

CHESAPEAKE JOBS LISTING

August 27, 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.

AmeriCorps (318) seeking a **Volunteer Coordinator** for a one-year full time AmeriCorps position with Volunteer Maryland, a program of the Governor's Office. The Coordinator will work at the Talbot County Department of Social Services organizing volunteers who provide direct service to customers. **Position starts 9/15/10** provides extensive training, \$13,000 stipend, \$5,350 education and health care. Candidates must possess and demonstrate excellence in the following areas: verbal and written communication, computer skills, problem solving and conflict resolution, leadership, public speaking, commitment to national and community service. Applicants must have access to reliable transportation. People with disabilities encouraged to apply. Email pwikinson@dhr.state.md.us to request an application or call 410-770-4848. (Date listed: 6/23/10)

Anne Arundel Community College (35) invites you to attend the **Career Expo for Spanish Speaking Persons** to be held on Monday, September 27, 2010 from 10:00 am to 2:00 pm at the Arnold Campus Center for Applied Learning and Technology, CALT Room 100. (Date listed: 8/13/10).

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: Aug/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 Aug/2010)

Calvert County Department of Social Services (31) seeking a **Human Service Specialist IV**, IM option. The main purpose of this position is to assist the local department in achieving the 50% Federal work participation rate and maintaining 100% Universal Engagement Rate.

Critical to this purpose are the monitoring and tracking of the local department's success in having Temporary Cash Assistance (TCA) recipients participate in work activities; identifying the systemic and individual reasons why participation is not occurring; and recommending to senior management effective strategies to ensure an on-going work participation rate of 50% or greater. **Salary:** \$38,153-\$60,255. **Location:** Prince Frederick, Maryland. **Qualifications:** Possession of a bachelor's degree from an accredited four-year college or university. Five years of experience in any combination of the following areas of work: public budget or public personnel administration, management analysis, program planning, or administrative staff work. Three years of this experience must have been in a supervisory, administrative or consultative capacity in Income Maintenance Programs. **Apply:** Forward a completed State application (MS-100) titled "Human Service Specialist IV, IM option," Announcement number "10-1905-903" to: Calvert County Department of Social Services, Personnel Services, Attention: Joe Cook, 200 Duke Street, Prince Frederick, MD 20678. (Date listed: 8/11/10).

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: Aug/2010)

Caroline County Health Department (43) seeking **Community Health Outreach Worker I**, a contractual part-time position. Candidate will work in an outpatient setting with adolescents and their families through the Drug Court Program of the Circuit Court for Caroline County. **Requirements:** High school diploma; no experience required. Prefer a candidate with knowledge of local resources and experience with available programs in the community. **Apply:** Send resume' to: T. Dove, Caroline Counseling Center, P.O. Box 10, Denton, MD. (Date listed: 8/25/10).

Chesapeake College

- **Programmer/Analyst** (297) The Programmer/Analyst develops and maintains custom programming for Datatel's Colleague Administration Information System using Colleague Studio. Under the direction of the Colleague System Administrator, the Programmer/Analyst will support the technology infrastructure of the Colleague system including maintenance of documentation, development and maintenance of state, federal and administrative reporting. The selected candidate will have effective project management and interpersonal communication skills. Must have at least four (4) years directly related database experience. Of these at least two (2) years professional work experience will have been in a technical environment. At least two (2) years will have been professional programming experience in UniBasic, Visual Basic, Envision, SQL or some other relational database language. **A Plus:** Bachelor's Degree in Computer Science or related field. (3 additional years direct programming experience may substitute for the Bachelor's Degree). At least one (1) year experience with Datatel Colleague or Benefactor, SunGard SCT Banner, or similar database product. Experience using Datatel's Colleague Studio or Eclipse. Experience with SQL Server and Crystal Reports. Teaching and Training experience in a technical area is helpful. (Date listed: 6/14/10).
- **Liberal Arts & Science Office Associate** (51) Job Grade 6NE - Provide support to 40+ full-time and associate faculty. Coordinate book orders for the division, order desk copies of textbooks, troubleshoot problems with the orders and follow up with the bookstore, publishers, and faculty. Provide support for the division's special projects and events, artistic performance activities, Arts Advisory Committee, Art Show and others. Provide ongoing instructional supplies, printing needs and other items as needed. Provide first level of contact to students and the community. High school diploma plus two (2) years of specialized training in secretarial science or related area required.

Training courses in computer applications are essential. At least three (3) to five (5) years secretarial experience. Ability to operate standard equipment, type with speed and accuracy, operate at an advance level the microcomputer and related software utilized by the college including Word, Access, Excel, and Outlook. Communicate effectively orally and in written form, ability to maintain accurate files and records. Establish working relationships with faculty and staff; ability to work on multiple projects and tasks simultaneously. Requires some bending, reaching and lifting. For more information about this position, please call the Human Resources Department. Interested applicants may submit a resume to hr@chesapeake.edu. (date listed 8/27/10)

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.

Chesapeake College, Continuing Education and Workforce Training (18) is seeking part-time **Bilingual (Spanish & English) Intake Helpers** for Adult Education Program at the Chesapeake English Language Institute. **Duties:** This position requires travel throughout five county service area to provide registration and testing services for ESL students. **Qualifications:** Bachelor's degree required. **Salary:** \$15 per hour with day and evening hours available. If interested, submit your resume' and additional information to: Division of Continuing Education and Workforce Training, Chesapeake College, P.O. Box 8, Wye Mills, MD 21679, Attn: Elaine Wilson. (Date listed: 7/28/10).

Chesapeake College Adult Education Program (50) is in need of part-time volunteer tutors for the Adult Basic Education program. Tutors will assist students with reading, writing and/or math. Day and evening hours are available. Locations are available throughout our five county service area. If interested, send an e-mail and additional information to: Jason Mullen at jasonsmullen@gmail.com or call 410-827-5929. (Date listed: 8/26/10).

Choptank Transport (44) is a national, full service freight management company based in Preston, Maryland. Choptank specializes in refrigerated and van transportation with a focus on the food service and manufacturing areas. We are recruiting for the following openings:

- **Sales** – create, develop and evolve new prospects into a growing book of business. Successful candidates will be comfortable making cold calls over the phone, have experience selling in a service-oriented industry and have strong organization and analytical skills.
- **Logistics** – coordinate all freight movement for our customers including locating carriers, negotiating payments, and customer follow up. This position requires someone with excellent phone and communication skills as well as a competitive spirit and a desire to work in a fast paced environment.

Apply: Send your resume' to pam.hutchinson@choptanktransport.com. (Date listed: 8/25/10).

Delaware Judiciary Administrative Office of the Courts (48) is seeking a **Collections Technician** (Casual/Seasonal) for the Office of State Court Collections Enforcement (OSCCE). **Salary:** \$12.00 per hour. **Location:** Kent County and Sussex County (check both of these counties on your application). This position will split the scheduled work week between Kent County (Dover) and Sussex County (Georgetown) as operational needs require; however, statewide travel may be required to provide coverage in other offices. **Duties:** This is a casual/seasonal collections position not to exceed 29.5 hours per week. This employee accepts payments for court-ordered assessments, enters data into an automated case management system, prepares deposits to financial institutions, contacts offenders whose accounts are delinquent, and prepares payment plans. **Qualifications:** Experience in providing customer service over the phone, in person, and in writing, experience handling multiple payment methods (cash, checks, credit cards, ACH), experience in working with an automated information system

using MS Office with primary focus on WORD and EXCEL to enter, update, modify, delete, retrieve/inquire, and report on data, experience in recordkeeping which includes maintaining records, logs, and filing systems, and experience in applying laws, rules, regulations, standards, policies, and procedure. Note: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. **Required:** A satisfactory criminal background check is required and direct deposit of paychecks. **Apply:** Visit the website at www.courts.delaware.gov and click on "apply" next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Send your application as an e-mail attachment with the words "Application Form" in the subject line to: apps.aoc@state.de.us (preferred method); or Fax to (302)255-2482, Attention: Human Resources; or Mail to: Administrative Office of the Courts, New Castle County Courthouse, 500 N. King Street, Suite 11600, Wilmington, DE 19801. (Date listed: 8/25/10).

Easton Shore Animal Hospital (40) seeking a part-time **Vet Technician**. On September 1, 2010 we will have this position open. Currently the hours are Wed/Thur/Fri from 3:30 til 6:00 pm and Sat. from 8 til 12 noon. This technician would also help care for hospitalized animals on weekends. Own transportation is needed. **Apply:** Pick up application or apply in person at the hospital at 6327 Church Hill Road, Chestertown, MD 21620, 410-778-120. Inquires and/or resumes' can also be sent to esah1@verizon.net. (Date listed: 8/18/10).

Express Employment Professionals (299) 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:** Certified Forklift Driver in Stevensville. CDL A/B Driver in Federalsburg with Hazmat Endorsement. CNC Operator in Delmar DE, 3-5 years exp. Customer Service Representatives in Galena and Federalsburg. Inside Sales Representatives in Stevensville. Restoration Technicians in Salisbury. FT Openings in Stevensville, Hurlock and Cambridge in **Production** starting at **\$8.00/hr.;** **Administrative** with QuickBooks; Inquire in person, 29466 Pintail Drive, Suite 1, Easton, MD 21601 or via telephone, 410-820-8888 or e-mail at www.expresspros.com. (Date listed: 8/27/10).

Garrett County Department of Social Services (47) seeking a **Computer Network Specialist II**. This position is responsible for the administration of the local area network; manages all hardware, software, connectivity, infrastructure and security of local area network, and access to various wide area networks for Garrett County Department of Social Services; provides first level response to all user requests for help; refers problems to the DHR Help Desk or technical personnel as required; addresses office product usage issues, password problems, and printing problems that the IT Support person will resolve him or herself. **Salary:** \$42,891-\$68,664. **Location:** Oakland and Grantsville (Garrett County), Western Maryland. **Qualifications:** Bachelor's degree in computer information technology, management information systems, or other information technology related field, to include course work in local or wide area computer networks, from an accredited college or university. One year of experience planning, integrating and maintaining software and hardware for local or wide area computer networks. **Apply:** Submit a completed State application (MS-100) titled: "Computer Network Specialist II," Announcement # "10-4413-933" to: Garrett County Department of Social Services, Attn: Roberta Baker, Personnel, 12578 Garrett Highway, Oakland, MD 21550. **Closing date:** 9/7/10. (Date listed: 8/25/10)

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 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 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: Aug/2010)

IN-HOUSE SALES ASSOCIATE (40) wanted to work with existing and new accounts. Excellent phone etiquette & communication skills required. Minimum of 2 years non-retail sales experience and college degree preferred. We are looking for a self-starter who thrives in a flexible small company environment. Minimal travel. Full-time position with benefits located in Stevensville. Submit resume & cover letter describing why you are the right candidate for this position (required) by e-mail to hheemann@3pointproducts.com (preferred) or fax @ 4106046398. See website for additional requirements, position description and submission details: www.3pointproducts.com/jobs/ (date Listed: 8/20/10)

Job Fair (20) **Virtual Job Fair Event, August 19-September 1, 2010**, sponsored by Susquehanna Workforce Network, Inc. at 410 Girard Street, Havre de Grace, MD 21078. The Virtual Job Fair Event is a unique, stand-alone career event bringing employers candidates that match their hiring needs. Candidates learn more about companies and positions available on the Event's website. **Contact:** Joseph Ricci, 410-939-4240, jricci@swnetwork.org. (Date listed: 8/3/10).

Job Fair (20) Fort Meade Community Job Fair, September 15, 2010, 9 am – 2 pm, sponsored by DLLR and Ft. Meade Family, Morale, Welfare and Recreation at Club Meade, 6600 Mapes Road, Ft. Meade, MD 20755. Individuals who desire to attend the job fair and do not possess a Department of Defense (DoD) ID Card, to include a DoD sticker on their vehicle, must enter Fort George G. Meade via MD Route #175 at the Reece Road Gate (Main Gate) only. All individuals must present a photo ID card or driver's license. Drivers must also show current registration and proof of vehicle insurance. All vehicles will be inspected upon entering the installation. **Contact:** Jerome Duncan, 410-674-5240, jduncan@dllr.state.md.us. (Date listed: 8/3/10).

Job Fair (14) P&G's Virtual Online Diversity Career Fair. Interact with P&G recruiters to learn more about our company, careers, culture and more, all from the comfort of your own home on **September 15, 2010, 10 am – 6 pm**. Visit our Facebook page for more information, Search: **Procter & Gamble Diversity**. Follow us on Twitter: <http://twitter.com/PGdiversity> or YouTube Search: 2010 Virtual Career Fair Invitation. (Date listed: 7/27/10).

Job Fair (276) Career Fair, September 29, 2010, from 10 am – 2 pm. Sponsored by Andrews Air Force base and Prince George's One Stop Career Center, Building 1889, Arnold Avenue, Andrews Air Force Base, MD. **Contact:** Harry Brooks, 301-618-8435, hbrooks@dllr.state.md.us. (Date listed: 5/4/10).

Job Fair (276) Annual Harford County Job Fair, September, 2010 from 2-5 pm. Date & Place to be Determined. (Date listed: 5/4/10)

Job Fair (20) Career Fair, October 6, 2010, 9 am – 2 pm, sponsored by Andrews Air Force Base and Prince George's One Stop Career Center located at The Club at Andrews, Building 1889, Arnold Avenue, AAFB, MD 20774. You must have access to a military installation to participate and be enrolled in MWE to participate. **Contact:** Harry Brooks, 301-618-8425, hbrooks@dllr.state.md.us. (Date listed: 8/3/10).

Job Fair (20) One-Stop Job Market & The Salisbury Area of Commerce 5th Annual Job Fair. October 14, 2010 from 3:30 pm – 7:00 pm at Centre of Salisbury, 2300 North Salisbury Boulevard, Salisbury, MD. Email: Salisbury@dllr.state.md.us or visit www.onestopjobmarket.org. (Date listed: 8/3/10).

Job Fair (20) Fort Meade Veterans Job Fair, November 17, 2010 from 9–2 p.m. Sponsored by the State of Maryland DLLR – Anne Arundel One Stop Career Center & the Fort Meade Family, Morale Welfare and Recreation. **Location:** Club Meade, 6600 Mapes Road, Fort Meade, MD 20755. This job fair is especially innovative in that it will be open to all job seekers, who should bring several copies of their resumes' and dress for success. There are no fees for job seekers to attend. Individuals who desire to attend the job fair and do not possess a Department of Defense (DoD) ID Card, to include a DoD sticker on their vehicle, must enter Fort George G. Meade via MD Route #175 at the Reece Road Gate (Main Gate) only. All individuals must present a photo ID card or driver's license. Drivers must also show current registration and proof of vehicle insurance. All vehicles will be inspected upon entering the installation. **Contact:** Jerome Duncan, 410-674-5240, jduncan@dllr.state.md.us. (Date listed: 8/3/10).

Job Fair (20) Annual Regional Honoring Our Veterans Career Fair. Co-sponsored by Baltimore County Workforce Development, Baltimore City Mayor's Office of Employment Development, and DLLR Veterans Services. **Date:** TBD. (Date listed: 8/3/10)

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: 7/21/10)

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

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: Aug/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: Aug/2010)

Piney Narrows Yacht Haven (27) seeking **Fuel Dock Attendant**. Help needed Friday evenings, Saturdays, and Sundays through the fall. Boating knowledge preferred. **Apply:** Call Joe or Gail at 410-643-6600. (Date listed: 8/27/10)

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: Aug/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: Aug/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: Aug/2010).

Queen Anne's County Department of Social Services (30) seeking a **Child Support Specialist Supervisor**. This position is responsible for overseeing the Establishment, Enforcement and Maintenance of Child Support cases. Employees in this classification supervise Child Support Specialists who investigate and analyze child support cases and initiate appropriate actions to establish, maintain and enforce support payments for dependent children in accordance with applicable Federal and State laws, rules and regulations. Employees in this classification receive general supervision from a higher-level administrator. **Salary:** \$38,153-\$60,255. **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. Four years of experience investigating and analyzing child support cases and initiating appropriate actions to establish, maintain and enforce support payments for dependent children in accordance with Federal and State laws, rules and regulations. **Licenses:** Employees will be required to possess a motor vehicle operator's license valid in Maryland. **Apply:** Send a completed State Application (MS-100) to: Peggy Landskroener, Queen Anne's Department of Social Services, 125 Comet Drive, Centreville, MD 21617. (Date listed: 8/11/10)

Service Coordinator (42) Family Support of Queen Anne's County Maryland, located in Sudlersville. Must possess a Bachelor's degree in Human Services, Human Development or Social Work; Master's degree preferred. Must have experience providing direct service to families plus experience facilitating groups. Familiarity with issues of young parents, infants and toddlers, issues of poverty, and linking with community resources desirable. Fluency in English and Spanish desirable. Full time, \$28,000-\$30,000 plus benefits. EEOC. Online applications accepted from www.qacps.k12.md.us 410.758.2403 x109. (date listed 8/20/10)

Shared Opportunity Service, Inc. (49) a local family based non-profit located in Chestertown, MD is seeking applications for the following positions:

- **Lead Teacher FT and PT** - Associate's Degree or higher in Early Childhood Education or in related field preferred. Minimum requirements are a high school diploma with 90 hour certification in Early Childhood Education (ECE) plus 45-hour certification in Infant/Toddler Development. Minimum of 1 year supervised infant experience or MSDE approval as teacher for ECE in Birth through 3rd grade. Must have experience working with parents, infants, toddlers, and preschoolers, preferably in a group setting.
- **Assistant Teacher, PT evenings** – Assists with evening programs (5:30-9:00 pm) and some day coverage. Minimum requirements are a high school diploma with 90-hour certification in Early Childhood Education. Must have experience working with parents, infants, toddlers, and preschoolers, preferably in a group setting. First Aid/CPR certificate preferred.
- **Internships** – The agency provides internship opportunities within our child development program, marketing department, administrative office and program evaluation. We are currently seeking Fall 2010 and Spring 2011 candidates.

Apply: Send your resume; to Attn: Steve Kirk, 601 High Street, Chestertown, MD 21620 or e-mail your information to businessmanager@familiesshine.org. (Date listed 8/26/10).

ShoreCorps/PALS, (7) the AmeriCorps program at Salisbury University, is seeking competent and energetic citizens who want to make a difference in the lives of youth on the Eastern Shore of Maryland! ShoreCorps/PALS members serve at non-profit organizations, schools and government agencies to meet the needs of youth in the community. Full, part and quarter time **positions begin in September 2010** and conclude in September 2011. Please contact Brenda Holden, Program Director at 410-543-5119 or visit the website at www.salisbury.edu/ameriCorps for more information. All applicants must complete a ShoreCorps/PALS application to be considered. (Date listed: 7/21/10).

State of Maryland, Department of Human Resources, Office of Technology for Human Services (37) seeking **Computer Information Services Specialist Supervisor (10-4410-902)**. This position supervises the day-to-day operations of System Support Level I Help Desk and reports directly to the Computer Information Services specialists Manager. The incumbent will be responsible for responding and resolving Information Technology (IT) Help Desk calls from statewide users for planning and developing, executing, and managing regulations, policies, and procedures of the day-to-day operations of the System Support Level I Help Desk. With its team, handles incoming calls from DHR staff statewide through its Automatic Call Distribution (ACD) System. The position develops and implements policies and procedures for phone calls received from various departments statewide; opens, manages, and closes trouble tickets

through the Remedy System; and also provides technical and operational support, problem diagnosis, and resolution. With its direct team, provides complex technical desktop support services in the diagnosis, troubleshooting, maintenance, operation, testing, and installation of networked and standalone computer equipment and peripherals, mainframe/host connected peripherals, DHR approved COTS (commercial off the shelf) software and DHR custom-built applications. Position monitors the availability and performance for all DHR network traffic and computer systems for the entire DHR Enterprise Network, which includes the 23 Local Departments of Social Services and Baltimore City Department of Social Services. Also, supervises lower-level Computer Information Services Specialists, including the assignment and review of the work and performance of the CISS Team. **Salary:** \$42,891-\$68,664. **Location:** Baltimore, MD. **Qualifications:** Graduation from an accredited high school or possession of a high school equivalency certificate. Two years of experience evaluating, implementing and maintaining personal computer hardware and software. Two years of experience must have been in responding and resolving Help Desk calls from users of computer systems; OR providing technical desktop support services in the diagnosis, troubleshooting, maintenance, operation, testing, and installation of networked and standalone computer equipment and peripherals, mainframe/host connected peripherals, or COTS (commercial off the shelf) software. **Apply:** Please include the title of the position for which you are applying, as well as the announcement number on your State application (MS-100). Mail your completed State application to: OPSB Recruitment & Examination Division, Room 501, 301 W. Preston Street, Baltimore, MD 21201. **Closing date:** August 31, 2010. (Date listed: 8/18/10).

State of Maryland, Department of Human Resources – Office of Technology For Human Services (46) is seeking **IT Assistant Director II**. The Director of Information Systems reports to the Chief Information Officer and is responsible for providing oversight and guidance to the blended teams of Office of Technology for Human Services (OTHS) staff and contractor staff that manage, maintain, enhance and operate the agency's system. **Salary:** \$55,419-\$88,976. **Location:** Department of Human Resources (DHR), 1100 Eastern Boulevard, Essex, MD 21221; and/or DHR at 311 West Saratoga Street, Baltimore, MD 21201; and/or DHR at Contractor Development Facility, 6800 Deerpath Road, Elkridge, MD 21075. **Duties:** Oversees the development of various information technology projects to satisfy the mission-critical business functions of the Department; provides management of tactical and operational tasks to facilitate the delivery of technical projects according to agreed-upon schedules, within scope and adhering to project budget; reports bi-directionally, providing critical information to the highest levels of agency management, as well as directing and guiding the activities of the technical teams; sets the standard in terms of project communication, transparency, development standards and best practices, and facilitates ongoing training, coaching and mentoring of the organization's project managers; ensures that each project accurately defines project requirements, adheres to both configuration and change management, and achieves user acceptance while meeting Federal and State regulations; supports and participates in the development of project work plans using automated and highly sophisticated tools to ensure that projects are managed successfully; adheres to methodologies outlined in the Project Management Book of Knowledge (PMBOK) and other industry standard project management methodologies; develops and supports project charters for new projects; provides guidance to project managers throughout the requirement-gathering stage of the project development life cycle to ensure that the requirements of the system satisfy the business needs of the project; works with the project managers to review the architectural design approach to ensure that the technical solution adheres to the DHR architecture standards and leverages existing system efficiencies where possible as well as provides a sound technical approach based upon current industry standards and best practices; ensures the project deliverables for projects undertaken by DHR meet the terms outlined in the vendor contracts including adhering to published timelines, scope and budget; assists in the development of and supports the enterprise-wide deployment of the IT portfolio management tool, Clarity; works with the Chief Information Officer (CIO) and the Deputy CIOs, as applicable,

to develop strategic plans and facilitate communication; functions as an ambassador of OTHS to field offices and local jurisdictions, conducting outreach, meetings and various interface activities with workers, system users and other stakeholders. **Qualifications:** Bachelor's degree from an accredited college or university in business, technology, public administration or a related field. Ten years of experience in technical project management, systems administration, or other related professional work. Seven years of progressive project management experience in technology. A minimum of three years of this experience must have involved the supervision of other employees and/or exercising responsibility for program development. Candidates should have an active Project Management Professional (PMP) credential or equivalent project management certification. Master's degree in technology, public administration or business preferred. **Apply:** Submit a State application (MS-100) and/or resume' title OTHS/Director of Information Systems to: Swakuu Karim, Department of Human Resources, Office of Technology for Human Services, 311 W. Saratoga Street, Room 442, Baltimore, MD 21201. **Closing date:** 9/1/10. (Date listed: 8/25/10).

State of Maryland, Department of Human Resources – Social Services Administration – Program Planning and Evaluation (PPE) (32) is seeking **Human Service Administrator I**. This position develops and supports SSA's core information management systems – the Maryland Children's Electronic Social Services Information System (MD CHESSIE), and the Client Information System's (CIS) social services components and interface with MD CHESSIE; responsible for the implementation of modifications, corrections, and enhancements of these current statewide automated systems for social services; identifies and recommends solutions to user's business needs; translates program policy requirements into technical specifications to modify or enhance the systems; directs and conducts user testing of new, corrected or enhanced processing for these systems and approves migration of CIS processing to production or recommends approval for MD CHESSIE; assists with data collection, management, and analysis tasks; assists administration staff and local department users to perform their duties in a more efficient, effective and uniform manner through the provision of automated systems that support their business and information needs. **Salary:** \$42,891-\$68,664. **Location:** DHR headquarters, Baltimore, MD. **Qualifications:** Candidates must possess a bachelor's degree from an accredited four-year college or university. Six years of experience in administrative, professional or technical work, one year of which must have involved supervision of other employees or exercising responsibility for program development. Four years of the above experience must have been in a supervisory, administrative or consultative capacity in program planning for a human service program. **Apply:** Submit a completed State application (MS-100) titled: "Human Service Administrator I, PPE," to: Department of Human Resources, Examination Services Unit, 311 W. Saratoga Street, Room 135, Baltimore, MD 21201-3500. (Dated listed: 8/11/10).

State of Maryland, Department of State Police, Office of the State Fire Marshal (290) is seeking applicants for the position of **Deputy State Fire Marshal I**, a sworn law enforcement position. A Deputy State Fire Marshal I enforces State laws in the field of fire prevention, fire investigation, and fire inspection. **Salary:** \$38,758-\$58,811. **Duties:** Providing fire safety inspections to business and multi-family occupancies; enforcing State fire safety laws; determining the origin and cause of fires; investigating arson fires and arresting those responsible and providing fire safety information. **Qualifications:** High school diploma or G.E.D. certificate accepted by the Maryland State Board of Education as described in the Police Training Commission regulation; must successfully complete the Entrance Level Police Training Course and secure police office certification as required by the Maryland Police and Correctional Training Commission during the probationary period. **Apply: Step 1.** Applicant must attend a mandatory Applicant Orientation. No exceptions. **Step 2.** The Functional Fitness Assessment Test (FFAT) is a measure of an applicant's level of fitness and physical preparedness for police academy training. Push-ups: 18 in one minute; Sit-ups: 27 in one minute; Flexibility: approximately 1.5 inches beyond toes (while seated) and 1.5 Mile Run: maximum time of 15 minutes and 20

seconds (15:20). **Step 3.** Applicants meeting the requirements of the FFAT will then submit an MS-100 State Employment Application. Applicants will then be scheduled for the written examination. **Step 4.** Applicants who meet the requirements following the written examination will be certified to the Eligible List for at least one year and continue in the hiring process which includes an oral examination, background investigation, polygraph exam and a medical and psychological examination. **Application Orientation:** (No Late Admission)

Sept. 28, 2010	- 7:00 PM	Easton Fire Hall, Aurora Park Dr., Easton, MD
Sept. 29, 2010	- 7:00 PM	Mechanicsville Vol. Fire Co., Mechanicsville, MD
Sept. 30, 2010	- 7:00 PM	Community Rescue Services, Hagerstown, MD
Oct. 2, 2010	- 10:00 AM	MD State Police Headquarters, Pikesville, MD

(Date listed: 5/20/10)

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: Aug/2010)

State of Maryland, Department of Transportation (34) is seeking a Fiscal Services Administrator V (Manager of Budget). This position reports directly to the Director of Finance and will serve as the Maryland Port Administration (MPA) budget officer supervising a staff of professional budget analysts. The incumbent will be responsible for the development, preparation, submission and daily control of the MPA annual Operating and Capital Budget programs including submission of all (MDOT), Maryland Department of Budget and Management (DBM) and Maryland Department of Legislative Services (DLS) legislative analysts for ultimate presentation to the Senate and House of Delegates Budget Committees for approval during the annual legislative session. Position will also be responsible for providing meaningful financial analysis as may be requested by MPA and MDOT managers and Executives for making appropriate financial decisions. Port and maritime experience and knowledge of the Financial Management Information System (FMIS) and PC Focus software are highly desirable. This is an Executive Service position serving at the pleasure of the appointing authority. **Salary:** \$59,140-\$94,961. **Qualifications:** A bachelor's degree from an accredited four year college or university with a major in Accounting, Finance, Economics or Business Management. Possession of a relevant Master's Degree from an accredited university is also desirable. **Apply:** You must complete an MDOT application for this recruitment. Resumes' cannot be substituted for the MDOT application form. Qualified applicants will be subject to background and reference checks. It is important that you provide complete and accurate information. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position you are applying for. You may apply on-line at <https://jobs.mdof.state.md.us> or, by mail. Applicants must submit a resume', cover letter and MDOT (DTS-1) application to the Human Resources Department,

Maryland Port Administration, Hyman Resources Department, 401 E. Pratt Street, Suite 253, Baltimore, MD 21202. Attention: Fiscal Administrator V (Manager of Budget. (Date Listed: 8/11/10).

STEP-Goodwill Industries of the Chesapeake (45) seeking an **Employment Specialist** position, part-time. **Salary:** \$14.00 per hour. **Location:** Cambridge, MD. **Duties:** Under limited supervision, trains and develops clients/employees in the various responsibilities of competitive work. Performa vocational assessments and designs employment plans with clients and coordinates the activities of individuals through program; orients and trains clients in the basic duties and responsibilities of assigned jobs; meets with clients individually and in groups in order to establish and clarify work goals; consults with each client's DORS counselor and provides information, evaluation and identification of problem areas as noted at competitive work sites; identifies potential employers, makes contact with same, and presents program, develops job placements; meets required placement and billing goals; establishes relationships with other appropriate community agencies in order to coordinate rehabilitation vocational efforts; establishes working relationships with the business community; maintains an up-to-date knowledge of the community, rehabilitation models, employment trends and competitive salary rates; keeps all client authorizations and documentation current and performs other duties as assigned. **Qualifications:** Bachelor's degree in Social Science or Human Services. One year in social and vocational services or mental health counseling. Experience in industry and with CMI population preferred. Individual must be able to perform each of the follow essential duties satisfactorily: ability to communicate on the telephone, ability to write, read, hear and speak, ability to complete tasks with numerous interruptions, ability to use a computer, ability to work with little direct supervision and compassion and respect for persons with special needs and the ability to earn their confidence. **Apply:** Please email resume' and cover letter to Jena Elliott M.A. at jelliott@goodwillches.org. (Date listed: 8/25/10).

UniSite Design, Inc. (39) seeking a **Data entry & Information Processing Specialist**. This position provides a wide range of services for various departments within our company including verifying, entering, importing, and processing data from various data sources such as attendee lists, sales leads, and advertising leads as well as maintaining various sources of information such as vendor registrations and internal phone listings. Various data entry and information processing responsibilities include: reviewing data (completeness of information), processing hardcopy and digital data, performing lead verification procedures, obtaining additional information from other information sources, reconciling data inconsistencies, verifying information, assuring information is accurate, performing data entry, performing data cleaning and importing data from external source, distributing and receiving emails & documents and mail outs. This position also provides routine office support such as making copies, faxing, answering phones, preparing correspondence for mailing, assisting visitors, coordinating & handling marketing materials and performing other related duties as assigned. **Qualifications:** High School diploma or greater, training or experience in word processing or data entry tasks, spelling, punctuation and grammar skills are important, as is familiarity with standard office equipment, software and procedures. High degree of accuracy and independent judgment as well as the ability to follow and adhere to detailed standard operating procedures, ability to review and analyze data and information from multiple sources, ability to enter and retrieve data from different information systems, proficient knowledge of PC operations and software (word processing and spreadsheet are required and excellent typing skills. **Apply:** Apply on-line: <https://home.eease.adp.com/recruit/?id=333087> or in person at: 1105 Park Lane, Denton, MD. (Date listed: 8/18/10).

Web Designer Needed (36) we are looking for a truly creative person to come to work with us, a person who embraces a good "eye" for design. All levels of experience considered. 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. We offer full time position in our Easton, Maryland office, an excellent opportunity for someone to learn advanced web design and we work with HTML, XML, etc., advanced PhotoShop and Illustrator techniques Dynamic web pages Java Java script and much more! **Salary** is based on your level of experience and abilities. **Qualifications:** An eye for color and an idea for what constitutes good web design are required. In addition, you will need strong organizational skills with the ability to prioritize effectively. **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. Learn more at <http://internetconnection.net/about/employment/> and see our work at: <http://netsations.com/>. (Date listed: 8/13/10).

Wicomico County Department of Social Services (38) seeking a **Human Service Specialist IV, IM option**. The main purpose of this position is to administer an assigned human service program, an operational unit thereof. Performs functions of planning, organizing and evaluating staff delivery of services. Insure compliance with departmental policies, directives and objectives in day-to-day operations. Confer with agency supervisors and program chiefs to obtain information and render advice. Assist in the planning and preparation of the program budget. May provide consultation and technical assistance to program managers at the state and local level in relation to a specific project. **Salary:** \$38,153-\$60,255. **Location:** Salisbury, MD. **Qualifications:** Possession of a bachelor's degree from an accredited four-year college or university. Five years of experience in any combination of the following areas of work: public budget or public personnel administration, management analysis, program planning, or administrative staff work. Three years of this experience must have been in a supervisory, administrative or consultative capacity in Income Maintenance Programs. **Apply:** Forward a completed State application (MS-100) titled "Human Service Specialist IV, IM option," Announcement number "10-1905-904" to: Wicomico County Department of Social Services, Personnel Services, Attention: Gloria Neff, 201 Baptist Street, Salisbury, MD 21801. **Closing date:** August 30, 2010. (Date listed: 8/18/10).

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