Company: Shaddock Benefits Group

Job Title: Summer internship

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

Description: Summer internship in our insurance brokerage. We are looking for business or marketing majors who are thinking of a career in insurance with the #1 district for Aflac (a fortune 100 company) in the MD/DE area. We can assist with career training, marketing experience, and general business training. You will be required to take the state insurance class and exam in order for this to be a paid internship.

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

Application Instructions: Please call or email to set up a 1 on 1 interview at our location.

Contact Information:

James Turner
Turnersbg@yahoo.com
102 Larch circle suite 102
Newport, De 19804

Preferred Method of Contact: Email
Company: Brandywine Nurseries Inc

Job Title: Bookkeeper / Data Entry

Position Status: Full time, Part time

Description: Part-time Data Entry Assistant responsible for database maintenance for client appointments, payroll, work schedules, website updates. Understanding MS Access would be helpful.

Monday - Friday - Approximately 20 hours per week, flexible work schedule. Possibly PT to FT position.

Preferred Major: Accounting, General Business

Application Instructions: Please fax or email resume

Contact Information:

Jamie Jamison
302-429-0865 (Phone)
jjamison@brandywinenurseries.com
P.O. Box 9333
Wilmington, De 19809

Preferred Method of Contact: Phone
Company: UniSite Design, Inc

Job Title: Engineering Internship

Position Status: Full time

Description: UniSite Design, Inc. is seeking an Engineering Intern starting July 2013 for approximately nine months. The Engineering Intern works directly within the Engineering Department to support our manufacturing facility. They are responsible for helping to maintain the portfolio of standard product models. They should have the ability to use computer aided drafting (CAD) software and knowledge of finite element analysis (FEA) software. The Engineering Intern is responsible for providing customers with accurate specifications for any standard request. The Engineering Intern must demonstrate strong design and basic engineering fundamentals while working together with the Production and Maintenance Departments, Customer Service, and Art Department as well as other staff members. The Engineering Department spans the full spectrum of engineering from industrial design, to design engineering, to manufacturing engineering, to tool design.

Preferred Major: Engineering Technology Computer Aided Design

Application Instructions: Please email resume to April Vanskiver at aprilv@victorstanley.com

Contact Information:

April Vanskiver
aprilv@victorstanley.com
1105 Park Lane
Denton, Md 21629
Preferred Method of Contact: Email
Company: Synerfac Technical Staffing

Job Title: Engineering Technician

Position Status: Full time, Contract position, possibility for direct hire

Description: Engineering / Construction Technician

Candidates with an AS Degree & 1-3 years of experience are encouraged to apply.

Responsibilities:

Review of construction for general conformance with contract documents.

Written documentation of observations – maintaining accurate records and paperwork using MS Office & Excel.

Perform quality control / quality assurance review of foundations, steel reinforcements, high strength bolts.

Perform soil, concrete and asphalt testing during construction.

Additional tasks may include with time lab testing of soil and concrete, as well as other assignments as required. Knowledge of ASTM, AASHTO and ACI testing methods as well as Troxler Nuclear Gauge certification is required. NICET accreditation is preferred. MUST possess good technical aptitude, communication skills and the ability to lift 30-50 pounds.

Preferred Major: Civil Engineering Technology, Construction Management

Application Instructions: Please e-mail resumes to wburritt@synerfac.com or call directly at 302-324-9400.

Contact Information:

Wes Burritt
302-324-9400 (Phone)
wburritt@synerfac.com
2 Read's Way
Ste. 209
New Castle, DE 19720

Preferred Method of Contact: Phone
Company: Michael Kors

Job Title: Sales Associate

Position Status: Part time, Paid

Description: Michael Kors Outlet in Tanger Outlets, in Rehoboth Beach is currently Hiring! Are you Fashion Forward? Does Chic, Sophistication interest you? Do you really want to enjoy your work environment?

Sales Associate responsibilities include but are not limited to:

- Utilize elevated levels of sales & service to maximize sales performance; meet sales goals.
- Comply with all sales related policies & procedures.
- Provide the highest level of customer service.
- Assist in the maintenance of all inventory in the stockroom & on the selling floor.

Qualifications:

1-3 years of relevant experience

- Excellent communication and interpersonal skills

MICHAEL KORS (USA) INC, offers excellent career growth opportunities, competitive salary, comprehensive benefits and a generous clothing allowance.

TO APPLY:

Stop By Michael Kors Outlet in the Midway Outlets in Rehoboth Beach, DE, and fill out an application

Application Instructions: Please stop by Michael Kors to fill out an application, in person.

Contact Information:

Jonathon Collins/Store Manager
302-645-2600 (Phone)
jonathonckcollins@gmail.com
Rehoboth Beach Outlets
34986 Midway Outlet Drive
Rehoboth Beach, DE 19971

Preferred Method of Contact: Phone
Company: PeopleShare

Job Title: Before and After Care Coordinator

Position Status: Part time

Description: Provide supervision for elementary students before and after school; assist students with homework; facilitate activities for students

Preferred Major: Open to all majors and programs

Application Instructions: Please send your resume with cover letter expressing why you are a good fit for this position to psnewark@peopleshareworks.com

Contact Information:

Leizel Parks
psnewark@peopleshareworks.com
200 Continental Drive, Suite 214
Newark, DE 19713

Preferred Method of Contact: Email
Company: CSols, Inc

Job Title: Marketing Internship

Position Status: Part time, Paid

Description: The ideal candidate:
• Is an undergraduate or graduate student studying Marketing
• Is knowledgeable in Microsoft Office 2007 (Word, Excel, Outlook, and PowerPoint. Visio a plus)
• Has an understanding of Email Marketing, CRM, and online conferencing
• Is knowledgeable in Adobe InDesign. Adobe Photoshop & Illustrator a plus
• Has excellent communication skills – written and verbal
• Is looking for an opportunity to grow their experience while helping to grow CSols
• Is responsible, professional, and dependable

Job Description:
• Support Marketing with campaigns for tradeshows, conferences, seminars, and webinars.
  Responsibilities will include: planning, promoting, executing, and follow-up.
• Work with Sales & Marketing team on lead generation initiatives. This will require working
  one-on-one with members of the Sales team and learning internal processes.
• Help maintain and grow the CSols presence on the social media platforms: Twitter, Facebook,
  and LinkedIn.
• Assist Marketing in the creation of literature, updating the website, distribution of customer
  satisfaction surveys, ordering promotional material, and any additional tasks that support the
  Sales Team
• Assist the sales team with the preparation of client proposals and presentations

Professional Development:
• Exposure to the marketing and sales process at a high and low level
• Hands-on training and insight into what keeps a business running
• Learn how to work independently and in team situations with all levels of management
• Experience in the B2B industry and how Sales & Marketing approach it
• Opportunity to be Key Contributor in a dynamic, fun and flexible company which rewards
  creativity

Preferred Major: Open to all majors and programs

Application Instructions: N/A
Contact Information:

Aaron Griffin
aaron.griffin@csolsinc.com
131 Continental Drive
Suite 303
Newark, DE 19713

Preferred Method of Contact: Email
Company: Pitney Bowes

Job Title: Customer Service Technician (Electro Mechanical Technician)

Position Status: Full time

Description: A $5.3 billion company with over 28,000 employees, Pitney Bowes is a leading provider of customer communication technologies. Our software, equipment and services help businesses communicate with their customers more effectively in today's multi-channel environment. Through our unique combination of smarter analytical tools and expertise in physical, digital and hybrid communications, we're helping businesses meet the many challenges of connecting with individual customers in a targeted manner. We also provide strategic outsourcing services to help organizations streamline their mail and print operations and manage critical documents.

This position will sit in our Communications Solutions (DMT) business unit. This business unit provides technologies that help businesses of all sizes better communicate. We offer a full range of meters, digital color printers, inserters and sorters that enable the creation of high-impact, color customer communications, bills, statements, marketing offers and compliance documents. Our shipping solutions serve mail centers to production shipping. We provide digital solutions so organizations can create the right relations with the right customers

We are currently seeking an Electromechanical Service Representative. The right candidate will be an integral part of our talented team, supporting our continued growth.

Responsibilities include, but are not limited to:
- Proactively schedule and perform preventative maintenance
- Trouble-shoot customer reported problems
- Proactively monitor, schedule, and prioritize tasks to maximize customer satisfaction
- Manage a queue of calls to ensure that customers are contacted within the established guidelines, and that incidents are closed in a quality manner within the established guidelines.
- Work in a high performance team environment
- Build and help strengthen strong customer relationships
- Plan and perform equipment upgrades and new installations

Required Qualifications:
A minimum of two years experience trouble-shooting and repairing complex mechanical equipment
Excellent experience working on electromechanical equipment
A minimum of two years proven experience in building and enhancing Customer relationships
Self-motivated with the ability to produce quality results
Strong communications (written and verbal) and customer relations skills
Highly developed interpersonal skills and telephone skills are required
Positive attitude and commitment to excellence
Strong team skills
Strong planning, scheduling, and prioritization skills
Depending on customer needs this position may have to work 1st, 2nd or 3rd shift.
Preferred Qualifications:
Swing arm inserter experience a plus
Proven technical knowledge with computer hardware, Windows NT, and networking
A+ Certification a plus
A valid divers license a plus

To learn more about Pitney Bowes and the many other opportunities available, please visit www.pb.com/careers

Preferred Major: Open to all majors and programs, Computer Engineering Technology, Electrical Engineering Technology, Electromechanical, Electronics Engineering Technology

Application Instructions: Apply at www.PB.com/careers

Contact Information:
Nitania Jackson
nitania.jackson@pb.com
1 Elmcroft RD Stamford Ct 06926

Preferred Method of Contact: Email
Company: EMStar Ambulance

Job Title: Emergency Medical Technician

Position Status: Full time, Part time, Per Diem

Description: Responds to requests for non-emergency transports and occasional emergency calls and applies knowledge and necessary skills to perform the duties of an Emergency Medical Technician and driver of an ambulance.

Requires a high school diploma, possess and maintain valid driver’s license, current PA or NJ EMT certification, current CPR and EVOC (Emergency Vehicle Operator Course). Familiar with protocols, procedures and rules and regulations associated with DE, PA or NJ Emergency Medical Services. Must be able to lift and carry a minimum of 125 lbs.

Preferred Major: All Health and Science Programs

Application Instructions: Please forward qualified resumes to: crystal.barrow@emstarambulance.com

Contact Information:

Crystal Barrow
267-716-1766 (Phone)
crystal.barrow@emstarambulance.com
202 Turner-Industrial Way
Aston, PA 19014

Preferred Method of Contact: Phone
Company: JOLLY SMILES

Job Title: Dental Assistant

Position Status: Full time, Part time, Paid

Description: Jolly Smiles, a friendly, full service dental practice, seeking an outstanding Dental Assistant. Flexible hours, full or part time – should be available for an occasional evening and Saturday office hours. Duties include:

• Regular updating of patient records
• Casey views and customized printing/CD burning
• Daily monitoring of appointment schedule and patient confirmations
• Entering patient notes, treatment plans, etc. in to EagleSoft
• Responsible for understanding and coordinating patient procedures, fees, co-pays, and Casey education

Qualifications include:
• High School Diploma
• 1-3 years of hands on dental assistant experience and references from previous employer

Jolly Smiles is looking for a self-starter, energetic and competent Dental Assistant. Only serious candidates should apply. To apply for this dental assistant position, please send a resume and salary requirements to: drteeth@jollysmiles.com

Preferred Major: Biological Sciences, Biotechnology, Dental Hygiene, Health Information Management, Medical Assistant, Medical Laboratory Technician, All Health and Science Programs

Application Instructions: Please provide a resume by e-mail to drteeth@jollysmiles.com

Contact Information:

JEENA JOLLY
drteeth@jollysmiles.com
102 Sleepy Hollow Drive
Middletown, DE 19709

Preferred Method of Contact: Email
Company: Angola by the Bay POA, Inc.

Job Title: Assistant General Manager

Position Status: Full time

Description: Assist the General Manager with the day to day business of the Angola by the Bay Property Owners Association in accordance with policies, procedures, rules and regulations of the Association. Complete financial responsibilities as assigned by the General Manager.

DUTIES AND RESPONSIBILITIES:
A. Enforce the Angola by the Bay (ABTB) By-Laws and Restrictive Covenants, Policies, and Procedures
B. Develop positive working relationships with ABTB homeowners, visitors, vendors, etc.
C. Assist ABTB homeowners with answers to questions and respond to comments and suggestions in a respectful manner.
D. Attend meetings with ABTB Board of Directors, Committee Members, or Outside Agencies, as needed.
E. Assist the General Manager, as needed, with the preparation and recording of property lien statements and releases.
F. In the absence of the General Manager, when delegated, review and authorize payments of all statements and invoices.
G. Assist the General Manager, as needed, in reviewing time sheets at the end of each pay period.
H. Assist the General Manager with ABTB bookkeeping, fiscal information, and payroll as needed and when directed by the General Manager.
I. Work with the General Manager, as needed, with compiling fiscal information that may be required for auditing purposes.
J. Assist with all general office duties including but not limited to maintaining accurate ABTB files, answering the phone, generating mail and/or ABTB Newsletters, copying/scanning documents, etc.

The Assistant General Manager must possess business and customer relations experience and be proficient in computer software such as Microsoft Software Office applications, Quickbooks, etc.

This job description encompasses the duties associated within the ABTB By-Laws in regard to the secretarial position.

Preferred Major: Accounting, General Business, Hospitality Management, Management, Office Administration, All Business Programs
Application Instructions: Please email cover letter and resume to: angolabythebay@verizon.net
Please put to the attention of Mark Wolfe

Contact Information:

Mark Wolfe
angolabythebay@verizon.net
Angola by the Bay POA, Inc.
33457 Woodland Circle
Lewes, DE 19958

Preferred Method of Contact: Email
Company: Friendly's

Job Title: Server/Fountain/Cook

Position Status: Full time, Part time, Paid

Description: Eight-ten summer positions available. Flexible schedules and good pay. Stop by Rehoboth Beach location to apply. 19022 Coastal Highway, Rehoboth, DE. Open interviews every Monday from 2-5.

Preferred Major: Open to all majors and programs

Application Instructions: Stop by to apply. Attend an open interview from 2-5 every Monday.

Contact Information:

Kathy Stayman
3026451779 (Phone)
19022 Coastal Highway, Rehoboth, DE 19971

Preferred Method of Contact: Phone
Company: Sodexo

Job Title: Patient Tray Worker & Relief Supervisor

Position Status: Full time

Description: Must have experience in a supervisor role in preferable Hospital Setting; Must have excellent customer service and managerial skills.

- Serves as a Relief Food Service Supervisor (4 days out of the month) leading the team and all aspects of the Patient Tray Service. For the remaining time, will assist with delivery patient trays, call operator, assembly patient trays and prepare patient formulas
- Cleans and sanitizes workstations, counters, and other equipment.
- Interacts with customers/patients when delivering trays.
- Assists patients with opening containers, cutting food, etc.
- Serves as a working lead supervisor coordinating activities of workers or service employees engaged in food operations or services at larger complex facilities of commercial, health care facility, school, campus or other establishments.
- Assists in ensuring a safe working environment throughout the facility for all employees.
- Assists in monitoring employee productivity and provides suggestions for increased service or productivity.
- Assists in the supervision of day-to-day activities of subordinates and assigns responsibility for specific work or functional activities while performing as Relief Supervisor
- Orients and trains employees.
- Performs day to day assignments in addition to lead duties.
- Works with customers to ensure satisfaction in such areas as quality, service, and problem resolution.

Preferred Major: Open to all majors and programs, Culinary Arts, Food Safety, Food Service Management, Hospitality Management, All Culinary Arts Programs, All Health and Science Programs, All General Education Programs

Application Instructions: Please drop off your Employment Application @ the following address: 1600 Rockland Avenue, Wilmington, DE 19803, Attn: Nutrition Services

Contact Information:

Karen Grandison
302-651-4740 (Phone)
karen.grandison@sodexo.com
Nutrition Services
1600 Rockland Road
Wilmington, DE 19803

Preferred Method of Contact: Phone
Company: Sodexo

Job Title: Lead Housekeeper (1st Shift)

Position Status: Full time, Paid

Description:

• Supervising housekeeping staff with completing their daily duties on the patient's floors. Serves as lead housekeeper maintaining premises in a clean and orderly manner.
• Clean offices, patients’/residents’ rooms or classroom, schools, common areas, lavatories, halls, food service areas and any other areas that may require attention.
• Cleans light fixtures, ceilings and vents, walls, mattresses, furniture, windows and window coverings, floors and carpets.
• Cleans by dusting, mopping, vacuuming, and sweeping.
• Replenishes supplies.
• Moves furniture, hangs draperies, and sets-up tables and chairs.
• Replenishes linens.

Preferred Major: Open to all majors and programs, Hospitality Management, All Public Service Programs

Application Instructions: Please submit all applications and/or resumes to Karen Grandison; 1600 Rockland Road; Wilmington, DE 19803 Attn: Nutrition Services.

Contact Information:

Karen Grandison
302-651-4740 (Phone)
karen.grandison@sodexo.com
1600 Rockland Road
Wilmington, DE 19803
ATTN - Karen Grandison: Nutrition Services

Preferred Method of Contact: Phone
Company: ILC Dover LP

Job Title: Specialty Industrial Maintenance Worker- HVAC

Position Status: Full time

Description: Maintains and repairs all HVAC equipment. The right candidate will be able to determine proper course of action, considering all options and outcomes and consult with department manager regarding significant decisions.

Duties Include but are not limited to:
Must be able to inspect units, diagnose and repair or replace equipment efficiently. Residential and commercial units on the premises.
Must be able to do installs, change outs, and new construction including duct work (system design experience is preferred).
Must be able to take initiative in daily tasks as well as receive written work orders or verbal instructions from supervisor.
Must be knowledgeable of industry standards/equipment and able to comply with related laws and codes.
Maintenance and repair logs must be maintained and recorded via Microsoft Excel. Safety measures must be followed at all times.
Must participate in other facility maintenance tasks as needed; this includes helping team members with facility repairs, moving furniture, snow removal and any other tasks as assigned.
Must be able to work efficiently, in a timely manner, and must be able to mentor other employees as well as support other maintenance leads (lead and follow).

Competencies: • Contributing to Team Success• Adaptability• Applied Learning• Quality Orientation• Safety Awareness• Work Standards• Stress Tolerance

Requirements:
Must be a U.S. Citizen or permanent resident of the U.S.
Must have high school diploma/ GED or equivalent certification from a vocational school and HVAC license(s).
Must have Master HVACR or Master HVACR Restricted Air Conditioning license. (CFC card required).
Must have at least 3 years of experience within the HVAC industry doing similar tasks; facilities maintenance is preferred.
Must be able to work weekends as needed and may need to report for emergency work (bad weather, system not working, etc.).
E-Verify Used
Background check & drug screening required
Pre-employment physical required

EEO Employer

**Application Instructions:** Interested candidates may visit our website to apply: [www.ilcdover.com](http://www.ilcdover.com) Click on "careers" in the upper right corner. OR Please come in to fill out an application: One Moonwalker Rd.; Frederica, DE 19946.

**Contact Information:**

Linda Showell
[showel@ilcdover.com](mailto:showel@ilcdover.com)
ILC Dover LP
One Moonwalker Rd.
Frederica, DE 19946

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

Job Title: Managing Technical Director (Full-Time):

Position Status: Full time

Description: Opening for a dependable individual with knowledge of Overture switcher, FX DEKO broadcast studio equipment preferred but not mandatory. Studio experience mandatory. Responsibilities include managing all personnel prior and during newscasts and station production, overseeing studio management.

WMDT- 47 and CW3: AN EQUAL OPPORTUNITY EMPLOYER

Preferred Major: Communications

Application Instructions: Send resume to:

WMDT-TV 47
Attn: Sarah Truitt
P.O.Box 4009
Salisbury, MD 21803-4009

Or e-mail to: sarah_truitt@wmdt.com

Contact Information:

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

Preferred Method of Contact: Email
Company: Trellis Services, Inc.

Job Title: Part Time In Home Instructors

Position Status: Part time, Paid

Description: Autism Waiver Services

Funded by the Maryland State Autism Waiver, this home- and community-based instructional program provides services for children using best practices and a team approach. Services include: Family Training, Intensive Individual Support Services (IISS), and Respite Services, all of which are designed to capture and contrive the child’s motivation.

Our instructors provide one-to-one in-home support for activities of daily living, community support and recreational/leisure skills for children ages 3-21 with autism.

We currently have the following openings:

JBCE  13yo boy needs an instructor Tu 3:30-6; Sun 10-1:30 in Port Deposit.

EMCE  20yo young man needs an instructor Mon, Tues, and Thurs 3:00-6:00pm in Chesapeake City.

Instructor applicants must:
   Must be 18 years of age or older
   Have at least 2 years of experience in the field of autism
   Pass state and federal criminal background checks
   Possess a high school diploma or GED
   Consent to a driving record check
   Have proof of current auto insurance

Preferred Major: Early Childhood Studies, Human Services

Application Instructions: Please submit your resume via our website: www.trellisservices.com

Contact Information:

Robin Pettiford
(410) 929-4055 (Phone)
rpettiford@trellisservices.com
102 Lakefront Drive, Hunt Valley, MD 21030

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

Job Title: Operations Director, Newark, DE

Position Status: Full time

Description: The Operations Director is responsible for the day-to-day management and supervision of the Food Bank’s warehouse operations including food procurement and distribution, warehouse staff, fleet, equipment and warehouse/building facilities. The position is responsible for accurate and efficient handling and distribution of product and overseeing the physical plants in Newark and Milford and the fleet of Food Bank vehicles and equipment. The Operations Director is a member of the management team at the Food Bank of Delaware and reports to the President/CEO.

Summary of Responsibilities:
• Responsible for the cost effective, efficient, and timely receiving, warehousing and distribution of food.
• Ensures regulatory compliance in accordance with Feeding America, local, state, and federal (including but not limited to OSHA, DOT, and USDA) standards.
• Develops and operates an effective inventory control program.
• Work with the development department to ensure that all donor obligations and requirements are met.
• Responsible for building relationships with businesses and individuals which will benefit the Food Bank’s goals.
• Responsible for acquiring and maintaining necessary vehicles to ensure the success of programs and ensuring maintenance of vehicle and driver records for reporting purposes.
• Responsible for monitoring and maintaining the physical plants to ensure they are safe for employees, visitors and volunteers and reflect a positive image of the Food Bank to the public.
• Motivate the warehouse staff to be an effective part of the Operations team to work toward achieving goals.
• Contribute to the development and management of the annual operating budget.
• Provide reports to the Finance Director, CEO and/or Board of Directors, as required.

Principal Qualifications:
• Bachelor’s Degree in Operations, Business, Warehousing, Inventory Management or equivalent training.
• Three years of management experience in warehousing or food industry, excellent people management skills to supervise, motivate staff and volunteers
• Demonstrated ability to work with diverse groups of people.
• Demonstrated ability in both written and verbal communications and listening skills.
• Demonstrated ability to multi-task
• Ability to communicate with outside vendors, negotiate contracts and hold outside vendors accountable to achieve agreed-upon terms (e.g. quality of work, meet deadlines, etc.)
• A valid driver’s license for the past three years
• Clean drug screening
• Certification to operate appropriate warehouse equipment or ability to obtain within 6 months of employment.
• ServSafe Certification or ability to obtain within 6 months of employment
• Satisfactory background screening
• Able to work evenings and some weekends as needed.
• Extremely organized and familiar with routine professional functions.
• Demonstrated ability to establish as working relationship with employees, Hunger Relief Partners and the public.
• Computer literacy and familiarity with Microsoft Office
• 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
• 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. occasionally
• Must be able to pull in excess of 1000 lbs. on pallet jack
• Frequent exposure to moving mechanical parts
• Must be comfortable in a loud work environment
• Legally able to drive a cargo van and box truck

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

Contact Information:

Iskeisha Stuckey
302-444-8127 (Phone)
jobs@fbd.org
14 Garfield Way
Newark, DE 19713

Preferred Method of Contact: Phone
Company: Delphi Media

Job Title: Writer/Journalist

Position Status: Full time, Part time, Paid

Description: Local interest story and or column writer for new local paper.

Preferred Major: Advertising Design, Communications, Computer Information Systems, Marketing, Multimedia

Application Instructions: Please feel free to call let us determined if you are the right fit.

Contact Information:

Tom or Mike
302-423-4746 (Phone)
302-735-7619 (Fax)
writer@delphimediaholdings.com
720 S. Governors Ave.
Dover De. 19904

Preferred Method of Contact: Phone
Company: Delphi media holdings

Job Title: Ad Sales

Position Status: Full time, Part time, Paid

Description: Outside Advertising Sales


Application Instructions: Start with us and go places start up local Paper.

Contact Information:

Tom or Mike
302-423-4746 (Phone)
Sales@delphimediaholdings.com
720 S. Governors Ave.
Dover DE. 19904

Preferred Method of Contact: Phone
Company: Taghleef Industries

Job Title: Lab technician

Position Status: Full time, Summer

Description: The Lab Technician provides a variety of product testing and lab equipment operations that enable Taghleef Industries to cost effectively develop new and improved products, evaluate new raw materials, and develop and evaluate new process technology platforms. The Lab Technician ensures that the facilities are ready and able to complete the development trials. This includes safety and good housekeeping operations, daily quality results, reliable equipment, effective material logistics, and partnering with Research Scientists and fellow Technical Associates.

Preferred Major: Chemistry, All Health and Science Programs

Application Instructions: email contact with interest

Contact Information:

Richard Mitchell
302-326-5701 (Phone)
richard.mitchell@ti-films.com
614 Interchange Blvd
Newark, DE 19711

Preferred Method of Contact: Phone
Company: Scope Services

Job Title: Meter Installer

Position Status: Full time

Description: MUST HAVE CLEAN DRIVING RECORD, 21+ YEARS OF AGE, CLEAN CRIMINAL HISTORY & BE ABLE TO PASS DRUG SCREEN

MUST BRING CURRENT MVR (Motor Vehicle Report) TO THE INTERVIEW TO BE CONSIDERED

Pay: $10-$13/hour

The function of the Meter Installer is to install, disconnect, remove and reconnect electric power meters used to record current consumption of residential, commercial, and industrial customers. This function is to be performed efficiently, while creating a good relationship with customers.

Responsibilities:
1. Performs daily start-up procedures for uploading, verifying assignments and performs daily maintenance on vehicle as prescribed (see daily maintenance check list.)
2. Accurately reads various types of meters both residential and commercial.
3. Perform meter exchanges/installs and capture accurate information, using Windows based handheld device.
4. Use volt meter to test voltage, amperage and continuity as needed.
5. Uses good customer relation skills and communication techniques while performing the job as a Utility Outsource Services Meter Installer.
6. Performs a security check on each meter to ensure there is no loss of revenue to Client Company and each meter is functioning properly. Also perform safety site survey of each premise.
7. Capable of working independently with good judgment.
8. Supports “self-reporting system” daily. This means all incidents, no matter the degree of severity, must be reported in writing.
9. Able to navigate using GPS or paper maps as needed.
10. Be constantly mindful of ways to improve and maintain customer relations.
11. Performs other duties as specifically requested by supervisor or management.
12. If required assist other offices.
14. Performs all orders with proper materials and adheres to all personal protective equipment requirements.

III. Qualifications:
• Drug Free
• Good driving record/valid drivers license
• No felonies for the past 5 years
• No drug/violent crime/theft misdemeanors in the past 3 years
• Good health and physical condition

Preferred Major: Open to all majors and programs

Application Instructions: Please email resume to mmartin@scope-services.com

Contact Information:

Mary Martin
mmartin@scope-services.com
Elkton, Maryland

Preferred Method of Contact: Email
Company: Brandywine Court Condominiums

Job Title: Part Time Pool Monitor

Position Status: Part time, Seasonal

Description: Brandywine Court Condominiums is seeking Part Time Pool Monitors for its 2013 summer pool season.

Responsibilities include:
- Checking pool passes upon entrance
- Collecting guest fee payments
- Enforcing pool rules
- Skimming pool surface

*Great for students and/or retirees*

To apply, Please call Megan at
(302) 734-3211 or email mfillette@legumnorman.com

Preferred Major: Open to all majors and programs

Application Instructions: Please email me with contact information, job history and references.

Contact Information:
Megan Fillette
Dover, DE 19904

Preferred Method of Contact: Email
Company: Dixon Valve

Job Title: Hardware Support

Position Status: Full time

Description: Dixon Valve is seeking a Hardware Support person for their location in Chestertown, MD. This person will join an expanding Information Systems team, and will focus on the following:

- Help support a LAN/WAN system using TCP/IP
- Knowledge of TCP/IP networking.
- Knowledge of Windows PC and server configuration and integration.
- Knowledge of Active Directory.
- Knowledge of and experience with Microsoft OS and MS Office.
- Knowledge of Remote Access, SMS, and Anti-virus.


Application Instructions: Can also view our posting online and submit your resume, www.dixonvalve.com (Career Opportunities).

Contact Information:

Lisa
lclarke@dixonvalve.com
800 High Street
Chestertown, MD

Preferred Method of Contact: Email
Company: Dixon Valve

Job Title: VB.Net Programmer

Position Status: Full time

Description:
Support proprietary business systems in a team environment.
Design new and support existing Window Mobile applications for proprietary warehouse management system.
Develop applications using .Net and SQL Server.
Develop SQL queries and stored procedures.
Develop ad hoc and/or standard reports as required.
Use troubleshooting skills to isolate, diagnose, and resolve data integrity problems.
Implement reports using SQL Reporting Services.
Support existing VB6 / SQL applications.

Requirements:
VB.Net experience
Windows Mobile Development experience
SQL Server versions 7, 2005, 2008

Preferred Major: Computer Information Systems, Computing & Information Science, All Computer Technology Programs

Application Instructions: Can view the complete posting online and submit your resume: www.dixonvalve.com , "Career Opportunities".

Contact Information:
Lisa
704-405-3531 (Phone)
lclarke@dixonvalve.com
800 High Street
Chestertown, MD 21620

Preferred Method of Contact: Phone
Company: Superior Electric Service Co.

Job Title: CAD tech

Position Status: Full time, Paid, Blue Cross health insurance available after 90 days

Description: Immediate permanent position for a CAD technician at a Commercial/Industrial Electrical Contractor firm in Wilmington, DE. Please email resume to cindy@superiorelectric.biz.

Preferred Major: Construction Management

Application Instructions: Please forward resume to cindy@superiorelectric.biz or fax to 302-658-5983 and Superior Electric will notify you if interested in setting up an interview.

Contact Information:

Cindy Reeves
cindy@superiorelectric.biz
36 Germay Drive
Wilmington, DE 19804

Preferred Method of Contact: Email
Company: Lewes Dairy

Job Title: General Laborer

Position Status: Full time, Part time, Paid

Description: Lewes Dairy is seeking a physically capable, motivated individual for warehouse work at 660 Pilottown RD Lewes DE. Great job if you need money while attending classes. Most hours are afternoon and on Sunday. Please call the dairy with questions 302-645-6281.

Preferred Major: Open to all majors and programs

Application Instructions: Please apply in person at the dairy 660 Pilottown RD Lewes DE 19958

Contact Information:

Jess Meany
info@lewesdairy.com
660 Pilottown RD
Lewes, DE 19958

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: CADapult Ltd.

Job Title: BIM/CAD Technician for Project Production Modeling and Construction Coordination Services

Position Status: Full time, Contract

Description: CADapult Ltd. has a long history of providing digital design solutions to the AEC community throughout the greater Delaware Valley. We partner with our clients in the fields of architecture, civil engineering, construction and facility management to help them leverage technology to improve productivity throughout the design project life cycle. We are expanding our consulting and project services in the area of BIM Modeling, Construction Coordination and Content Creation to help support our clients who are beginning to work on BIM-based projects. We are looking for candidates who have hands on industry experience who can provide production and consulting services using Revit, Navisworks, AutoCAD and other related software.

Principal Duties and Responsibilities:
• Work will be performed at CADapult’s office, job site, or client’s office
• BIM Modeling Services
• Shop Drawing Creation for Various Trades (mostly HVAC, electrical, fire protection)
• Construction Coordination Services
• CAD Production
• Create Revit MEP (and possibly other applications) content for client projects and manufacturers under the direction of BIM Manager
• Support clients by assisting with the development of standards and implementation plans
• Work with a variety of engineers, contractors and subcontractors to provide project coordination

Qualifications/Skills:
• MEP designer and or designer familiar with the demands of MEP design
• Experience with duct systems, electrical, plumbing, and piping layouts and designs
• Software skills including Revit, AutoCAD, Navisworks, QTO, and Microsoft Office (at least 2 years Revit experience on projects required)
• Knowledge of typical project workflows and collaboration with other team consultants
• Must exhibit good inter-personal skills and diplomacy
• Ability to meet project deadlines
• Professional presence, dress and demeanor
• Local travel required
• College degree preferred
• This position can lead to other positions within CADapult
Benefits we provide:
- Access to the latest releases of all Autodesk Technology
- Extensive Training and Access to current learning materials
- Other employee benefits such as a Healthcare Plan for fulltime employees
- Paid Time Off for vacation/medical/personal days
- Competitive Salary
- Be part of a team that is growing

Keywords: AutoCAD, BIM, Revit, MEP, Applications Engineer, Applications Specialist, HVAC, Electrical, Plumbing, Piping, Designer, Engineering, Fire Protection, Construction

Preferred Major: Open to all majors and programs

Application Instructions: Please send resume and salary history to Adam.Berger@cadapult.net

Contact Information:

Adam Berger  
Adam.Berger@cadapult.net  
3 Mill Park Court, Suite A  
Newark, DE 19713

Preferred Method of Contact: Email
Company: Access Dental, LLC

Job Title: Dental Hygienist

Position Status: Full time, Part time, Paid

Description: This position is for a Hygienist able to work 30 to 35 hours per week Dental hygienist (also called oral hygienist) is a licensed dental professional who specializes in preventive oral health. Common procedures performed by hygienists include cleanings known as prophylaxis, scaling and root planing for patients with periodontal disease, taking of prescribed radiographs, dental sealants, administration of fluoride, and providing instructions for proper oral hygiene and care. A full review of the patient's medical history, necessary x-rays to be taken, a clinical exam, and a periodontal assessment by probing and exploring areas of the patients mouth. During this stage a thorough documentation must be implemented.

Preferred Major: Dental Hygiene

Application Instructions: submit application in office or by resume via email w/gpa

Contact Information:

Russell Rose
accessdental2@verizon.net
446 A South New Street
Dover Delaware 19904

Preferred Method of Contact: Phone
Company: Sunshine Preschool

Job Title: Assistant Teacher

Position Status: Part time, Paid

Description: Assist lead teacher in all daily activities, help with after class cleanup/setup/breakdown, monitor and promote the safety of our students

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

Application Instructions: Send name & preferred contact info. I will contact you and send you the application. (email preferred for sending application)

Contact Information:

Mary Ockels
meockels@hotmail.com
103 Mulberry St
Milton, DE 19968

Preferred Method of Contact: Email
Company: Cummins Inc

Job Title: Mechanical Engineering Technician

Position Status: Full time

Description: Conducts performance and reliability testing on engines, components, systems, and controls.

Key Responsibilities
Conducts performance and reliability testing on multiple and single cylinder engines, components, systems, and controls; performs diagnosis of engines, components, systems, controls, and test cell problems and initiates appropriate resolutions.
Configures and operates data acquisition systems; analyzes and reviews data for appropriateness; writes computer programs to assist in analysis and data interpretation; configures engine test programs; interprets results; makes necessary adjustments; documents, defines data collected, and maintains electronic files.
Performs rig, engine and component builds, tear down, and inspections.
Grades and measures components.
Creates sketches for machining and fabricates necessary piping, tubing, and brackets from prints and drawings.
Installs engines and instrumentation of engines and components in test cells, test rigs.
Uses common tools such as Calterm, Asset, Cyflex, etc.
Designs, documents, and executes test plans; provides input during the creation of test plans; prepares test reports to include findings, conclusions and recommendations.
Understands and applies appropriate company and department rules and guidelines to work.
Works with and trains apprentices and technicians.
Interfaces with customers, suppliers, engineers, and other functions.
Coordinates programs including planning, scheduling, ordering, and tracking.
Participates in the maintenance of quality procedures.
Leads and participate in improvement projects.
Develops and gives presentations to customers and suppliers.
Knows and complies with all safety policies and procedures.
Demonstrate confidentiality as required.
Participate in self- and team-audits and associated corrective action.
Perform other miscellaneous duties, as required, to get the job done.

Qualifications and Competencies
Education, Licenses, Certifications
High school diploma, GED or equivalent required with Department of Labor Certification OR Associates degree from an accredited program in a related field and at least two years of relevant experience OR Bachelors degree in a related field. Must pass all related testing.

**Preferred Major:** Mechanical Engineering Technology

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

**Contact Information:**

Beth Habenicht  
beth.habenicht@cummins.com

**Preferred Method of Contact:** Email
Company: Wu & Associates, Inc.

Job Title: Traveling Construction Supervisor

Position Status: Full time

Description: Award winning construction firm with national reach is seeking qualified candidates for the positions of Field Superintendent and Quality Control Manager to oversee construction at project sites throughout the Northeastern United States.

Prior experience in on-site supervision of public sector projects >$1 million required-- i.e. schools, government buildings, federal facilities. Projects vary in size from $1 million and up and may involve new construction, renovations, historic restoration, and LEED green building certification.

Long term travel is required for the position. Candidates must be available to stay at out-of-state job sites for the duration of the project. Housing and shared transportation are provided at the job site, along with a stipend for periodic travel.

Duties include, but are not limited to, the following:
- Daily field supervision of construction projects ranging $1 million - $5 million
- Enforcement of EM385 federal safety standards and US Army Corps of Engineers quality control standards
- Oversee workers and subcontractors to execute projects to plans and specifications
- Enforce discipline with confident and assertive attitude
- Write daily reports and control all job site activities
- Communicate progress with Project Manager daily
- Coordination of site activities with owners and occupants of site

Requirements
- Bachelors degree in Architecture, Engineering, or Construction Management
- Minimum 5 years of experience supervising construction projects in the field on a daily basis
- Ability to be stationed at out-of-state project sites
- Positive, self-confident, assertive attitude required
- Satisfactory background check and drug testing

Preferred
- OSHA safety training
- US Army Corps of Engineers Quality Control Management certification
- EM385 Site Safety and Health Officer certification
Preferred Major: Architectural Engineering Technology, Civil Engineering Technology, Construction Management, Mechanical Engineering Technology

Application Instructions: Please send cover letter and resume to jobs@wuassociates.com.

Contact Information:

Katherine Ng
jobs@wuassociates.com
597 Deer Road
Cherry Hill, NJ 08034

Preferred Method of Contact: Email
Company: SweetFrog Premium Frozen Yogurt

Job Title: Manager

Position Status: Full time

Description: We are seeking to hire a full-time Manager who will be responsible for ensuring operational efficiency and profitability, while maintaining Sweet Frog Premium Yogurt’s reputation and ethos. The Manager will be responsible for the financial and business performance of the store, as well as maintaining high standards of food, service, and health and safety. The Manager will be handle day-to-day decision-making and will work with the owners on marketing and business development.

Business activities:
• Taking responsibility for the business performance of the restaurant.
• Analyzing and planning store sales levels and profitability.
• Organizing marketing activities, such as promotional events and discounts.
• Preparing reports at the end of the shift/week, including staff control, food control and sales.
• Creating and executing plans for sales, profit and staff development.
• Setting budgets with the store owners.

Front-of-house:
• Coordinating the entire operation of the restaurant during scheduled shifts, from opening to closing the store.
• Managing staff and providing them with feedback.
• Responding to customer complaints.
• Ensuring that all employees adhere to the company's uniform and conduct standards.
• Meeting, greeting, and advising customers on choices.
• Recruiting, training, and motivating staff.
• Organizing and supervising staff shifts.

Housekeeping:
• Maintaining high standards of quality control, hygiene, and health and safety.
• Checking all yogurt machines for leaks, operational issues, etc.
• Checking stock levels, ordering supplies and purchasing groceries.
• Preparing and closing-out register drawers, run daily financial reports, and make daily bank deposits.
• Helping in any area of the store when circumstances dictate.
Preferred Major: Open to all majors and programs

Application Instructions: Send resume and cover letter to sweetfrogofoc@gmail.com

Contact Information:

Chris Gentry
sweetfrogofoc@gmail.com
Sweet Frog Premium Frozen Yogurt
Coastal Highway & 67th Street
Ocean City, MD
(Opening June 2013)

Preferred Method of Contact: Email
Company: The Globe

Job Title: Line Cook

Position Status: Full time, Paid

Description: Seeking bright, motivated line cooks to help take a successful, year round restaurant to the next level in downtown Berlin. Must be interested in providing quality food and excellent service in a clean and friendly atmosphere. Rewards on a daily basis including the best food around, returning local clientele, some of the best entertainment on the East Coast, and being surrounded by great people.

Preferred Major: Open to all majors and programs

Application Instructions: Please email resume, cover letter, reference names and contact phone numbers to globefrontdesk@gmail.com OR fill out an application in person at 12 Broad Street in Berlin Tuesday - Saturday 11 AM - 9 PM!

Contact Information:

Claire Almand
4106410784 (Phone)
globefrontdesk@gmail.com
12 Broad Street
Berlin, MD 21842

Preferred Method of Contact: Phone
Company: MOT Charter School

Job Title: Technology Coordinator

Position Status: Full time

Description: MOT Charter School is seeking energetic candidates for the following opening:

Technology Coordinator – Two years experience in server administration in a Windows environment required. Experience in mixed Apple/Microsoft platform preferred. E-mail resume and references to HumanResources@mot.k12.de.us or submit electronically at www.motcharters.com.


Application Instructions: E-mail resume and references to HumanResources@mot.k12.de.us or submit electronically at www.motcharters.com.

Contact Information:

Meryl Hewett
HumanResources@mot.k12.de.us
MOT Charter School
1156 Levels Road
Middletown, DE 19709

Preferred Method of Contact: Email
Company: Practical Computing, LLC

Job Title: Web, SQL & Application Developer

Position Status: Part time, PT may lead to full time

Description: Small but growing IT group is looking for a visionary to work with them in bringing to life our web and application development offerings.

We need somebody in or close to New Castle County, DE. You must have good people skills and work well alone or part of a team.

ASP.Net

MS-SQL

Windows Server, networking and desktop support skills are a plus.


Application Instructions: Please email resume and educational projects that demonstrate skills.

Contact Information:

Jim Grisham
ineedajob@practicalcomputing.com
2006 Inglewood Rd. Suite C
Wilmington, DE 19803

Preferred Method of Contact: Email
Company: A. Copeland Foundation, Inc.

Job Title: Executive Director

Position Status: Unpaid

Description: A. Copeland Foundation, Inc. is a nonprofit agency that is designed to motivate high school students to enter college.

*Social Media Networking & Marketing Interns

Must be proficient in one or more of the following: FaceBook, Twitter, LinkedIn, YouTube and Blogging. This internship is mostly virtual, working primarily from your home and computer, but also able to meet in person occasionally. Primarily we use a virtual system to update you on the week's marketing priorities and you will have a systematized approach to the items that will be implemented weekly, and on which days. Hours may range from 5 per week upward, depending on your skill level in these social media areas and your need for course requirements.

*General Marketing/PR Interns

Must be proficient with online blogging, letter writing skills, willing and able to address, stuff and stamp direct mail pieces. Local marketing and PR through brick and mortar locations in addition to submitting press releases is a must! This internship is mostly virtual, working primarily from your home and computer, but also able to meet in person occasionally. Primarily we use a virtual system to update you on the week's marketing priorities and you will have a systematized approach to the items that will be implemented weekly, and on which days. Hours may range from 5 per week upward, depending on your skill level and ability to implement quickly in these areas.

Preferred Major: Advertising Design, General Business, Marketing, Office Administration

Application Instructions: We respect our interns and team immensely! We ask for dedicated, loyal and ethical people to apply and know that in exchange for your work with A. Copeland Foundation, Inc. and Aisha Copeland, we will help you to land the job of your dreams!

Contact Information:

Aisha Copeland
internship@copelandfoundation.org
712 W. 39th Street
Wilmington, DE 19802

Preferred Method of Contact: Email
Company: New Castle Associates In Podiatry

Job Title: Clinical Assistant

Position Status: Full time

Description: Immediate opening for full time podiatric clinical assistant. The chosen candidate will be responsible for the following tasks: take vital signs on each patient, perform sterilization techniques, prepare and maintain treatment & examining rooms. Prepare patients for & assist with routine specialty exams, procedures, treatments & minor surgeries. Will be trained to use our EHR & scheduling system.

Preferred Major: Medical Assistant, Medical Coding Studies, Medical Laboratory Technician, All Education Programs, All Health and Science Programs, All General Education Programs

Application Instructions: Please fax or email resume by 06/01/2013

Contact Information:

Louise or Kathy
louise@ncap2010.comcastbiz.net
620 Stanton Christiana Rd.
Suite 303
Newark, DE 19713

Preferred Method of Contact: Email
Company: QPS, LLC

Job Title: Accounting support/Accounts Receivable

Position Status: Full time

Description: QPS, LLC is an innovative and dynamic Contract Research Organization (CRO) that strives to employ talented, caring, and committed employees who work together collaboratively towards achieving our mission of improving human health and the quality of life. QPS, LLC has been assisting pharmaceutical, biotechnology, and medical device companies with their drug development efforts by providing a full range of GLP-compliant bioanalysis, ADME, WBA, protein/genomic biomarker services. QPS welcomes scientists who want to be part of a growing organization. We are located in the Delaware Technology Park in Newark, DE.

Summary: Performing analytical work requiring knowledge of accounting/finance principles and analytical practices, the incumbent will work closely with Finance Department.

Essential Functions:
- Calculate and prepare first invoice in NetSuite, adding invoice information to Contracts Ongoing.
- Calculate and prepare 2nd and final invoices.
- Copy/scan and mail or e-mail invoices to clients.
- Update Contracts ongoing and maintain the invoice database.
- Print and mail (PDF and e-mail to certain clients) monthly statements to clients.
- Assist clients with invoice inquiries, and resolve disputes effectively.
- Prepare monthly Aging Report.
- Perform collections related activities for aged invoices.
- Carry-out special projects for CFO and/or CEO when necessary.
- Filing/pulling files up to 25% of time
- Federal Express Administrator

Competencies
- Analytical thinking
- Attention to detail
- Tenacity
- Concern for Standards

Knowledge / Skills / Abilities:
- Basic knowledge of GAAP
- Demonstrated ability to quickly learn and use new software applications.
- Knowledge or experience in accounts receivable and collections.
Ability to exercise good judgment when dealing with clients, employees and the public.

- Customer-service orientation
- High School Diploma with 1 – 2 years of experience or AA degree in Accounting and some work experience

QPS, LLC is an Equal Employment Opportunity employer. In accordance with federal, state, and local laws, we recruit, hire, promote, and evaluate all personnel without regard to race, color, religion, sex, age, national origin, citizenship status, physical disability, sexual orientation, past, present, or future status in the uniformed services of the United States. Job applicants and present employees are evaluated solely on ability, experience, and the requirements of the job.

Preferred Major: Accounting

Application Instructions: Please apply via email and reference FC201304-02.

Contact Information:
Carol Ryan
careers@qps.com
Delaware Technology Park
3 Innovation Way
Newark DE, 19711

Preferred Method of Contact: Email
Company: Cigna

Job Title: IT Internship

Position Status: Part time

Description: People want to be treated like individuals. At Cigna, we get that. That's why we embrace and encourage peoples' uniqueness, helping to give them the strength and confidence to show the world who they really are. The coverage, expertise and services we provide are at the very core of how we help people achieve their full potential - and ultimately, improve their health, well-being and sense of security. But before we can accomplish any of that, we have to have the right people in place. People like you.

Skills, experience, talent and creativity like yours enables us to develop the meaningful, innovative solutions our customers value and expect. That's why we're committed to recruiting, motivating and nurturing the best and the brightest, whether you have industry experience or not. We're growing a workforce as unique and diverse as the millions of customers we proudly serve around the world - one individual at a time.

Provide support to IT Infrastructure Support staff and management, assisting in the administration and maintenance of network, application and desktop infrastructure. Additionally, provide assistance in the coordination and preparation of the PC equipment room.

Critical Tasks and Expected Contributions/Results:
Assist with infrastructure service requests and problem tickets
Become able to research problems and identify root cause and provide data support
Assist with office moves, vendor and auditor visits
Assist with the providing access to new employees
Coordinate network and application access between Claymont, DE and International locations

Developmental Value of Position:
Exposure to international insurance, and the market and client companies across the globe that CIEB serves. Opportunity to develop knowledge in the emerging global marketplace.
Opportunity to be part of a successful, growing, entrepreneurial international business. Chance to work with many different applications and complex data network.
Opportunity to work independently
Exposure to large corporate IT network

Experience/Knowledge Requirements:
Proficiency with Microsoft office software, especially Microsoft Excel and Microsoft Access.
Experience and ability in the comparison and analysis of spreadsheets.
Basic knowledge of PCs, Windows XP, and data networking
Excellent interpersonal and communication skills (both written and verbal). Ability to express ideas clearly and concisely.
Ability to manage multiple priorities independently and simultaneously.

Personal Competencies Required:
Articulate, with superior verbal and written communication abilities
Ability to work within tight deadlines
Results oriented, focused, and able to see tasks through to completion.
Enthusiastic and willing to learn.
Energetic, flexible, and responsive to Field demands, even with limited time to answer or competing priorities.
Self-sufficient -- able to operate independently with minimal administrative support; a well motivated self-starter
Aptitude for learning/mastering PC applications. Ability to critique/troubleshoot own work and outcomes.
Punctual, industrious, and professional demeanor.

Education and Other Requirements:
Enrolled and actively pursuing a four year Bachelor degree in Information Systems, or other similar or related fields of study.
Minimum overall grade point average of no less than 2.85 over the most recent two years, and grade point average in major of no less than 3.0.
CIGNA offers a competitive compensation and comprehensive benefits package including health and wellness benefits, 401k plan, and work/life balance programs, as well as opportunities for career growth and development.


Application Instructions: Please visit: www.cigna.com/careers and apply to job ID #87906.
Complete all questions on the candidate profile if you wish to be considered for this opportunity.

Contact Information:
Kimberly Wagner
kimberly.wagner2@cigna.com
300 Bellevue Parkway
Wilmington, DE 19089

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

Job Title: Marketing & Sales Manager

Position Status: Full time

Description: This individual reports to the President/CEO and Office Manager. The Marketing & Sales Manager is responsible for developing marketing materials, maintaining the company website and attending local events. These duties include but are not limited to: program marketing, event planning, business-to-business relations and scheduling.

Essential Primary Functions:
• Develop marketing materials to explain available audit materials to businesses and homeowners
• Develop marketing materials for website and other means for disseminating information about AEC, the energy audit program and its benefits
• Identify and contact potential customers
• Meet with potential customers to explain the available programs
• Develop relationships with businesses and homeowners
• Work with auditing staff and other personnel to schedule audits and other energy modifications
• Facilitate, coordinate and attend networking events, trade shows, local events, etc.
• Manage online marketing accounts and company social media
• Coordinate bulk mailing efforts
• Other duties as assigned

Required Qualifications:
• Bachelor’s or associate’s degree in marketing, economics, public administration or a related field
• Experience with customer service and sales
• Demonstrated written and oral communication skills
• Demonstrated web design, e-marketing and equivalent skills
• Demonstrated ability to work independently and as part of a team
• Ability to make cold calls and canvass local businesses and residences
• Familiarity with Microsoft Office software (Word, Access, Excel, PowerPoint) as well as design software
• Ability and willingness to work cooperatively with others
• High degree of discretion when dealing with confidential information
• Ability and willingness to work some early mornings, evenings and weekends
• Ability to travel for short business trips
Preferred Major: Advertising Design, Entrepreneurship, Management, Marketing, All Business Programs

Application Instructions: Please send your resume to asma.manejwala@aec.us.

Contact Information:
Asma Manejwala
asma.manejwala@aec.us
112 E. Main Street
Elkton, MD 21921

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

Job Title: Site Evaluator/Monitor (Intern)

Position Status: Unpaid, Intern

Description: The monitor works closely with the School Nutrition Coordinator (Newark) to ensure the Food Bank of Delaware’s Summer Meals Program operates effectively and efficiently. The overall goal of this program is to alleviate childhood hunger and follow all guidelines set forth by The United States Department of Agriculture’s (USDA) and Delaware Department of Education. The programs are funded through the and Summer Food Service Program (SFSP). These programs are administered in Delaware by the Department of Education. The monitor’s primary activities should focus on establishing/maintaining relationships with sites that serve the meals to children in need. Additionally, the monitor will work within the Food Bank of Delaware Children Programs Department to ensure that the department meets or exceeds the contractual requirements for membership with Feeding America and the USDA/Department of Education’s requirements.

SUMMARY OF RESPONSIBILITIES:
1. The monitor is responsible for monitoring established child meal sites to ensure SFSP program requirements are followed. The monitor must be able to effectively communicate/train site supervisors on proper procedures and maintain effective communication with supervisor and Food Bank staff involved in the program.
2. The monitor will also work within other Food Bank programs to retain and recruit additional Summer meal sites and promote Food Bank programs in general and ensure that the Food Bank of Delaware meets or exceeds the requirements of Feeding America.
3. The monitor will be responsible to monitor SFSP sites one pre site visit before they start receiving food, and will be required to monitor all sites in the first two weeks of service and at least one additional time before the site closure.

PRINCIPAL QUALIFICATIONS:
1. Demonstrated abilities in written and verbal communication, listening and research skills.
2. Ability to facilitate creative problem solving and conflict resolution.
3. Experience with Microsoft Word, Excel and the Internet required.
4. Proven ability to contribute to overall mission of organization through teamwork and team leadership as appropriate.
5. Manage multiple tasks and prioritize projects.
6. Willingness to maintain a flexible schedule with some weekend and evening hours as necessary.
7. Must have valid drivers license and working vehicle.
8. General understanding of social service and/or political system and anti-hunger efforts. Demonstrated ability to work with diverse groups of people.
9. 4-year degree (or currently working toward)
10. Extremely organized and familiar with routine professional functions.
11. Ability to lift at least 50 pounds.
12. Comfortable working in a warehouse environment
13. Demonstrated ability to establish as working relationship with employees, member agencies and the public.
14. 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
15. 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.

Preferred Major: Open to all majors and programs

Application Instructions: Please send the following to the email address of Alina Wade (awade@fbd.org), the School Nutrition Coordinator:

1. Resume
2. Job Application
3. Cover Letter (optional)

Contact Information:

Alina Wade
Awade@fbd.org
14 Garfield Way
Newark, DE 19713

Preferred Method of Contact: Email
Company: Family Promise of Northern New Castle County

Job Title: Comprehensive Case Manager

Position Status: Full time

Description: Family Promise of Northern New Castle County helps homeless families with children move toward lasting independence by providing a safe place to eat and sleep, intensive case management, life skills training, support, and encouragement. We do this through a network of congregations that host the families directly in their houses of worship, staffed by caring volunteers who have put their faith into action. We have successfully placed over 80% of our families into their own housing in less than 70 days since we began services in 2010. We are a housing-first model with wrap-around services continuing for the families for at least 6mo-1year after they graduate from our network and move into their own housing. We are growing and adding a Case Manager to our team to provide quality services and to increase how many families we can serve.

Case Manager Job Objective

This organized, compassionate, and motivated person is responsible for case management with families in the Family Promise hospitality shelter network and the Graduate Pathway Programs, maintaining a caseload of at least 35 adults monthly. The CM will strive to successfully transition families from homelessness into permanent housing as quickly as possible. The CM will assist families in hitting outcomes such as securing employment, increasing earning potential, securing/maintaining housing, and securing a trade/certificate. Activities to meet these outcomes will include assisting individuals to apply to jobs and applying for interviews; budgeting and financial coaching; making referrals to agencies for daycare, counseling and other needed services; leading workshops; and documenting all case management activities.

Responsibilities

- Lead the intake process: conduct phone screens of all potential families; conduct intake interviews including running background checks, talking with referral sources and maintaining an accurate waitlist; conduct orientation for new families moving in. Support to families on the waitlist is possible even when we do not have a space in our network available.
- Conduct weekly meetings with guests in the network (minimum) and bimonthly meetings with caseload of Graduate families and families on the waiting list (at least one in-person meeting a month).
- Develop and deliver resources, referrals and workshops related to employment, financial literacy and budgeting, housing plans, workforce development, and educational planning.
- Serve as family advocate with community service agencies.
- Assist E.D. in cultivating and maintaining relationships with landlords and employers.
• Communicate and coordinate with the Director of Community Engagement to ensure hosting congregations have all necessary family information.
• Responsible for client compliance to program expectations.
• Manage the disbursement and tracking of all services provided to all current and former guests and families served outside of the network (food, bus passes, financial assistance, household goods, clothing, and referrals for community-based services).
• Provide regular reports to the Executive Director, board, funders and other key stakeholders regarding families’ progress and outcomes.
• Manage the volunteer Casing Team and administer the monthly case review meetings.
• Provide crisis support to families and volunteers as needed.

Administrative Responsibilities:
• On call, shared with Executive Director to provide coverage for nights and weekends.
• Responsible for collecting and managing client data including CMIS data entry and FPForce data entry.
• Conduct exit, 3 mo., 6 mo., 9 mo., and 12 mo. post-exit surveys with graduate families and synthesize findings into usable reports.
• Opportunity to supervise interns and volunteers.
• Actively participate in providers’ groups and other forums with social service agencies.
• Potential support grant-writing to expand and enhance our programming.

Additional Responsibilities:
• Job requires flexible scheduling and may involve weekend and nights to meet with families.
• Support the management of our Day Center, ensuring cleanliness and safety at all times.
• Lifting of materials/donations and help moving families into their own apartments.
• Assistance at fundraisers and special events as needed.

Accountability: The Case Manager reports to the Executive Director and works collaboratively with the Director of Community Engagement.

Qualifications: The successful candidate is an enthusiastic individual with a demonstrated track record of displaying good judgment, taking initiative, helping clients achieve outcomes and having compassion for others. The CM must possess exemplary interpersonal skills and interact with guests (clients), staff, board, volunteers and stakeholders in a professional manner.

Education, Experience and Skills
• At least four-year degree (BSW, psychology, or related degree) desired.
• Minimum 3 years’ experience in direct service/administration related to employment placement, housing/shelter, and/or family services preferred. Expected case management skills
include trauma-informed care, housing-first and strengths-based approach to working with clients (experience working with individuals who are homeless is a plus).

- Must have strong project-management skills. Must be detail oriented and able to execute projects in a fast-paced, often pressured environment. Must be able to prioritize, self-manage, work independently and use good judgment at all times.
- Existing professional relationships with local providers especially employers and/or landlords is a plus. Extensive knowledge of social service referral options in surrounding areas, with a demonstrated track record of linking clients to meaningful services.
- Must possess a positive, can-do attitude, modeling this with and for families we serve.
- Must be proficient in Microsoft Word/PowerPoint/Excel.
- Needs to be comfortable working in a faith-based environment.
- Leadership skills: ability to make decisions, solve problems, delegate tasks and responsibilities.

Salary and Benefits
This position is a year-long contract, as it is partially funded through a grant. Position will begin by July 1, 2013. The desire is for this position to continue past the year of service. The salary range for this position is competitive and will be awarded at a level that is commensurate with the candidate’s education and experience. Applicants should include salary requirements. A competitive benefits package is available.

Preferred Major: Criminal Justice, Drug Alcohol Counseling, Early Childhood Development, Entrepreneurship, Social Science, All Education Programs, All Health and Science Programs, All Public Service Programs

Application Instructions: Interested applicants should send a cover letter with salary requirements and a resume via email to info@familypromisede.org. Please include the words “Case Manager” in your subject line.

Contact Information:

Carolyn Gordon
info@familypromisede.org
2104 St. James Church Rd.
Wilmington, DE 19808

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

Job Title: Warehouse Associate/Driver

Position Status: Full time

Description: The Food Bank of Delaware is currently accepting applications for a Warehouse Associate/Driver at its Newark location. This position is responsible for accurate and timely pick-up and delivery of product in New Castle County. This position is responsible for counting product shipped and received and loading and unloading trucks. They are also responsible for accurate order pulling and assisting with maintaining an accurate inventory. They are also responsible for assisting with the care and recordkeeping associated with the Food Bank’s fleet of vehicles. This position requires someone who is friendly and works well with a diverse group of people, including coworkers, managers, volunteers, hunger relief partners and the community at large. A qualified individual should be flexible, enthusiastic and committed to the Food Bank’s mission.

Additionally they should have the following:
- 1-3 years of warehouse experience
- Minimum 3 years of experience driving CDL A vehicles
- Experience driving cargo vans and box trucks
- Ability to read, write, add and subtract
- Ability to communicate effectively and courteously
- Forklift certification preferred
- Familiarity with basic computer programs
- A valid CDL A license for the past three years
- A clean driving record (No points or moving violation within the last three years)
- Have a clean drug screening
- Have a satisfactory background check

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
- 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 stop by the Food Bank of Delaware at 14 Garfield Way, Newark, DE 19713, Monday through Friday from 8:30 to 4:00 to complete an application.

Contact Information:

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

Preferred Method of Contact: Email
Company: ILC Dover

Job Title: Accounting Specialist

Position Status: Full time, Paid

Description: Maintains the accounting office file records and databases in good order in the areas of accounts payable, accounts receivable, payroll and general accounting. Files customer invoices, documents and correspondence in job files.

Sorts weekly paychecks received from outside payroll service provider by area for distribution to authorized staff.
Performs and documents results of internal labor floor check audits as requested.
Assists AP in processing incoming travel expense reimbursement requests from employees in accordance with established policies and practices; and, responds to requests for assistance or information related to the travel reimbursement process made by employees.
Updates the automated accounts payable system in both PO and non-PO purchase vendor invoices.
Matches vendor checks to vendor invoices; maintains the paid vendor invoice files in the accounts payable office; and, assists with maintaining the general accounting job files and other records, in good order.
Opens and distributes Accounting Department incoming mail.
Assists AP Specialist in monthly credit card purchases analysis and reconciliation.
Maintain the company’s petty cash box, including ensuring proper documentation is received for all petty cash and travel advance requests made during the daily cashier hours of 9:00 - 10:00 AM and 2:00 - 3:00 PM.
Prepare and submit the weekly petty cash reimbursement request to Accounts Payable.
Match personal purchase and shipping (UPS/FedEx) costs to payments; send email and interoffice notifications to employees who owe the company; reconcile to general ledger; and prepare and issue monthly 0251 analysis to Financial Management.
Match personal postage costs from mail room log to payments and send email and interoffice notifications to employees who owe the company.
Assist the A/R Accounting Specialist with invoice distribution including making photocopies, scanning invoices and internal and external distribution.
Assist the A/R Accounting Specialist with coding and entering daily cash receipts to the automated accounting system.
Train as backup for A/R Accounting Specialist and A/P Specialist duties.
Competencies: • Managing Work • Adaptability • Applied Learning • Contributing to Team Success • Tenacity • Energy
Requirements:
Must be able to work on government programs (U.S. Citizen or Permanent Resident of the U.S.)
Associates Degree in Accounting; plus at least two years related experience and/or training.
Ability to read, analyze, and interpret general business correspondence and technical procedures.
Ability to effectively communicate with managers and internal/external customers.
Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Must be proficient in Word Processing software and Excel Spreadsheet software.
Background check and drug screening required

E-Verify Used

EEO Employer

Preferred Major: Accounting

Application Instructions: Apply online at: www.ilcdover.com (click on "careers" in the upper right corner).

Contact Information:

Linda Showell
showel@ilcdover.com
One Moonwalker Rd.
Frederica, DE  19946

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

Job Title: Summer Van Driver

Position Status: Part time

Description: The Food Bank of Delaware is currently accepting applications at its Milford location for a van driver to deliver to feeding programs. Drivers are responsible for delivering to feeding sites throughout the state. This is a part time, seasonal position without benefits. In order to be considered an applicant should courteous and be able to communicate well with staff, volunteers and the public and serve as a good representative of the Food Bank in the community. Additionally they should:

• Be detail oriented and flexible
• Be able to read and write and add and subtract
• A valid driver’s license for the past three years
• A clean driving record (No points or moving violation within the last three years)
• Have a clean drug screening
• Have a satisfactory background check
• Be 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 able to stand, bend, and climb in and out of van frequently
• Must be able to safely operate a cargo van
• Experience with warehouse equipment a plus

Preferred Major: Open to all majors and programs

Application Instructions: Interested applicants should stop by our Milford location at 1040 Mattlind Way, Milford, DE 19963 between the hours of 8:30am and 4:00pm, Monday through Friday to complete an application.

Contact Information:

Anna McDermott
3024448126 (Phone)
jobs@fbd.org
14 Garfield Way, Newark, DE 19713

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

Job Title: Site Evaluator/Monitor, Milford, DE

Position Status: Part time

Description: The Food Bank of Delaware is currently accepting applications for a Site Evaluator/Monitor in our Milford location. The monitor works closely with the Nutrition Coordinator to ensure the Food Bank of Delaware’s feeding program operates effectively and efficiently. The monitor’s primary responsibility is to establish and maintain relationships with sites that serve the meals. The monitor is responsible for monitoring established meal sites to ensure program requirements are followed. The monitor must be able to effectively communicate/train site supervisors on proper procedures and maintain effective communication with supervisor and Food Bank staff involved in the program. The monitor will also work within other Food Bank programs to retain and recruit additional meal sites and promote Food Bank programs in general. 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
- A valid driver’s license for the last three years
- A clean driving record (No points or moving violation within the last three years)
- Reliable transportation
- A clean drug screening
- A satisfactory background check
- 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

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: La Fia Bakery Market Bistro

Job Title: All Positions

Position Status: Full time, Part time, Paid

Description: La Fia Bakery, Market and Bistro in Wilmington Delaware will be opening in June! La Fia needs a great team to become the best food destination in the region. Send resumes for server positions, cooks, bakers, bar tenders, dishwashers and retail sales. Ideal candidates will have a minimum of 2 years experience in the restaurant industry. Previous experience with gourmet markets, cheese retail and a passion for excellent food is highly desired. Applicants must be willing to be versatile and perform a variety of job functions such as food running, table busing and willingness to help other servers. Customer service focus is essential.

Cooks and bakers ideally will have at least 2 years experience and have a passion for food and a willingness to learn.

Servers with polished service experience, knowledge of food and beverage.

Bar tenders with fundamental abilities to produce amazing cocktails on traditional and modern level. Must also have wine knowledge and food knowledge.

Retail will be able to work in a busy market environment including takeout items, breads, artisanal cheeses and other products.

Dish washers must be responsible, willing to do extra and prepared.

Preferred Major: Open to all majors and programs, Baking and Pastry Skills Studies, Culinary Arts, Food Service Management, Hospitality Management, Kitchen Skills Studies, All Culinary Arts Programs

Application Instructions: Please send your resume to amanda@lafiawilmington.com.

Contact Information:

Amanda Paladinetti
amanda@lafiawilmington.com
421 North Market Street
Wilmington, DE 19801

Preferred Method of Contact: Email
Company: Seaberry Farm

Job Title: Horticulturist

Position Status: Full time

Description: Seaberry Farm, a cut flower and tree fruit farm in Federalsburg, MD is seeking a person to perform basic horticulture tasks such as, but not limited to trimming, pruning, planting, raking, harvesting, packaging and delivery to buyers. Experience or training in horticulture and a driver’s license is required. This job involves strenuous outdoor work under all weather conditions. The ability to operate tool and farm equipment is required. Health and dental insurance are available.

Salary is commensurate with experience.

Preferred Major: Open to all majors and programs

Application Instructions: E-mail references and resume to RichardUva@gmail.com.

Contact Information:

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

Preferred Method of Contact: Email
Company: Computer Aid Inc

Job Title: Internship

Position Status: Full time, Part time, Paid

Description: Position Title: Service Desk Intern

Location: Newark, DE

Flexible Shifts: 10-20 hours per week; full time during Summer if available; multiple semester opportunity

Pay Rate: $8.50/hr.

Job Description: This position entails 100% phone support to working with CAI’s existing customer base. The position requires a general understanding of PC Hardware and Software, the ability to "type and talk" and most importantly the ability to demonstrate strong customer service skills. Prospective students should demonstrate the willingness to learn, the desire to work in a professional environment. Additional attributes include; positive attitude, team player, strong communication skills, analytical, dependable and professional appearance. Training will be provided

Desired Skills:
Windows XP, MS Office, Netmeeting, Email Programs such as Lotus Notes or MS Outlook

Interested candidates should send resumes to: caijobs@compaid.com

Preferred Major: Open to all majors and programs

Application Instructions: Email resume for consideration to Jerri Mears:
jerri_mears@compaid.com

Contact Information:
Jerri Mears
jerri_mears@compaid.com
901 N Market Street, Wilmington, DE 19801
Preferred Method of Contact: Email
Company: Hear Better Centers

Job Title: Appointment Setter

Position Status: Full time, Part time, Paid

Description: Rapidly growing business in Chadds Ford, Pennsylvania area is seeking friendly, outgoing, persuasive, individuals who are motivated by success to join our growing Team as an Appointment Setter! Both full-time and part-time positions are available!

As an Appointment Setter, you will assist our partners by placing outbound calls to existing patients to schedule appointments for hearing aid fittings. The right candidate is competitive and thrives in a fast-paced environment. They have a persuasive personality with the ability to adapt conversations based on patient’s needs or objections.

In addition, you will:
• Call and follow up with a predetermined number of current and prospective patients.
• Make a large number of dials in order to maximize contacts each day
• Schedule a predetermined amount of qualified appointments per week resulting in hearing aid sales per month.
• Maintain list of current patients, former patients and prospects to contact
• Maintain call logs and report detail regarding calls and appointments made

Qualifications:
• High School Diploma required, business school or associates degree equivalent is a plus
• Quota driven performer with 1 - 2 years of inside sales, telemarketing, and or service experience
• Self-starter with ability to work independently.
• Ability to engage and effectively communicate with clients over the phone
• Must be able to use Microsoft Word and Excel
• Ability to identify and overcome objections
• Ability to set appointments and ensure a high show rate
• Ability to multi-task, prioritize, and effectively manage time in a fast-paced environment
• Participate in frequent reviews with regional manager to ensure call quality and to identify opportunities to optimize calls

The ideal candidate will also possess:
• Excellent communication skills (articulate, clear/concise diction)
• High degree of work ethic
• Great listening and closing skills
• Strong organizational skills
Hear Better Centers is actively acquiring and managing health care practices in the Northeast, Southeast and Midwestern United States. This is an opportunity to get in on the ground floor for a rapidly expanding business.

Hear Better Centers offer health, dental, and vacation benefits for full-time positions. We provide a competitive hourly rate ($12-$14 per hour) plus commission.

Full and part-time positions available! We are able to provide some flexibility with part-time hours. Position is Monday-Friday, no evenings or weekends.

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

**Application Instructions:** If you think you're the right person for the job; take a few minutes to leave a voicemail telling us why you'd be a great addition to our team at 866-308-9088, ext. 220. Resumes submitted with an accompanying voicemail will be considered first.

**Contact Information:**

Yvonne Nikolic  
hr@audhelp.com  
223 Wilmington-West Chester Pike, Suite 214  
Chadds Ford, PA 19317

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

Job Title: Physical Therapy Assistant

Position Status: Full time

Description: Recruitment Alternatives is currently seeking a Physical Therapy Assistant to join the staff at a skilled nursing facility located in West Chester Pennsylvania. This is a full time position working with other therapy professionals. Located within 20 miles of Wilmington, this is a great opportunity for either the new graduate of experienced PTA. Degree in Physical Therapy Assisting or soon to be graduating from the program is required. Therapist will have or will have to obtain a Pennsylvania PTA license to practice.

Preferred Major: Physical Therapist Assistant

Application Instructions: To apply, please forward your resume to 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
1403 Shirley Lane
Perkasie, PA  18944

Preferred Method of Contact: Phone
Company: Ferrum Inc.

Job Title: Field Service Technician

Position Status: Full time

Description: Ferrum Inc., is the daughter company of Ferrum AG, a Swiss-based manufacturer focused on machinery and equipment for the canning industry. The company provides innovative technology and ground-breaking solutions to its clients and is the leading global supplier of can seamers for the beverage industry. Ferrum’s US Canning Division is located in Havre de Grace, MD and opened in 2012.

Job Description: Ferrum is seeking a service technician to be based at their office in Havre de Grace, MD. The individual should be familiar with commissioning new machine installations, repairing and maintaining complex machines, and willing to undertake periodic visits to client’s sites for troubleshooting, consultations, repair work, etc.

The ideal candidate will be capable of working independently and will have a high level of technical skills. He/she should be comfortable to work alone in the field.

Responsibilities includes:
• Global commissioning of new equipment
• Troubleshooting, inspections and audits of high performance gas steam and vacuum seamers as well as can fillers
• Working with customers to create spare parts list for their equipment
• Communicating with the Swiss HQ regarding machine revision recommendations
• Creating detailed reports following customer visits
• Training of customer’s maintenance technicians and machine’s operators

Skills & Experience
• Mechanically inclined, with training as a machinist, mechanic, or similarly related profession
• Must be able to operate manual lathes and milling machines
• Must have knowledge of electrical and pneumatic systems and be able to interpret technical drawings
• Familiarity with Word, Excel, Outlook and PowerPoint
• Willingness to travel. Main travel is throughout U.S., Canada, Mexico and South America
• Spanish language is a plus
• The individual needs to be able to appreciate a “Swiss-style” working environment
What Ferrum offers:
• Competitive Compensation including benefits
• Unparalleled support with a service-oriented, professional team
• Comprehensive, multi-month training at our facility in Switzerland as well as at customers plants (approximately 3 months)

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

Application Instructions: Please send your application to careers@nwm-usa.com

Contact Information:
Daniel Kleinhaus
kleinhaus@nwm-usa.com
Ferrum Inc.
2125 Center Avenue
Suite 507
Fort Lee, NJ 07024

Preferred Method of Contact: Email
Company: Snip Tuck Inc

Job Title: Vet Tech

Position Status: Part time, Paid

Description: High Volume Spay neuter clinic in Secretary/Dorchester County. Signing Bonus with one year contract. Relocation expenses possible.

Preferred Major: Veterinary Technology

Application Instructions: Send resume to sniptuckinc@yahoo.com

Contact Information:

Cindy Smith
sniptuckinc@yahoo.com
140 Main Street, Secretary, MD 21664, PO Box 502 Cambridge, MD 21613

Preferred Method of Contact: Email
Company: Heather's Home Works, LLC

Job Title: Cleaning Technicians and Team Leaders

Position Status: Full time, Part time, Paid

Description: Team member position cleaning private homes, vacation properties and small offices in the towns of Bethany Beach, Fenwick Island, Selbyville and Millsboro.

We are looking for anyone who is comfortable working on a small team, has a strong work ethic & personal integrity, and will have respect and concern for their co-workers as well as our clients. Supervisory roles may be offered to candidates with the right type of work experience.

We operate 7 days a week, with day and evening shifts available. Saturdays are mandatory June 15 - September 15. All applicants must have: a car, valid driver's license and insurance, a clean criminal history record and be able to pass a drug test. We pay weekly starting at $9/hour with first year reviews at 30 days, 3 months & 6 months. Full time employees receive paid holidays and paid vacation after 1 year.

Application Instructions: Please call the office for instructions to pick up an application and/or schedule an interview. A resume may be submitted in lieu of an application. All applicants should bring a complete work history with name and phone numbers for reference checks.

Contact Information:

Heather Bouges
302-249-7660 (Phone)
info@heathershomeworks.com
mailing: P.O. Box 1341, Ocean View DE 19970
physical address: 31085 Vines Creek Road, Dagsboro DE 19939

Preferred Method of Contact: Phone
Company: Saint Francis Healthcare

Job Title: Human Resources Intern

Position Status: Full time, Unpaid

Description: The Human Resources Intern is primarily responsible for assisting the departments with Job Description revisions and completing the Performance Appraisals for the year. He/she will also assist in coordination of the management training program. Additional administration responsibilities and project assistance as needed.

Preferred Major: Open to all majors and programs, Human Services, Management, Office Administration, All Business Programs, All Education Programs, All Health and Science Programs, All General Education Programs

Application Instructions: Please e-mail all resumes to jjoska@che-east.org

Contact Information:

Justine Joska
jjoska@che-east.org
701 North Clayton Street, Wilmington, Delaware 19805

Preferred Method of Contact: Email
Company: Duffield Associates

Job Title: Civil Engineering CAD Technician/Designer

Position Status: Full time

Description: Duffield Associates is seeking a CAD Designer/Technician to join our civil engineering team to work with project managers and project engineers to prepare civil/land development plans using the latest version of AutoCAD. The successful candidate will leverage the full capabilities of CAD including generating surfaces; cut/fill analysis; generating centerlines and alignments; storm sewer design using Hydraflow; preparation of color graphics and 3D and isometric views of site plans and structures. The Designer/Technician will perform basic stormwater management design including delineating drainage areas, utilizing the rational method for estimating stormwater runoff, designing storm sewer systems and performing stormwater calculations using HydroCAD.

PREFERRED QUALIFICATIONS: The ideal candidate will have 0 to 5 years of experience and be thoroughly familiar with AutoCAD 3D version 2012. Skills should include the ability to work and communicate with others in a team environment; the ability to work under pressure; the ability to deliver within budgeted hours and on schedule. Must also be self-motivated and able to work independently. Knowledge in the below areas is strongly desired:

- Horizontal and Vertical Design of Roads
- Sediment & Erosion Control
- Stormwater Management principles
- A basic understanding of surveying
- Utility layout and design.


Application Instructions: Submit resume and brief cover letter via email to wmath@duffnet.com

Contact Information:

William Mather
wmath@duffnet.com
5400 Limestone Road
Wilmington DE 19808

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

Job Title: SNAP Outreach Coordinator

Position Status: Full time

Description: The Food Bank of Delaware is currently accepting applications for the SNAP Outreach Coordinator at our Milford, DE location. This person will be responsible for establishing and maintaining outreach partnerships in communities. This position will identify partner organizations and target populations in order to optimize SNAP application and enrollment through outreach materials and presentations. In addition, the SNAP Outreach Coordinator will be responsible for reporting and evaluating all progress and project outcomes to the Programs Directors and State of Delaware management as deemed necessary. Bi-lingual (Spanish/English) is highly preferred.

Job Functions

- Travel to community locations in their area to provide outreach materials and presentations to potential clients.
- Recruit, train, and schedule volunteers for outreach assistance when deemed necessary.
- Submit weekly statistics and impact reports to Programs Director.
- Network with partnering organizations and community leaders to identify clients who experience barriers accessing SNAP and other benefit programs.
- Identification of partner organizations for the establishment of outreach materials.
- Publicize and market SNAP benefits to low income communities by distributing marketing and outreach materials.
- Works with FBD Communications Director to create outreach and marketing materials.
- Organization and analysis of all SNAP Outreach surveys.

Qualifications

- College degree preferred.
- Travel is required. Must have valid driver’s license and reliable transportation.
- 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.
- Must have at least 1 year of previous experience in Community Organizing.
- Must be able to transport, lift, and carry operating equipment of 20 lbs or more.
- Willingness to work flexible hours, including nights and weekends. Unusual work hours and unusual environmental conditions are necessary.
- Preference given to bilingual candidates.
□ DMV and background checks will be required.
□ Must be computer literate.

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

**Application Instructions:** Interested applicants should submit a resume with cover letter and salary requirements to [jobs@fbd.org](mailto:jobs@fbd.org).

**Contact Information:**

Iskeisha Stuckey
[istuckey@fbd.org](mailto:istuckey@fbd.org)
14 Garfield Way
Newark, DE 19713

**Preferred Method of Contact:** Email
Company: Waddell & Reed, Inc.

Job Title: Financial Advisor

Position Status: Paid

Description: At Waddell & Reed, we invest in our financial advisors. As you consider your options, we want you to know that Waddell & Reed not only offers unparalleled opportunity, but we do so with a level of personal support that sets us apart.

As a financial advisor, you will provide your clients with comprehensive financial planning and advice to help them effectively pursue their financial goals.

* Target prospective clients and market your unique value proposition in your community
* Evaluate your client's financial situation and identify investment objectives through a comprehensive and customized financial planning process.
* Recommend appropriate solutions and monitor portfolios for economic changes and adjustments in your clients needs and objectives.
* Actively participate in training and development curriculum to continually improve your marketing and financial planning skills and knowledge base.
* Provide personal client service and support.

Other Job Requirements Depending on your background, experience, career and personal goals - we have three targeted career tracks. Within each track, we are looking for candidates with a demonstrated pattern of success.

CLASSIC ADVISOR:
• Career Changer: Accounting, Business Development/Ownership, Mortgage Brokerage, Sales, Marketing, Education, Law, Operations/Management, Technical, Military, Health Care etc.
• New College Graduate: Financial Planning, Finance, Marketing, Business, Accounting, Public Relations, Communication, Education, etc.

CHOICE ADVISOR:

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

Application Instructions: please forward your resume to the attention of Joann McFarlane by email joann8844@wradvisors.com or by fax 302-654-4564
Contact Information:

Joann McFarlane  
joann8844@wradvisors.com  
800 Delaware Ave  
Suite 810  
Wilmington, DE  19801  

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

Job Title: Tool Designer

Position Status: Full time

Description: The Tool Designer works directly within the Engineering Department to support our manufacturing facility. They perform new fixture and tooling design, document current fixtures and machine setups, and create machinist specs for these fixture and tooling parts. They should have the ability to use computer aided drafting (CAD) and manufacturing (CAM) software to design and modify new fixtures and tooling. The Tool Designer must demonstrate strong design and blueprinting fundamentals. They work together with the Production and Maintenance Departments, Customer Service, and Art Department as well as other staff members. The Engineering Department spans the full spectrum of engineering from industrial design, to design engineering, to manufacturing engineering, to tool design.

Tasks:
• Design and modify new fixtures and tooling using CAD software
• Build document library of new/current fixturing and tooling
• Create machinist specifications for fixture and tooling parts
• Perform special part design which could consist of machine parts, tools, work aids, etc.
• Create part models for CNC machines and send programs to them using CAM software
• Document various machine setups for production
• Use measuring equipment to create precisely dimensioned models
• Create and revise product specifications in English, metric, scaled, and written versions
• Answer internal engineering questions related to fixtures and machine tooling
• Participate in a team environment and have the ability to work on multiple projects simultaneously with high efficiency, productivity, quality, and precision
• Other duties as assigned

Knowledge:
• Engineering and Technology- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various products
• Design- Knowledge of design techniques, tools, and principles involved in production of precision drawings and models
• Mathematics- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications
• Physics- Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understand fluid, materials, and mechanical structures and processes
• Production and Processing- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture of products
• English Language- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar

**Preferred Major:** Mechanical Engineering Technology

**Application Instructions:** Please apply to the link below:
[https://home.eease.adp.com/recruit/?id=3842101](https://home.eease.adp.com/recruit/?id=3842101)

**Contact Information:**

Carole Feldkamp
carolef@victorstanley.com
UniSite Design, Inc.
1105 Park Lane
Denton, Md 21629

**Preferred Method of Contact:** Email
Company: The Knowland Group

Job Title: Helpdesk/IT Associate

Position Status: Full time, Paid

Description: The Knowland Group is looking for an IT/Helpdesk Associate with a “can-do” attitude to join our growing company. The IT/Helpdesk Associate will work with our Network Administrator as part of our Helpdesk Team to resolve support tickets and assist our employees with various computer, internet, and phone issues.

Responsibilities:
• Assist end users with computer, internet, and phone issues
• Create, evaluate, prioritize, and resolve support tickets in a timely fashion
• Assist with inventory system
• Maintain computer equipment and peripherals such as desktops, laptops, AV equipment, and printers
• Configure new equipment, set up new user workstations, and move equipment internally
• General facility maintenance and upkeep
• Must be able to lift up to 50 lbs, climb ladders, and crawl under desks, etc.

The Ideal Candidate will:
• Have at least 6 months successful experience or training in an IT/Helpdesk role
• Have a knack for working with computers, hardware and software
• Have experience with troubleshooting Microsoft and iOS products.
• Be customer-focused, task-oriented, and enjoy helping others
• Possess an associate’s degree or higher
• A+ certification is a plus!

Benefits: Aside from working with smart, good-humored, hardworking Knowland employees, having uncapped growth potential and a work/life balance, this position the following benefits: health, dental and vision insurance, 401K with company contribution, short and long-term disability insurance, life insurance, gym reimbursement, tuition reimbursement and childcare reimbursement!

Location/Work Environment: This position is located at 2424 Northgate Drive, Salisbury, MD 21801. The work environment is fast-paced and high energy!

Preferred Major: Open to all majors and programs, Computer Engineering Technology, Computer Information Systems, Computer Network Engineering Technology, Computing & Information Science, All Computer Technology Programs
Application Instructions: Candidates may submit their resume directly to mwhite@knowland.com or visit The Knowland Group's website to upload resume online at www.knowland.com. All inquiries should be directed to Melissa White, Sr. HR Recruiter.

Contact Information:

Melissa M White
mwhite@knowland.com
2424 Northgate Drive
Salisbury, Md 21801

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

Job Title: Graphic Artist

Position Status: Full time

Description: UniSite Design, Inc. is a designer and manufacturer of high-quality commercial grade site furnishings, such as benches, litter receptacles, ash urns, tree guards and tables. Our products combine architectural design and strong durable construction.

We are looking for a Graphic Artist who works within the Art Department to support our manufacturing facility. They are responsible for the design and production of vinyl decals for use as signage on our products. They use our digital printing system, laminator, plotter, and accompanying design and output software to produce the decals. They must perform their jobs tasks with a high degree for attention to detail and have the ability to proof, compare, and match colors. The Graphic Artist must possess fluency with graphic design principles.

Tasks:
• Design decals and client layout using adobe illustrator
• Output decals on vinyl using digital printing system
• Operate equipment including Gerber EDGE FX printing system/plotters, scanners, and laminator
• Record project details and status updates
• Troubleshoot production related printing issues
• Utilize proofreading skills to review layouts and output of decals to ensure accuracy and quality
• Prepare and package decals that are ready for application
• Monitor inventory, order materials, and receive materials
• Manage several projects simultaneously

Experience and Education:
• High School Diploma or equivalent
• 2-years of higher education or working experience in Graphic Design
• Proficient in Adobe Illustrator and Photoshop
• Proficient knowledge of MS Office applications
• Portfolio Required or samples of work required

Equal Opportunity Employer M/F/D/V

Application Instructions: Please apply on-line at: https://home.eease.adp.com/recruit/?id=5123211 or in person at UniSite Design, Inc. 1105 Park Lane, Denton MD 21629
Contact Information:

April Vanskiver
410-479-5120 (Phone)
carolef@victorstanley.com
1105 Park Lane
Denton, Md

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

**Job Title:** Catering Chef

**Position Status:** Full time

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

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

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

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

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

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

Preferred Method of Contact: Email
Company: GFK Custom Research

Job Title: mystery shopper

Position Status: independent contractor

Description: GfK is the fourth largest research marketing company in the world and boasts one of the fastest payment schedules for our independent contractors: an average 12 days after your report is accepted -- via PayPal!

We have shops in your area today!

GfK Mystery Shopping is part of GfK Custom Research, LLC located at 401 Park Avenue South, 8th Floor | New York, NY 10016.

Preferred Major: Open to all majors and programs

Application Instructions: If you are interested in getting paid to eat out or shop by a legitimate Market Research company then go to www.gfkmysteryshops.com and click on Apply.

Contact Information:

amy j stone
amy.stone@gfk.com
GfK Custom Research, LLC | 401 Park Avenue South, 8th Floor | New York, NY 10016

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

**Job Title:** Dental Hygienist

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

**Description:** REGISTERED DENTAL HYGIENIST {licensed in Delaware} on a part-time, full-time basis.

**Preferred Major:** Dental Hygiene

**Application Instructions:** e-mail resume to: substitoothfairy@comcast.net

**Contact Information:**

Seta
3025454397 (Phone)
substitoothfairy@comcast.net
2417 Silverside Road

**Preferred Method of Contact:** Phone
Company: Fluoron, Inc.

Job Title: Manufacturing / Installation Technician

Position Status: Full time

Description: This position includes manufacturing and installing our many products. It is based in our Elkton, Maryland facility, but requires frequent travel to perform installations worldwide (travel is mandatory). We work with Teflon and other polymers creating solutions for various industries. No experience with polymers is necessary – specific job skills can be taught to the right candidate.

The ideal candidate will have some college education, possess basic math skills and knowledge of tools, be hardworking and dependable, be willing to work overtime and travel worldwide, have a valid driver’s license with a good driving record, be able to pass a background check, willingly submit to frequent random drug testing, and possess technical aptitude. Must be both self-motivated and a team player!

Preferred Major: Open to all majors and programs

Application Instructions: Apply in person at 505 Blue Ball Rd. Bldg# 120, Elkton, MD 21921. No phone calls please.

Contact Information:

Brandy Massie
fchapman@fluoron.com
Fluoron, Inc.
505 Blue Ball Rd.
Bldg# 120A
Elkton, MD 21921

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

Job Title: Volunteer Department Internship

Position Status: Full time, Part time, Unpaid

Description: The Volunteer Department intern plans, organizes and oversees volunteer development by marketing, recruiting, training, and tracking the Food Bank of Delaware Volunteer Program.

The Volunteer Department intern promotes the efficient and safe operation of the salvage sorting program, 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. The intern assists the Volunteer Coordinator in oversight of programs such as supermarket box sorting, Postal Food Drive sorting, and Stuff the Bus Food Drive. The successful operation of these programs is crucial to the Food Bank’s operation.

The Volunteer Department intern may be tasked with functions outside of the general scope of this job description, including but not limited to, assisting other staff in gathering information for public dissemination, planning and executing events to promote Food Bank activities, representing the Food Bank at community or corporate events and ensuring the tasks of the department are accomplished in case of temporary absence by department members.

The Volunteer Department intern will also be responsible for assisting in the coordination of daily meal production to be packed and delivered by drivers.

Summary of Responsibilities: The Volunteer Department intern is accountable for working with the Volunteer Coordinator in the following areas of activity:

1. Maintains a database of volunteers and records of participation
2. Recruits, trains and supervises volunteers to assist in Food Bank activities
3. Plans and executes special events that involve volunteers with other appropriate staff
4. Maintains records of salvage sorting program
5. Informs volunteers on issues related to hunger
6. Responsible for the upkeep of the Shoppers Choice area and volunteer room
7. Responsible for all functions associated with the meal boxes
8. Safely operates warehouse equipment necessary to complete salvage operation
9. Upon request provides development staff with grant support (including writing) regarding volunteer data
10. Provides development staff with accurate volunteer information in Excel format to be transferred into GIFT
11. Coordinates volunteer activities with respect to key distribution programs, including the Community Training Kitchen’s Summer Food Service Program (SFSP).
12. Manages and supervises the Summer Youth Program
13. Assists with supervising the loading and unloading of all trucks
14. Coordinates the routine cleaning of the Food Bank of Delaware warehouse
15. Assists with coordinating individuals reporting for community service and maintaining appropriate paperwork for hours served
16. Packing vehicle with all Children’s Nutrition Program meals to be delivered to participating sites by drivers
17. Distributing/collection Children’s Nutrition Program data as requested
18. Making sure each Children’s Nutrition Program site is given the exact amount of food ordered
19. Assisting with overall program support as needed

Principal Qualifications:
1. Demonstrated ability to work with diverse groups of people.
2. Demonstrated ability in both written and verbal communications and listening skills.
3. Demonstrated ability to multi-task
4. Demonstrated data entry abilities.
5. Willingness to learn how to operate appropriate warehouse equipment.
6. Demonstrated knowledge of community resources relating to volunteering.
7. Demonstrated willingness to solicit and make presentations to diverse groups to encourage volunteering
8. 4-year degree (or currently working toward)
9. Able to work evenings and some weekends as needed.
10. Extremely organized and familiar with routine professional functions.
11. Ability to lift at least 50 pounds.
12. Comfortable working in a warehouse environment
13. Demonstrated ability to establish as working relationship with employees, member agencies and the public.
14. Computer literacy and familiarity with Microsoft Office
15. 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
16. 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.
17. General understanding of social service system and anti-hunger programs a plus.

Preferred Major: Open to all majors and programs

Application Instructions: Please Fax or e-mail your resume or CV with a cover letter explaining why you want to intern with the Food Bank of Delaware.

Contact Information:

Matthew Brandi
mbrandi@fbd.org
1040 Mattlind Way
Milford, DE 19963

Preferred Method of Contact: Email
Company: Host Merchant Services

Job Title: Technical Support Representative

Position Status: Part time, Paid

Description: This position is for part-time employment in the Operations department at Host Merchant Services, a growing credit card processing company in Newark, DE. The shift is for regular business hours. Responsibilities: The Technical Support Representative will need to be able to provide telephone, email, web chat and on-site support services to our customers. Primary responsibilities will include terminal and point-of-sale troubleshooting, payment gateway integration and general help with their merchant accounts. Further responsibilities include statement analysis, some inbound sales, basic inventory management and other small office duties. When unable to directly assist the customer, the Merchant Services Representative will need to contact a 3rd-party support system on behalf of the customer.

Work Environment: Host Merchant Services is a small business with a lot of growth potential. The office atmosphere is casual and relaxed, but we take our jobs and obligation to the customer seriously. If you want out of the corporate world and want to join an energetic young company then this is a great place to check out.

Qualifications: While experience in payment processing is always a plus, we are happy to train talented, ambitious candidates seeking to grow and learn in a fast-paced, fun environment.
Must be comfortable talking on the phone
Great interpersonal and communication skills
Excellent troubleshooting skills
Willingness to learn new things
Able to drive to customer locations (local customers only)

Preferred Major: All Business, Computer Technology and All General Education Programs

Application Instructions: Email jeff@hostmerchantservices.net with your resume and a cover letter describing why you might be good for the job (optional).

Contact Information:

Jeff Raybould
jeff@hostmerchantservices.net
250 Corporate Blvd., Suite L
Newark, DE 19702

Preferred Method of Contact: Email
**Company:** Delaware Hospice

**Job Title:** Registered Nurses

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

**Description:** Functions as a member of the interdisciplinary team to provide Hospice services to patients and families.

Utilizes the nursing process to provide quality nursing care to Hospice patients in accordance with Delaware Hospice policy. Supports the primary care giver in the performance of physical care for the patient.

Qualifications: Current license to practice professional nursing in the State of Delaware (in New Castle County, must maintain PA license as well.) Graduate of an approved school of nursing. Bachelor's Degree in nursing preferred.

Certification in hospice nursing preferred. Minimum of two years of nursing, preferably in hospice or home care.

**Preferred Major:** Nursing

**Application Instructions:** To apply, please go to [www.delawarhospice.org](http://www.delawarhospice.org). Click on the "Join Our Team" link. You will be able to search our openings and submit your online application. No phone calls, please.

**Contact Information:**

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

**Preferred Method of Contact:** Email
Company: Hologic, Inc.

Job Title: Equipment Technician

Position Status: Full time

Description: Hologic, Inc. (Nasdaq: HOLX) is a leading developer, manufacturer and supplier of premium diagnostic products, medical imaging systems, and surgical products dedicated to serving the healthcare needs of women throughout the world. Our core business units are focused on breast health, diagnostics, GYN surgical, and skeletal health.

Summary of Duties and Responsibilities
• Perform equipment maintenance both ongoing and preventative, repairs and process development in a 100 cleanroom and Production environment.
• Primary support to coaters, microscopes, pumps, and other equipment as required.
• Troubleshoot and repair of equipment.
• Support manufacturing engineering on technical projects.
• Perform equipment measurements and inspections based on written documentation.
• Follow all requirements for working in a Class100 cleanroom.
• Follow all ESD requirements.
• Proficiency with all basic hand tools.
• Ability to work in a cleanroom environment with minimal supervision.
• Document equipment maintenance procedures.
• Perform measurements and inspections based on written documentation.
• Understand and follow all safety requirements of the equipment and processes in assigned area of responsibility.
• Ability to read and follow written specifications and/or procedures in all operations.
• Perform daily maintenance, both ongoing and preventative, of all equipment within assigned area.
• Ensure the use of the correct maintenance procedures and Checklists / Specs.
• Assist in the investigation and resolution of process problems within assigned area.
• Ensure that thorough documentation concerning equipment is properly recorded and tracked.
• Assist engineering and technicians to resolve production issues on a daily basis
• Work on special projects as requested.
• Ability to effectively participate in equipment installs, upgrades and improvements.
• Must be willing to work any shift and perform other related duties as directed.

Qualifications
• Proficiency with electrical test equipment such as multimeters and microscopes.
• Ability to read and follow electro-mechanical assembly drawings, procedures and schematics.
• Ability to follow Hologic written procedures to maintain GMP compliance and ISO 13485 certification.
• Must have very good computer skills and knowledge.
• Must be detail oriented and work as a team with other technicians.
• Ability to communicate effectively with others, both written and verbally.

Education
• Associate Degree in Electronics Technology preferred to equivalent work experience.

Experience
• Minimum of 2 years working in a manufacturing/production environment.
• Minimum of 2-5 years of working experience performing intricate and/or heavy machine and equipment maintenance, troubleshooting, repair, testing needs assessment and ability to maintain continued support.

Specialized Knowledge
• Minimum of 2 years experience working in a cleanroom environment preferred.
• Electrostatic Discharge (ESD) knowledge a plus.
• Working knowledge of Oracle application preferred.

Additional Details (Including Physical & Mental requirements)
• Must be able to repetitively lift and carry product weighing approximately 30 lbs.
• Training for this position will take place from 8:00 a.m. - 5:00 p.m. for approximately 6 months. After training, working hours for this position are from 3:00 p.m. to 12:00 a.m. with a 10% shift differential.

Preferred Major: Electromechanical, Electronics Engineering Technology

Application Instructions: Please email toni.patrick@hologic.com or go to www.hologic.com/careers and apply to IRC35115.

Contact Information:

Toni Patrick
toni.patrick@hologic.com
600 Technology Drive
Newark, DE 19702

Preferred Method of Contact: Email
Company: Habitat For Humanity

Job Title: AmeriCorps Team Member

Position Status: Full time

Description: Through AmeriCorps, you can make a tangible difference in Habitat Choptank's ability to positively impact the lives of local working families while also developing your skills and leadership abilities. You'll be able to work with Habitat Choptank's professional construction staff, volunteers and future home owners in all aspects of it's sustainable home building program.

Successful candidate must be able to meet these physical requirements:

occasional living and hauling - comfort with heights (ladders, scaffolding, etc.) Ability to complete physical work outside year round.

SERVICE DESCRIPTION

Service Year: September 2013 - July 2014

Schedule: Tuesday - Saturdays for 40 hours / week

Benefits: Living allowance of $12,100 for the full 46.5 weeks of service

Educational award of $5,550 at successful completion of the service year

*Additional benefits can include health and dental coverage, worker's compensation coverage, child care, and student loan forbearance (if applicable) for the service year.

Preferred Major: Open to all majors and programs

Application Instructions: Apply or respond to director@habitatchoptang.org by July 25, 2013. Phone Number: 410-476-3204. Website: www.HabitatChopTank.org

Contact Information:

Habitat for Humanity
director@habitatchoptank.org

Preferred Method of Contact: Email
Company: NAM Youth Marketing

Job Title: Student Brand Ambassador

Position Status: Part time

Description: Looking for a part time employee to help with marketing campaigns for NAM Youth Marketing: the best nationally known college advertising company to provide a multitude of promotional opportunities for college marketing and youth marketing.

The Student Brand Ambassador will be responsible for Promoting Exclusive Events, Sampling, and Media Placements. This role is of upmost importance because you are becoming the voice of the brand.

Flexible hours, part-time work

Location: Near Campus

Compensation: $12-$15 hourly

Email or apply online with Inquiries-First Come First-Served For These Positions – These Fill Quickly!!

Preferred Major: Open to all majors and programs

Application Instructions: You can apply online at http://enroll.collegiatepromotions.com. And the job page is here: http://www.collegiatepromotions.com/campus-marketing-rep

Contact Information:

Rachel Noah
rachelnoah@collegemarketplace.com
PO Box 1170
Conway, NH 03818

Preferred Method of Contact: Email
Company: Sears Holding Corporation
Job Title: Retail Sales
Position Status: Part time
Description: Retail Sales Position
Preferred Major: Open to all majors and programs
Application Instructions: Online application required: www.sears.com
Contact Information:
Penny Adkins
www.Sears.com
22954 Sussex Highway Seaford DE 19973-1756
Online applications required: www.sears.com
Preferred Method of Contact: Email
Company: Connected Locally

Job Title: Paid Marketing Position

Position Status: Full time, Part time, Paid

Description: Applicants will perform Business to Business sales for rapidly spreading marketing technologies. Our staff is largely comprised of students; by allowing you to create your own hours and earn high commissions, your focus will remain on your education. We offer services like website creation, logo's & hosting, text message marketing, SEO, Mobile websites, and other business solutions.

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

Application Instructions: Text ME2B to 72727 or get prompted through our application process at www.connectedlocally.com.

Contact Information:

Brenna O'Brien
support@connectedlocally.com
111 Water Street, Suite 5

Preferred Method of Contact: Email
Company: GS-Tek

Job Title: Sales, entry level

Position Status: Full time, Part time, Paid

Description: GS-Tek is a Chromatography column manufacturer in Newark. GS-Tek serves analytical chemists in all scientific and industry areas. GS-Tek is looking for entry level sales with good communication skill and good interpersonal ability. College Chemistry knowledge or chromatography is plus. For details, pls contact info@gs-tek.com.

Preferred Major: Open to all majors and programs

Application Instructions: Cover letter, resume

Contact Information:
Zack
info@gs-tek.com
GS-Tek
625 Dawson Drive, Ste G
Newark, DE 19713

Preferred Method of Contact: Email
Company: Kortas Marketing & Benefits

Job Title: Intern

Position Status: Part time

Description: Come learn all the skills necessary to own your own business in the highly compensated world of Insurance Sales! You will learn how to market, develop a business plan, execute the plan, and become licensed!

Preferred Major: Open to all majors and programs

Application Instructions: Please call to set up an interview. HURRY! Spaces are few and going fast!

Contact Information:

Walter Kortas
(302) 602-0165 (Phone)
walter_kortas@us.aflac.com
102 Larch Circle,
Suite 102
Newport, De 19804

Preferred Method of Contact: Phone
Company: UPS

Job Title: Package Handler

Position Status: Part time

Description: Students working as package handlers, average 3 to 4 hrs per day of loading, unloading or sorting packages. Applicants must be capable of, lifting, lowering, pushing and pulling packages weighing up to 70 lbs consistantly and at a brisk pace. These shifts run Monday through Friday from approximately 4:45 AM to 8:30 AM (preload) or 6:00 PM to 9:45pm (local sort).

Job highlights:
• Monday through Friday work week (No Weekends).
• Have a set work schedule. (Usually 3 to 4 hours per day)
• Receive raises of up to $2.00 per hour in only 90 days of employment. (Morning shift)
• Receive 21 paid days off after 1 year of employment. (vacations, holidays & sick days) 401K, & more.
• Receive full, company paid, health care benefits after 1 year of employment (medical, prescription, vision, and dental. Family coverage begins after 18 months).
• Membership in the Teamsters union.
• Like a gym memberships, this job helps keep you in shape with a daily rigorous physical work out before or after school.
• Excellent advancement opportunities (UPS promotes from within for all positions including part time management who receive $4,000 per year of college tuition).
• Permanent jobs require a 1 year commitment of an applicant to be considered for the position. Seasonal positions (Christmas) begin hiring after September 22.

Preferred Major: Open to all majors and programs

Application Instructions: All applications are taken online at www.upsjobs.com. Select "PT Package Handler" for the Newark DE location. Please take care to select the appropriate time frame you are interested in. Sunrise = Preload  4:45 AM to 8:30 AM. Twilight = Local Sort  6:00

Contact Information:
Mike Bradley - Human Resources
mikebradley@ups.com
UPS
325 Ruthar Drive
Newark DE 19711

Preferred Method of Contact: Address / Mailing
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

Preferred Method of Contact: Email
Company: Citi Trends

Job Title: Store Sales Associate

Position Status: Part time

Description: Citi Trends is looking for a dedicated Store Sales Associate to join our team at one of the largest chains in the value-priced urban apparel industry. We’re growing, so if you’ve ever wanted a chance to lead the way, this is it.

Job Duties:
- Processing freight
- Handles all cash, checks and credit cards correctly and by company policy
- Provides proper customer service such as, but not limited to, greeting customer, abides by fitting room policies, rings customer in a timely fashion, thanks customer for shopping at store and invites them to return
- Responsible for assisting Store Manager with Loss Prevention procedures, including preventing shoplifting and cash losses, reporting incidents of theft or dishonesty and following all current operational policies

Qualifications:
- High school diploma or equivalent
- Excellent communication and organizational skills
- Ability to work a flexible schedule including nights and weekends
- Ability to perform mathematical calculations such as addition, subtraction, multiplication, division, and percentages

Preferred Major: Open to all majors and programs

Application Instructions: To apply, please visit: https://www.cititrends.apply2jobs.com/HVExt/index.cfm?fuseaction=mhvExternal.showPositionDetails&PID=52&sid=167

Contact Information:
Matthew Barker
mbarker@cititrends.com
104 Coleman Blvd
Savannah, GA 31408

Preferred Method of Contact: Email
Company: Chick-fil-A Rehoboth Beach
Job Title: All positions
Position Status: Full time, Part time, Paid
Description: Chick-fil-A is coming to Sussex County! We are hiring for all positions. We are looking for people display the following qualities:
  * Integrity
  * Hardworking
  * Motivated
  * Stewardship
  * Great Spirits
Application Instructions: We are located at 19531 Coastal Highway Rehoboth Beach DE (in the Kmart parking lot). Please come to the Job trailer M-F 9-5 or email rehobothbeachcfa@gmail.com for an application ** Please do not call
Contact Information:
Zach Hayes
rehobothbeachcfa@gmail.com
19531 Coastal Highway
Rehoboth Beach DE 19971
Preferred Method of Contact: Email
Company: Electronic Home Solutions

Job Title: Jr System Engineer

Position Status: Full time, Part time, Paid

Description: Electronic Home Solutions, Inc. specializes in designing, installing and supporting technology solutions. We are currently looking for qualified individuals to join our team as entry level Systems Engineers. Full-time and part-time positions available.

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)
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 - rfb@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: 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: World Trade Center of Delaware

Job Title: Administrative Intern - Data Entry

Position Status: Part time, Unpaid

Description: Unpaid Internship - primarily responsible for data entry in a variety of office databases, both local and on the cloud.

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: Research Intern - Customs, Etiquette and Protocol

Position Status: Part time, Unpaid

Description: Unpaid Internship - Will research and develop one-page report on customs, etiquette and protocol for major markets around the world to be used by local businesses and government officials.

Preferred Major: All Business Programs, All General Education Programs

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

Contact Information:

Rebecca Faber
dfaber@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: Foreign MBA Intern - Company Liaison - Internship

Position Status: Part time, Unpaid

Description: Unpaid Internship - assist with the development of the Foreign MBA Internship program to benefit small companies. Intern will be responsible for reaching out to the foreign MBA students at area colleges and universities, noting their native language capabilities and interest areas, reaching out to small companies in Delaware to determine their communication needs, and matching appropriate MBA students with the appropriate Delaware companies. Good communication skills and cultural understanding a must.

Preferred Major: 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: World Trade Center of Delaware

Job Title: Research Intern

Position Status: Part time, Unpaid

Description: Unpaid Internship - Will assist with company specific research on markets, export licenses, policy issues related to international business, protocol and etiquette, and more. Will write up appropriate reports to be submitted to clients, design and update country profile reports, and design protocol guides.

Preferred Major: All Agriculture Programs, 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: Administrative Intern

Position Status: Part time, Unpaid

Description: Unpaid Internship - Responsible for managing activities in front office, including (but not limited to): answering phones, responding to client inquiries, scheduling meetings, scanning documents, filing, training new interns, data entry, managing online files, etc.

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: Event Coordinator - Intern

Position Status: Part time, Unpaid

Description: Unpaid Internship - responsible for assisting with coordination of events, including (but not limited to) Roundtables, Seminars, Mixers, Luncheons, and Conferences. Intern must be able to multi-task; communicate with potential vendors, venues, hosts, and clients; develop and distribute press releases; and keep program planning on schedule.

Preferred Major: Communications, 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: New Castle County Government

Job Title: POLICE OFFICER

Position Status: Full time

Description: In accordance with the Merit System Rules and Regulations, an eligible list, which will be valid for a one-year period and which will be used to fill vacancies during that period, is being established for this classification. Applicants on the eligible list will be certified in accordance with the Merit System and appropriate union contracts. New Castle County is an Equal Opportunity Employer.

STARTING SALARY: $44,889 per year (Pay Grade 24) $47,134 per year County-approved Academy

APPLICATIONS MUST BE RECEIVED IN THE OFFICE OF HUMAN RESOURCES BY THE DATES LISTED BELOW FOR EACH CORRESPONDING TESTING PROCESS:

July 31, 2013 for the Fall 2013 testing process
October 31, 2013 for the Winter 2013-2014 testing process
January 31, 2014 for the Spring 2014 testing process
April 30, 2014 for the Summer 2014 testing process

NOTE: The police department operates 24-hours per day, seven days per week. You must be able and willing to work all days of the week and all shifts, including nights, weekends and all holidays. 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.

EXAMINATION PROCESS: The examination process for this posting may include an evaluation of training and experience, a written examination, a computerized examination, an oral board interview examination, a performance examination or any combination of the above in order to qualify applicants for placement on the eligible list. The eligible list will be used to fill vacancies that occur within the next year.

GENERAL STATEMENT OF DUTIES: Performs general duty police work in the protection of life and property throughout the County; prevents violation of statutes and ordinances; investigates and suppresses disturbances; investigates complaints; makes arrests and issues summonses when appropriate; does related work as required.
DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs work consisting of varied police assignments. Usually a Police Officer is assigned to a patrol platoon or other police unit and conducts investigations as directed by a superior officer; performs routine preliminary investigations and miscellaneous duties performed in accordance with departmental rules and regulations, directives and Delaware law. This employee is required to exercise initiative and discretion when faced with emergency conditions.

EXAMPLES OF WORK: (Illustrative only)
- Enforces State laws and County regulations;
- Patrols an assigned area during a specific period in motorized police equipment;
- Checks doors and windows and examines premises of unoccupied buildings or residences in order to detect suspicious conditions;
- Subdues combatants and arrests dangerous criminals;
- Investigates suspicious conditions and complaints and makes arrests of persons who violate laws and ordinances;
- Accompanies prisoners to headquarters, jail, or court and appears in court as arresting officer;
- Directs traffic and either arrests or gives violation tickets to those who break traffic laws;
- Attends fires or accidents in assigned area as directed, giving all possible assistance and preparing necessary reports from investigations made;
- Maintains order in crowds and attends parades and other public gatherings;
- Watches for stolen cars and wanted or missing persons;
- Makes investigations and enforces County and State laws pertaining to juvenile offenders;
- Gives advice on laws and ordinances and general information to the public;
- Operates radio patrol car or patrol wagon as required;
- Operates radar unit for traffic control;
- Serves subpoenas and executes warrants issued by the courts of New Castle County;
- Provides escort service for public dignitaries, funerals, oversize vehicles, and explosive vehicles;
- Transports prisoners to specified destinations;
- Assists motorists whose vehicles are broken down or stranded;
- Acts for Police Sergeant in his or her absence as directed;
- Makes special investigations as directed in plain clothes;
- 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;
- Operates a personal computer and other related equipment in the course of the work.
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good social and general intelligence; good powers of observation and memory; good judgment; good knowledge of first-aid methods; skill in the use of firearms; demonstrated proficiency to safely operate a vehicle on the road in emergency situations at high speed and under normal conditions; ability to understand and carry out complex oral and written instructions; ability to give chase, apprehend and perform arresting duties; ability to communicate courteously and effectively, both verbally and in writing; possess excellent moral character, strength and physical fitness.

MINIMUM QUALIFICATIONS: Twenty one (21) years of age and possession of an Associate's Degree or at least sixty (60) credit hours from an accredited college or university; or at least two (2) consecutive years of active military service in the Armed Services of the United States with an honorable discharge and thirty (30) credit hours from an accredited college or university; or achievement of the supervisory rank of E5, its equivalent or above, in the Armed Services of the United States with an honorable discharge; or current Delaware Council on Police Training (COPT) certified officer with two (2) years full-time police experience and thirty (30) credit hours from an accredited college or university; or current out-of-state police certification with two (2) years full-time police experience and thirty (30) credit hours from an accredited college or university.

ADDITIONAL REQUIREMENTS: Weight should be proportionate to height; successful completion of a fitness evaluation, Class 1a physical examination, psychological examination and background investigation; minimum uncorrected vision must not be less than 20/200 in each eye and correctable to 20/20 with eyewear; must be able to distinguish between the colors of red, green, and amber; possession of a valid Delaware Class D driver's license or its equivalent; successful completion of police academy training within one year of employment; must be a United States citizen.

Preferred Major: Open to all majors and programs

Application Instructions: **CONTINUOUS POSTING:** Applications will be accepted on a continuous basis and considered for future testing processes based on the following schedule. Testing is normally conducted within 4-6 weeks following the application deadline. The testing schedule

Contact Information:

Liz Petrick
302-395-5191 (Phone)
epetrick@nccde.org
Contact:
New Castle County Office of Human Resources
87 Reads Way
New Castle, DE 19720-1648
(302) 395-5180

**Preferred Method of Contact:** Phone

**Company:** Mid-Atlantic Benefits

**Job Title:** HR Coordinator

**Position Status:** Part time, Paid, Unpaid

**Description:** Interns will be closely involved in the processes of Marketing and Human Resources. If accepted, interns will be offered the opportunity to make this a paid internship. Come join this Fortune 500 Company today!

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

**Application Instructions:** Email resume to Stephanie_creech@us.aflac.com OR Call 302-261-5171

**Contact Information:**

Stephanie Creech
stephanie_creech@us.aflac.com
1006 W. College Road
Suite 205
Dover, DE 19904

**Preferred Method of Contact:** Email
Company: Eastern Shore Physical Therapy- Berlin, MD

Job Title: Physical Therapist Assistant

Position Status: Full time

Description: OUTPATIENT ORTHO & NEURO PTA JOB LISTING IN BERLIN, MD

If you are a flexible and energetic Physical Therapist Assistant who is seeking an exciting and rewarding career opportunity, then now is your time to come join us at Eastern Shore Physical Therapy, in Berlin, MD. We are privately owned outpatient center that takes pride in focusing on 1:1 care and we treat patients from 7 years old up to a 107 years old. Caseloads are composed 70% orthopedics/ 15% neurological/ 15% general deconditioning. We treat many HS athletes pre and post surgery. Manual therapy skills are strongly utilized, including, Muscle Energy and StrainCounterstrain- the owner, is a Certifed Orthopedic Manual Therapist. Many benefits are available, including medical, dental and vision insurance; paid time off, paid holidays, and competitive compensation. We are located 10 minutes from the beautiful beaches of Ocean City, MD and Assateague Island. If you are interested in this great opportunities, then please contact Kathleen Weinstein, PT, DPT at kathwein@live.com.

Preferred Major: Physical Therapist Assistant

Application Instructions: Interested applicants please email kathleen weinstein at kathwein@live.com with any comments or questions and you can email or fax your resume to 410-641-2914

Contact Information:

kathleen weinstein
kathwein@live.com
Eastern Shore Physical Therapy
314 Franklin Avenue Suite 405
Berlin, MD  21811

Preferred Method of Contact: Email
Company: Hola Media Network

Job Title: Bilingual Radio Host

Position Status: Part time, Unpaid

Description: Learn how to operate, talk, produce and have fun on air, temporary internship with possibility to be hired.

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

Application Instructions: We speak English and Spanish, so just let Us know by email

kevin@maxima900.com

Contact Information:

Edwin Andrade
holafm927@msn.com
20200 Dupont Hwy, Georgetown, DE 19947

Preferred Method of Contact: Email