Company: Swift Capital

Job Title: B2B Sales - No Cold Calling

Position Status: Full time, Paid

Description: Innovative Financial Services Company Seeks Passionate “Roll Up Your Sleeves” Salesperson Committed to Helping Small Businesses Get Access to Working Capital. (Experience with Merchant Cash Advance, Factoring or Selling Merchant Processing a HUGE PLUS!)

Headquartered in Wilmington, Delaware, Swift Capital is a pioneering financial company focused exclusively on the needs of small businesses. In business since 2006, Swift Capital has helped over 10,000 small businesses get access to over $250 million dollars in working capital.

We offer exciting career opportunities where your ideas and efforts will drive meaningful results, success and rewards. Swift Capital provides a unique opportunity for passionate, driven professionals to work with other talented teammates to help build a successful business.

The Successful Candidate: Swift Capital seeks energetic, passionate, smart, competitive and driven entry level professionals that can rise to the challenge of democratizing access to capital!

Our future high impact performer:
• Despises traditional corporate environments and bureaucracy, and company politics
• Treats their job like they own it
• Has higher standards for themselves than we would ever dare suggest
• Brings a “NO EXCUSES” attitude and is focused on results
• Has a track record of adding value wherever they go
• Is passionate about helping small business, and loves to speak with business owners on the phone

Responsibilities
• Become an expert who understands small business cash flow and the challenges that come when it’s not available
• Generate additional small business opportunities through referrals
• Complete paperwork timely and perfectly, honoring your clients and our highly valued administrative staff
• Appreciating and creating great sense of team with our amazing underwriting staff. Your success is their success and they work harder for partners who make the most of their efforts.

Qualifications
• References that verify you are a passionate, enthusiastic go getter
• A passion for sales, small business and making a difference
• Demonstrated ability/desire to perform in a high pressure, fast growth entrepreneurial company environment where change is the rule, not the exception
• Proficient PC user, familiar with operating general office equipment, and comfortable learning our sales applications

Preferred Major: Marketing

Application Instructions: Please email resume to christine.walton@swiftcapital.com

Contact Information:

Christine Walton
christine.walton@swiftcapital.com
501 Carr Road
Suite 301
Wilmington, DE 19806

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

Job Title: Lifeguard (13048), Newark, DE

Position Status: Full time

Description: 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.

Required
• Ability and willingness to obtain American Red Cross Lifeguard Certification prior to the pool opening on Saturday, May 25, 2013. Includes passing a pre-course screening session which includes:
  • Swimming 300 yards continuously, using these strokes:
    *100 yards of front crawl using rhythmic breathing and a stabilizing propellant kick
    *100 yards breaststroke
    *100 yards of either front crawl using rhythmic breathing, or breaststroke or a combination of both swimming 20 yards (front crawl or breast stroke), surface diving to a depth of 7-10 feet, retrieving a 10-pound object, and returning with it to the surface, and swimming back 20 yards. This is a timed event.
  • Ability and willingness to obtain CPR certification for the Professional Rescuer prior to the pool opening on Saturday, May 25, 2013.
  • Ability and willingness to perform physical tasks such as arranging tables and chairs in the pool deck area and cleaning the pool and deck area, as well as the bathrooms.
  • Ability and willingness to work in a team environment.
  • Ability and willingness to work various shifts (day and evening) during the week, weekends and holidays during the pool season.
  • Ability and willingness to work a minimum of 32 hours per week and be available for overtime.
  • Must successfully pass a Criminal History Records Check.
  • Must successfully pass a medical screening to include a drug test.

Preferred:
• Possesses American Red Cross Lifeguard certification.
• Possesses CPR certification for the Professional Rescuer.
• Experience administering first aid.
• Experience performing as a lifeguard.
• Ability to be available for 4-6 hours per week in the afternoons and/or weekends from the end of April until the end of May to assist with preparations prior to when the pool opens.

PHI is an affirmative action, equal opportunity employer with a commitment to diversity.
**Preferred Major:** Open to all majors and programs

**Application Instructions:** Please apply online at [http://www.phicareers.com](http://www.phicareers.com)

**Contact Information:**

Teresa Staten  
[rebecca.misel-newpher@pepco.com](mailto:rebecca.misel-newpher@pepco.com)  
401Eagle Run Rd  
Newark, DE 19701

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

Job Title: Assistant Pool Manager (13051)

Position Status: Full time

Description: 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.

We are seeking an Assistant Pool Manager to join the staff at our Newark, DE location. In this role, you will:

- Open and close the pool. § Assist the Pool Manager.
- Oversee lifeguards.
- Count money and perform related recordkeeping tasks (for example, collecting money from patrons, making deposits).
- Oversee the safety of pool members in the pool and around the property.
- Administer first aid if necessary.
- Enforce pool rules.
- Sign members in and out of the pool and take payments for guest fees.
- Monitor pool chemical levels to meet code standards.
- Perform minor repairs and installation (i.e., tables and umbrellas).
- Inspect and assure cleanliness in the pool area to include pool and deck area, locker rooms, pool office and pump house.
- Assist in maintaining cleanliness of the above listed areas by using power washer, brooms, etc.
- Be courteous to all members and guests.

Required

- Experience performing as a lifeguard.
- Experience administering first aid.
- Must currently possess or have the ability and willingness to obtain / renew American Red Cross Lifeguard Certification prior to the pool opening on Saturday, May 25, 2013. Includes passing a pre-course screening session which includes:
  - swimming 300 yards continuously, using these strokes:
    - 100 yards of front crawl using rhythmic breathing and a stabilizing propellant kick
    - 100 yards breaststroke
    - 100 yards of either front crawl using rhythmic breathing, or breaststroke or a combination of both
- Swimming 20 yards (front crawl or breast stroke), surface diving to a depth of 7-10 feet, retrieving a 10-pound object, and returning with it to the surface, and swimming back 20 yards. This is a timed event.

- Must currently possess or have the ability and willingness to obtain/renew CPR certification for the Professional Rescuer prior to the pool opening on Saturday, May 25, 2013.
- Ability and willingness to perform physical tasks such as arranging tables and chairs in the pool deck area and cleaning the pool and deck area as well as the bathrooms.
- Ability and willingness to work in a team environment and oversee lifeguards.
- Ability and willingness to work various shifts (day and evening) during the week, weekends and holidays during the pool season.
- Ability and willingness to work a minimum of 32 hours per week and be available for overtime.
- Must successfully pass a Criminal History Records Check.
- Must successfully pass a medical screening to include a drug test.

Preferred:
- Experience counting money and performing related recordkeeping tasks (for example, collecting money from patrons, making deposits).
- Ability to be available for 4-6 hours per week in the afternoons and/or weekends from the end of April until the end of May to assist with preparations prior to when the pool opens.

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

**Preferred Major:** Open to all majors and programs

**Application Instructions:** Please apply online at [http://www.phicareers.com](http://www.phicareers.com)

**Contact Information:**

Teresa Staten  
[rebecca.misel-newpher@pepco.com](mailto:rebecca.misel-newpher@pepco.com)  
401 Eagle Run Rd  
Newark, DE 19701

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

Job Title: Finance Intern (13069), Newark, DE

Position Status: Full time

Description: 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.

In this role, you will conduct financial analysis, primarily focused on public utility company capital structure and cost of capital. Also participates in other special projects. Work will support utility rate and filings including testimony and exhibit preparation and responding to data requests. Uses internal data and company financial statements to calculate utility cost of debt and preferred stock. Collects financial data using publically available as well as proprietary sources to support the development of common equity cost rate estimates. Routinely applies financial theory Work will support utility rate and filings including testimony and exhibit preparation and responding to data requests. Develops new spreadsheets and updates existing applications as directed. Prepares documentation as directed.

Required

• Must be pursuing a Bachelor’s or Master’s degree in Finance or equivalent.
• Must be at the level of an incoming college junior or above.
• Must have a cumulative GPA of 2.5 or above on a 4.0 scale.
• Familiarity with financial theory.
• Experience demonstrating skill performing online research (e.g., researching financial websites).
• Experience demonstrating skill performing financial analyses (e.g., using excel).
• Experience demonstrating skill communicating with others, both orally and in writing.
• Experience demonstrating skill using PC-based word processing, spreadsheet, and e-mail software.
• Ability and willingness to work 40 hours per week.
• Ability and willingness to work extended hours.
• Ability and willingness to travel to various Company locations as required.
• Ability and willingness to input data into the computer.
• Ability and willingness to work in a team environment.
• Ability and willingness to work under tight deadlines.
• Ability and willingness to support multiple managers/staff members.
• Must possess a valid driver’s license.
• Must successfully pass a Criminal History Background Check.
Preferred:
- Familiarity with securities valuation.
- Experience demonstrating skill using PC-based presentation software

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

**Preferred Major:** Accounting

**Application Instructions:** Please apply online at [http://www.phicareers.com](http://www.phicareers.com)

**Contact Information:**

Teresa Staten
302-454-6161 (Phone)
302-454-6161 (Fax)
[teresa.staten@pepcoholdings.com](mailto:teresa.staten@pepcoholdings.com)
401 Eagle Run Rd
Newark, DE 19702

**Preferred Method of Contact:** Phone
Company: Pepco Holdings, Inc

Job Title: Business Intern II (13077), Newark, DE

Position Status: Full time

Description: 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.

Our corporate Internship program provides you with hands-on business experience in a Fortune 500 Company. You will have the opportunity to work on challenging assignments within the Customer Service Operations Group to gain valuable, practical experience in a professional work environment. Many of the Company’s Interns have turned their internships into full-time careers with PHI upon graduation. The program runs from May/June – August. This position is available in our Newark, DE location. Housing is not provided.

Required
- Must be pursuing a Bachelor’s degree in Business Administration, Finance, Economics, Accounting or related field.
- Must be at the level of an incoming college sophomore or above.
- Must have a cumulative GPA of 3.0 or above on a 4.0 scale.
- Must have a basic understanding of business administration/economics/finance/accounting (e.g., has completed relevant introductory 101-level courses).
- Experience demonstrating skill communicating with others, both orally and in writing.
- Experience demonstrating skill using PC-based word processing, spreadsheet, and email software (e.g., Word, Excel).
- Ability and willingness to work in a team environment.
- Ability and willingness to work 40 hours per week.
- Must successfully pass a Criminal History Background Check.
- Must successfully pass a medical screening to include a drug test.

Preferred:
- Pursuing a Master’s degree in Business Administration, Finance, Economics, Accounting or related field.
- Experience demonstrating skill using database and presentation software (e.g., MS Access, PowerPoint).

PHI is an affirmative action, equal opportunity employer with a commitment to diversity.
Preferred Major: Accounting, All Business Programs

Application Instructions: Please apply online at http://www.phicareers.com

Contact Information:

Teresa Staten
302-454-6161 (Phone)
302-454-6161 (Fax)
teresa.staten@pepcoholdings.com
401 Eagle Run Rd
Newark, DE 19702

Preferred Method of Contact: Phone
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. 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: 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 within 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: 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 inquires 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 Musuem

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.

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 the guest
• 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)

Pay Rate: $11/hr

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:** New Castle County Government

**Job Title:** Chief of Emergency Communications

**Position Status:** Full time

**Description:** Directs and manages the overall activities of the County’s emergency communications activities to ensure quality service in all areas to the citizens of New Castle County; does related work as required.

**EXAMPLES OF WORK:** (Illustrative only)
- Responsible for the maintenance of strict fiscal integrity of the communications activities;
- Implements policies and procedures for County-wide radio communications for police, fire, and emergency medical services;
- Executes orders and directives of the Director of Public Safety;
- Establishes and implements policies and procedures for the administration and provision of emergency services throughout New Castle County;
- Directs the administration and operations of emergency services agencies directly or through subordinate supervisors;
- Oversees the preparation and administration of the capital and operating budgets;
- Manages the delivery of basic and advanced life support services in accordance with the laws of the State of Delaware, regulations of the State Division of Public Health, and in compliance with the Federal Communications Commission regulations;
- Coordinates the activities of the emergency communications center and with medical facilities in and out of state;
- Maintains liaison with public safety and emergency services agencies;
- Coordinates related activities with all divisions of the Police Department;
- Supervises administrative staff;
- Manages the provision of a quality assurance program;
- Develops goals and plans and ensures that they are achieved;
- Directs all planning, staff studies, and surveys;
- Reviews and approves activity reports and forwards such reports to the Director of Public Safety for concurrence or with recommendations for further action;
- Manages the activities of the emergency services functions with receiving medical facilities, medical control facilities, and outside agencies and representatives including fire and ambulance officials for standardization of response procedures and disaster response planning;
- Responds to inquiries from other agencies and individuals;
- Impartially enforces the rules of conduct governing members of the department and takes necessary disciplinary action as authorized, warranted, and approved by the Director of Public Safety;
- Directs the investigation of all complaints and submits for review all complaints of a serious nature to the Director of Public Safety;
- Performs related duties as assigned;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Performs related duties to assist the Director of Public Safety as required to include fulfilling the duties as the acting Director of Public Safety in his or her absence, as designated;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of modern principles, methods, practices, and procedures of management and of the services provided in the area of emergency services; good knowledge of budgetary planning and management; ability to manage a diverse staff in a variety of emergency services functions; thorough knowledge of the principles, methods, and procedures of public administration; thorough knowledge of municipal, State, and federal laws, rules, and regulations governing emergency services in New Castle County and the State of Delaware; thorough knowledge of departmental rules and regulations; ability to plan, direct, and review the work of subordinates; ability to command the operation of multiple emergency services functions and personnel under emergency conditions; ability to establish and maintain effective working relationships with associates, cooperating agencies, government officials, and the general public; ability to communicate courteously and effectively, both verbally and in writing; ability to make effective presentations before groups; sound judgment; integrity; tact; ability to promote legal, professional and ethical values, while maintaining an effective and motivated emergency service that has the public trust and respect; and ability to pass a Class III County physical examination. Possession of a valid Delaware Class D driver’s license or its equivalent.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years progressively responsible experience at a managerial level in the area of emergency services or a related field and possession of a Bachelor’s Degree from an accredited college or university with major course work in business administration, public administration, or related field; or any combination of experience and training which provides the required knowledge, skills, and abilities.

Preferred Major: Open to all majors and programs

Application Instructions: External candidates may submit online employment applications using the PeopleSoft e-Recruit System available at www.nccde.org/hr. Current New Castle County employees may submit online applications through Employee Self-Service.
Contact Information:

Liz Petrick
302-395-5191 (Phone)
302-395-5190 (Fax)
epetrick@nccde.org
New Castle County Office of Human Resources
87 Reads Way
New Castle, DE 19720-1648
www.nccde.org/hr

Preferred Method of Contact: Phone
Company: Ehret Construction Co., Inc.

Job Title: Accounting Administrative Assistant

Position Status: Part time, Paid

Description: A North Wilmington construction company is looking for a part-time accounting administrative assistant, 16-24 hrs./wk. $15/hr. Requirements: basic accounting skills, working knowledge of MSOffice '07, thoroughness, accuracy, strong work ethic.

Duties: cost code invoices, enter invoices in accounts payable, record insurance information in Excel, prepare standardized letters, file paperwork

Preferred Major: Accounting

Application Instructions: Please send resume and references to accounting@ehretcc.com

Contact Information:

Colin Soukup
colin@ehretcc.com
Ehret Construction Co., Inc.
3519 Silverside Rd., Ste. 203
Wilmington, DE 19810

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 WILMINGTON 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: 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: 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 is for 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
E O E

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

Sepax Technologies, Inc. is an Equal Opportunity Employer.

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.

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 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: 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, Milford, DE

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 Food Bank 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)

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-discript, 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! 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.

Preferred Major: Open to all majors and programs

Application Instructions: Please apply online or in person at the restaurant: 620 Justison St., Wilmington, DE 19801. [www.ironhillbrewery.com/employment](http://www.ironhillbrewery.com/employment)

Contact Information:

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

Preferred Method of Contact: Email
Company: TA Instruments

Job Title: Instrument Assembler

Position Status: Full time

Description: As the industry leader in the analytical instrument industry, TA Instruments prides itself in innovation and an uncompromising commitment to customer support. Our continued growth relies on recruiting and developing individuals that can make a positive contribution to our business. For additional information about our products, visit our web site at www.tainstruments.com.

Headquartered in Delaware, with manufacturing sites in the US and Europe, we are represented in all of the major markets around the world with sales offices in the USA, Japan, India, China, Taiwan, Korea, Australia and across Europe.

TA Instruments is an Equal Opportunity Employer.

Typical tasks of the position include, but are not limited to:
• Assembles a variety of mechanical, electronic, and electro-mechanical instruments and sub-assemblies
• Tests sub-assemblies and instruments as per established procedures
• Assembles a wide variety of kits and accessory items
• Troubleshoots and repairs sub-assemblies and instruments
• Follows all procedures and processes
• Participates in Lean process improvement programs

The successful candidate will have a combination of knowledge, skills, and experience that would include the following:
• Must be able to read blueprints, follow written procedures and drawings, and verbal instructions
• Ability to use hand tools (i.e. screwdrivers, wrenches), power tools (i.e. nut driver), and electronic test devices to assemble and conduct preliminary tests on small assemblies
• Must be able to work independently and in team settings to accomplish goals and target objectives
• The individual must be able to handle multiple assignments, draw from past experiences, skills, and knowledge to assemble and resolve problems
• A general knowledge of PC/Computers is helpful but not a requirement

Application Instructions: For immediate consideration, please email resume along with salary requirements to HR@TAInstruments.com.

Contact Information:

Josh Tomkiewicz
jtomkiewicz@tainstruments.com
159 Lukens Drive
New Castle, DE 19720

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

**Job Title:** Early Childhood Education Teacher  

**Position Status:** Full time, Part time  

**Description:** 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
CELEBREEE 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, Newark, DE

Position Status: Part time

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.

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

Hours: 10-20 hours per week

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: CAI

Job Title: Quality Assurance Tester, Newark, DE

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.

Computer Aid Inc. is an Equal Opportunity Employer.

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
- 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 Service
Application Instructions: Interested applicants should submit a resume with cover letter to jobs@fbd.org.

Contact Information:

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

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

Job Title: Assistant Volunteer Coordinator

Position Status: Part time

Description: The Food Bank of Delaware is currently accepting resumes for the position of an Assistant Volunteer Coordinator at its Newark location. This is a part time position (approx. 20-25 hours a week) without benefits. The Assistant Volunteer Coordinator works closely with Food Bank staff to identify needs, develops and utilizes an effective volunteer training program, maintains good records of activities, develops strategies for increasing volunteer participation, and proposes and implements special events as related to volunteers. This position is also responsible for day-to-day hands on supervision of volunteer activities in support of critical Food Bank of Delaware programs. This position works to broaden community relations within the organization’s service area through activities and events used to stimulate or maintain relations with community partners.

The ideal candidate for this position would be outgoing and comfortable working and communicating with large, diverse groups of people. They would have very strong written and verbal communication skills. They would be highly organized and able to direct activities to ensure maximum efficiency and accuracy. They should have the flexibility to adjust activities and goals when the needs of the organization dictate. They would have the ability to work independently, problem solve, and think and act strategically while working towards the Food Bank’s vision of a community free from hunger.

Additionally, they should have the following:

- Experience or willingness to learn how to operate appropriate warehouse equipment.
- Demonstrated knowledge of community resources relating to volunteering.
- Demonstrated willingness to solicit and make presentations to diverse groups
- 4-year degree or equivalent work experience in a related field
- Valid Driver’s License and reliable transportation
- Clean drug screening
- ServSafe Certification or ability to obtain within 6 months of employment
- Satisfactory background screening
- Able to work evenings and some weekends as needed.
- Computer literacy and familiarity with Microsoft Office
- Professional appearance and demeanor is a requirement while interacting with a diverse array of volunteers, community supporters, potential supporters, clients, hunger relief partners, elected officials and other dignitaries.
- General understanding of social service system and anti-hunger programs a plus.
Physical Requirements:
• Comfortable working in a warehouse environment
• Comfortable working in extreme hot or cold temperatures
• Must be able to lift and move 50 lbs. frequently
• Must be able to pull in excess of 1000 lbs. on pallet jack
• Must be comfortable working with large groups of people
• Frequent exposure to moving mechanical parts
• Must be comfortable in a loud work environment

Preferred Major: Open to all majors and programs

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

Contact Information:
Anna McDermott
jobs@fbd.org
14 Garfield Way, Newark, DE 19713

Preferred Method of Contact: Email
Company: Hollywood Casino at Charles Town Races

Job Title: Poker Dealer

Position Status: Full time, Part time

Description: Ability to deal poker in order to provide a courteous and entertaining experience

Accepts direction during day to day operations to ensure department standards and operational guidelines within the Poker area are met

Initiates courteous and friendly conversation with guests and provides game instructions to guests upon request or as assigned to encourage game activity

Sponsors new dealers as needed in order to provide new hires with adequate on the job training

Protects the integrity of the game through visual observation of all guests and game layout

Responsible to maintain a clean, organized work area including wiping down poker tables and picking up dirty glasses and ashtrays from empty seats

Presents oneself as a credit to the Company and encourages others to do the same

Performs all other related and compatible duties as assigned

High school diploma or equivalent

Six months experience in customer service field preferred

Prior poker experience or successful completion of Poker School required

Must be able to successfully complete a basic math test, and pass an audition displaying adequate Poker skills

Must be able to quickly and accurately perform mathematical computations when determining winners and losers and collecting and paying out bets

Must possess good manual dexterity for quick and accurate handling of chips, cards and money

Must possess excellent interpersonal skills

Ability to respond calmly and make rational decisions in stressful situations with co-workers and guests in fast-paced environment

Good oral and written communication skills, must be fluent and literate in English
Ability to sit, stand, walk, and mobility to move easily around pit area as well as entire property for entire shift

Must be able to listen and respond to visual and aural cues with excellent peripheral vision

Must be able to tolerate areas containing second hand smoke, varying noise and temperature levels, illumination, vibration, crowds and air quality

Physically mobile with reasonable accommodations including ability to push, pull, carry and lift up to 25 lbs., and the ability to push, pull, reach, bend, twist, stoop, stack, crouch, kneel and balance when performing job duties in varying work areas such as confined spaces

**Preferred Major:** Open to all majors and programs, Hospitality Management

**Application Instructions:** Log onto our website at [www.hollywoodcasinocharlestown.com](http://www.hollywoodcasinocharlestown.com) to apply.

**Contact Information:**

Kristie Morgan  
kristie.morgan@pngaming.com  
750 Hollywood Blvd.  
Charles Town, WV 25414

**Preferred Method of Contact:** Email
Company: TA Instruments

Job Title: Web Developer

Position Status: Full time

Description: Typical tasks of the position include, but are not limited to:

- Front-end web development: develop major and minor updates to the corporate website and associated promotional sites. Changes range from content additions to an existing site, to developing an all new environment in collaboration with the graphical design team.
- Manage website content for all international sites, including coordination of translation and localization.
- Run, analyze and take meaningful action based on web statistics utilizing Google Analytics.
- Manage Keyword Campaigns and Search Engine Optimization.
- Expert use of Facebook, YouTube, blogs, and other social media platforms.
- Smart ability to know where to listen, who to follow and what’s coming next to ensure our brand is always on the front.
- Excellent project/account management experience necessary.
- Strong business acumen and professionalism.
- Exceptional writing ability and presentation skills required. Comfort communicating technical concepts is an additional asset.
- Excellent customer focus and attention to detail, especially strong in handling multiple projects and timelines.
- Prior experience with scientific branding preferred.

The successful candidate will have a combination of knowledge, skills, and experience that would include the following:

- Knowledge normally acquired through completion of a Bachelor’s degree in Marketing, Communications, or Media and 1-2 years of experience or an equivalent combination of education and experience.
- Strong knowledge of HTML is required and knowledge of CSS and JavaScript are strongly desired. A working knowledge of php and Photoshop are additional assets.
- Requires a self-starter with a willingness to learn and an eagerness to take on day to day challenges that may arise.
- Ability to create a motivating work environment and a positive/optimistic attitude. This individual must have a strong passion for excellence, social media, and online initiatives and strive to continuously evolve and improve on Social Media efforts and deliver updates/changes consistently.
Preferred Major: Advertising Design, Marketing, Multimedia, Web Development

Application Instructions: Please send resume and salary requirements to HR@TAInstruments.com.

Contact Information:

Josh Tomkiewicz
HR@TAInstruments.com
159 Lukens Drive
New Castle, DE 19720

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.

Preparing 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: Sun Group of Businesses Inc

Job Title: Accounting Assistant

Position Status: Full time

Description: Duties and Responsibilities

- Compile and process documents, such as: invoices, work orders, checks, purchase orders, etc.
- Verify and post detail of business transactions, such as: funds received/disbursed; total accounts to general ledger or computer spreadsheets and/or databases.
- Track company credit card charges, reconcile GL accounts and bank statements.
- Prepare invoices, checks, account statements, reports, general ledger accounts with various registers; review general ledger postings; reconcile bank statements.
- Monitors loans, accounts payable, and receivables to ensure that payments are up to date.
- Code data for input to computer.
- Perform periodic and as needed inventory of office equipment and supplies, vehicles, monitor inventory, etc.
- Maintain & update employee attendance records.

Minimum Qualifications

- Associate's degree in Accounting.
- Attention to detail.
- Related experience and training a plus.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- MS Office, Peachtree computer knowledge required.

Preferred Major: Accounting

Application Instructions: Please email resume and contact information.

Contact Information:

Sondra Connor
sondra@sunmarineinc.com
35322 Bayard Road
Frankford, DE 19945

Preferred Method of Contact: Email
Company: Interactions

Job Title: Field Manager and Brand Ambassadors Needed $17-20hr, Camden, DE

Position Status: Part time

Description: Interactions is currently recruiting a Field Manager and 20 outgoing Brand Ambassadors to represent our client at their Grand Opening Event. Brand Ambassadors will be representing various products and will be distributing samples to customers.

Duties:
Share information about the products and encourage sales.
Hand out samples of product
Be friendly and knowledgeable, and represent our client professionally.
Complete online event recaps within 24hrs of event and upload 2 photos from the event

Pay Rate: Field Manager - $20hr; Brand Ambassador - $17hr

Days and Hours: 3/19 -- 3/24; 5 hrs shifts each day (times TBD)

Field Manager may be required to work additional hours to prepare for the event.

Requirements:
Must have knowledge of uploading photos
Must be computer savvy
Must have regular access to high speed internet
Ability to follow written and verbal instructions
Must be able to stand the duration of a six hour shift and perform routine tasks with minimal supervision
Requires bending, walking, stooping, reaching, kneeling, twisting, grasping, pushing and pulling
Must be able to work flexible hours including weekends
Excellent communication skills and superb customer service skills
Neat appearance and good grooming
Adhere to dress code
Required to pass Criminal Background Check
This is an independent contractor position

About Interactions: Interactions is always searching for charismatic, dependable, results-driven talent to become the face of some of the most well-known brands in the world. On behalf of our clients, we source and place customized talent for their events.
Preferred Major: Open to all majors and programs

Application Instructions: How to Apply: Click on the Link Below: https://specialized.interactionsmarketing.com/opps

Contact Information:

Robert Williams
robert.williams@daymon.com
9555 chesapeake dr ste 100
San Diego, CA  92123
Job location is in Camden, DE

Preferred Method of Contact: Email
Company: WMDT

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

Position Status: Full time

Description: Immediate opening for a dependable individual with knowledge of Overture switcher, FX DEKO broadcast studio equipment and Avid editing equipment preferred but not mandatory. Weekend hours included in shift. Responsibilities include managing all personnel prior and during weekend newscasts and station production, including editing for newscasts.

WMDT- 47 and CW3: AN EQUAL OPPORTUNITY EMPLOYER

Preferred Major: Communications

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
P.O.Box 4009
Salisbury, MD 21803-4009

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

Job Title: Fund Development Specialist:

Position Status: Full time

Description: The Food Bank of Delaware is currently accepting resumes for the position of Fund Development Specialist at its Newark location. This is a Full-Time position with benefits. The Fund Development Specialist is responsible for the coordination and facilitation of the Food Bank of Delaware’s Annual Giving program which includes major gifts, planned giving, donor stewardship and direct mail campaigns. The Fund Development Specialist is responsible for the maintenance and accuracy of the Food Bank’s donor database and assists the Development Department with special projects and events including the organization’s current Capital Campaign and annual Blue Jean Ball fundraising event.

The ideal candidate for this position is outgoing and comfortable communicating with large, diverse groups of people. They have very strong written and verbal communication skills. They are highly organized and able to direct activities to ensure maximum efficiency and accuracy. They have the flexibility to adjust activities and goals when the needs of the organization dictate. They have the ability to work independently, problem solve, and think and act strategically while working towards the Food Bank’s vision of a community free from hunger.

Summary of Responsibilities:

• Supervise the processing and preparation of financial contributions for Finance Department
• Supervises appropriate staff and volunteers on all aspects of the donor management system including:
  - Enter all financial contribution information into Raiser’s Edge database.
  - Prepare acknowledgements and receipts for all contributions.
  - Responsible for maintenance of the Raiser’s Edge system and works in conjunction with all relevant staff to collect, input, and produce valuable donor related reports (donor giving circle reports, appeal/fund reports, financial).
  - Informs relevant staff of the capabilities of Raiser’s Edge and organizes system according to needs of the Food Bank.
  - Enter all in kind donations and process appropriate acknowledgements
  - Maintains and updates valuable donor information in conjunction with relevant staff.
• Responsible for matching gift processing through updated contact information, verifying contributions eligible for matching financial grants and working with volunteer department to confirm volunteer hours for matching financial grants.
• Works directly with mailing house regarding results reporting, importing/exporting data, required donor files, and bar-coding system.
• Works with the Development Office and management team to execute projects related to the Capital Campaign.
• Works with the Development Office to successfully execute special projects and friend and fundraising events.
• Work with the Development Director to establish a Planned Giving program as part of the department’s goal creating a defined stewardship plan.
• Responsible for trouble shooting donors issues regarding donation process, acknowledgement, etc. via phone, email or in person.
• Experience with researching, writing, and reporting as related to all types of grants.
• Other relevant duties as assigned.

Required Qualifications:

Education: Bachelors degree and /or 5 years experience in development/fundraising field.

Skills: Database management experience specifically, 2-3 years of Raisers Edge donor management system experience is required as well as auction/event software. Strong computer skills. Experience working with Direct Mail campaigns and special events. Familiarity with MS Word and Excel is required. Data entry experience.

Salary: Mid $30,000’s, based on required experience

Interested applicants should submit a resume with cover letter to jobs@fbd.org.

Preferred Major: Open to all majors and programs

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

Contact Information:

Iskeisha Stuckey
jobs@fbd.org
14 Garfield Way
Newark, DE 19713

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: Tritek Systems Inc.

Job Title: CAD/Solid Works Drafting

Position Status: Full time, Part time

Description: Wilmington, DE company seeking person with SolidWorks drafting experience. Hours negotiable. Compensation commensurate with experience.

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

Application Instructions: Please send resumes to:

valeriebaines@tritektech.com

Contact Information:

Valerie Baines
Valeriebaines@tritektech.com
1-B Medori Blvd., Wilmington, DE, 19707

Preferred Method of Contact: Email
Company: Shore Health

Job Title: Medical Technologist

Position Status: Full time

Description: Independently performs various laboratory tests, routine and specialized, in all areas assigned. These areas may include blood bank, microbiology, immunology, chemistry and hematology. Demonstrates an in depth understanding of basic and complex principles in the diagnosis and treatment of disease. Participates in the development and testing of new procedures. May resolve identified problems and formulates and implements strategies for resolving complex problems. Maintains instruments; oversees technical operation of the section. Performs quality control procedures for the section. May update and revise procedures for review and approval by clinical specialist or lab manager. Assists in the maintenance of supplies and reagents, undertakes special projects, instruct students and other employees in theory and technique of basic and special procedures. Functions as a supervisor in the absence of clinical specialist or lab manager.

Preferred Major:

Application Instructions: http://www.shorehealth.org/careers

Contact Information:

Tiffany Sweeney
410-228-5511 ext. 8502 (Phone)
410-221-1959 (Fax)
TSweeney@shorehealth.org
219 South Washington Street
Easton, MD 21601

Preferred Method of Contact: Phone
Company: WMDT

Job Title: Master Control Operator

Position Status: Part time

Description: Dependable individual needed for entry level position. Responsibilities include recording satellite feeds/maintaining program library. Computer experience needed. Willing to train the right candidate.

WMDT-TV 47 IS AN EQUAL OPPORTUNITY EMPLOYER

Preferred Major: Communications, Multimedia

Application Instructions: Resumes to:

WMDT-47
Attn: Ken Evans
P.O. Box 4009
Salisbury, MD 21803
Or e-mail to: Ken_Evans@wmdt.com

Contact Information:

Ken Evans
Ken_Evans@wmdt.com
WMDT-47
Attn: Ken Evans
P.O. Box 4009
Salisbury, MD 21803

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 TUITION, $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
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: Hologic, Inc.

Job Title: Digital Imaging Support Specialist

Position Status: Full time

Description: Hologic, Inc. is a leading developer, manufacturer and supplier of premium diagnostics, medical imaging systems, and surgical products dedicated to serving the healthcare needs of women throughout the world. Historically, Hologic developed, manufactured, and marketed products focused on mammography, breast care, and osteoporosis assessment. Our core business units are focused on breast health, diagnostics, GYN surgical, and skeletal health. For more information visit www.hologic.com.

Summary of Duties and Responsibilities
• Provide worldwide technical phone and remote diagnostic support for the Radiographic and Mammography Digital product line.
• Provide technical support to Hologic’s original equipment manufacturers (OEMs), application specialists, field engineers and in-house bio-medical technicians.
• Inform Field Operations of changes in commercial equipment, known or suspected problems with equipment, known fixes to previously defined problems via technical documentation.
• Responsible for problem resolution utilizing hardware and software with Hologic products.
• Participate in the escalation management process.
• Participate in the documentation and resolution of product complaints.
• Identify opportunities and implement plans to reduce parts cost, improve troubleshooting and increase service effectiveness.
• Requires frequent direct interaction with all levels of management, both written and verbal.
• Must be able to communicate effectively with all internal departments in order to facilitate a high level of customer satisfaction with Hologic products and services.
• Position requires coordination of multiple cross-functional activities and providing status updates to and from customers, dealers, Sales and with other internal and external resources.

Qualifications
• Working knowledge of network computer based systems.
• Familiarity with call center software and support of products with remote diagnostic capabilities is preferred.
• Must possess the ability to consistently multi-task while servicing the customer and handle proprietary products.
• Use of Oracle (MRP System).
• Knowledge of DICOM and PAC (Xray) systems fundamentals is desirable.
• Familiar with DOS, Windows, UNIX, Solaris and fluent networking skills.
• Ability to interact and communicate effectively.
• Capable of diagnosing and resolving issues on all Hologic digital imaging products in a timely manner.
• Able to convey complex procedures during telephone troubleshooting.

Education
• Associate’s Degree in a technical field related to Electronics, such as Electronic Engineering or Computer Science or equivalent.

Experience
• Minimum 3-5 years experience and working knowledge of digital imaging products and/or methodology utilized to effect field installations and repairs or equivalent.

Additional Details
• Must be able to repetitively lift and carry product weighing approximately 30 lbs.
• Working hours for this shift are 12:00 p.m. - 9:00 p.m. (On the job training will take place during the same hours). Training at the Hologic Bedford, MA location will be from 8:00am-5:00pm at a date later determined.

Preferred Major: Computer Engineering Technology, Electronics Engineering Technology

Application Instructions: If interested in this position, please apply to www.hologic.com/careers to IRC34427.

Contact Information:

Kathy Hubric
kathy.hubric@hologic.com
600 Technology Drive
Newark, DE 19702

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

Job Title: Human Resources Coordinator

Position Status: Full time

Description: The Human Resources Coordinator 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: 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: ELocus Technical Services, Inc

Job Title: Sr. Account Manager

Position Status: Full time

Description: ELocus Technical Services, Inc. is a rapidly growing consulting organization of highly-qualified and experienced professionals providing Onsite, Offshore and Business Process Outsourcing services to Fortune 500 companies in the areas of Consulting and Software development. We have extensive experience in running world-class service operations in the global environment. ELocus Technical Services, Inc. ensures exceptional client experience through world-class talent, strong management focus, dedicated business units and a strong financial platform. ELocus Technical Services, Inc. serves clients through practice teams focused on major areas, including Insurance, Imaging, Retail, Financial, Communications, and pharmaceuticals.

Our key value proposition is to deliver highly scaleable and performance- oriented, unified systems and automated customer interactions. We have a Dynamic and highly technical management team, which has helped our clients meet their goals, in a timely and cost effective manner. In addition to our own professional staff, we have strategic alliances and support organizations around the world who provide systems services. Our core strengths are in the areas of Medical Imaging. We have some of the best consultants with core skills in proprietary imaging tools including IPIT, PET, PACS, 2D/3D/4D Imaging, COM/DICOM, OLE, Handwriting recognition, visualization and Algorithms. Most of our consultants are familiar and certified in quality standards like FDA, QSR, ISO, CMM-SEI and SIX SIGMA. We have operated a successful consulting practice in the medical industry domain catering to clients like Siemens Medical Solutions, Biorad Laboratories, Buckman Labs and Varian Medical. We also provide services in the areas of Business Intelligence (Business Objects, Informatica, and COGNOS) JD Edwards Enterprise One, Documentum, ERP (Lawson, SAP, Oracle) Java, J2EE, VC++, C++, Data Warehousing, and CRM.


Application Instructions: If interested do send us an email with your updated profile at recruiter1@elocusinc.com or you can also call us on 973-795-4280 for further details.
Contact Information:

Nikhil Bhasin
973-795-4280 (Phone)
973-975-4200 (Fax)
recruiter1@elocusinc.com
135, Morris Street
Morristown, NJ, 07960

Preferred Method of Contact: Phone
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: Seaberry Farm

Job Title: Floral Designer

Position Status: Full time, Paid

Description: Seaberry Farm, a flower farm and an event florist, is seeking a floral designer to join our team. This employee will assist the head designer in preparing and designing wedding/event floral arrangements, farmers market bouquets and other floral design orders; managing event orders; and performing other related tasks on the farm. Floral design experience preferred. Weekend and holiday work will be expected. Wage commensurates with experience. Health and dental insurance available. Seaberry Farm is a 36-acre specialty flower and fruit farm located in Federalsburg, MD. www.seaberryfarm.com

Preferred Major: Open to all majors and programs

Application Instructions: Please send your resume and contact info to Seaberry Farm at 2770 Wright Rd., Federalsburg, MD 21632 or e-mail: seaberryfarm@yahoo.com

Contact Information:

Wenfei Uva
seaberryfarm@yahoo.com
2770 Wright Rd., Federalsburg, MD 21632

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: Edgemoor Community Center

Job Title: Summer Camp Counselor

Position Status: Part time

Description: The Edgemoor Community Center in North Wilmington is looking for energetic, creative, and loving Summer Camp Staff for their Camp SOAR summer day camp. Program hours are 7:00am-6:00pm Monday through Friday working 6 hour shifts (7am-1pm or 12pm-6pm). Must commit to 9 weeks, June 17th-August 16th. Must be professional, responsible, and respectful to program goals, parents, and with our children. Summer Camp Counselors must meet State licensed requirements: be a minimum of 18 years old, hold at least 3 college credits or 60 clock hours of training in education, completed 1-2 years working with school age children, and own a hard work ethic.

Preferred Major: Early Care and Education Birth to Second Grade, Early childhood Development, Elementary Education, All Education Programs

Application Instructions: Email cover letter and resume to Greg Woznicki, Director of Youth and Recreation

Contact Information:

Greg Woznicki
eccrec@dca.net
Edgemoor Community Center
500 Duncan Rd
Wilmington, DE 19809

Preferred Method of Contact: Email
Company: Comcast

Job Title: Direct Sales Representative

Position Status: Full time

Description: Responsible for selling and promoting Comcast products with focus on video, high-speed internet, phone services and XFINITY Home. Increases product penetration in designated territories through sales to former individual customers.

Tasks
- Demonstrates strong understanding of Comcast products, promoting and selling offerings to individual customers by knocking every door within assigned territory. Displays thorough and recent competitive knowledge of features, benefits, product differences, pricing, and campaigns for video, high-speed internet, phone services and XFINITY Home.
- Communicates and develops rapport with customers. Evaluates customers' existing and potential product needs and make recommendations. Increases customer understanding of Comcast products and pricing models as well as competitive advantage over other service providers. Evaluates competitive offers and frame response to show the benefits of Comcast.
- Meets and exceeds sales goals as established by local market. Independently establishes and organizes daily sales activities. Generates business through established and approved creative methods of lead generation. Implements effective sales closing techniques to ensure product installation goal is achieved.
- Demonstrative record of success in outbound sales environment with emphasis on business to consumer sales.
- Displays thorough understanding of video, high-speed internet, phone services and XFINITY Home.
- Possesses impeccable communication, organizational, and people skills, as well as strong customer service skills.
- Illustrates strong technical capability (computer knowledge, billing system, databases).
- Must meet the physical requirements of the job including, but not limited to, the ability to walk and/or travel door-to-door for considerable distances in all types of weather conditions.
- Obtaining and maintaining any credentials and/or licenses necessary to sell and/or design alarm systems as required by applicable law.
- Consistent exercise of independent judgment and discretion in matters of significance.
- Regular, consistent and punctual attendance. Must be able to work nights and weekends, variable schedule(s) and overtime as necessary.
- Other duties and responsibilities as assigned.
- High School Degree or Equivalent
- Generally requires 2 - 3 years related experience.
Additional Requirements
- Demonstrated record of success in outbound sales environment with emphasis on business to consumer sales preferred but not required.
- Goal-oriented individual
- Excellent and engaging communication skills, ability to build quick rapport with customers
- Positive attitude: pursues sales goals with self-confidence and resolve, bounces back after disappointment or rejection
- Ability to quickly adapt when facing resistance or changing customer priorities
- Ability to maintain solid relationships with subscribers
- Good time management and organizational skills
- Neat, professional personal appearance
- Reliable personal transportation. Valid Driver's license.
- Ability to work extended hours and weekends.
- High School diploma or equivalent.

Comcast is an Equal Employment Opportunity/Affirmative Action/Drug-Free workplace employer.

Preferred Major: Open to all majors and programs

Application Instructions: [www.comcast.com/careers](http://www.comcast.com/careers)

Contact Information:

Comcast Recruiting
[ julianne_rondeau@cable.comcast.com](mailto:julianne_rondeau@cable.comcast.com)
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.

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

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

Preferred Method of Contact: Phone
Company: World Trade Center of Delaware

Job Title: Marketing Intern - Videography & Photography

Position Status: Part time, Unpaid

Description: Unpaid Internship - Responsible for conducting video interviews of companies, videotaping and photographing events, editing of videos and preparation for posting online.

Preferred Major: Marketing, All Business Programs

Application Instructions: Send resume and cover letter to Rebecca Faber - rfaber@wtcde.com

Contact Information:
Rebecca Faber
rfaber@wtcde.com
World Trade Center Delaware
702 West Street
Wilmington, DE 19801

Preferred Method of Contact: Email
Company: World Trade Center of Delaware

Job Title: Marketing Intern - PR

Position Status: Part time, Unpaid

Description: Unpaid Internship - Assist with writing copy for press releases and articles, distribute to local media sources as well as post on various social media outlets. Will be responsible for scanning the news for articles of interest to our membership and posting them on facebook, twitter and linkedin. Will also create and distribute email announcements and weekly newsletter.

Preferred Major: Marketing, All Business Programs

Application Instructions: Send resume to Rebecca Faber - rfaber@wtcde.com

Contact Information:

Rebecca Faber  
rfaber@wtcde.com  
World Trade Center Delaware  
702 West Street  
Wilmington, DE 19801  
Email: info@wtcde.com

Preferred Method of Contact: Email
Company: World Trade Center of Delaware

Job Title: Marketing Intern - Graphic Design

Position Status: Part time, Unpaid

Description: Unpaid Internship - To assist with graphic design for use on website and emails and other marketing materials. Photography experience and ability to edit photographs a plus. Will help with creation and distribution of email notices and newsletter.

Preferred Major: General Business, All Business Programs, All Visual Arts Programs

Application Instructions: Send resume to Rebecca Faber - rfaber@wtcde.com

Contact Information:

Rebecca Faber
rfaber@wtcde.com
World Trade Center Delaware
702 West Street
Wilmington, DE 19801

Preferred Method of Contact: Email
Company: World Trade Center of Delaware

Job Title: Member Service Intern

Position Status: Part time, Unpaid

Description: Unpaid Internship - Will handle processing of new and renewed members in addition to managing member inquires and needs. Will also handle correspondence with members in regards to member benefits, renewal, and membership outreach.

Preferred Major: All Business Programs, All General Education Programs

Application Instructions: Send resume to Rebecca Faber - rfaber@wtcde.com

Contact Information:

Rebecca Faber
rfaber@wtcde.com
World Trade Center Delaware
702 West Street
Wilmington, DE 19801

Preferred Method of Contact: Email
Company: World Trade Center of Delaware

Job Title: World Affairs Council Intern

Position Status: Part time, Unpaid

Description: Unpaid Internship - Will assist with maintaining records, coordinating events, and marketing efforts for the World Affairs Council of Wilmington.

Preferred Major: General Business, Management, Marketing, All Business Programs, All General Education Programs

Application Instructions: Send resume to Rebecca Faber - rfaer@wtcde.com

Contact Information:

Rebecca Faber
rfaer@wtcde.com
World Trade Center Delaware
702 West Street
Wilmington, DE 19801

Preferred Method of Contact: Email
Company: World Trade Center of Delaware

Job Title: Human Resources Intern

Position Status: Part time, Unpaid

Description: Unpaid Internship - responsible for helping source interns for WTC Delaware. Will assist with outreach, interview process, selection and training.

Preferred Major: Human Services, All Business Programs

Application Instructions: Send resume to Rebecca Faber - rfaber@wtcde.com

Contact Information:

Rebecca Faber
rfaber@wtcde.com
World Trade Center Delaware
702 West Street
Wilmington, DE 19801

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.

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 and ask for Jeromy Bell.

Contact Information:

Jeromy Bell
4043827212 (Phone)
866-775-1370 (Fax)
khadija@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: Dover Federal Credit Union

Job Title: Residential Lending Coordinator

Position Status: Full time

Description: General Summary

The primary purpose of this position is to assist Dover Federal Credit Union living out The Dover Federal Way by delivering outstanding service to both internal and external members. A key component of this service is to identify member needs and recommend appropriate credit union solutions. In addition, provide information on credit union products and services to members in accordance with credit union policies and procedures and State and Federal rules and regulations; interview applicants for real estate loans and process applications; gather background information and analyze loan applicants’ credit history; approve or deny loan applications based on analysis of each applicant’s background; and operate under substantial credit authority.

Core Competencies

• Communication skills-ability to understand, assess the situation, and provide a solution utilizing knowledge, empathy, personal touch, enthusiasm, and the undivided attention to effectively deliver a superior service experience;
• Ownership- relentless pursuit to drive to completion any issue a member is requesting assistance to help resolve; the ability to seize the opportunity to satisfy a member request in the quickest way possible, taking a leadership role with accountability;
• Adaptable-ability to adjust rapidly to new situations;
• Team player-ability to foster team spirit
• Goal driven;
• Adaptable and flexible;
• Organized;
• Positive outlook;
• Good problem solver and decision maker
• Attention to Detail
• Able to adhere to deadlines, responds in a timely manner.
• Flexible and can perform a wide variety of tasks.

Job Specifications

1. Requires education equivalent to a four-year high school education, plus some additional post-secondary technical coursework in real estate or lending.
2. At least two years of experience in mortgage lending.
3. Professional, well-developed interpersonal skills essential for interviewing loan applicants and projecting a positive image as representative of the Credit Union.

4. Work requires knowledge of mortgage loan policy, credit granting criteria, interest rates and how they are computed, and required documentation for mortgage loans. Extensive knowledge of real estate sales and regulations, appraisal guidelines and financial statements.

5. Requires judgment to apply broader aspects of established practices to situations, which go beyond clear, concise guidelines.

6. Intermediate mathematical skills required (calculations and concepts involving decimals, percentages, fractions, etc.)

**Application Instructions:** We are an Equal Opportunity Employer. Students and alumni will be accepted and assigned to job opportunities and otherwise treated without regard to race, color, religion, national origin, sex, marital status, veteran status or disability, as well as oth 

**Contact Information:**

Holly Aragon  
Dover Federal Credit Union, Attn: HR Dept  
1075 Silver Lake Blvd  
Dover, DE 19904

**Preferred Method of Contact:** Address / Mailing
Company: Mid-Delaware Imaging

Job Title: Mammography Technologist

Position Status: Full time, Part time, Paid

Description: In this position, the Mammographer serves to ensure quality mammography services. The Mammographer independently obtains and assesses required images, evaluates completed mammographic films, and reports all clinical information to the radiologist.

The Mammographer cooperates and coordinates with all members of the Diagnostic Imaging Department as necessary for the provision of quality patient care and may be asked to cover X-Ray and DEXA services when needed. The Mammographer is responsible for quality control and MQSA documentation, record maintenance, and patient report communication.

Education/Experience: Minimum of 2-3 years previous experience as a Mammographer. Successful completion of an accredited Radiology or Medical Imaging program required.

Licensure/Certification: Current AART registry, current state licensure and BLS required. Mammography registry preferred.

Preferred Major: Cardiovascular Sonography, Diagnostic Medical Sonography, Health Information Management, Management, Medical Assistant, Medical Coding Studies, Medical Laboratory Technician, Nuclear Medicine, Nursing, Occupational Therapy Assistant, Office Administration

Application Instructions: Please email resume to mdidover@gmail.com.

Contact Information:

Vicki Parikh
mdidover@gmail.com
710 S. Queen St.
Dover, DE 19904

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

Job Title: Banquet servers, waitstaff, servers

Position Status: Part time, Paid

Description: In search of banquet servers, waitstaff and bartenders. Must be conscientious, reliable and willing to learn. Looking for those that enjoy working with the public, are energetic and willing to grow in our business.

Application Instructions: Please contact Shannon Protas at bellavitaccc@gmail.com and express your interest for one of the listed positions, then you will receive an application via email. Or applications can be picked up at the Bella Vita office at Cavalier Country Club.

Contact Information:

Shannon Protas
bellavitaccc@gmail.com
100 Addison Drive
Newark, DE 19702

Preferred Method of Contact: Email
Company: Dogfish Head Brewery

Job Title: Off-Centered Wastewater Tech, Milton, DE

Position Status: Full time

Description: Dogfish Head Craft Brewery is seeking an off-centered craft beer loving Wastewater Technician to join our super busy wastewater team of three & growing! Under general supervision of our off-centered Plant Engineer, you’ll help keep our wastewater moving from our brewery to the fields for application to ensure our beer can be continuously made. You’ll make certain wastewater removal takes place in a timely, efficient, documented and compliant matter. You’ll also monitor vehicles and systems to guarantee fitness for use and constant removal on-time, as well as tracking vehicle maintenance schedules and performing minor routine services. You’ll transport wastewater from the brewery to its final destination (i.e. the fields for application) where you’ll then be tasked with the actual land application. You will also be assisting in processing the hay which the water helps it to grow! You’ll maintain detailed logs, as well as maintain proper permits and document records with regard to the wastewater program. You’ll maintain clean vehicles, wastewater facilities and storage areas. You’ll also perform other maintenance duties as requested, including cleaning and providing support to your co-workers in order to maintain a high level of productivity during unscheduled downtime.

What you need to land this gig: The qualified candidate will have a minimum high school diploma or the equivalent. The qualified candidate must also hold an active drivers license in good standing and be able to pass all applicable driving physicals, a class B drivers license a plus. Previous experience with wastewater and/or wastewater certification a plus. Previous experience with farming equipment will make us super delighted! Must be able to lift/pull 50 pounds, twist/turn, reach over shoulders and stand/walk on a continual basis. Must also be capable of working outside in all types of weather conditions. General hours will be Monday thru Friday 7:00 a.m. 4:00 p.m., hours/days may vary depending on production schedule.

Bundle of goodies: Dogfish Head Brewery offers competitive compensation including bonus potential, 401K company match, a fabulous health care package to include health/dental and FREE beer!

Preferred Major:

Application Instructions: How to land this gig:

Qualified, interested and dynamic individuals should please submit their cover letter and resume to careers@dogfish.com.

Help keep busy HR folks sane, no phone calls pretty please. Proud to be an EOE
Contact Information:

Careers at Dogfish
careers@dogfish.com
6 Cannery Village Center
Milton, DE 19968

Preferred Method of Contact: Email
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 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

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


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

Contact Information:

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

Preferred Method of Contact: Email
**Company:** DCANet

**Job Title:** Technical Support Specialist

**Position Status:** Part time, Paid

**Description:** Provide telephone and e-mail support to DCANet customers
Identify problems, troubleshoot and provide assistance to customers
Coordinate with and escalate to other Technical Support Group staff to resolve problems
Ensure customer satisfaction
Answer customer support and operator calls
Document calls via DCANet’s call-logging system
Alert senior staff to potential customer problems and system outages
Document changes made to customer equipment
Provide the DCANet billing department with necessary updates to customer accounts
Direct incoming sales calls to DCANet sales department
Develop an understanding of DCANet’s network and systems
Provide assistance in developing documentation on new programs and equipment
Perform other duties as assigned

**Preferred Major:** Computer Engineering Technology, Computer Information Systems, Computer Network Engineering Technology, Computing & Information Science

**Application Instructions:** Please forward resume to e-mail address provided for consideration. Part-time hours available Monday through Friday from 8:00am to 4:30pm.

**Contact Information:**
David Duncan
davidd@dca.net
1204 West St
Wilmington, De 19801

**Preferred Method of Contact:** Email
Company: Recruitment Alternatives, LLC

Job Title: Certified Occupational Therapy Assistant

Position Status: Full time, Part time, Paid

Description: Recruitment Alternatives is currently seeking 3 Certified Occupational Therapy Assistant to work in various skilled nursing / subacute centers in and around Philadelphia Pennsylvania. These are full time positions and salaries are competitive. For additional information or to apply, please contact Susan Judge at susanmjudge@yahoo.com or call 215-872-6105.

Preferred Major: Occupational Therapy Assistant

Application Instructions: To apply, please contact Susan Judge at susanmjudge@yahoo.com or call 215-872-6105

Contact Information:

Susan Judge
215-872-6105 (Phone)
215-453-2076 (Fax)
susanmjudge@yahoo.com
Recruitment Alternatives, LLC
1403 Shirley Lane
Hilltown, PA  18927

Preferred Method of Contact: Phone
Company: Delaware State Parks

Job Title: Historical Interpreter

Position Status: Full time, Part time


Delaware Seashore State Park is seeking a creative and motivated person to help manage interpretive programs at the Indian River Life-Saving Station Museum.

Schedule is as follows: Part time schedule for May – September is 30+ hours per week including some weekend and evening hours. October – April is 20+ hours per week including weekend and evening hours.

Start Date: May 2013

Pay rate: $9.75 - $10.75/hour for qualified candidates.

This position has a flexible schedule that will include weekday, evenings, mandatory weekend hours and does not provide benefits such as vacation, sick leave, medical/dental insurance, or overtime pay.

Responsibilities:
• Research, develop, schedule, and present interpretive programs involving the Indian River Life-Saving Station Museum and local maritime history
• Promote park programs by writing press releases and articles for the monthly email newsletter
• Assist and/or lead environmental education programs when needed
• Assist with training & scheduling of other educators & volunteers
• Organize, schedule, and present school group and scout programs
• Assist with gift shop and park office permit sales

Qualifications:

Required
• Bachelor’s degree (or working towards) in History, Museum Studies, or related field
• Minimum 1 year experience presenting interpretive programs
• Must be willing to work weekends and 1-2 nights per week
• Excellent written and oral communication skills
• Excellent customer service skills in a fast-paced environment
• Must have valid driver’s license with less than 6 points & be in good physical health
Preferred
• Experience with Past Perfect or other museum database software
• Knowledge of coastal ecology and the mid-Atlantic region
• Experience in marketing, advertising, or journalism
• NAI Certified Interpretive Guide or teaching experience
• Current First Aid/CPR certification

CLOSING DATE: when filled

The DE State Parks seasonal employment application is available to pick up in person at any Delaware State Park office or you can print it out on-line at

Preferred Major: Open to all majors and programs, Social Science

Application Instructions: Please send resume, state application, and 2-3 references to:
Laura Baldwin
Site Manager
Indian River Life-Saving Station
laura.baldwin@state.de.us
Fax: 302-227-6438
25039 Coastal Highway
Rehoboth Beach, DE 19971

Contact Information:
Laura Baldwin
302-227-6991 (Phone)
302-227-6438 (Fax)
laura.baldwin@state.de.us
Indian River Life-Saving Station
25039 Coastal Highway
Rehoboth Beach, DE 19971

Preferred Method of Contact: Phone