

# CHESAPEAKE JOBS LISTING

March 9, 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.*

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**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](mailto:interns@agvsport.com). **Web Site:** <http://www.agvsport.com>. (Date listed: 1/29/10).

**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 need 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](http://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 Unites 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](http://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](mailto:resume@benderconsult.com). (Date listed: Mar/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](http://www.besttemporaries.com) for our office location nearest you. (Date listed Mar/2010)

**Canvasback Restaurant** (193) **Location:** 420 Race Street, Cambridge, MD 21613. **Chef:** Culinary training and knowledge of essential ingredients, also skilled in preparation of quality food and plate presentation. Will train our menu. **Bartender/Server:** Well groomed, pleasant personality, with a desire to learn. Send resume' and contact information to: [canvasback420@comcast.net](mailto:canvasback420@comcast.net). (Date listed: 2/19/10).

**Caregivers** (247) Caregivers needed. There is free registration at [www.care4hire.com](http://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](mailto:mail@care4hire.com), 402-379-7811. (Date listed: Mar/2010)

**Census 2010** (147) - Be a part of the 2010 Census Team! Earn good pay; get paid weekly; Work flexible hours; receive paid graining; 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](http://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](mailto: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 Family Foot Care (209) Position:** Receptionist. **Job Description:** Serve as a receptionist/front desk assistant of a medical office. Check-in/out patients, answer phone, schedule and confirm patients' appointments, enter demographic and billing data, file charts, and assist office manager. **Qualifications:** Must be friendly with good communication skills; knowledge of computers and ability to type is a must; experience in a medical office helpful; must be able to multi-task, work quickly and accurately; must be a non-smoker, this is a non-smoking facility. **Apply:** Send resume' to [res.mail00@gmail.com](mailto:res.mail00@gmail.com) or Fax to 410-822-0577 or mail to Chesapeake Family Foot Care, PA, PO Box 705, Easton, MD 21601. (Date listed: 3/4/10)

**Child Care needed (223)** for daughter at my home to put on the bus at 8:15 am and can leave; come back at 11:30 am to get off the bus and stay until I get off of work. My number is 443-262-8416, Joanne. (Date listed: 3/10/10).

**Coca-Cola Enterprises (220)** strives to offer exceptional opportunities for personal and professional growth. We are seeking positive individuals who are as enthusiastic about success as we are.

- **Merchandiser (Stocker) – Seasonal Full-time (May-September)** Create, build, and maintain product displays and ensure shelves are well stocked with products. Ability to lift heavy products is required. **Salary** \$13.00/hr. **Qualifications:** Experience working with minimal supervision. Prior grocery store and/or consumer products/retail experience. Valid driver's license. Position is extremely physical. Openings in Easton & Salisbury.
- **Driver Merchandiser Assistant – Seasonal Full-time (May-September)** Responsible for assisting driver with delivery of pre-ordered product to assigned accounts and for rotating and stocking product. Ability to lift heavy products is required. **Salary** \$11.00/hr. **Qualifications:** Prior grocery store and/or consumer products/retail experience. Position is extremely physical. Openings in Easton & Salisbury.
- **Order Builder (Warehouse) - Seasonal Full-time (May-September)** Manually life/pull and build product orders for loading onto delivery vehicles. Safely use industrial power equipment to pull product. Ability to lift heavy products is required. **Salary** \$11.00/hr. **Qualifications:** Ability to operate a manual/powered pallet jack or lift product. Demonstrated attention to detail; certified forklift license a plus. Must be able to repetitively lift up to 60 lbs. Openings in Easton & Salisbury.

**Apply:** All applicants must apply on-line at [www.cokecce.com/careers](http://www.cokecce.com/careers) to be considered for any open position. We will hold an interview day at our Capitol Heights facility and applicants will be notified by email of the date and time of the interviews. (Date listed: 3/10/10).

**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](mailto:hsmith@cbmove.com) for more information or a confidential interview. (Date listed: Mar.2010)

**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 26<sup>th</sup> and ending July 12<sup>th</sup>. 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](mailto:Dawn.Webb@state.de.us). **Questions?:** Call 302-422-1329 or 302-653-2882. For additional information about the DuPont Nature Center, visit the website at [www.dupontnaturecenter.org](http://www.dupontnaturecenter.org). **Closing date:** March 15, 2010. (Date listed: 2/5/10)

**Easton Eye Care & Optical** (216) **Eye Care Technician** – a fast-paced EyeCare practice seeks a friendly & service oriented Technician. Role works directly with the doctors and is responsible for performing patient interviews, documenting medical history and conducting testing. Selected candidate will demonstrate exceptional people skills, a passion for quality service and ability to learn quickly. Strong organizational & computer skills and enjoyment of an energetic & diverse workplace are essential. Medical office experience and training in medical terminology is preferred. **Optical Sales/Optician** – a regionally dominant professional practice and fast-paced optical retailer seeks an individual with outstanding service skills and sales experience. Selected candidate will demonstrate exceptional people skills, a passion for quality service and success in growing retail business. Strong organizational and computer skills and enjoyment of an energetic & diverse workplace are essential. A minimum of two years customer service and sales experience is required. We're a leading eye care provider on Maryland's Eastern Shore with over 30 years of continued growth. We offer excellent benefits and competitive pay. We work hard and have fun. Position Highlights: Fast-paced team-oriented culture; wage commensurate with experience; tiered wage structure with promotional ladder; weekday, Saturday and early evening hours; benefit package includes health insurance, paid holidays, vacation and sick pay & retirement savings contribution and team bonus program. **Apply:** Please forward your compelling cover letter & resume' with salary history to: Easton Eye Care and Optical; website: [www.eastoneyecare.net](http://www.eastoneyecare.net); E-mail: [eastoneyecare@goeaston.net](mailto:eastoneyecare@goeaston.net) or Fax: 410-822-2652. (Date listed: 3/9/10).

**Express Employment Professionals** (215) – The Shore’s greatest solution for all of your staffing needs. We are always recruiting for experienced individuals in Office Services, Sales and Marketing, Production, Engineering and Light Industrial. Benefits are available immediately. **Current Openings:** FT Openings in Stevensville, Cordova, Hurlock and Cambridge in **Production** starting at **\$8.00/hr. Desktop Specialist** – Experience with prepress and Adobe, **Administrative** with QuickBooks, **Contracts Manager** with government experience, **Sales & Marketing** for several industries. Inquire in person or via telephone: 29466 Pintail Drive, Suite 1, Easton, MD 21601, 410-820-8888. [www.expresspros.com](http://www.expresspros.com). (Date listed: 3/4/10).

**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. Position is full time, with a salary of \$28,000-\$30,000 plus benefits. EEOC. Online applications accepted from [www.qacps.k12.md.us](http://www.qacps.k12.md.us) Trouble getting online, contact Queen Anne’s County Personnel @ 410-758-2403 x109 (date listed: 2/18/10)

**FASTSIGNS** (213) seeking a **Graphic Designer**. An immediate opening for qualified personnel with sign experience and you must be versed in Adobe Illustrator and Photoshop. Production and installation qualities are a plus! **Contact:** Cliff Vansant, Fastsigns of Lewes, 18388 Coastal Highway, Coastal Plaza – Unite 4, Lewes, De 19958, 302-645-1425, fax 3023-645-1426, [Cliff.vansant@fastsigns.com](mailto:Cliff.vansant@fastsigns.com). (Date listed: 3/4/10)

**Flooring America** (190) Do you like meeting new people? Do you enjoy helping others design the home of their dreams? We will train you in product knowledge; we will teach you how to estimate. We need positive and energetic men and women excited to help others in a position with unlimited earning potential. Contact:

- **Maryland:** Greg Pickeral: [gpickeral@flooringamericastores.com](mailto:gpickeral@flooringamericastores.com);
- **Fairfax:** Rob Menefee: [rmenefee@flooringamericastores.com](mailto:rmenefee@flooringamericastores.com);
- **Woodbridge:** Allen Bock: [abock@flooringamericastores.com](mailto:abock@flooringamericastores.com). (Date listed 2/19/10).

**Frederick County Department of Social Services** (218) has an opening for a full-time **Family Services, Caseworker II, Child Welfare Child Protective Services**. This position investigates allegations of child abuse and child neglect in the Child Protective Services Intake Unit. You are responsible for assessing safety and risk of future maltreatment to children under the age of 18. You respond to allegations of child abuse and/or child neglect within the mandated timeframes. The incumbent is responsible for making a time limited and accurate assessment of the needs of the children and family. This may include referring the family to appropriate resources, court involvement or removal of the child(ren) from their home, if necessary. This position requires frequent interviews of children and family held in schools and homes. The ability to complete paperwork within the mandated timeframe is required. Duties may include working after hours and providing on-call coverage. **Salary:** \$35,736-\$58,128. **Education/Experience:** Possession of a bachelor’s degree from an accredited college or university in an appropriate behavioral science, such as “Child Development,” “Sociology,” “Social Work,” “Psychology,” “Counseling,” “Nursing,” “Criminology,” “Juvenile Justice,” “Human Growth and Development,” “Human Services,” “Mental Health” or “Human Resources Management.” Two years providing casework or community organizational services in a public or private social service agency. **Apply:** Submit an application for State Employment (MS-100) titled “Family Services /caseworker II, CPS” to: Frederick County Department of Social Services, Attn: Michelle Ranck, P.O. Box 237, Frederick, MD 21705. **Closing date:** March 22, 2010 by 4:30 PM. (Date listed: 3/9/10)

**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](mailto:james.glover@hcr-manorcare.com). (Date listed: Mar/2010)

**Helper/Caregiver** (203) Active male with multiple sclerosis seeking assistance with ADL's, light housekeeping, meal preparation, driving to various appointments, swimming pool activities as weather permits. CPR required, 1<sup>st</sup> Aide or interest in woodworking a plus. **Salary:** \$8-10/hour. **Location:** Home on Rt. 16 near Springdale Market. **Apply:** Call Ellen @ 410-330-4638 for more specific information. (Date Listed 2/24/10)

**Home School Tutor Need** (222) Person 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 an essay, how to edit a paper and do internet research (for the 14 year old) with a love and desire to teach as well as some background in education and knowledge of how to tie units together. Approximately 8 to 12 weeks of employment at the rate of \$10.00 per hour – no benefits, position is contractual. Hours per week are 8 (4 hours with each child) More hours possible if a good match. Hours are flexible either Monday, Tuesdays or Friday anytime between the hours of

9 am and 4 pm. Please forward resume' along with a photo immediately to [requestingone@aol.com](mailto:requestingone@aol.com). Location for work is 2 miles from Chesapeake College with immediate opening. (Date listed: 3/10/10).

**Job Fair** (204) Susquehanna Workforce Network now recruiting! Defense, Technology & Intelligence Job Fair. **When:** March 18, 2010, 2:00 -6:00 PM. **Where:** Ripken Stadium, 873 Long Drive, Aberdeen, MD 21001.

Acquisition Professionals	Programmer
Analyst*Biologists/Microbiologists	Project Management*Principal Leader
Business Development*Chemists	Proposal Manager
Contract Administrator	Receptionist
Contracting Specialist	Scientists (Chem. /Bio)
Database Administrator	Subcontractor Administrator
Engineers	Systems Engineer
General Supply Specialist	Technical Writer
Help Desk Tech Sr. Asst.	Technicians
IT Specialist & Service Rep	Web Developer
Procurement Specialist*Program Analyst	

(Date listed: 2/26/10).

**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](mailto:kaymelvin@kentcenter.org) or apply in person at 215 Scheeler Rd., - Chestertown, MD 21620. E.O.E. Date Listed: (2/19/10)

**Kent County Department of Social Services** (201) has an opening for a full-time **Administrative Specialist** to support our Work Opportunities Program. This is a State of Maryland contractual position. Benefits are not offered. **Duties:** Assists with customer assessments; assists with development of Instructional curriculum and job training programs; conducts job readiness classes; assists with development of employment and/or work experience opportunities. **Education/Experience:** Possession of bachelor's degree from an accredited university/college. Additional experience in planning, or conducting or coordinating training activities may be substituted on a year for year basis for the required education. **Apply:** Submit an application for State Employment (MS-100) and/or professional resume' to: Ms. Vastina Fisher, Kent County Department of Social Services, 350 High Street, P.O. Box 670, Chestertown, MD 21620. **Closing date:** March 15, 2010. (Date listed: 2/26/10)

**Kent County Detention Center** (208) One **Correctional Officer position** is available at the Kent County Detention Center. This position is entry level with rotating shifts. Must be a high school graduate, 18 years of age and hold a valid driver's license. Fluent in Spanish preferred. Other requirements include successful completion of physical examination, psychological testing, comprehensive background investigation and interview process. Starting salary is **\$30,640**, with comprehensive benefit package. Obtain and return completed application to the County Commissioner's Office, 400 High Street, Chestertown, MD 21620; 410-778-4595. **Application deadline** is March 10, 2010 at 3:00 pm. Screening for illegal drug use and a criminal history background check will be required prior to appointment. (Date listed: 3/4/10).

**LaMotte** – Helping people solve analytical challenges since 1919. Great benefits!

- **Formulation Chemist:** (94) 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. (Date listed: 2/19/10)
- **Chemical Technician:** (202) will work with research and development chemists in data collection and evaluation of new reagent systems. At least two years of college chemistry required or equivalent work experience. Analytical chemistry and quantitative analysis preferred. Strong wet chemistry, good color vision and basic computer skills required. (Date listed: 2/26/10).

Send resume & salary requirements to: LaMotte Company, 802 Washington Ave., Chestertown, MD 21620 or email to [mcoakley@lamotte.com](mailto:mcoakley@lamotte.com).

**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](mailto:littlelights@live.com). (Date listed 2/19/10).

**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](mailto: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)

**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](http://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](mailto:sonnyday78@yahoo.com). (Date listed: 1/28/10).

**Nannies4hire.com** (49) Over 700 families registered at [www.nannies4hire.com](http://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](http://www.nannies4hire.com) to view and contact families directly. (Date listed: Mar/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](http://www.nanniesofnebraska.com). (Date Listed: Mar/2010)

**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](mailto: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](mailto:nick.ruocco@nmfn.com). (Date listed: 1/12/10)

**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](mailto:kfrey@pickeringcreek.org), 410-822-4903. (Date listed: 1/29/10)

**Pickering Creek Audubon Center** (212) seeks a **Seasonal Educator** to help develop and teach environmental school and public programs. **Dates of Employment:** September 2010-May/June 2011. **Stipend:** \$11.96 per hour, housing onsite with monthly rent. **Essential Functions:** Teach hand-on environmental education school programs on site and in local schools, Pre-K through 12<sup>th</sup> grade; develop, prepare and teach public programs for families, adults and youth; animal care of program animals (reptiles); work closely with other seasonal educators and full time staff to plan and implement programs; help with maintenance of buildings and grounds; opportunity to develop and complete an independent project; opportunity to develop and prepare materials for new lessons and revisions of EE school programs; and occasional weekend office duty. **Qualifications:** At least one year of experience working with children and adults in an educational setting; college education 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; be flexible, self-motivated; ability to work with minimal supervision and professional and friendly manner. **Apply:** Mail or e-mail a cover letter, resume' and three references to: Mandy Smith, Education Coordinator, Pickering Creek Audubon Center, 11450 Audubon Lane, Easton, MD 21601-5211 or [mlsmith@audubon.org](mailto:mlsmith@audubon.org), 410-822-4903 x25. (Date listed: 3/4/10)

**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](mailto:placement@practicallyperfectnanny.com). (Date listed: Mar/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: Mar/2010)

**Prospect Bay Country Club** (192) **Position:** Shop Clerk (Temporary). **Salary:** \$8.50-9.00; 35-40 hours and available weekends. **Start Date:** April 1, 2010. **Description:** Seasonal position 4/1 through 12/1 at fast paced private community golf shop. Shop clerk greets members and guests; identifies needs and delivers; booking tee times; signing up for events; collecting fees and selling merchandise, etc. **Qualifications:** Friendly professional interpersonal skills; POS accuracy and cash handling; communicate clearly and effectively, including taking messages and some problem solving. **Apply:** In person at 311 A Prospect Bay Drive West or call Michael P. Norton at 410-827-6924. Fax resume' to: 410-827-7702 or e-mail to: [bigbird0u812@msn.com](mailto:bigbird0u812@msn.com). (Date listed: 2/19/10).

**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](http://www.protempsstaffing.com), [info@protempsstaffing.com](mailto:info@protempsstaffing.com). (Date listed: Mar/2010)

**Shared Opportunity Service, Inc.** (210) a local family based non-profit located in Chestertown, MD, seeks applications for the following positions:

- **Child Development Intern:** Perfect for a student interested in Early Childhood/Elementary education. This intern would assist the Child Development Specialist in developing and maintaining curriculum, as well as other administrative duties. Another component of the internship would include hands-on experience in the Child Development Room, which has four age-appropriate classrooms for children six weeks to four years old. Note: This is a 1,500 sq. ft. licensed childcare facility.
- **Assistant Teacher/Substitute PT:** Associate's Degree in Early Childhood Education or in related field or High School Diploma with 90-hour certification in Early Childhood Education preferred. High School Diploma required. Must have experience working with parents, infants, toddlers, preschoolers, preferably in a group setting.

Please send your resume' to Attn: Liz Davidson, 601 High Street, Chestertown, MD 21620, or e-mail your information to [childdevelop@famiesshine.org](mailto:childdevelop@famiesshine.org). Phone: 410-778-7911 or Fax: 410-778-6328. (Date listed 3/4/10).

**Shared Opportunity Service, Inc.** (211) is now accepting applications for:

- **Program Analyst:** Bachelor's Degree in Human Services or Human Development with experience in counseling, crisis intervention and advocacy; bachelor's degree accepted in a similar field with experience in program development and management. Must have experience working with young children from birth to three years old. Ability to work in a dynamic team, as well as an ability to work independently and effectively manage tasks is a necessity. Supervisory experience required.
- **Substitutes Needed (Child Development Room):** Seeking experienced teachers and aides for a pre-school setting.
- **Internships:** The agency provides internship opportunities within our child development program, marketing department, administrative office and program evaluation. We are currently seeking summer 2010 and Fall 2010 candidates.

If you are interested in any of the positions, please send your resume' to Attn: Marianne Peltier-Allison, 601 High Street, Chestertown, MD 21620; or e-mail your information at [director@famiesshine.org](mailto:director@famiesshine.org). Phone: 410-778-7911 or Fax: 410-778-6328. (Date listed: 3/4/10).

**Solar Engineer Positions** (217) Local Newark, DE Solar Energy Manufacturing Plant has openings for 3 positions.

- **Mechanical Design engineer DJL job order 51238**  
The employee in this position will be responsible for the design of components and assemblies for the manufacture of crystalline silicon solar modules. The design activities will also include building prototypes, developing and executing design validation tests and support launch of the product into a high volume manufacturing process. This role will report to the Engineering Manager. **Qualifications:** Bachelor's Degree in Mechanical Engineering or equivalent; 3-5 years experience in a product design-engineering role for high volume manufacturing products. Solar design experience is a plus; experience in Product Development/New Product Introduction processes; demonstrated use of Design for Assembly and Design for Manufacturing guidelines and design for Six Sigma experience from a recognized body and/or established program. GB or BB Certification is a plus.
- **Manufacturing Controls Engineer – DJL job order 51239**

The employee in this position will have primary responsibility for controls engineering support of a crystalline silicon solar module manufacturing process. This may include equipment improvement and optimization; leading projects to procure new equipment; developing and executing process validation tests and support launch of new products into a high volume manufacturing process. With experience, this role may grow to encompass solar applications and sales support. This position will report to the Engineering Manager. **Qualifications:** Bachelor's Degree in Electrical Engineering with 1-3 years experience as a controls and/or automation engineer in a manufacturing plant OR Associates Degree in Engineering Technology or related field from an accredited institution with 5 or more years experience in controls/automation in a manufacturing plant. Solar manufacturing experience is a plus. Applicant Demonstrated experience with the National Electric Code; formal PLC training; experience with Allen Bradley, Omron, or other known manufacturer; demonstrated competence in robotics and other related automated equipment; Six Sigma experience from a recognized body and/or established program. GB or BB Certification is a plus.

- **Quality Lab Technician/Engineer – DJL mob order 51242**

The employee in this position will perform electrical and mechanical testing of solar modules in a certification and reliability test lab. Additionally, this position will support the Engineering team as a 2D and 3D CAD designer. The employee will report to the Engineering Manager. **Qualifications:** Associates Degree in Engineering Technology or related field from an accredited institution, OR currently working towards an engineering degree with an accredited institution, OR at least 4 years of experience in a quality control lab of an electro/mechanical device manufacturer. Experience with or exposure to design of experiments, process development, and process optimization; demonstrated ability to analyze data and present results in an organized and practical fashion; demonstrated ability to follow testing and inspection procedures for products and materials; engineering software-AutoCAD, Pro-Engineer, Unigraphics, ANSYS; computer desktop application skills, including Microsoft Office (Word, Excel, and Access 2000) and Microsoft Outlook.

**Apply:** Qualified candidates can apply by coming into the Pencader Division of Employment and Training and dropping off their cover letter and resume' to the front desk staff or by faxing them to (302) 368-6599; Attn: Business Services Representative. (Date listed: 3/9/10)

**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](http://www.dhr.state.md.us/jobannnc.htm). To submit your application, please visit our website at [socialworkcareers@dhr.state.md.us](mailto: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: Mar/2010)

**State of Maryland Department of Human Resources (214) Human Service Specialist II**  
**Salary:** \$33,602-\$52,596; **Location:** Baltimore, MD. **Duties:** This position provides technical assistance to Long Term Care (LTC) case managers statewide on complex LTC eligibility issues; provides advice and guidance on a variety of LTC Medicaid issues, including legal and financial matters as they pertain to the determination of LTC eligibility for applicants throughout the State; advises LTC case managers statewide in determining LTC eligibility by interpreting rules and regulations regarding issues such as estates, deeds, trusts, transfer of assets, LTC insurance, annuities and treatment of other legal and financial resources. **Qualifications:** Possession of a bachelor's degree from an accredited college or university. Three years of experience in administrative or professional work. Two years of specialized experience must have been in *Income Maintenance Programs*. **Closing date:** March 12, 2010. **Apply:** Submit a completed State application (MS-100) titled: "Human Service Specialist II, IM (FI)", Announcement #10-1513-902" to: Maryland Department of Human Resources, Examination Services, Unit, 311 W. Saratoga St., Room 135, Baltimore, MD 21201-3500. (Date listed: 3/4/10).

**State of Maryland Family Investment Administration (219) Deputy Executive Director**  
(Program Manager IV) **Salary:** \$60,290-\$96,808; **Location:** Office of Operations, 311 W. Saratoga Street, Baltimore, MD. **Duties:** This position provides executive level leadership to the Office of Operations, which includes direct oversight of the Bureau of Quality Control, Bureau of Continuous Improvement, Bureau of Work Programs, the STEPS program, Bureau of Disability Services Operations and Maryland Office for Refugees and Asylees. This position provides direct supervision of six Directors and one Secretary. This position determines the overall design, roles, functions, goal-setting and achievement of all the units in order to ensure an efficient and effective operations; ensures adherence to personnel requirements and procedures; provides oversight and support for recruitment, evaluation and retention or termination of employees; provides support and technical assistance to the local and central operations; facilitates a climate of continuous learning, support and monitors the attainment of goals of the units; responds to daily communications from staff; implements legislative mandates; corrects legislative audit findings; reviews reports; informs the Executive Director of important issues; and provides guidance to and seeks input from Bureau Directors. **Qualifications:** Possession of a bachelor's degree from an accredited college or university and seven years increasingly responsible experience in the operations and management of an organization that provides social services to the public. Applicants can substitute a master's degree from an accredited college or university for two years of the above experience. **Closing date:** March 22, 2010. **Apply:** Submit a completed State application (MS-100) and proof of education, including copy of transcript or Foreign Degree Evaluation Report, if applicable to Janice B. Howard, Department of Human Resources Development and Training, 311 W. Saratoga St., Room 140, Baltimore, MD 21201-3500 or fax directly to (410) 333-0353. Applications must be marked FIA, Program Manager IV and received no later than March 22, 2010 to be accepted. (Date listed: 3/9/10).

**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** to work 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).

**Teach Maryland (194) Maryland Education Recruitment Consortium. Date:** Saturday, April 10, 2010. **Location:** Sheraton Baltimore City Center. **Purpose:** The Maryland Association of School Personnel Administrators and the Maryland State Department of Education are proud to bring tomorrow's teachers together with all 24 Maryland public school systems. Please be sure to mark your calendar now! For more detailed information, go to [www.maspamd.org](http://www.maspamd.org). (Date listed: 2/19/10).

**UniSite Design / CAD Technician (207)** Want to work in a dynamic upbeat environment? Innovative manufacturing company is seeking a motivated CAD Technician to join our team. The ideal candidate must possess strong organizational skills, participate in a team environment, and have the ability to work on multiple projects simultaneously with precise efficiency. 3-D capabilities a plus. We offer an excellent benefit package and competitive salary. Please apply on –line <https://home.eease.com/recruit/?id=427773> or in person at: UniSite Design, Inc. 1105 Park Ln., Denton, MD 21629, E.O.E, M/F (Date Listed 3/1/10)

**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](mailto:kerstis@verizon.net) or by phone 410-476-3366. (Date listed: 12/04/09)

**Whitten Insurance Agency (191)** if you are looking for a career in a fast paced environment offering constant challenges and growth, this opportunity is for you! Whitten Insurance Agency has an immediate opening for a **Customer Service Representative**. We're looking for an enthusiastic individual who can multi-task; research and resolve customer inquiries; provide information on our products and services; and demonstrate our commitment to the customer by following up on calls and ensuring superior results. Individuals must be outgoing, as well as detail oriented and accurate. Individual must be a team player that can also work independently. Competitive wages and bonus plan. If you have customer service or related experience and great communication skills, please email your resume' to [nagel.lori@gmail.com](mailto:nagel.lori@gmail.com). (Date listed: 2/19/10).

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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