Company: COSI

Job Title: Drug Screen Collection Technician

Position Status: Part time

Description: Nationwide drug testing company seeking qualified candidate(s) to join our team as a part time/per diem drug screen collection technician. Exciting position with room for growth within our organization. Requires your own form of transportation in S.E. PA and Delaware. Mileage reimbursement provided. Prefer previous experience performing urine collections but will train qualified candidate(s). To be considered for employment you must possess a current and valid driver’s license with no citations in addition you must be able to pass a company drug screen, criminal security clearance and background check prior to starting work. Equal opportunity employer.

Preferred Major: Open to all majors and programs

Application Instructions: Please submit confidential resume to email provided.

Contact Information:

Marian Bonner
mbonner.cosi@comcast.net
257 W. Uwchlan Avenue
Suite 220-224
Downingtown, PA 19335

Preferred Method of Contact: Email
Company: Swift Capital

Job Title: Business Underwriter

Position Status: Full time

Description: The Position

Swift Financial (Swift Capital) is pursuing a unique strategy that provides short-term working capital to creditworthy small businesses through the purchase of future credit and debit card receivables. The Underwriter will have responsibility for assessing the financial stability of the small business, the risk of the receivables purchase, and the appropriate price to charge relative to the risk associated with the deal. This individual will need to demonstrate strong decision making skills, the ability to handle multiple tasks at a time, a commitment to providing great customer service, and the ability to clearly communicate the underwriting decision to members of management and the small business owner.

The successful candidate will perform the following activities:
- Verify the accuracy of the information submitted from Quality Control and the customer
- Interview small business owners, landlords and trade references, reviewing site inspections, and obtaining information from both the risk management and sales departments to arrive at the most appropriate decision based on the information at hand
- Analyzing credit bureau information (consumer and business) as well as merchant processing and business banking statements to reach a judgmental decision
- Identify and research any inconsistencies with the application, in the effort of combating fraud
- Interpret and analyze financial statements and business tax returns as needed
- Assist in other areas of the company as needed to ensure service levels and financial targets are exceeded

Preferred Major: Office Administration, Operations Management, All Education Programs

Application Instructions: Please email a resume and cover letter to christine.walton@swiftcapital.com

Contact Information:

Christine Walton
christine.walton@swiftcapital.com
501 Carr Road
Suite 301
Wilmington, DE 19809

Preferred Method of Contact: Email
Company: JSL ADVANCEMENT

Job Title: SPORTS MINDED RETAIL CUSTOMER SERVICE/SALES AND MARKETING

Position Status: Full time

Description: The main focus of this position is to promote our clients brand names by developing and supporting field marketing programs. (This is NOT door-to-door, telemarketing or business-to-business) You will work closely with other Event Marketing Specialists, and corporate marketing and sales organizations to support sales activities (events, campaigns, product launches etc.) and utilize your marketing expertise to help develop and execute marketing programs that will increase demand and drive revenue.

Primary Duties:
• Impacts sales results by developing, supporting and executing field marketing and segment activities.
• Executes Marketing campaigns and plans events depending on expertise.
• Works with various Fortune 500 Companies to determine appropriate customized programs and strategies for various market segments.
• Provides coordination and project management to ensure event success.
• Publicizes event and works with Account Development to raise awareness and drive high levels of attendance and participation by targeted audience.

Requirements:
• Experience or training in marketing or sales preferred, but willing to make exceptions for the right candidate
• Experience in customer service or other people-oriented fields desired
• Exceptional organizational and project management skills
• Exceptional communication skills
• Ability to work independently and contribute in a team environment
• Desire to succeed

Preferred Major: Open to all majors and programs, English, General Business, Management, Marketing, All Business Programs

Application Instructions: Email resumes to: CAREERS@JSLADVANCEMENT.COM (please no attachments just copy and paste resume into the body of the email)

Contact Information:

Caroline Arzt
302-760-9858 (Phone)
careers@jsladvancement.com
1244 Forrest Avenue
Dover, DE 19904

Preferred Method of Contact: Phone
Company: J.P. Morgan

Job Title: IB Finance & Business Management: Administrative Assistant Intern

Position Status: Paid

Description: As an Administrative Assistant Intern, you will perform diverse secretarial duties and administrative functions requiring confidentiality, initiative and sound decision-making. You will rely on excellent organizational skills and the ability to effectively handle multiple priorities in a fast-paced environment. This individual should possess a "team player" attitude by helping share the workload with other full time Administrative Assistants.

Responsibilities Include But Not Limited To:
• Work effectively with other administrative assistants to coordinate/plan meetings and conference calls, which may involve numerous time zones
• Process timely and accurate travel expense reports
• Book international & domestic travel arrangements and organize itineraries
• Coordinate catering orders for internal meetings
• Staff onboarding and off boarding which includes requesting equipment setup and system access
• Manage general office needs such as ordering supplies, mail distribution, and floor maintenance

Qualifications:
• Studying for an Associates or Bachelor’s degree
• Professional demeanor with prior work experience in some of the responsibilities listed above
• Flexibility; ability to juggle multiple tasks; quick work style, and attention to detail
• Ability to work independently as well as part of the team to ensure that the needs of the group are always met
• Proven excellent PC skills, highly proficient in all Microsoft Office applications
• Very good verbal and written communication skills
• Strong ownership, positive attitude and self-motivation, strong accountability
• Willingness to learn new things and ability to grasp new concepts quickly

Preferred Major: All Business Programs

Application Instructions: No need for a cover letter. Please email resume to BOTH contacts listed.

Contact Information:
Ann Yopp and Michele Moore
ann.d.yopp@jpmorgan.com and michele.x.moore@jpmorgan.com

Preferred Method of Contact: Email
Company: American Home Energy Corporation

Job Title: Marketing Specialist

Position Status: Full time, Paid

Description: AHEC is an energy efficiency auditing and retrofitting company working within the Delmarva MD, BG&E and Pepco territories.

We are searching for a Marketing Specialist to work on including, but not limited to, the following:

Coordinates and oversees marketing efforts for energy efficiency programs with in utility territories through public events, community awareness, social media and internet marketing.

Promotes community awareness of events and programs and fosters community relations.

Plans and implements ongoing mass marketing or programs for AHEC.

Prepares or oversees the preparation of a master calendar/schedule of events

Prepares brochures, articles and schedules; coordinates distribution of printed material.

Determines target markets to expand audience base; decides how target market will be reached such as use of direct mailings and/or print and web advertising.

Edits, takes photos and determines layout of promotional and informational materials including brochures, flyers, slides, presentations, press releases and feature articles; oversees production of materials.

An AA or higher degree is preferred.


Application Instructions: Please send resume and contact information to asma@ahec.us.com.

Contact Information:

Asma Manejwala
asma@ahec.us.com
112 E. Main Street
Elkton, MD 21921

Preferred Method of Contact: Email
Company: Delaware Children's Museum

Job Title: Gallery Host

Position Status: Part time, Paid

Description: Job Description: Gallery Host

Gallery Staff members actively engage guests to enhance their experience while maintaining Museum standards and communicating museum offerings, programs, and services. Gallery Staff will work in various departments to include, front desk, retail, education, and/or facilities; based on previous experience and museum needs.

Main Job Responsibilities:
• Help Museum guests by providing information about the DCM
• Actively engage guests to enhance their experience
• Helps separated children and adults get reunited
• Maintain Museum standards, i.e. Museum Manners, safety, and sanitation requirements
• Respond promptly to guests needs
• Constantly circulate in your assigned area and be alert to guests’ needs
• Communicate well with guests. Remain polite, courteous, and helpful at all times
• Communicate Museum offerings, programs, and services through daily interaction with guests
• Assist guests with the use of materials in an exhibit
• Organize and monitor exhibits to ensure they are presentable and safe
• Report any part of an exhibit that are not working properly
• Explain membership programs and actively sell the opportunity to guests
• Be knowledgeable of upcoming programs, participate in team meetings, and communicate guest comment concerns
• Other duties as assigned

Additional Responsibilities based on assigned areas:
• Handle cash, checks, credit cards, debit cards, gift certificates, corporate discount, and split tender transactions
• Scan admission tickets and membership cards to validate guests’ visit
• Assist in training new staff
• Greet groups and individuals arriving for field trips, tours, meetings, and events
• Answer phone questions and direct questions to appropriate staff as required
• Assist Education, Facilities, or Studio D
Preferred Qualifications
• Experience working with children in an educational setting
• Experience working in a classroom setting and/or classroom management
• Experience executing educational programming
• One to two years’ experience operating a point-of-sale system and handling cash
• Flexible work schedule, available to work weekends, some nights, and holidays
• Prior experience in retail, customer service, hospitality, or theatre. Prior museum experience a plus
• Must possess excellent verbal and communication skills
• Ability to stand and walk around for extended periods
• Ability to bend, kneel, and lift up to 20 pounds

Pay Rate: $9/hr

**Background checks are completed on all employees

Preferred Major: Open to all majors and programs

Application Instructions: Please e-mail cover letter and resume to hr@delawarechildrensmuseum.org.

Contact Information:

HR Department
hr@delawarechildrensmuseum.org
Delaware Children's Museum
550 Justison Street
Wilmington, DE 19801

Preferred Method of Contact: Email
**Company:** Delaware Children's Museum

**Job Title:** Education Associate - Studio D

**Position Status:** Part time, Paid

**Description:** The Education Associate – Studio D supports the Director of Education in the research, development, execution and evaluation of programming and curriculum tied to the Museum’s mission, with a focus on science, technology, engineering and mathematics (STEM), with primary responsibility for managing the Studio D experience. Studio D is a space for hands-on creative expression in a variety of artistic media - weaving, printmaking, sculpting, and painting. The ideal candidate will be a high-energy, upbeat, well-organized and flexible individual with the ability to turn education into a fun, playful experience. Hours / Week: 25-30. Pay Rate: $11/hr

Primary job responsibilities include but are not limited to:

**Program Development**
- Develop core, seasonal and event based content that compliments ongoing educational programming throughout the Museum
- Manage the operation of Studio D, ensuring the Studio is appropriately stocked with supplies that align with current and future program needs
- Assist with the research and development of curriculum and content of DCM programs
- Assist with open gallery program development and build-out
- Assist with the planning of periodic pop-up programming that aligns to monthly thematic programming

**Program Execution**
- Ensure quality of Studio D experience by overseeing and training guest services associates designated to staff the Studio and assist with staffing of the Studio when needed
- Critically evaluate executed programs and provide recommendations to the Director of Education to incorporate findings in the development of future programs and content

**General**
- Participate in continuing educational opportunities for professional growth and development
- Respond promptly to guest needs and support the overall guest experience
- Actively engage guests to enhance their museum experience
- Maintain continued interest in the Museum’s exhibits and educational content to better serve guests
- Attend events and programs as a representative of the Museum
- Attend meetings when appropriate
- Perform other duties, including administrative activities, as assigned
Minimum Qualifications:
• Art education or design-related degree preferred
• Education and STEM-based course work or related experience
• Ability to transfer child development theory into practice
• Ability to work independently, with minimal direction
• Excellent written and verbal communication skills required
• Excellent analytical, organizational and time management skills
• Ability to participate effectively with teams
• Must possess a positive and confident attitude
• Advanced computer skills with Microsoft Suite (Outlook, Word, Excel, Powerpoint)

Preferred Major: All Education Programs, All Public Service Programs, All General Education Programs

Application Instructions: Please e-mail cover letter and resume to hr@delawarechildrensmuseum.org.

Contact Information:

HR Department
hr@delawarechildrensmuseum.org
Delaware Children's Museum
550 Justison Street
Wilmington, DE 19801

Preferred Method of Contact: Email
Company: Gordon's Jewelers

Job Title: Part-Time Sales Associate

Position Status: Part time

Description: Jewelry Consultants are responsible for identifying and fulfilling our guests' jewelry needs, as well as maximizing personal and store performance. Jewelry Consultants learn from the best by undergoing a comprehensive new employee training program that teaches all the facets of selling fine jewelry from making successful sales presentations, learning features and benefits of various types of merchandise, to building lifetime relationships with guests. At Gordon's, selling fine jewelry is our business, so it stands to reason that our store operations employees are the backbone of our business. These important positions are vital to the continuing success of our company. So, if you are enthusiastic about a dynamic working environment that focuses on people and their achievements, you will want to check out the employment opportunities at Gordon's.

Job Requirements:
- Results-oriented, strong communication skills, excellent customer service skills, a consistent work ethic and willingness to learn
- Must be able to multi-task and work in a team-friendly environment
  Prior retail and sales experience are preferred, but not required.

Preferred Major: Accounting, Advertising Design, Communications, Elementary Education, Entrepreneurship, General Business, Management, Marketing, Mathematics, Office Administration, All Business Programs, All Education Programs, All General Education Programs

Application Instructions: Log onto www.zalecorp.com/careers
Select "List of Current Openings"
Enter zip code, then select "Search"
Click on [Jewelry Consultant]- "Gordon's Jewelers", Dover DE
Click on "Submit Resume/CV to this Job"
Take Online Assessment Test

Contact Information:

Janvier S. Gordon
302-734-4841 (Phone)
4022 Dover Mall
1365 N. Dupont Highway
Dover DE, 19901

Preferred Method of Contact: Phone
Company: M&T Bank

Job Title: CREDIT COUNSELOR I

Position Status: Full time

Description: Responsible for working with customers up to 30 days delinquent to arrange for payment alternatives to resolve past due situations, thereby reducing bank risk and maintaining relationships. This position is located in our Customer Asset Management Department of M&T Bank’s Mortgage and Consumer Lending Division, located at 499 Mitchell Street, Millsboro.

Essential Position Responsibilities: Incumbent may perform any or all of the following in front-end collection functions: Initiate contact with consumer borrowers via AutoDial handling the early stage of accounts, assessing the prospect of repayment, and arranging repayment schedules or other solutions such as: Loan Workout, Alternative Lending, CCCS, Reages, or Extensions.

Handle inbound calls from various internal departments as well as customers. Respond to questions regarding all Consumer products that are under 45 days delinquent.

Identify suspect situations (i.e. fraud, lack of insurance) and escalate issues to management.

Utilize internal collections systems and accounting systems for all loan types. Compiles information and analyzes the account files for repossession.

Identify and resolve problematic account situations where appropriate referring more complex problems to the Supervisor and understand the workflow necessary for account maintenance/corrections.

Refers possible repossessions to Supervisor for review and approval.

Perform additional duties as requested by management.

Work under direct supervision. Results/actions have the ability to impact the individual. Has regular contact with Bank customers.

Basic Qualifications:
- High School diploma or GED
- Minimum one year customer service experience
- Typing or keyboard proficient
- Ability to communicate effectively and professionally over the phone
- Good customer service skills
Ideal Qualifications:
- Collection experience
- Bilingual
- Knowledge of State and Federal regulations and Bank policy for all states that the Bank conducts business in

With over 150 years of experience, M&T Bank is considered one of the country's most highly regarded regional banks. M&T Bank Corporation has $79 billion in assets and is one of the 20 largest bank holding companies in the U.S. M&T Bank has a footprint that encompasses more than approximately 800 branches & 2,000 ATM's across New York, Pennsylvania, Maryland, Washington D.C., Virginia, West Virginia, New Jersey, and Delaware. M&T also has mortgage offices in a number of additional states.

For a complete listing of all open M&T Bank positions, visit our website: www.mtb.com/careers.

Preferred Major: Open to all majors and programs

Application Instructions: www.mtb.com/careers

Contact Information:

www.mtb.com/careers
enowak3_contractor@mtb.com
Buffalo, NY

Preferred Method of Contact: Email
Company: FurnitureLand

Job Title: Retail Sales

Position Status: Full time, Part time, Paid, commission

Description: We are seeking individuals to sell our merchandise through excellent presentations, professional demeanor and product knowledge. Weekend and evening hours are a must. Will train right individuals. Strong earning potential and bonus opportunities. Must have strong communication skills, excellent customer service skills and professional demeanor and appearance.

Preferred Major:

Application Instructions: Send resumes to jobs@furniturelandde.com or fax to 302-846-0608. Also may apply in person at the store.

Contact Information:

Jodi Hastings
jhastings@furniturelandde.com
38529 Sussex Hwy (Rt 13 North)
Delmar, DE 19940

Preferred Method of Contact: Email
Company: Ann Thomas Coaching & Consulting, LLC

Job Title: Business Operations and Communications Intern

Position Status: Part time, Unpaid

Description: Solo-entrepreneur (life coach/author/public speaker/consultant) is looking for a detail-oriented and motivated individual to assist with communications (primarily web-based) and development of operational systems. We offer flexible hours, ability to do some work virtually, and a collegial supportive work environment. 10-15 hours per week. This is an unpaid internship, but we will assist in obtaining college credit. Primary responsibilities include:

• Update website, social media sites (Facebook, Twitter, LinkedIn), blog, & YouTube
• Assist with email marketing
• Help develop systems for operation
• Help develop and implement strategies for growing business
• Administrative tasks
• Edit articles and documents
• Live event support

A successful candidate will possess the following skills and qualities:

• Computer savvy (familiarity with operating social media sites and websites)
• Detail-oriented
• Organized
• Excellent writing and editing skills
• Ability to work as part of a team and individually
• Responsible
• Good follow through/diligent

Preferred Major: Entrepreneurship, General Business, Marketing, All Business Programs

Application Instructions: Send resume and cover letter to Ann@CoachAnnThomas.com with the title "Business Operations & Communications Intern" in subject line.

Contact Information:

Ann Thomas
Ann@CoachAnnThomas.com
Worchester Dr.
Dover, DE 19904

Preferred Method of Contact: Email
Company: Ann Thomas Coaching & Consulting LLC

Job Title: Marketing & Public Relations Intern

Position Status: Part time, Unpaid

Description: Solo-entrepreneur looking for a detail-oriented and motivated individual to assist with marketing and public relations for a growing personal growth and empowerment business. Primary responsibilities include:
• Create press releases
• Contact media
• Research and set up speaking engagements
• Research target market information
• Develop marketing materials (web & print)
• Live event assistance

A successful candidate will possess the following skills and qualities:
• Excellent oral communicator
• Persuasive writing skills
• Good follow through/diligent
• Artistic eye
• Computer savvy
• Strong Internet researching skills
• Innovative
• Responsible
• Diligent

Preferred Major: Entrepreneurship, General Business, Marketing, All Business Programs

Application Instructions: Submit resume and cover letter to Ann@CoachAnnThomas.com with "Marketing and Public Relations Intern" in the subject line.

Contact Information:
Ann Thomas
Ann@CoachAnnThomas.com
Worchester Dr.
Dover, DE 19904

Preferred Method of Contact: Email
Company: Ann Thomas Coaching & Consulting LLC

Job Title: Video Intern

Position Status: Part time, Unpaid

Description: Solo-entrepreneur (leadership coach/author/public speaker/consultant) is looking for a creative and motivated individual to assist with producing and editing videos for the web. Primary responsibilities include:
- Shooting and editing video segments for the internet
- Development of a professional speaker reel
- Publishing the videos on the web
- Related administrative tasks as needed.

A successful candidate will possess the following skills and qualities:
- Possess strong filming and editing skills
- Proficient in iMovie (Mac)
- Creative and visionary
- Able to meet deadlines
- Ability to travel to certain locations to film speeches

Preferred Major: Advertising Design, Communications, Marketing, Multimedia, All Business Programs, All Computer Technology Programs

Application Instructions: Submit a resume, cover letter, and a short sample of a video you've produced to Ann@CoachAnnThomas.com with "Video Intern" in the subject line.

Contact Information:

Ann Thomas
Ann@CoachAnnThomas.com
Worchester Dr.
Dover, DE 19904

Preferred Method of Contact: Email
Company: Ann Thomas Coaching & Consulting LLC

Job Title: Accounting Intern

Position Status: Part time, Unpaid

Description: Solo-entrepreneur (leadership coach/author/public speaker/consultant) is looking for a detail-oriented and motivated individual to assist with setting up appropriate accounting systems for a start-up business. Primary responsibilities include:

- Bookkeeping
- Record business transactions
- Preparing financial statements and reports
- Assist with managing cash flow
- Assist with financial aspects of marketing and sales plan

A successful candidate will possess the following skills and qualities:

- Excellent communicator (oral and written)
- Proficient in Quickbooks (preferably for Mac)
- Proficient in Google Docs spreadsheets
- Must be majoring in accounting or finance.
- Able to develop solutions to assist with the big picture
- Must be a self-starter

We offer flexible hours, ability to do some work virtually, and a collegial supportive work environment. 10-15 hours per week. This is an unpaid internship, but we will assist in obtaining college credit.

Preferred Major: Accounting, Entrepreneurship

Application Instructions: Submit a cover letter and resume to Ann@CoachAnnThomas.com with "Accounting Intern" in the subject line.

Contact Information:

Ann Thomas
Ann@CoachAnnThomas.com
Worchester Dr.
Dover, DE

Preferred Method of Contact: Email
Company: Intelect Corp. LLC

Job Title: Recruiter

Position Status: 2/2013 - 12/2013

Description: This contractual position is based in Dover, DE 19901 (1hr drive). It will be from February 2013 - December 2013, the schedule is from Monday - Friday 8am - 5pm. The pay rate is $18 per hour, paid weekly (every Friday). The preference is that the individuals should reside 30 minutes from worksite.

Job Description: Installer will install as required On-Board Ancillary Bus Equipment (CoABE). Work performed may include installation and testing as defined by Clever Devices’ work orders. This agreement shall be for the installation of Clever Devices products in the Washington Metropolitan Area Transit Authority bus fleet.

Responsibilities:
• Work installing, repairing, maintaining, programming and modifying devices and equipment associated with intelligent transportation systems (ITS).
• Employees install/remove, troubleshoot, repair, program, integrated voice and data communications systems, digital/analog public safety two-way wireless equipment, routers/switches, specialized communications software, and Intelligent Transportation Systems devices dynamic message signs.

PREFERRED EDUCATION, TRAINING, EXPERIENCE OR SKILLS:
• Prior experience with wire harnesses, cabling, crimping and soldering.
• Previous work experience on Mass Transit Buses, heavy over the road trucks or motorized construction equipment.
• Prior experience in installation of communication equipment preferred but not required.
• Well-equipped in the use of Power Tools, Cordless Drills, Hand tools, Crimping Tools, and wrenches.
• Must be familiar with the use and proper application of common mechanical fasteners (machine screws, nuts, bolts washers, etc.)

BACKGROUND:
• Applicant receiving a conditional job offer must pass a preliminary Intelect Corporation background check including tests for drugs. Further background checks may be required by the transportation Authority WMATA.
• Applicant must have a valid driver's license.
• Must have no work related safety violations in the past two years.
• The probationary period is 90 calendar days.
• On a post-offer basis, WMATA will conduct an investigation into Intelect Corporation employees regarding their past employment, state and federal criminal history, military history, driving history, education, professional license or certification verification if job-related, Social Security number, prior drug history, and other job-related information. Individuals with felony and/or misdemeanor convictions may not be hired.

WORK CONDITIONS:
• Applicant must be able to perform physical labor and be able to work in cramped areas.
• Applicant must be able to work in a temperature neutral garage environment.
• Must provide your own transportation.
• Must be available to work evening shift.
• Must be able to work weekends when required.
• Must have approved work boots (sneakers, street shoes are not allowed).

Preferred Major: Automotive, Commercial Transportation Studies, Electrical Engineering Technology, Electromechanical, Electronics Engineering Technology, Mechanical Engineering Technology

Application Instructions: Please submit your resume via e-mail, or fax. These steps will follow:
1. Resume Review
2. Phone Interview
3. In person interview
4. Background check, drug, and physical (paid by company)
5. New Hire paperwork
6. Begin assignment

Contact Information:

Crystal Anifantis
recruit@precisionforces.com
Intelect Corp.
4000 Dillon Street
Baltimore, MD 21224

Preferred Method of Contact: Email
Company: Leading Edge Composites, Inc

Job Title: CNC Programmer / Operator

Position Status: Full time

Description: Primary Function

This position is responsible for the development of CNC programs, setup of CNC machines for production and R&D jobs, and the operation of CNC equipment.

Responsibilities
• Develop CNC programs
• Program and set up CNC machines
• Operate 3 and 5 Axis CNC Routers, 3 Axis CNC Mills and other related equipment
• Operate precision measuring and gauging tools to determine acceptability of parts.
• Perform preventative maintenance on machinery
• Operate Forklift as necessary
• Perform other duties as assigned

Required Skills
• 3-5 years of experience with programming/set-up and operating CNC machines
• Ability to verify conformance of parts to specifications, edit programs, change offsets and reduce set-up time
• Must be able to effectively and safely operate multiple machines at the same time
• Reading and interpreting blueprints

Physical Demands
• Must be able to work in a warehouse/manufacturing environment
• Ability to lift up to 50 lbs occasionally and 25 lbs frequently
• Ability to walk, lift, bend, sit and/or stand throughout an 8 hr. shift
• Ability to wear PPE as required

Education and Certification
• HS Diploma or equivalent
• Demonstrated proficiency in MasterCam and/or SolidWorks

Application Instructions: Interested candidate should send resume to scorby@lec-composites.com. Flexible with regard to length of experience.
Contact Information:

Susan Corby  
scorby@lec-composites.com  
355 Reedville Rd.  
Oxford, PA  19363

Preferred Method of Contact: Email
Company: WMDT

Job Title: News Anchor (Full-Time)

Position Status: Full time

Description: Dependable individual needed to co-anchor 6 PM, 10 PM, and 11 PM newscasts in beautiful beach market. Reporting, producing and web publishing included in position. Weekends may be required. Four year degree in Journalism or Communication preferred but will consider relative experience. Must possess a driver’s license and clean driving record. Please: No telephone calls.

WMDT- 47 and CW3: AN EQUAL OPPORTUNITY EMPLOYER

Preferred Major: Communications

Application Instructions: Send demo and resume to: sarah_truitt@wmdt.com. Or: WMDT-TV 47, Sarah Truitt, P.O. Box 4009, Salisbury, MD  21803

Contact Information:

Sarah Truitt
sarah_truitt@wmdt.com
P.O. Box 4009
Salisbury, MD 21803

Preferred Method of Contact: Email
Company: Food Bank of Delaware

Job Title: Catering Chef

Position Status: Part time

Description: The Food Bank of Delaware is accepting applications for a part-time catering chef at its Newark location. This position assists the Culinary Department in successfully fulfilling catering orders by helping in food preparation for the various catering functions, assists in menu development, assists in ordering all supplies and food needed to successfully execute the developed menus, and maintains the production of the kitchen according to all standards. Additionally this position will deliver to and staff catering functions off-site. This is a part-time position with highly variable hours. This position requires someone who is friendly and works well with a diverse group of people. A qualified individual should be flexible, enthusiastic and committed to the mission.

Additionally they should have the following:
• 3 years of experience in catering
• Demonstrated ability in both written and verbal communications and listening skills.
• Able to work evenings and weekends.
• ServSafe Certification
• A valid driver’s license for the past three years
• A clean driving record (No points or moving violation within the last three years)
• Clean Drug Screening
• Satisfactory Background Screening

Physical Requirements:
• Ability to stand and walk primarily on a level surface for periods throughout the day
• Ability to reach above shoulder heights, below the waist or lifting as required
• Ability to lift up to 25 pounds regularly and up to 50 pounds on occasion
• Ability to safely operate passenger or cargo van

Preferred Major: Open to all majors and programs

Application Instructions: Interested applicants should submit resume and cover letter to jobs@fbd.org

Contact Information:

Anna McDermott
jobs@fbd.org

Preferred Method of Contact: Email
Company: Food Bank of Delaware

Job Title: Culinary Training Manager

Position Status: Full time, Paid

Description: The Food Bank of Delaware is currently accepting resumes for The Culinary Training Program Manager for its Milford location. This position is responsible for the leadership and management of the Culinary Training Program at its expanded facility in Milford, including but not limited to development and instruction of the life skills curriculum, recruitment and screening of potential TCS students, research and development of current and new sources of funding and scholarships, maintaining and updating all information regarding student placement and long term tracking, development and maintenance of all relationships with DVR/DOL counselors. The Culinary Training Program Manager assumes a lead role in securing funding for the program by researching, writing, and following up on all grants for the Culinary Department. This position requires someone who is friendly and works well with a diverse group of people, including coworkers, managers, volunteers, hunger relief partners and the community at large. A qualified individual should be flexible, enthusiastic and committed to the Food Bank’s mission. Additionally they should have the following:

- 4-year degree or equivalent work experience in a field related to career decision making and job placement
- Demonstrated ability in written and verbal communication and listening skills
- At least two years’ work experience in a similar position
- Computer literacy and typing skills required; knowledge and understanding of office programs such as Word, Excel, PowerPoint, Outlook, etc.
- Excellent interpersonal skills and comfortable speaking to groups of people
- Excellent organizational skills and the ability to prioritize multiple projects
- Ability to maintain a flexible schedule
- A valid driver’s license for the previous three years with zero points
- Clean drug screening
- Satisfactory background screening

Preferred Major: Open to all majors and programs

Application Instructions: Interested applicants should submit a resume with cover letter and salary requirements to jobs@fbd.org.

Contact Information:

Anna Mc Dermott
jobs@fbd.org
14 Garfield Way
Newark, DE 19713

Preferred Method of Contact: Email
Company: TREND

Job Title: Support Center Specialist

Position Status: Full time, Paid

Description: TREND (Delaware Valley Real Estate Information Network) provides superior real estate information and marketing services to over 28,000 real estate professionals in the Philadelphia metropolitan region. Our MLS and Public Records systems offer customized and streamlined access to more than 69,000 active listings and over 4.8 million public records. Together with timely news content, friendly 7-day a week live help, and knowledgeable account executives, TREND’s products and services are focused on the needs of our members.

We accomplish these goals every day because:
•Our employees, working together toward a common goal, can accomplish anything.
•We employ leaders who embody innovation, creative thinking, commitment to quality, good judgment, taking risks, and being accountable.
•We favor ability over experience and each employee is a hands-on contributor.
•We have a collaborative and creative environment that fosters enthusiasm and productivity, and in turn, generates quality results.

Reports to Support Center Supervisor
Part Time & Full Time Positions Available
Part Time Hours: 10:00 AM – 2:00 PM (Monday through Friday)
Full Time Hours: 11:00 AM – 8:00 PM (Monday through Sunday shifts available)
**This is not a telemarketing position**

CUSTOMER SERVICE
•Provide support services to TREND member real estate agents, appraisers and brokers using:
•TREND’s MLS system and website™
•Mobile Edition
•Public Records application
•Answers questions regarding TREND membership
•Explains real estate license requirements, costs to join, and methods of payment
•Add new brokers, agents, administrative assistants, and appraisers to database
•Explain training requirements and schedules new agents for training class
•Assist customers in and setting up printer definitions to print text and photos
•Escalates calls to Team Leaders or Help Desk Supervisor and/or Manager as necessary
•Provide telephone and walk in support regarding service, products and online computer system
•Receive and respond to customer complaints
ADMINISTRATIVE
• Prepare reports, time cards and other administrative tasks as required
• Document customer reports and calls in call tracking system as defined by procedure
• Maintains member information by updating, editing and cleaning records with each new contact
• During business hours, report system failures and coordinate with Information Technology or Information Services Department members to restore system to normal operation during unscheduled outages

OTHER
• Cross train in other positions to provide coverage for illness, vacations or job vacancies
• Train other employees to handle Help Desk responsibilities under similar circumstances
• Positive Attitude, outgoing demeanor; likes to work with people, go the extra mile, take pride in their work as well as the team
• Perform other duties as required

KNOWLEDGE & SKILLS REQUIRED
• Ability to use MS Windows, XP & VISTA on a personal computer
• Proficiency with Microsoft Internet Explorer (7 & 8) and Mozilla Firefox. Safari is a plus.
• Knowledge of personal computers and printers
• Knowledge of, or ability to learn TREND’s MLS System, Public Records application, Mobile Edition, Rapattoni membership management system, and other computer applications
• Excellent verbal communication and organizational skills
• Good writing skills to assist in developing training aids, documenting processes, etc.
• Warm, friendly, helpful, caring phone demeanor
• Display an enthusiastic and positive attitude toward helping customers identify and solve problems
• Work effectively without constant supervision and as a team player
• Has the ability to access a high speed internet connection and a working phone line at home (not provided by TREND).

Preferred Major: Open to all majors and programs

Application Instructions: Please submit resumes to ccs@trendmls.com

Contact Information:

Carmela Cataudella-Sanzone
ccs@trendmls.com
660 American Avenue
Suite 203
King of Prussia, PA 19406

Preferred Method of Contact: Email
Company: McCabe's Mechanical Services, Inc.

Job Title: CAD Operator

Position Status: Full time

Description: Seeking one Auto CADD operator for MECHANICAL operations. Must have experience with Auto CADD & Solid Works. Mechanical & Schematic experience please.

Preferred Major:

Application Instructions: May submit resume to tina@mccabesmechanical.com or by fax at 302-854-9003 or may complete application at site. For more information, you may call Tina Moore at 302-854-9001.

Contact Information:

Tina Moore
tina@mccabesmechanical.com
P.O. Box 488
16689 Seashore Highway
Georgetown, DE  19947

Preferred Method of Contact: Phone
Company: Parcel Plus

Job Title: Customer Service

Position Status: Part time, Paid

Description: Ability to provide customer with shipping solutions so they have the best value. Must be capable of operating a computer and mouse. The POS system and shipping software is all computer based.

Would be helpful is applicant is familiar with Windows based systems.

Preferred Major: Advertising Design, Commercial Transportation Studies, All Business Programs, All Computer Technology Programs

Application Instructions: Complete Parcel Plus application or/and provide a resume.

Contact Information:

Roger Anderson
302-227-9220 (Phone)
302-227-9221 (Fax)
pprehoboth@Comcast.net
19266 Coastal Hwy Unit 4
Rehoboth Beach, DE 19971

Preferred Method of Contact: Phone
Company: The Delaware River and Bay Authority

Job Title: Varies

Position Status: Full time, Paid

Description: Paid internships are available to college students, and will last six to nine weeks. The internship program will involve on-the-job experience, leadership development, working with senior leaders, and team experiences across departments.

Internships will be available in Executive Administration, Engineering, Finance, Food Service aboard the Cape May-Lewes Ferry, Airports, HVAC Maintenance, Communications, Social Media and Marketing, Human Resources, and Police. Undergraduates will be paid $10 an hour, and graduate students will be paid $12 an hour for a 40-hour work week

Preferred Major: All General Education Programs

Application Instructions: Prospective candidates must submit their application/resume to www.drba.net

Contact Information:

www.drba.net

Preferred Method of Contact: Email
Company: WMDT

Job Title: ACCOUNT EXECUTIVE (Full-Time):

Position Status: Full time

Description: If you are a dynamic individual, motivated by unlimited earning potential, consider a career in the exciting field of broadcast television advertising. Prior media sales a plus.

WMDT-47 and CW3: AN EQUAL OPPORTUNITY EMPLOYER

Preferred Major: Open to all majors and programs

Application Instructions: Send resumes to:
WMDT-TV 47
Attn: Phil Bankert
P.O. Box 4009
Salisbury, MD 21803
Or call 410-742-4747-ext. 322
e-mail to: Phil_Bankert@wmdt.com

Contact Information:

Phil Bankert
410-742-4747-ext. 322 (Phone)
410-742-5767 (Fax)
phil_bankert@wmdt.com
P.O. Box 4009
Salisbury, MD 21803

Preferred Method of Contact: Phone
Company: Sepax Technologies, Inc.

Job Title: QC Tech

Position Status: Full time

Description: Sepax (www.sepax-tech.com) is an emerging bioseparation company with cutting edge HPLC columns and separation media based on its patented resin synthesis and coating technology. Sepax intends to establish itself within the next two to three years as a premier US supplier of HPLC columns and separation media to the biotechnology and pharmaceutical market based on its technology, superior customer service, and technical support.

Requirements:
• BS/Associate degree in Chemistry/Biochemistry. Familiar with HPLC instrumentation and different LC separation techniques.
• Good interpersonal, communication, organizational and problem solving skills.
• Ability to communicate results of experiments through proper record keeping in compliance with cGMP

Responsibilities:
• QC testing of HPLC columns assuring timely completion and GMP testing documentation.
• Generate QC test results by following SOP.
• Ensure test methods are validated or verified as appropriate to the method.

Sepax Technologies Inc. is an Equal Opportunity Employer.

Preferred Major: Biological Sciences, Biotechnology, Chemical Process Operator, Chemistry, Science

Application Instructions: Please submit your interest and resume to info@sepax-tech.com

Contact Information:

Lucy Gibbons
info@sepax-tech.com
5 Innovation Way Suite 100
Delaware Technology Park
Newark, DE 19711

Preferred Method of Contact: Email
Company: WheresMyTutor

Job Title: *2013 TUTORS* Needed Right Away - $20-$60+/hour

Position Status: Part time, Paid

Description: Part-time *LOCAL 2013 TUTORS* needed for all subjects and age-levels in (and around) the DOVER area. Currently our company has an immediate need for tutors who are able to work right away as we enter the very busy 2013 portion of the academic school year. We need tutors NOW as the amount of “Tutoring Requests” we've been receiving from parents/students has increased substantially in the last few weeks. This increase is due to the approaching end of the "first half" of the school year...

As a tutor you will be able to pick and choose which local students that you'd like to work with. Additionally tutors get to set their own rates ($20 - $60+/hour) and their own hours.

Currently we have an immediate need for local tutors who can work part-time roughly 2-10 hours per week. All tutoring will be conducted one-on-one at a neutral location such as a library, campus, or a nearby coffee shop.

Prior tutoring experience is NOT required to be a successful tutor. Tutors must be able to meet their students (tutees) at a local place in common (library, coffee shop, campus, etc) where the tutoring takes place. NO long commutes are required, and if the tutoring location is close a car may not be required.

Preferred Major: Open to all majors and programs, All Agriculture Programs, All Business Programs, All Computer Technology Programs, All Culinary Arts Programs, All Energy and Engineering Programs, All Health and Science Programs, All Public Service Programs, All Transpor

Application Instructions: If you are interested in tutoring right away, please send an email inquiry to: justin@wheresmytutor.com

Contact Information:

Justin C. Ketcham, Director of Tutoring Services
justin@wheresmytutor.com
NATIONAL HEADQUARTERS:
2601 Elden Avenue, Suite 102
Costa Mesa, CA 92627

Preferred Method of Contact: Email
Company: Human Services, Inc

Job Title: Part Time RN

Position Status: Part time

Description: Human Services, Inc, a community mental health outpatient treatment provider, has secured a grant to employ a Registered Nurse part-time at our Oxford, PA site. Duties will include collaborating with psychiatrists to manage prescriptions and authorizations, monitoring medication responses and providing information on health and wellness as a facet of mental health recovery. This position for is approximately 16 hours a week through at least June 2013. Fluency in Spanish as well as English is preferred. PA State police and FBI clearances are required.

Preferred Major: Nursing

Application Instructions: Please send resume and salary requirements to Sandy Hale, Supervisor
shale@hsi-cmhs.org
ph 610-998-1807 x 148
fax 610-918-1888

Contact Information:
Sandy Hale
shale@hsi-cmhs.org
Human Services, Inc
35 N 3rd St
Oxford, PA 19363

Preferred Method of Contact: Email
Company: Sepax Technologies, Inc.

Job Title: Associate Biochemist

Position Status: Full time

Description: Sepax Technologies, Inc. has emerged as a leader in the area of biological separation. It develops and manufactures cutting-edge liquid chromatography consumables, including LC columns, bulk media, and purification equipments. Sepax owns patented and proprietary resin synthesis and surface coating technologies. Sepax has established itself as a premier US supplier of LC columns and separation media to the biotechnology and pharmaceutical market based on its technology, superior customer service, and technical support.

Requirements:
• B. S. degree in biology or biochemistry
• 2 years laboratory/research work experience or M.S. degree in biology or biochemistry
• Knowledge of protein purification, analytical large biomolecule characterization
• Experience with HPLC instrumentation
• Excellent oral and written communication
• Excellent organizational and documentation skills with attention to detail
• Positive attitude with ability to work well in a group environment

Responsibilities:
• Interaction with customers
• Perform application experiments under supervision while following SOP requirements

Preferred Major: Biological Sciences

Application Instructions: To apply, please submit your interest and resume to info@sepax-tech.com.

Contact Information:

Lucy Gibbons
info@sepax-tech.com
5 Innovation Way, Ste. 100
Delaware Technology Park
Newark, DE 19711

Preferred Method of Contact: Email
Company: Sepax Technologies, Inc.

Job Title: Lab Support P/T

Position Status: Part time

Description: Sepax Technologies, Inc. is a fast growing small business and is seeking a motivated individual who can assist in the QC lab. This is an ideal part time position for a student to obtain industrial working experience in the Production Department. This individual must be able to work up to 4 hours in the afternoon on a Monday – Friday schedule.

Requirements:
• Scientific background.
• Familiar with HPLC instrumentation helpful.
• Good interpersonal, communication, organizational and problem solving skills.

Responsibilities:
• Generate QC labels following SOP.

Preferred Major: Biological Sciences, Biotechnology, Chemical Process Operator, Chemistry, Science

Application Instructions: Please submit your interest and resume by email to info@sepax-tech.com

Contact Information:

Lucy Gibbons
info@sepax-tech.com
5 Innovation Way Suite 100
Delaware Technology Park
Newark, DE 19711

Preferred Method of Contact: Email
Company: Pepco Holdings, Inc

Job Title: Accounting Intern III (13013)

Position Status: Paid

Description: Accounting Intern III (13013)

Pepco Holdings, Inc. (PHI) is one of the largest electricity delivery and natural gas companies in the mid-Atlantic region. More than 1.8 million customers in Washington D.C., Delaware, Maryland, New Jersey and Virginia depend on PHI for their electricity and natural gas needs.

We are seeking an Accounting Intern III to join the staff at our Washington D.C. or Carney’s Point, NJ location. An intern working within the Internal Audit department is responsible in assisting other auditors in routine to complex audits. The intern is responsible for researching and organizing information that will later be used to audit reports. Having experience or course work within Finance and Accounting would serve as a baseline for this position.

Required
• Must be pursuing a Bachelor's degree in Business, Economics, Finance or Accounting or related field, and be at the level of an incoming Junior or Senior in an accredited 4-year program.
• Cumulative GPA of 2.5 or above on a 4.0 scale.
• Must maintain a 2.5 GPA or higher and satisfactory work performance while participating in the program.
• Ability and willingness to work 20 hours per week.
• Excellent written and oral communication skills.
• Experience demonstrating skill using PC-based word processing, spreadsheet, database, and e-mail software, and the Internet.
• Ability and willingness to assist in the performance of audits and special research projects as needed.
• Ability and willingness to perform administrative tasks as required.
• Ability and willingness to input data into the computer for extended periods of time.
• Ability and willingness to work in a team environment.
• Ability and willingness to support multiple managers/staff members.
• Ability and willingness to wear and use safety equipment as required by Federal, State, Local and Company regulations.
• Must successfully pass a Criminal History Background Check.
• Must successfully pass a medical screening to include a drug test.
Preferred:
• Cumulative GPA of 3.0 or above on a 4.0 scale.
• Ability and willingness to work 40 hours per week.
• Knowledge of accounting key controls.
• Knowledge basic accounts payable, accounts receivable and inventory accounting.
• Knowledge of Sarbanes-Oxley key controls.
• Experience demonstrating skill using accounting ledger software packages (e.g., SAP).

PHI is an affirmative action, equal opportunity employer with a commitment to diversity.

Preferred Major: Accounting

Application Instructions: Please apply online via www.phicareers.com

Contact Information:

Teresa Staten
teresa.staten@pepcoholdings.com
701 9th St NW
Washington DC 20068

Preferred Method of Contact: Email
Company: Food Bank of Delaware

Job Title: Community Relations Intern

Position Status: Part time, Unpaid

Description: The Food Bank of Delaware is looking for a Community Relations Intern to assist the Food Bank of Delaware’s Milford Branch. The intern will play an active role in soliciting and writing stories about clients, donors, volunteers and partners and developing new videos to inform the public about the Food Bank of Delaware. In addition, the Community Relations intern will also help to document the Milford Branch expansion project and help fundraise for the annual Dinner in the Orchard event.

Qualifications:
• Communications or English major
• Ability to submit writing samples upon request
• Exceptional grammar, spelling and punctuation
• Proven writing skills
• Demonstrated good judgment and discretion
• Ability to juggle multiple projects with attention to detail and accuracy
• Ability to work independently and cooperatively with other Food Bank staff and volunteers.

Timeframes: Spring Semester 2013 (January 2013-May 2013); Summer Semester (May 2013-August 2013); Fall Semester 2013 (September 2013-December 2013)

Hours: 10-20 hours per week (flexible scheduling – please note, this is an unpaid internship, however, internship can be used to satisfy college course credit requirements and/or service hour requirements)

Location: Food Bank of Delaware, 1040 Mattlind Way, Milford, DE

Preferred Major: Communications, English

Application Instructions: Interested candidates may submit a cover letter and resume to Kim Turner via email at kturner@fbd.org.

Contact Information:

Kim Turner
kturner@fbd.org
Food Bank of Delaware, 1040 Mattlind Way, Milford, DE 19963

Preferred Method of Contact: Email
Company: RJ Investigative Services

Job Title: Private Investigator

Position Status: Full time, Part time

Description: - provide discreet video surveillance
- write reports based on surveillance
- must have: valid driver's license
  clean driving record
  non-discrpt, fully insured vehicle

Preferred Major: Criminal Justice

Application Instructions: Please email resume and make, model, and color of vehicle to address above.

Contact Information:

Dana Gelegonya
8563044022 (Phone)
2159779426 (Fax)
rjinvestigations@sbcglobal.net
2237 Brandywine Street
Philadelphia, PA 19130

Preferred Method of Contact: Phone
Company: Iron Hill Brewery & Restaurant

Job Title: Seasonal Servers

Position Status: Paid

Description: Calling All Teachers and Students! Are you looking for seasonal work? Wilmington Iron Hill Brewery is seeking seasonal servers and hosts for our busy spring and summer season!

• Are you truly passionate about providing outstanding customer service?
• Do you pride yourself on your teamwork?
• Do you have a strong interest in learning about craft beers and new American cuisine?

If you answered ‘yes,’ then apply in person at our Wilmington location:

Minimum age for Servers is 19

Our Employees:

☐ Receive a bonus to spend in the restaurant if the restaurant meets its sales goals
☐ Can eat in our restaurants for ½ price
☐ Receive discounts on beer, growlers, kegs and merchandise
☐ Are eligible to participate in our free Employee Assistance Program
☐ And more!

Iron Hill Brewery & Restaurant is passionate about producing distinctive, full-flavored handcrafted beers, accompanied by fresh-from-scratch New American cuisine in a comfortable, casual atmosphere. We currently have 870 employees and 9 restaurants located in Delaware, Pennsylvania and New Jersey.

For more information, visit us at www.ironhillbrewery.com.

Preferred Major: Open to all majors and programs

Application Instructions: Please apply online or in person at 620 Justison St., Wilmington www.ironhillbrewery.com/employment

Contact Information:

Denise Stiglitz
hotjobs@ironhillbrewery.com
620 Justison St.
Wilmington, DE 19801

Preferred Method of Contact: Email
Company: Tender Touch Rehab

Job Title: Occupational Therapy Assistant

Position Status: Full time

Description: We are seeking a full-time therapist to work in beautiful 164 bed skilled nursing facility with dynamic rehab team. Responsibilities include treating a geriatric population while providing comprehensive documentation and the highest quality of care. Location is Hockessin, DE

New Grads welcome - up to $7,500 in tuition forgiveness available for new grads!

Preferred Major: Occupational Therapy Assistant

Application Instructions: Call or apply on line at www.tendertouch.com

Contact Information:

Beth Shaw
732-987-3887 (Phone)
732-534-8683 (Fax)
beths@tendertouch.com

Position Location:
Hockessin, DE
Corporate office:
685 River Ave.
Lakewood, NJ, 08701

Preferred Method of Contact: Phone
Company: CELEBREE Learning Centers Of Bear, DE

Job Title: Early Childhood Education Teacher

Position Status: Full time, Part time

Description: Position Summary:

Plan and direct operations of an assigned classroom to ensure Celebree mission, vision and values are upheld, and children are provided with a developmentally age appropriate learning environment. Provide support and direction to teacher assistant.

Qualifications: This position requires comprehensive knowledge and understanding of behavioral and developmental stages of children and knowledge of DELAWARE STATE DEPARTMENT OF EDUCATION ~ DELAWARE FIRST licensing requirements; ability to manage a classroom including strong organizational, communication (verbal and written) and problem solving skills; patience, flexibility. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required.

Essential Functions:
• Manages classroom ensuring compliance with all DELAWARE STATE DEPARTMENT OF EDUCATION ~ DELAWARE FIRST regulations, company standards, policies and procedures.
• Provides a welcoming and friendly classroom environment for all children, parents and visitors.
• Maintains attractive and current classroom/hallway displays and an educational and informative Parent Board that is updated regularly.
• Creates and implements thorough, timely lesson plans that are age appropriate and stimulating in accordance with weekly themes and Celebree’s curriculum; manages effective classroom transitions.
• Assists and supervises children during all activities; counsels children as needed using positive and appropriate discipline techniques.
• Ensures that appearance, cleanliness and safe environment of classroom are appropriately maintained.
• Accurately completes all classroom paperwork, e.g., Daily Reports, accident reports, attendance records.
• Attends all team meetings, trainings and center events as requested; limits unscheduled absences.
• Provides support and direction to assistant teacher to ensure the classroom functions in an orderly manner.
• Presents a positive and professional image at all times adhering to uniform requirements.
• Communicates effectively with parents, e.g., greeting by name, addressing concerns in a timely manner, giving positive feedback, and providing regular updates on their child’s development and classroom happenings.
• Maintains open and effective communication with director.
• Identifies opportunities and/or problems in the classroom and center and works with the assistant teacher and/or center director to resolve.
• Maintains certification requirements (three Continuing Education Credits per year).
• Maintains confidentiality regarding families, co-workers and self.

Physical Demands: The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. The job requires frequent bending, stooping, squatting, reaching, lifting and carrying; ability to lift 50 pounds.

Education/Experience: Ideal candidate will have an AA(or credit equivalent) degree in Early Childhood or Elementary Education, Psychology, Child Development, Family Studies or a similar discipline. Those with the TECE 1 and 2 certifications or valid CDA will also be given consideration on a case by case basis.

Preferred Major: Early Care and Education Birth to Second Grade, Early Childhood Development, Early Childhood Studies, Elementary Education

Application Instructions: Please apply online via www.celebree.com/careers /apply-online.

Contact Information:

Holly Lott or Kelly Van Sickle
cflaherty@celebree.com
CELEBREE Learning Centers of Bear, DE
1205 Quintilio Drive
Bear, DE 19701

Preferred Method of Contact: Email
Company: Food Bank of Delaware

Job Title: Special Events Intern

Position Status: Part time, Unpaid

Description: The Food Bank of Delaware is looking for a Special Events Intern to assist the Food Bank’s Development team with the planning of its annual signature event, the Blue Jean Ball. The intern will be responsible for assisting with solicitation of in-kind gifts from local businesses and organizations for the silent auction. Duties include follow-up phone calls, tracking items in the Food Bank’s event database and community solicitation. As the event approaches, the intern will also be responsible for crafting copy for the silent auction description booklet and creating auction display signs. Intern must be able to work the day before the event, the night of the event (Saturday, October 5, 2013) and post event. 10-20 hours per week

Key skills/requirements:
- Strong writing skills
- Ability to take initiative on projects
- Organized
- Detail-oriented
- Comfortable using Microsoft Office Suite including Word, Excel and Publisher
- Ability to meet deadlines
- Ability to interact with the community in a professional manner
- Creative/Creativity

Education: College level – preferably junior/senior-level undergraduate

Timeframe: June 2012-October 2012

Preferred Major: Communications

Application Instructions: Interested candidates may submit a cover letter and resume to Kim Kostes via email at kkostes@fbd.org.

Contact Information:

Kim Kostes
kkostes@fbd.org
14 Garifeld Way, Newark, DE 19713

Preferred Method of Contact: Email
Company: Delaware.Net, Inc.

Job Title: Web Developer

Position Status: Full time, Part time

Description: We have an opening for a talented web designer to join our team. You will have the opportunity to expand your design skills, while learning about the latest web technologies. We work on rewarding and challenging projects for business, government, and association customers. The title of this position is "Web Developer". You will help our team to design, create, build, test, and manage websites that we build. You will be involved in client training to show clients how to use our CMS software. We are not an open-source template shop cranking out cheap websites. We build high-performance websites for organizations that have many members that count on their websites. Our strongest vertical market is government websites. You will help to build websites for municipalities that serve hundreds of thousands of customers each month. This is not a programming position in the sense that you will not be developing applications. You can't fake your way into this position - you will need to know how to slice a graphic web design layout into a working CSS template entirely on your own on day 1. We have programmers, project managers, and management/salespeople to deal with clients. But you will occasionally deal with clients, especially with client training. For this reason, your attitude, speech, grammar, spelling, etiquette, all need to be professional because you will be representing our company.

TECHNICAL REQUIREMENTS: Strong understanding of the following is REQUIRED:
- CSS3
- HTML/XHTML
- Adobe Dreamweaver
- Adobe Photoshop
- Adobe Illustrator
- Solid Typing (no hunt-and-peck tyers)
- Microsoft Office

PERSONAL REQUIREMENTS
- Clean criminal background
- Your own, reliable transportation (no getting rides to work)
- Reasonable driving record (limited driving in your own car may be required)
- Drug-free, smoke-free workplace and grounds.
- Dress code is casual. Business casual is better. Client meetings require business attire.
- All new employees will undergo a 90 day trial period.
- Excellent communication skills on the phone and in person.
- Excellent writing ability with solid spelling and grammar. You must check your own work.
- Typing skills - you can't be a professional web developer if you are hunting and pecking at the keyboard.
- Time tracking - we utilize our own CRM system for tracking projects, time, invoices, tasks, milestones, clients, projects, and more.
- Some travel locally may be needed for client meetings from time to time. Mileage is reimbursed.
- Moonlighting and building websites for a living on the side while working here is not permitted.
- You must have a positive attitude. Negative attitudes aren't welcome in our company.
- Punctuality - you need to be at work on-time.
- Background check, driving record, credit check will be required.
- Non-competes are not required, but non-disclosures and other agreements are.

**Preferred Major:** All Business Programs, All Computer Technology Programs, All Visual Arts Programs

**Application Instructions:** Please apply on our website at [www.delaware.net](http://www.delaware.net).

**Contact Information:**

John McKown  
jmckown@delaware.net  
28 Old Rudnick Lane  
Dover, DE 19901

**Preferred Method of Contact:** Email
Company: Delaware.Net, Inc.

Job Title: Web Designer / Project Manager

Position Status: Full time

Description: LOCAL DELAWARE APPLICANTS ONLY! (maximum 40 minute drive from Dover, DE) Graphic designer, web developer, and project manager all rolled into one. You will design web interfaces for websites, and then work with our team members to take your design and transform it into a functional high-performance website. We can train you on how to use our cloud-based technologies to turn your designs into something special, but you will need to have solid design skills. We have an opening for a talented web designer to join our team. You will have the opportunity to expand your design skills, while learning about the latest web technologies. Applicants should be well versed with Adobe products and have a live portfolio of their work online. School project examples will not be accepted. We need to see live, examples of your digital product. This is not a programming position in the sense that you will not be developing applications. You will be required to learn how to slice your flat Photoshop concepts into working CSS designs.

You must live within 35 miles of our headquarters in Dover, Delaware.

We are not interested in telecommuters for our design team, due to the nature of how we work as a team, and due to the client meetings that are necessary for the success of our projects. For these reasons you must be local to us.

Requirements:

Project Management
We used to employ Creative Directors and Project Managers that worked above our design team. In our experience and culture, we have found that this approach simply does not work. For this reason, YOU will be in charge of your projects. For the ideal applicant for this position, this should be really good news to you. Here is a list of project management responsibilities that come with this position:

Excellent communication skills on the phone and in person.
Excellent writing ability with solid spelling and grammar. You must check your own work.
Typing skills - you can't be a professional web developer if you are looking at the keyboard.
Professional appearance for client meetings. No suits, but button-down shirts and khakis preferred. No sneakers.
Time tracking - we utilize our own CRM system for tracking projects, time, invoices, tasks, milestones, clients, projects, and more. This requires you to enter status updates on your projects regularly.
Some travel locally may be needed for client meetings from time to time. Mileage is reimbursed. Conduct client meetings for project management and launch training.

Environment
You must have a positive attitude. Negative attitudes aren't welcome in our company.
Punctuality - you need to be at work on-time. We are flexible with schedules, personal time, vacations, and emergencies. But you must have your own vehicle for transportation and you must be on time to work.
We have fun and we like to blow off steam, but there are times where you may need to put in extra effort to meet a deadline.
Clean criminal record (mandatory).
Drug-free workplace.
Background check, driving record, credit check will be required.
Non-competes are not required, but non-disclosures and other agreements are.

Skills:
Show us what you've got.
Strong background in Adobe Photoshop.
Adobe Illustrator experience is preferred.
Experience with Adobe Dreamweaver preferred.
Online examples of your work are required. College projects won't be considered.
Design or interactive college degree a plus, but not required.
HTML5 and CSS3 experience is required.
Office software experience is required (MS Word or equivalent, Powerpoint or Keynote, Excel).

Preferred Major: All Computer Technology Programs, All Visual Arts Programs

Application Instructions: please apply online at www.delaware.net

Contact Information:

John McKown
jmckown@delaware.net
28 Old Rudnick Lane
Dover, DE 19901

Preferred Method of Contact: Email
Company: CAI

Job Title: Quality Assurance Tester

Position Status: Full time, Paid

Description: CAI, Computer Aid Inc. (www.compaid.com), is an international organization that is well established as a full service IT consulting company and has grown steadily in the IT industry for the last 30 years.

We currently have openings for entry level Quality Assurance Testers. Training provided.
- Training will cover the Quality Assurance Testing Life Cycle.
- Training will cover understanding and technical knowledge for the FACETS application.

Primary Job Function:
- Provides QA testing functionality
- Prepare, specify and execute test Scenarios
- Control and manage daily test activities
- Provided internal quality assurance
- Identify and report project risks
- Report on progress of the test process
- Ability to manage change during the test process

Candidate Profile:
- Candidate should be a quick learner, goal oriented, team player who can work to meet client established deadlines.
- Clearly communicates ideas, verbally and in writing, to both internal and external constituents.
- Responds to inquiries in a timely manner.
- Comprehends conversation and has good listening skills.
- Provides effective communication to constituencies on issues related to the body of work assigned.
- Ability to adjust communication detail depending on audience.
- Displays sensitivity, tact, and diplomacy in verbal and written communications.
- Demonstrate effective project planning and time management skills
- Must have strong analytical and problem solving skills.
- Must have strong technical knowledge of Microsoft Office products.
- B.S. Degree, Computer Science, MIS or related work experience preferred.

Application Instructions: Please send resume to robin_bruni@compaid.com

Contact Information:
Robin Bruni
robin_bruni@compaid.com
901 N. Market Street
Wilmington, DE 19801

Preferred Method of Contact: Email
Company: FOOD BANK OF DELAWARE

Job Title: Summer Nutrition Outreach Coordinator

Position Status: Part time

Description: The Food Bank of Delaware is accepting resumes for a Summer Nutrition Outreach Coordinator based out of its Newark and Milford offices. The Summer Nutrition Outreach Coordinator is responsible for expanding the Food Bank’s summer feeding programs in the community and encouraging greater participation from eligible individuals. This includes working in the community to find food distribution sites and help enroll eligible clients. Additionally, this position will organize and manage food distributions. This position will also be responsible for helping educate the community about the Food Bank’s hunger relief programs. This is a part-time, seasonal position. A qualified applicant for this position would be organized, diligent, enthusiastic, patient, flexible and comfortable working in a warehouse, office and delivery person capacity. Additionally, they should have the following:

- High School Diploma or equivalent; degree preferred but not required
- Must have at least 1 year of previous experience in Community Organizing
- Travel is required. Must have reliable transportation
- A valid driver’s license for the past three years
- A clean driving record (No points or moving violation within the last three years)
- Must have very strong self-initiative
- Must be able to work cooperatively in a team environment
- Strong interpersonal and written skills required with experience dealing with individuals from many different backgrounds, cultures, and races
- Willingness to work flexible hours, including nights and weekends. Unusual work hours and unusual environmental conditions are necessary.
- Computer literacy and typing skills required; knowledge and understanding of office programs such as Word, Excel, PowerPoint, Outlook, etc.
- Clean drug screening
- Satisfactory background screening
- Ability to lift up to 25 pounds regularly and up to 50 pounds on occasion
- Ability to reach above shoulder heights, below the waist or lifting as required throughout the work day
- Ability to safely operate passenger or cargo van

Preferred Major: Open to all majors and programs, All Agriculture Programs, All Business Programs, All Computer Technology Programs, All Culinary Arts Programs, All Education Programs, All Energy and Engineering Programs, All Health and Science Programs, All Public Servic
Application Instructions: Interested applicants should submit a resume with cover letter to jobs@fbd.org.

Contact Information:

JOBS@FBD.ORG
JOBS@FBD.ORG
14 GARFIELD WAY
NEWARK, DE 19713

Preferred Method of Contact: Email
Company: WMDT

Job Title: Studio Technician/ Fill-In Technical Director (Full-Time):

Position Status: Full time

Description: Immediate opening for a dependable individual with knowledge of Overture 2 switcher, Avid Deko 1000 broadcast studio equipment and Avid editing equipment preferred but not mandatory. Early morning hours included in shift. Responsibilities include running equipment during Good Morning Delmarva and WMDT 47 News at Noon, other station production and serving as a director for fill-in shifts.

WMDT- 47 and CW3: AN EQUAL OPPORTUNITY EMPLOYER

Preferred Major: Open to all majors and programs

Application Instructions: Send resume to:
WMDT-TV 47
Attn: Tyler Nicholson
P.O.Box 4009
Salisbury, MD 21803-4009
Or e-mail to: tyler_nicholson@wmdt.com

Contact Information:

Tyler Nicholson
tyler_nicholson@wmdt.com
WMDT
P.O. Box 4009
Salisbury, MD 21803

Preferred Method of Contact: Email
Company: Sparkling Pool Services Inc

Job Title: Lifeguard

Position Status: Summer

Description: Ensures the safety of patrons of an aquatic facility by preventing and responding to emergencies.

Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of an emergency.

Provides emergency care and treatment as required until the arrival of emergency medical services.

Presents professional appearance and attitude at all times, and maintains a high standard of customer service.

Performs various maintenance duties as directed to maintain a clean and safe facility.

Prepares and maintains appropriate activity reports.

Performs miscellaneous job-related duties as assigned.

Preferred Major: Open to all majors and programs

Application Instructions: Contact our office 609-426-4252 or online at www.sparklingpoolservices.com

Contact Information:

Donna Johnson
djohnson@sparklingpoolservices.com
92 N Main Street
Suite 15E
Windsor, NJ 08561

Preferred Method of Contact: Email
Company: MacIntosh Engineering

Job Title: Draftsperson

Position Status: Full time

Description: Summary: Provides structural CAD drafting for construction projects continuing the company standard of high quality drawings and excellent customer service.

Essential Functions:
1. Transforms initial hand sketches and engineering information using AutoCAD and Revit Structure into working construction documents.
2. Reviews/back checks finished drawings to ensure accuracy and adherence to established MacIntosh Engineering drafting standards.
3. Works closely with all Projects Engineers and the Chief Draftsperson to ensure quality of drawings.

Qualifications:
1. Excellent written and verbal communication skills.
2. Excellent organization skills.
3. Proficient in AutoCAD.
4. Proficient in Revit; not required but preferred.
5. Has understanding of concepts, practices, and procedures within the structural and architectural fields.
6. Ability to adapt to office standards.

Requirements:
1. Requires a minimum of an Associate’s degree in area of specialty.
2. 0-2 years experience in AutoCAD or similar; experience in structural engineering CAD preferred.
3. Proven ability to work in a fast paced team environment.
4. Must be able to work 40 hours per week; occasional nights and weekends may be required on a project to project basis.

Preferred Major: Civil Engineering Technology, Engineering Technology Computer Aided Design

Application Instructions: Send Resume to:
Shannon Netta
Director of Human Resources
snetta@macintosheng.com
Contact Information:

Shannon Netta
snetta@macintosheng.com
300 Delaware Ave.
Suite 820
Wilmington, DE 19801

Preferred Method of Contact: Email
Company: The Lewes Historical Society

Job Title: Intern

Position Status: Flexible Hours

Description: The Lewes Historical Society is designed to expose the student to all aspects of public history in small to medium sized institutions along with specialized projects: collections care, inventorying and cataloging; events management; tour and program development; communications and PR; tours; research; and various other activities.

The Internship lasts 10 weeks and must be completed over the summer. (May-August)

The dates are flexible and can be worked around the student's academic calendar.

Preferred Major: Open to all majors and programs

Application Instructions: The application and all supporting materials must be postmarked no later than March 15, 2013. Notification will be made by March 29 2013.

Contact Information:

E. Michael DiPaolo
302-645-7670 (Phone)
302-645-2375 (Fax)
info@historiclewes.org
The Lewes Historical Society
110 Shipcarpenter Street
Lewes, Delaware 19958

Preferred Method of Contact: Phone
Company: Lawns Unlimited

Job Title: Landscape Maintenance Foreman

Position Status: Full time

Description: Must have basic knowledge of plant material and proper care of lawns and landscape needs. The primary function and responsibility of this position is to sell, coordinate, estimate, oversee crews and perform the activities of operations for landscape maintenance and installation. See www.lawnsunlimited.com

Preferred Major: Agribusiness Management, Landscape and Ornamental Horticulture, Turf Management, All Agriculture Programs

Application Instructions: Must have a valid driver’s license. Fax resume to 302-645-5276 or email ryan@lawnsunlimited.com

Contact Information:

Ryan Snyder
ryan@lawnsunlimited.com
15089 Coastal Highway
Milton, Delaware 19968

Preferred Method of Contact: Email
Company: Lawns Unlimited

Job Title: Spray Technician

Position Status: Full time

Description: • LAWN SPRAYING TECHNICIANS

Energetic, organized professionals needed to perform duties including spray applications, customer interaction, identifying lawn & disease conditions, working with sprayers and plant health care applications.

Preferred Major: Agribusiness Management, Landscape and Ornamental Horticulture, Turf Management, All Agriculture Programs

Application Instructions: Must have a valid driver’s license. Fax resume to 302-645-5276 or email ryan@lawnsunlimited.com

Contact Information:

Ryan Snyder
ryan@lawnsunlimited.com
15089 Coastal Highway
Milton, Delaware 19968

Preferred Method of Contact: Email
Company: Lawns Unlimited

Job Title: Tree and Shrub Spraying Technicians

Position Status: Full time

Description: TREE & SHRUB SPRAYING TECHNICIANS

Energetic, organized professionals needed to perform duties including identifying tree & shrub species, knowledge of plant, insect & disease identification, working with sprayers and applying plant health care applications

Preferred Major: Agribusiness Management, Landscape and Ornamental Horticulture, Turf Management, All Agriculture Programs

Application Instructions: Must have a valid driver’s license. Fax resume to 302-645-5276 or email ryan@lawnsunlimited.com

Contact Information:

Ryan Snyder
ryan@lawnsunlimited.com
15089 Coastal Highway
Milton, Delaware 19968

Preferred Method of Contact: Email
Company: Delaware Air National Guard

Job Title: Various Positions

Position Status: Part time, Paid, Benefits

Description: The Delaware Air National Guard is now hiring for various part time positions. In the Delaware Air National Guard you can serve your country while staying close to home, family and friends. We offer free COLLEGE TUTION, $20,000 sign on bonus for certain positions, medical/dental benefits and much more. While attending college, you only work a minimum of one weekend a month and two-weeks a year. You can earn college credit while obtaining military and career training, which will make you marketable after you graduate. The Air National Guard offers you over 180 different career choices including aviation related careers, healthcare, communications, electronics, and more. Please call 302-323-3444.

Preferred Major: Open to all majors and programs

Application Instructions: Please call 302-323-3444 or 166aw.rec@ang.af.mil

Contact Information:

Tanya Harris
302-323-3444 (Phone)
302-323-3523 (Fax)
166awrecruiters@ang.af.mil
2600 Spruance Drive
New Castle, DE 19720

Preferred Method of Contact: Phone
**Company:** New Castle County Government

**Job Title:** Summer Camp Workers - Various Positions

**Position Status:** Seasonal - Summer Job

**Description:** The positions listed below are for New Castle County Dept. of Community Services Summer Day Camps operating from 06/10/13 to 08/16/13:

**SUMMER CAMP Recreation Leader (CSW III, $9.00-$11.00/hr.)**

New Castle County Dept. of Community Services has openings for Recreation Leaders at Summer Day Camps operating from 06/10/13 to 08/16/13. Camp Counselors work 35-40 hours per week and must be available the week of June 10, 2013 for the mandatory orientation program. Applicants must be high school graduates and have completed their first year of college. You must possess some experience working with groups of children. Selected applicants must pass a background check and rapid drug screen prior to start date.

Some examples of work to be performed are:
- Plans, organizes and directs recreational camp programs and activities at the direction of Recreation Coordinator;
- Enforces safety rules and regulations and discipline;
- Enforces NCC Parks Rules and Regulations and NCC Summer Camp Policies and Procedures.

**SUMMER CAMP Lead Coordinator (CSW IV, $10.00-$11.00/hr.)**

New Castle County Dept. of Community Services has openings for Lead Coordinators at Summer Recreation Camps operating from 06/10/13 to 08/16/13. Lead Coordinators usually work 35 – 40 hours per week and must be available the week of June 10, 2013 to participate in a mandatory staff-training program. Applicants should have at least three years’ experience leading groups of children; current and former teachers are encouraged to apply. Selected applicants must pass a background check and rapid drug screen prior to start date.

Some examples of work to be performed are:
- Leads and directs camp activities
- Oversees Camp Leader & Camp Staff
- Assists in the development of camp policies, procedures, and programming
- Maintains camp records
- Submits reports for all accidents, injuries, and unsafe conditions
- Monitors quality and inventory of camp supplies and equipment
- Oversees safety and behavior of participants
- Enforces NCC Parks Rules and Regulations and NCC Summer Camp Policies and Procedures
SUMMER CAMP Coordinator (CSW V, $11.00-$13.00/hr.)

New Castle County Dept. of Community Services has openings for Coordinators at Summer Recreation Camps operating from 06/10/13 to 08/16/13. Coordinators usually work 37 – 40 hours per week and must be available the week of June 10, 2013 to participate in a mandatory staff-training program. Applicants should have at least three years experience leading groups of children; current and former teachers are encouraged to apply. Selected applicants must pass a background check and rapid drug screen prior to start date.

Some examples of work to be performed are:
• Leads and directs camp activities
• Oversees (3) Recreation Camps & Camp Staff
• Assists in the development of camp policies, procedures, and programming
• Maintains camp records
• Submits reports for all accidents, injuries, and unsafe conditions
• Monitors quality and inventory of camp supplies and equipment
• Oversees safety and behavior of participants
• Enforces NCC Parks Rules and Regulations and NCC Summer Camp Policies and Procedures

SUMMER HALF DAY CAMP COUNSELORS (CSW III, $9.00-$11.00/hr.)

New Castle County Dept. of Community Services has openings for Recreation Leaders at Summer Half Day Camps operating from 06/17/13 to 08/16/13. Camp Counselors work 20-25 hours per week (Monday – Thursday ONLY) and must be available the week of June 10, 2013 for the mandatory orientation program. Applicants must be high school graduates and have completed their first year of college. You must possess some experience working with groups of children. Selected applicants must pass a background check and rapid drug screen prior to start date.

Some examples of work to be performed are:
• Plans, organizes, and directs recreational camp programs and activities at the direction of Recreation Coordinator.
• Enforces safety rules and regulations and discipline.
• Enforces NCC Parks Rules and Regulations and NCC Summer Camp Policies and Procedures.

Preferred Major: Open to all majors and programs

Application Instructions: Application form is available online at www.nccde.org and must be submitted by April 1, 2013 to:
Heather Mergenthaler
c/o NCC Community Services/Gilliam Bldg
77 Reads Way, New Castle DE 19720

**Contact Information:**
Heather Mergenthaler
hmergenthaler@nccde.org
New Castle County Community Services
Gilliam Bldg
77 Reads Way, New Castle DE 19720

**Preferred Method of Contact:** Address / Mailing
Company: Delaware Hospice

Job Title: On Call RN part-time

Position Status: Part time, Paid

Description: The On Call RN will work at the Delaware Hospice Center in Milford, DE. S/he will work 3 on-call shifts the first week and 4 on-call shifts the second week. The average amount of work will be 16 hours. Our ideal candidate will be available for any shift.

Preferred Major: Nursing

Application Instructions: To view a full job description and to submit your online application, please go to: http://ch.tbe.taleo.net/CH11/ats/careers/requisition.jsp?org=DELAWAREHOSPICE&cws=1&rid=522

No phone calls, please.

Contact Information:

Holly McKenna
hmckenna@delawarehospice.org
3515 Silverside Road
Wilmington, DE 19810

Preferred Method of Contact: Email
Company: UniSite Design, Inc.

Job Title: Human Resources Coordinator

Position Status: Full time

Description: Provides administrative support to the Human Resources Department. They are responsible for fielding first level HR requests and maintaining a positive working relationship with all staff members. They must be able to work independently in a fast paced environment while multi-tasking to assist with planning and organizing of various HR functions. The HR Coordinator assists with payroll processing, benefits administration, employee development initiatives, safety programs and record keeping, staffing management, training, maintaining the HR Information Systems, document compliance, and providing general administrative support to the HR Manager.

Tasks:
• Field the day to day first level HR questions and requests
• Assist with staffing management; recruitment, interviewing, and on-boarding processes
• Facilitate New Hire Orientation
• Assist with employee development initiatives
• Plan and organize employee appreciation/recognition events
• Accurately maintain the HR Information Systems
• Process weekly payroll changes
• Reconcile monthly health and dental benefit statements
• Process all employee enrollment and termination of benefits
• Assist and maintain safety programs and minor safety trainings
• Prepare weekly, monthly, quarterly, and annual reports using the HR reports
• Verify documents for completeness and compliance
• Perform HR errands as needed
• Assist with various research and/or special projects
• Other duties as appropriate/requested

Skills:
• Active Listening - Give full attention to what other people say, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
• Active Learning- Understand the implications of new information for both current and future problem-solving and decision-making
• Speaking - Talking to others to convey information effectively
• Time Management- Manage one’s own time
• Writing- Communicate effectively in writing as appropriate for the needs of the audience
• Reading Comprehension - Understand written sentences and paragraphs in work related documents
Physical Demands:
• The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
• While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, and the ability to adjust focus

Experience and Education:
• High School Diploma or equivalent
• 1 + year(s) experience in Human Resources
• Proficient knowledge of MS Office applications
• Prior experience providing administrative support
• Previous experience with ADP HR System a plus

Preferred Major: Open to all majors and programs

Application Instructions: All applicants must apply online at:
https://home.eease.adp.com/recruit/?id=3634081

Or applicants may apply in person at:
1105 Park Lane
Denton, MD 21629

Contact Information:
Joshua Smith
joshuas@victorstanley.com
1105 Park Lane
Denton, MD 21629

Preferred Method of Contact: Email
Company: Eastern Controls, Inc.

Job Title: Service Technician

Position Status: Full time

Description: Shadow senior staff/group leaders for a training period of at least six months. Provide technical support and information to customers and field sales as needed to rectify all service requests. Follow ECI QA procedures and work instructions as directed in ECI service shop and on site. Respond to scheduled and unscheduled repairs. Performs assembly and assists with maintenance and repairs on valves. Responsible for assembling and disassembling of components and instrumentation as instructed. Performs calibration on mechanical and electronic instruments, machinery and components. Notifies supervisor regarding parts or equipment in need of repair or replacement. Performs all duties according to safety procedures and safety best practices. Extensive travel required for this position—overnight stays are common; valid driver’s license is required. Ability to submit to random D&A testing through DISA program.

Preferred Major: Open to all majors and programs

Application Instructions: Send cover letter and resume to andrea.mower@easterncontrols.com

Contact Information:

Andrea Mower
andrea.mower@easterncontrols.com
3866 Providence Road
P.O. Box 519
Edgemont, PA 19028

Preferred Method of Contact: Email
Company: State Farm Insurance - Heather Broujos Agency

Job Title: Team Member

Position Status: Full time, Paid

Description: New State Farm Agency is hiring for a high paced sales person! Looking for a qualified individual that is customer focused and self-motivated. If you would like to work in a fun environment that encourages growth and development, my office is the perfect place for you!

State Farm is looking for rising professionals who are seeking a rewarding career in the Financial Services/Insurance industry. State Farm is a stable and progressive company looking for high energy, high performing individuals who aspire to own a community-based small business. Do you have aspirations to run your own business? If so, you may want to consider working in the office of a State Farm Agent. As a member of our agency team, you have an opportunity to experience first-hand what it takes to be an entrepreneur. You will build and develop customer relationships within the community to promote State Farm products including auto, home, life, health insurance, banking, and mutual funds. This position will allow you to experience working in an agent's office, and to explore the opportunity to become a State Farm agent yourself.

State Farm is the leader in the auto insurance industry and a Fortune 500 company. Run your own business or be your own boss. Lead a team, and earn an outstanding income! Opportunity for training pay, signing bonus, and unmatched support!

Preferred Major: Open to all majors and programs

Application Instructions: Please send all resumes to heather.broujos.rbru@statefarm.com

Contact Information:
Heather Broujos
Heather.broujos.rbru@statefarm.com

Preferred Method of Contact: Email
**Company:** Food Bank of Delaware  

**Job Title:** Communications Intern  

**Position Status:** Part time  

**Description:** The Food Bank of Delaware is looking for a Communications Intern to assist the Food Bank of Delaware’s Communications department. The Communications Intern will assist with social media, media relations, designing brochures and other collateral materials, writing press releases, blog content and e-newsletters and updating the Food Bank of Delaware’s website. The intern will also play an active role in soliciting and writing stories about clients, volunteers and partners and developing new videos to inform the public about the Food Bank of Delaware.

**Qualifications:**
- Communications or English major
- Ability to submit writing samples upon request
- Experience with social media tools including blogs, YouTube, Twitter, Facebook and Pinterest
- Exceptional grammar, spelling and punctuation
- Knowledge of AP Style
- Proven writing skills
- Experience (or willingness to learn) Adobe Creative Suite (InDesign, Illustrator and Photoshop) and WordPress content management systems
- Demonstrated good judgment and discretion
- Ability to juggle multiple projects with attention to detail and accuracy
- Ability to work independently and cooperatively with other Food Bank of Delaware staff and volunteers.

**Education:** Communication or English major

**Timeframes:** Spring Semester 2013 (January 2013-May 2013); Summer Semester (May 2013-August 2013); Fall Semester 2013 (September 2013-December 2013)

**Hours:** 10-20 hours per week (flexible scheduling – please note, this is an unpaid internship, however, internship can be used to satisfy college course credit requirements and/or service hour requirements)

**Location:** Food Bank of Delaware, 14 Garfield Way, Newark, Delaware

**Preferred Major:** Communications
**Application Instructions:** Interested candidates may submit a cover letter and resume to Kim Kostes via email at kkostes@fbd.org

**Contact Information:**

Kim Kostes  
[kkostes@fbd.org](mailto:kkostes@fbd.org)  
14 Garfield Way, Newark, DE 19713

**Preferred Method of Contact:** Email
Company: Electronic Home Solutions

Job Title: Jr System Engineer

Position Status: Full time, Part time, Paid

Description: Electronic Home Solutions, Inc. specializes in designing, installing and supporting technology solutions.

We are currently looking for qualified individuals to join our team as entry level Systems Engineers. Full-time and part-time positions available.

Please send a resume and cover letter to Valerie Vassar at valvassar@ehs-inc.biz if you are interested.

System Engineer

Minimum Requirements:
• 4-year college degree or currently working towards a degree
• Must demonstrate strong written and oral communication skills
• Must be a team player
• Must be a good listener
• Must have an aptitude for troubleshooting and diagnosing problems
• Must be organized and detail oriented
• Must be eager to learn
• Familiarity with PC’s and MAC’s
• Must have a valid driver’s license, proof of insurance and clean driving record
• Must pass background check and drug testing

Responsibilities (include but are not limited to):
• Achieve and maintain excellent customer satisfaction
• Design, implement and support:
  o Structured wiring solutions
  o End User control devices such as universal remotes and touchscreens
  o Computer PC’s and networks
  o Whole house music systems
  o Video surveillance and distribution systems
  o Home automation systems
• Maintain records of the work performed and documentation of the installations

Preferred Major: Open to all majors and programs
Application Instructions: Please send cover letter with resume.

Contact Information:
Valerie Vassar
3022343391 (Phone)
3022340302 (Fax)
valvassar@ehs-inc.biz
9 Homestead
Hockessin, DE 19707

Preferred Method of Contact: Phone
Company: Pearson Education

Job Title: Pearson Campus Ambassador

Position Status: Part time, Paid

Description: Pearson Campus Ambassadors across the U.S. act as the campus liaison between Pearson professionals and the campus community. They work on projects to help Pearson better meet students' educational needs and play a vital role in providing a student voice to faculty and Pearson professionals. Pearson Campus Ambassadors help students get the most out of their educational materials and succeed.

Preferred Major: Open to all majors and programs, Communications, Marketing, All Education Programs

Application Instructions: Application Process

Visit us at www.PearsonStudents.com for our online application.

Contact Information:

Student Relations
studentrelations@pearson.com
75 Arlington Street, Suite 300
Boston, MA 02116

Preferred Method of Contact: Email
Company: TAXAMIZE ACCOUNTING

Job Title: Tax Preparer

Position Status: Part time

Description: ***TAX Preparers NEEDED*** (NO EXPERIENCE REQUIRED) Start Today!!!

National Tax Company, looking for tax preparers with great attitude and hard work ethic. Our Company understands that many of you are studying to enter the corporate arena and are loaded with school work that you have little time to actually gain essential professional work experience before you graduate or begin looking for work in your field of choice. Taxamize accounting has innovated the role of a professional tax preparer to fit you and your busy life style perfectly.

We provide a fun work environment while accomplishing our task. There's no experience required. Serious inquires only. Start TODAY!

Job Benefits:
- IRS Tax Preparer Certification and Education Program (provided at no cost)
- Competitive Pay
- Flexible Hours
- Career Opportunities
- Free Education
- Travel Opportunity

Preferred Major: Open to all majors and programs

Application Instructions: To apply, simply email your resume to khadija@taxamize.com or just call 404-382-7212. Ask for Jeromy Bell

Contact Information:

Jeromy Bell
4043827212 (Phone)
866-775-1370 (Fax)
kadija@taxamize.com
40 East Main Street
Newark, DE 19711

Preferred Method of Contact: Phone
Company: Milestone Wealth Advisor, LLC

Job Title: Client Service Administrator

Position Status: Full time

Description: Milestone Wealth Advisors, Inc. is seeking a talented and knowledgeable professional to serve in the capacity of Client Service Administrator (CSA) in its Greenville, Delaware office. The CSA duties are multi-faceted and require strong communication and numerically oriented skills. The ideal CSA candidate must successfully manage time, identify tasks, determine priorities, and most importantly, extend a warm & professional experience to a very select clientele. The CSA is responsible for the coordination and overall management of new and existing client account documentation, maintenance and support. The position collaborates with the advisor team and support staff to prepare client reports and maintains contact with clients to provide or obtain updated information. The CSA schedules client meetings with staff and anticipates & troubleshoots problems while maintaining a positive and client-centric approach.

Preferred Major: Accounting, General Business, Operations Management

Application Instructions: Please contact Michael Sicuranza at 302-351-1988 or send him an email with your resume and salary requirements.

Contact Information:

Michael Sicuranza
302-351-1988 (Phone)
302-351-6108 (Fax)
michael.sicuranza@milestonewealthadv.com
3701 Kennett PIke, Ste 300
Greenville, DE 19807

Preferred Method of Contact: Phone
Company: The Napoli Group of Restaurants

Job Title: apprentice chef

Position Status: Part time, Paid

Description: assistant chef, kitchen help. The Napoli Group of restaurants represents four area restaurants and one banquet facility.

Preferred Major: Culinary Arts

Application Instructions: We are looking for a someone who is conscientious, reliable, and is willing to learn.

Please send resume to bellavitaccc@gmail.com or fax to 302-294-1135

Contact Information:
Shannon Protas
bellavitaccc@gmail.com
100 Addison Drive
Newark, De 19702

Preferred Method of Contact: Email
Company: ISE America, Inc.

Job Title: Plant Maintenance

Position Status: Full time

Description: Skills in evaluating electro-mechanical machinery and some related electronic control systems in a food processing plant.

Preferred Major: Electromechanical, Mechanical Engineering Technology, All Agriculture Programs

Application Instructions: Please contact Barry Griffen via e-mail.

Contact Information:

Barry Griffen
barry-griffen@iseamerica.com
1526 Cedilton - Warwick Road, Cecilton, MD

Preferred Method of Contact: Email
Company: Wexford Health Sources

Job Title: Registered Nurse

Position Status: Part time, Paid

Description: A professional nurse registered in Maryland is responsible for delivery of patient care through the nursing process of assessment, planning, implementation and evaluation. Also directs and guides patient teaching activities and ancillary personnel, while maintaining standards of professional nursing.

Preferred Major: Nursing

Application Instructions: Please send resume to khuber@wexfordhealth.com.

Contact Information:

Kasey Huber
khuber@wexfordhealth.com
425 Holiday Drive
Pittsburgh, PA 15220

Preferred Method of Contact: Email
Company: Abercrombie & Fitch

Job Title: Various

Position Status: Full time

Description: Management opportunities available for graduating seniors

Preferred Major: All General Education Programs

Application Instructions: You are invited to fill out a store employment application on our careers website on the internet. Please use the following URL and password to access our secure Job Application Website. Go to https://careers.abercrombie.com. Your password (required to ac

Contact Information:

227-8480 (Phone)
N/A (Fax)
https://careers.abercrombie.com
Preferred Method of Contact: Phone
Company: Lawns Unlimited

Job Title: Various

Position Status: Paid

Description: Landscape Maintenance Foreman: Must have basic knowledge of plant materials and landscape needs. The primary function and responsibility of this position is to sell, coordinate, estimate, oversee crews and perform the activities of operations for landscape maintenance and installation.

Lawn Spraying Technicians: Energetic, organized professionals needed to perform duties including spray applications, customer interaction, identifying lawn and disease conditions, working with sprayers and plant healthcare applications.

Tree and Shrub Spraying Technicians: Energetic, organized professionals needed to perform duties including identifying tree and shrub species, knowledge of plant, insect and disease identification, working with sprayers and applying plant healthcare applications.

Preferred Major:

Application Instructions: Positions available immediately. Must have valid drivers license. Fax resumes to 302-645-5276 or email ryan@lawnsunlimited.com

Contact Information:

ryan@lawnsunlimited.com
Milton, DE

Preferred Method of Contact: Email
Company: Juicy Couture

Job Title: Sales Associate

Position Status: Part time, Seasonal

Description: N/A

Preferred Major: All General Education Programs

Application Instructions: Please visit us in the Midway Outlet Center in Rehoboth Beach for applications.

Contact Information:
Midway Outlet Center Rehoboth Beach, DE

Preferred Method of Contact: Phone
Company: Eastern Shore Mission of Mercy

Job Title: Various

Position Status: Unpaid

Description: Interested in volunteers with medical, clerical, adminatration, or customer service experience.

Preferred Major:

Application Instructions: Call 443-365-5776 or visit website at www.easternshoremissionnomercy.org for more information.

Contact Information:
443-365-5776 (Phone)
www.easternshoremissionnomercy.org

Preferred Method of Contact: Phone
Company: Newton One Advisors

Job Title: Case Design Specialist: Business & Estate Planning

Position Status: Full time

Description: Independent Life Insurance firm in Newark Delaware seeks a Case Design Specialist to assist high-end producers/Partners in design, implementation and service of personally tailored plans.

Newton One Advisors, LLC is independently owned and operated, serves clients and their advisors in approximately 40 states and maintains a mid-west office in St. Louis, MO. This position does not require travel.

Skills recommended for the job include but are not limited to the following:
• Industry experience (1-5 years minimum)
• General knowledge of life insurance products and terminology
• Understanding of insurance carrier product illustration systems
• General working knowledge/capability to understand advance concepts for business & estate planning strategies
• Self-motivated, takes initiative
• Possess creativity
• Working knowledge of PowerPoint and Word: proficient in Excel
• Strong communication skills
• Able to multi-task
• Organized
• Financial background is a plus

Application Instructions: Salary commensurate with experience. Comprehensive benefits including health, dental, and 401(k) plan. Those interested, please include salary expectations and availability with resume by sending to keveland@newtone.com

Contact Information:
N/A
N/A (Phone)
N/A (Fax)
keveland@newtone.com
N/A

Preferred Method of Contact: Phone
Company: Christian Learning Academy

Job Title: Lead Teacher and Assistant Teachers

Position Status: Full time, Part time, Paid, Unpaid, We accept unpaid volunteers

Description: POSITIONS AVAILABLE IMMEDIATELY

Christian Learning Academy, located at 4877 Wheatley's Pond Road, Smyrna DE, is currently hiring Lead Teachers, Assistant Teachers and Interns. Christian Learning Academy is a high quality early learning facility, based on Christian principals with an emphasis on academics. Teacher must be responsible, mature, dedicated, loving, and passionate about child development.

Teaching positions will require interactions with student's ages 2 months- 5 years of age. Positions for full-time vary between 6:30am -- 6:00pm. Part-time positions may vary depending on the current need of the school, and will be between the hours of 6:30am -- 6:00pm.

Candidates must possess the following:
• Must have a minimum of two year's experience working with young children
• Must have TECE I or TECE II completed, CDA, ECE college credits or training/ education equivalent
• Possess a teaching certificate from Delaware First / Department of Education, or be able to do so within 30 days of hire.
• Possess the ability to create a lesson plan
• Must be punctual, committed and responsible
• Must possess leadership skills, demonstrate professionalism, and be a team player
• Possess a passion for early childhood education
• Must be physically, mentally and emotionally able to provide structure and firm guidance for students
• Must be organized, independent learner, and a self-starter
• Must be interested in professional development and willing to participate in continued education
• Must be willing to perform general cleaning duties

Christian Learning Academy is a warm, comfortable and structured environment. We offer our employees many perks/benefits such as: paid holidays, paid vacation days, financial promotions within the first year, cash bonuses, and an Employee of the Year Cash Rewards. Interviews are being conducted immediately.
Preferred Major: Early Care and Education Birth to Second Grade, Early Childhood Development, Early Childhood Studies, Elementary Education, Human Services, All Education Programs

Application Instructions: To apply, please email an updated resume or fax to 302-653-7110. Please be sure that you meet the above listed in the position description before you apply.

Contact Information:

Carla D. Saunders
302-653-7001 (Phone)
302-653-7110 (Fax)
csaunders@claeducate.com
4877 Wheatley's Pond Road
Smyrna, Clayton Delaware 19977

Preferred Method of Contact: Fax
Company: ESL101

Job Title: ESL Jobs, Teacher Blogs and Lesson Plans | ESL101.com | Your ESL Resource

Position Status: Full time

Description: Title: ESL Jobs, Teacher Blogs and Lesson Plans | ESL101.com | Your ESL Resource
ESL101: [https://www.esl101.com/](https://www.esl101.com/) is a free resource for students and graduates looking for ESL teaching jobs and information about the ESL industry. ESL101 aggregates jobs from leading websites in a handy summarized format: [https://www.esl101.com/find/jobs](https://www.esl101.com/find/jobs)

Our job board is sortable by country, salary, student level and setting – ESL101 offers the most comprehensive and easy to use job board for ESL job seekers.

Find out what life as an English teacher is really like – check out blogs written by teachers currently working abroad: [https://www.esl101.com/teacher-blog](https://www.esl101.com/teacher-blog)

Looking for teaching material? Visit our resource section to download lesson plans, games, quizzes, worksheets, handouts and more: [https://www.esl101.com/resources/](https://www.esl101.com/resources/)

Create a free teacher profile to join the ESL community: [https://www.esl101.com/user/login](https://www.esl101.com/user/login).

You can upload pictures and information to your profile in order to be found by potential employers. Use your profile to connect with TESL/TEFL Providers, Recruiters and ESL Schools around the world.

Wondering where you can teach, where to travel, and how to get a visa to teach in your country of choice? Check out our informative articles: [https://www.esl101.com/discover/discover-esl](https://www.esl101.com/discover/discover-esl)


Preferred Major: Open to all majors and programs, Early Care and Education Birth to Second Grade, Early Childhood Development, Early Childhood Studies, All Education Programs

Application Instructions: Log in and create your account on this link: [https://www.esl101.com/user/login](https://www.esl101.com/user/login)

Contact Information:

Ben Glickman
careers@esl101.com
Unit 101 - 12827 76th Avenue, Surrey, BC V3W 2V3, Canada

Preferred Method of Contact: Email