date listed: 1/12/10)

My Big Back Yard (179) an Easton based horticultural therapy program is seeking a PT administrative assistant. Hours are flexible. Good communication skills, computer and database knowledge required. You must be able to work independently and from home. Strong interest in helping people, *Linking plants to people*. Send resume' to: sonnyday78@yahoo.com. (Date listed: 1/28/10).

Nannies4hire.com (49) Over 700 families registered at www.nannies4hire.com. We have Full-time, part-time, short-term live-in and live-out positions available nationwide. Register online at www.nannies4hire.com to view and contact families directly. (Date listed: Feb/2010)

Nannies of Nebraska (93) has been in business since 1987. We receive new families daily. Jobs are available nationwide. Nannies must make a one-year commitment. General responsibilities include: childcare, light housekeeping, grocery shopping, errands, driving, and laundry for children and light meal preparation. The family is responsible for your transportation to the job and home after your commitment. Call 1-800-730-2444 to apply, or apply online at www.nanniesofnebraska.com. (Date Listed: Feb/2010)

National Trust For Historic Preservation (176) seeking an **Executive Director** for Downtown Milford, Inc. **Salary:** \$26,000-\$32,000. **Job Summary:** The Executive Director is responsible for creating and managing programs and projects that continually promote quality civic, commercial and cultural development of the central business district in Milford, Delaware through concentrated efforts in economic development, organization, design, and promotion. Milford, DE is a traditional downtown in central Delaware with a population of 9,094, approximately 140 businesses in the central business district, a Riverwalk, and a variety of arts assets. **Duties:** Coordinate activity of Main Street program by establishing and maintaining open lines of communication with committees, assisting with creation and implementation of work plans, providing ongoing volunteer support, and attending committee and City meetings. Assist with implantation of a plan to recruit, manage, and recognize volunteers including members of the four Main Street committees as well as short-term volunteers. Develop and conduct ongoing public awareness if DMI's activities by developing strong working relationships with state/local officials and agencies, community groups, local business and property owners, community stakeholders, and press contacts. Foster public understanding of Main Street's mission and goals, keeping the program positively in the public eye, and maintaining a cooperative relationship with the media. Assist Board of Directors with fundraising activities, including developing and expanding funding sources and preparing grant applications. Managing administrative aspects of the program by record keeping and accounting, budget development, purchasing, preparing and filing reports, and collection of key statistics for quarterly report to state office. Serve as an advocate for downtown issues at local and state/city levels through familiarity with and understanding of local concerns and issues, speaking effectively on program's goals, issues, and results, and working to improve public policy relating to the downtown area. Direct business retention, expansion and recruitment efforts by providing information, expertise, and referrals to business owners,; marketing Downtown Milford as a destination and business culture, working with building owners to enhance the quality of retail and commercial space,

coordinating business improvement trainings; overseeing incentive program to encourage investment in the downtown. Participate in statewide and national training opportunities as a means of engaging in ongoing professional development and networking, and to promote professional effectiveness. Effectively transfer that information to volunteers of the program and integrate ideas into DMI activities and projects. **Qualifications:** Strong communication, project management, and organizational skills with experience in or a strong understanding of small business development/recruitment, public relations, economic development, volunteer management, fundraising, or non-profit management. Experience in historic preservation, marketing, grants writing and event planning is a plus. The Director must be organized, energetic, entrepreneurial, and be able to work well with a diverse group of city/state leaders, businesses, volunteers, and community groups. Bachelor's degree or equivalent experience preferred, as is an affiliation with or strong working knowledge of the National Trust Main Street program. **Apply:** Please send resume, cover letter, and three (3) references electronically to dmi@downtownmilford.org with subject line to read: JOB SEARCH, Optionally, materials may also be sent by mail to: Executive Director Search Downtown Milford, Inc. P.O. Box 903, Milford, DE 19963. Questions about the position should be in writing and submitted electronically to dmi@downtownmilford.org. No calls to DMI will be accepted. **Deadline:** Until position is filled. (Date listed: 1/27/10).

Northwestern Mutual Financial Network (84) Position: Financial Representative. **Description:** Representatives offer guidance, relationships and solutions to help clients meet financial goals and objectives. They offer exclusive access to insurance products from a top-rated company, Northwestern Mutual, and an array of quality investment choices. Supported by training programs and mentoring opportunities, they have access to the resources, products and assistance they need to help clients and build their practices. **Duties:** Financial Representatives will act as financial planners/advisors. You will be able to meet with clients face to face at their job or home to help them achieve their short term and long term goals. **Preferred Qualifications:** Bachelor's degree from a four-year institution; has strong interpersonal skills, be self-motivated and have a history of personal success. **Experience:** No experience required. **Location:** Annapolis. **Apply:** Contact Nicholas Ruocco, Director of Development, 175 Admiral Cochrane Drive, suite 101, Annapolis, MD 21401, 443-321-0729, nick.ruocco@nmfn.com. (Date listed: 1/12/10)

Northwestern Mutual Financial Network (83) Position: Internship. **Description:** Interns with the Network have the same opportunities to build their careers as full-time representatives. Supported by our network of specialists, training programs and mentoring opportunities, interns have access to the resources, products and assistance they need to help clients and build their practices. **Preferred Qualifications:** You must be a full-time student at a four-year institution, have strong interpersonal skills, be self-motivated and have a history of personal success. **Experience:** No experience required. **Location:** Annapolis. **Apply:** Contact Nicholas Ruocco, Director of Development, 175 Admiral Cochrane Drive, suite 101, Annapolis, MD 21401, 443-321-0729, nick.ruocco@nmfn.com. (Date listed: 1/12/10)

Physiotherapy Associates (110) new Grad Physical Therapists for opportunities in Arizona, California, Washington and Nevada! What will *you* love about us? Inquire about opportunities at one of our Outpatient Orthopedic Sports Clinics in the West! Physiotherapy Associates has exciting new growth opportunities for newly graduated Physical therapists at our clinics in the Western United States. Our highly skilled and caring staff includes experts in their field, providing a hands-on approach to rehabilitation. We utilize the most progressive treatment options and state-of-the-art equipment to ensure the best possible recovery. Our clinicians share the common goal of returning patients to their optimum functional level following surgery or injury. Treatments are designed to return patients to their maximum ability and independence with QUALITY care. Physiotherapy Associates is one of the largest and most successful

healthcare organizations in the United States. We have over 4,000 employees and 700 outpatient facilities nationwide. Our organization is in the midst of a tremendous expansion period, allowing us to offer unparalleled growth in our industry and we are looking for dynamic therapists that complement our growth strategy. With our size and success come great opportunities for growth and advancement, adding up to a great overall package: Mentoring program for new grads; generous continuing education benefits; competitive salary and benefits; very reasonable caseloads, among the lowest in our industry; and clinician run, leadership opportunities. **Apply:** on-line at www.physiocorp.com or contact Cheryl Cleveland, Western Region Talent Acquisition Manager at 484-798-1289; e-mail: Cheryl.Cleveland@physiocorp.com. (Date listed: 12/4/09)

Pickering Creek Audubon Center (183) seeks an **EcoCamp Counselor** to lead groups of 8-12 campers at nature-themed day camp. **Dates of Employment:** June 14-August 23, 2010. **Stipend:** \$7.25 per hour plus housing. **Essential Functions:** Lead groups of 8-12 campers and 1-3 Junior Counselors during 4-5 day camp weeks for 8 weeks. A typical camp day runs 8 AM to 5 PM, with campers here from 9-4. Plan, prepare and lead nature-themed games, activities, songs, and crafts. Serve as a role model naturalist and environmental steward. Two weeks of training and preparation are provided before camp. **Qualifications:** Previous experience working with children; college student or graduate with a background in biology, education, environmental education, environmental science or related field; enjoy working with others and children of all ages in an outdoor setting; flexible, self-motivated, and creative; ability to work with minimal supervision and professional and friendly manner. **Apply:** Mail or e-mail a cover letter, resume' and three references to: Kelsey Frey, Teacher naturalist, Pickering Creek Audubon Center, 11450 Audubon Lane, Easton, MD 21601-5211 or kfrey@pickeringcreek.org, 410-822-4903. (Date listed: 1/29/10)

Practically Perfect Nanny (85) a childcare referral business looking for **Nannies** and **Babysitters**. Nanny and Babysitter candidates will be screened and interviewed. Qualified candidates will be referred to families in need of child care based on the family's needs and preferences. Child care related experience and education is preferred. For information or to schedule an interview, call Rhonda Becker, 443-262-1500. Mail resume to placement@practicallyperfectnanny.com. (Date listed: Feb/2010)

Prince George's Community College (212) Go to <http://jobs.pgcc.edu> for available jobs, required hours, qualifications, criteria and to apply online, or call 301-322-0613 (voice) to request an application. TTY users call thru MD Relay (7-1-1). Prince George's Community College, Largo, MD is an AA/EOE institution. (Date listed: Feb/2010)

Pro-Temps – Staffing Solutions (447) we match jobs and talent on Maryland's Eastern Shore. Call the pros at 410-822-4648, 800-787-4648; fax 410-822-5538. 8133 Elliott Road, Suite 5, Easton, MD 21601. www.protempsstaffing.com, info@protempsstaffing.com. (Date listed: Feb/2010)

Skillfull Contractors Group (149) is accepting resumes for all types of employment services. Please submit resume' by email to: staffingsite@yahoo.com or mail to P.O. Box 2617, Wilmington, DE 19805. You must be a resident of Kent County, Maryland or neighboring areas. "I will help you to succeed in your career puzzle." For further information please call Sherlene (Job Coach & Owner) @ 302-656-2690. (Date listed: 1/5/10).

State of Maryland (202) **Family Services Case Workers** - \$31,461-\$56,438; **Casework Specialist/Social Workers** - \$35,568-\$64,282; **Social Work Supervisor** - \$42,867-\$68,626. Our Children Need You! Are you a social worker or a social work student preparing to graduate from school? Or do you have a degree in the behavioral sciences? The Department of Human

Resources (DHR) is the State of Maryland's human service agency. We are looking for caring, compassionate and committed social workers and caseworkers to join our team of child welfare professionals. This is a challenging career. You will work with Maryland's most vulnerable children and families to provide a safe, secure and healthy home environment. DHR needs social workers and caseworkers like you, but more than that, our children need you too. Help a child, change the future. Vacancies are located in several of our local departments of social services throughout the State of Maryland. These positions provide services to individuals or families in cases involving suspected child or adult abuse or neglect, out of home placement, guardianship, emergency protective orders or adoption. For detailed information on the required education and experience or to obtain an application, please visit our website at www.dhr.state.md.us/jobannnc.htm. To submit your application, please visit our website at socialworkcareers@dhr.state.md.us. If you have additional questions, please call 410-767-7862 and leave a brief message with your name and telephone number. (Date listed: Jan/2010)

State Farm Insurance (182) – Are you looking to gain experience in the business field, but need a start? Here is your chance! Busy State Farm Insurance Agency looking for **intern**. 10-15 hrs per week. No experience needed. Pay will coincide with experience. This can be a short or a long term opportunity. Please call 410-822-9560 for application information. (Date listed: 1/29/10).

Talbot County Department of Social Services (156) Recruitment Announcement

- Casework Specialist Family Services **Salary:** \$35,736-\$56,128
- Social Worker I Family Services **Salary:** \$38,016-\$59,892
- Social Worker II Family Services **Salary:** \$40,048-\$63,929

Duties: This position is in the Foster Care Unit and is responsible for projects related to Family Centered Practice coordination in addition to managing a partial foster care caseload. The position will also participate in the department's initiative to recruit and retain foster homes. Special projects include monitoring and tracking outcomes; maintaining medical passport and analyzing data. Other potential opportunities include grant writing, Family Centered Practice implementation, quality improvement initiatives, agency self-evaluation and promoting community partnerships. **Qualifications:** Master's degree in Social Work from an accredited college or university. **Experience:** Casework Specialist and Social Worker 1-No experience. Social Worker II-one year of experience providing child welfare or adult services to vulnerable children, individuals, or families. **Apply:** Please send a resume' or completed State Application (MS-100) to Pam Wilkinson, Talbot County Department of Social Services, P.O. Box 1479, Easton, MD 21601. Visit the website www.dhr.state.md.us to obtain an application. **Closing date:** January 21, 2010. (Date listed: 1/07/10)

Talbot County Department of Social Services (178) **Family Investment Specialist I.** **Salary:** \$28,008-\$29,003. **Location:** Easton, MD 21601. **Duties:** This position determines the eligibility of customers for the Medical Assistance programs; reviews customers' information for continued eligibility of patients served by Shore Health System hospitals; interviews customers to explain programs, verifies information and determines category of eligibility; processes applications, maintains case materials and assists customers in resolving problems. This position does not supervise. **Qualifications:** A bachelor's degree from an accredited college or university. **Closing date:** February 9, 2010. **Apply:** Submit a completed State Application (MS-100) to: Talbot County Department of Social Services, Attn: Pam Wilkinson, P.O. Box 1479, Easton, MD 21601

Technical Job Fair (184)

Where: Fort George G. Meade FMWR/DLLR, 6600 Mapes Road, Ft. Mead, MD - **Club Meade.**

When: Wednesday, **February 24, 2010 – 9 am-2 pm**

For: Everyone seeking employment! Meet eager employers, so bring your resume'. Basic Federal Resume' information sessions: 9:30 am; 10:30 am and 11:30 am, free & open until filled. You must enter Fort George G. Meade via MD Route #175 at the Reece Road gate only! All individuals must present a photo ID care or driver's license! All drivers must also show current vehicle registration and proof of vehicle insurance. All vehicles will be inspected upon entering the installation. **For more information:** Call 410-674-5240; e-mail: jduncan@dllr.state.md.us. (Date listed: 1/29/10).

The Inn at Perry Cabin (167) Current Open Positions:

- **FT Housekeeping Room Attendant:** Responsible for the cleanliness of hotel rooms and public areas. Previous experience in a similar environment preferred. Must be able to walk and stand for long periods of time and able to lift 30-50 lbs repeatedly.
- **FT Lead Line Cook:** Responsible for helping prepare food excellent in both quality and taste for our guests. Candidate must have 2 years of line cook experience in a reputable property or restaurant. Culinary training is preferred.
- **FT Line Cook:** Responsible for helping prepare food excellent in both quality and taste for our guests. Candidate must have 1 year of line cook experience in a reputable property or restaurant. Culinary training is preferred.
- **FT/PT Nail Technician:** Responsible for serving our guests in a courteous and efficient manner. Candidate must have Maryland State license and previous experience in a similar environment.
- **FT Restaurant Host/ess:** welcomes and seats guests as they arrive to the restaurant. Must be able to provide courteous and efficient service to guests. Answer phone and to be able to answer guest inquiries and take reservations. Candidate must have excellent communications skills (written and verbal); be neatly groomed; be able to stand and walk for long periods of time; be comfortable interacting with guest and employees on a continuous basis; be organized and able to work without constant supervision; must be flexible with scheduling; must be able to lift up to 25 pounds and must be comfortable working with computers. **Salary:** \$8.50 per hour.
- **FT Room Service Attendant:** Responsible for the in room dining experience of our guests. 1 year F&B experience required must have friendly and positive attitude. Must be able to lift up to 25 pounds.
- **Sous Chef:** Responsible for assisting the Executive Chef in managing the daily culinary operation. Candidate must have 2-3 years supervisory or management experience in a reputable property or restaurant. Culinary training is strongly preferred.

The Inn at Perry Cabin – Seasonal Job Fair - Wednesday, February 10, 2010 – 2-6 PM

The following positions are seasonal/temporary only – March-September 2010.

FT Front Desk Associate PT Porter (Bellman) FT/PT Restaurant Server
FT/PT/OC Banquet Server FT Line Cook FT/PT Pool Attendant
FT/PT Room Service Server FT/PT Housekeeper

Questions about position, application process, salary information, etc., should be directed to Danielle Muffat, 410-745-2200 ext 223. (Date listed: 1/25/10)

Toal, Griffith, Ayers, Kullman (119) CPA firm seeks **Accountant** with experience in tax preparation for individual & corporate taxes for our Easton office. Accounting degree +2-5 years experience preferred; CPA or CPA candidate a plus; business development skills helpful. **Qualifications:** CPA or CPA candidate, at least two years experience in public accounting. **Contact person:** Michele Geidel, 410-224-0343 ext 135. **Apply:** e-mail resume'

mgeidel@tgakcpa.com or mail resume' to: Michele Geidel, 200 Harry Truman Parkway, Suite 300, Annapolis, MD 21401. (Date listed: 1/12/10)

Tutoring (187) College student needed to tutor 2 home schooled children ages 14 and 7. Ideal candidate should speak correct English, have a nice presentation without multiple body piercings, be creative and patient, have a thorough understanding of how to write and essay, how to edit a paper and do internet research (for the 14 year old) with a love and desire to teach. Approximately 6 weeks of employment at the rate of \$10.00 per hour – no benefits, position is contractual. Hours per week are 6 (3 hours with each child). Hours are flexible either Monday, Wednesday or Friday anytime between the hours of 9 am and 4 pm. Please forward résumé along with a photo immediately to requestingone@aol.com. Location for work is 2 miles from Chesapeake College.

Volunteer (129) **Trappe Landing Farm & Native Sanctuary** is a non-profit environmental organization located in Trappe, MD with a mission to restore LaTrappe Creek. We are looking for a volunteer to help in setting up a blog called "America's Failed Food System" in order to initiate public debate on the connection between our food choices and water quality, soil erosion, health, food safety and greenhouse gas. The start of the debate is a paper I wrote on the subject based on references gathered over 10 years of study and comments by Dr. Russell Brinsfield, E. Director of the Wye Ecology Center which I believe frame the debate. We have some ideas of how page one can be depicted by cartoons, and bullets which require a person with some artistic talent to implement. I also have all the publications with hyperlinks to support my paper and I have a written history of our foundation as a lead-in to the blog. Please respond by e-mail kerstis@verizon.net or by phone 410-476-3366. (Date listed: 12/04/09)

Web Designer (150) we are looking for a truly creative person to come to work with us, a person who embraces a good "eye" for design. We have always felt that an "eye" for design is more important than the level of HTML experience. We are very much willing to expand on any level of HTML abilities you have, if you possess a solid eye for design. We have the opportunity for a person to be involved in and learn all aspects of the craft. We build and provide; cutting edge websites, database backends, eCommerce solutions, SEO services, etc. **Salary** is based on your level of experience and abilities. **Apply:** If you are interested in coming in and meeting with us, please send us your resume' along with some design examples of any type of design materials you may have. We would very much be interested in working with you in whatever stage of your experience level. Please send your resume' to: opportunities@internetconnection.net. We have a full time position in our Easton, MD offices; an excellent opportunity for someone to learn advanced web design; will train the right person in HTML, Advance PhotoShop and Illustrator techniques, Dynamic web pages, Java, Java script, and more! An eye for color and an idea for what constitutes good web design are required. To learn more visit: <http://internetconnection.net/about/employment>. (Date listed: 1/5/10).

The Office of Career Services makes every effort to publish the job listing in a timely manner. However, deadlines for some positions allow a limited response time. Contact with the employer is encouraged to see if the position is still available. If you are interested in a job, please send or fax your resume to the employer, or call for an appointment. Chesapeake College is an Equal Opportunity Institution