Company: Jesco, Inc.

Job Title: Rental Coordinator - Middletown and Baltimore

Position Status: Full time

Description: Responsible for the efficient daily operations of the Rental Department in accordance with the established guidelines of the company

Responsibilities
- Maintain good working relationships with customers, vendors, and the like to ensure overall satisfaction at all levels
- Sees that truck maintenance is kept current at all times and organize pick-up and deliveries for rental sales equipment
- Facilitate incoming marketing inquires
- Create contracts for rental agreements
- Order required permits as considered necessary
- Prepare, maintain, and submit insurance request, damage letters, and price quotes
- Prepare, maintain, and submit required John Deere settlements
- See that rental literature, price sheets, reference material, promotional material, etc is properly maintained and kept up to date and available on all items supplied by the business
- Verify machine readiness prior to customer pick up and ensure fuel, hours, and condition of machine upon customer pick up and return
- Monitor and track inventory in yard, including flow of yard activity
- Continually studies rental practices and automation, attends conferences and seminars conducted by the manufacturers and associations, and makes every effort to keep posted on the latest and most efficient methods of the rental department
- Maintain good working relationships and cooperates with other personnel

PERFORM other related duties as assigned

Skills:
- Reading Skills
- Writing Skills
- Budgeting
- Negotiations
- Project Management
- Computer Literacy
- Customer Service
- Diplomacy
- Professionalism
Organization
Presentation
Time Management
Education/Training/Licenses

Degree: Associates Degree or Equivalent

Valid Drivers License – Must meet underwriting requirements

Preferred Major:

Application Instructions: Please email or fax to 908-462-9855

Contact Information:

Maureen Ancona - Human Resources
908-462-9855  ext  1209 (Phone)
908-941-1801  x.1209 (Fax)
maureen.ancona@jesco.us
1260 Centennial Avenue, Piscataway, NJ  08854

Preferred Method of Contact: Phone
Company: System Strategies

Job Title: Marketing Assistant

Position Status: Part time, Paid

Description: Assist in developing marketing materials and customer database, marketing to potential customers, identifying potential markets, writing blog articles and posts for the company website as part of company efforts to launch a new line of business. Microsoft Office skills, social media skills, and excellent communication skills required. Website design and/or computer software design experience a plus.

Preferred Major: Computer Information Systems, Computing & Information Science, English, Entrepreneurship, General Business, Marketing, Multimedia, All Business Programs, All Computer Technology Programs

Application Instructions: Email interest and resume to gwilson@systemstrategiesconsulting.com.

Contact Information:

Gina M. Wilson
gwilson@systemstrategiesconsulting.com
9 East Aldine Drive
Hockessin, DE 19707

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

Job Title: Chef Instructor

Position Status: Full time

Description: The Food Bank of Delaware is accepting resumes for a Chef Instructor at its Newark Branch. Working under the guidance of the Program Director, the Chef Instructor is responsible for overseeing all components of culinary instruction, development, and evaluation for The Culinary School at the Food Bank of Delaware. This includes but is not limited to the development of curriculum, classroom and kitchen instruction, ServSafe training, recruitment of students, internships, job placement and tracking, scheduling guest lecturers and field trips. The Chef Instructor will also assist with the supervision of FBD kitchen staff and the production of meals for all children’s feeding programs and catering orders. 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:

• 2-year culinary degree or equivalent work experience in the culinary industry as a chef or sous chef
• Experience in culinary instruction and job training
• Demonstrated ability in written and verbal communication and listening skills
• Demonstrated ability to work with a diverse group of people
• Computer literacy
• Organizational skills and the ability to prioritize multiple projects
• Ability to maintain a flexible schedule
• A valid driver’s license for the past three years
• A clean driving record (No points or moving violation within the last three years)
• Ability to work some nights and weekends
• ServSafe certified instructor or the ability to become certified
• Clean Drug Screening
• Satisfactory Background Screening
• Ability to lift up to 25 pounds regularly and up to 50 pounds on occasion
• Ability to reach above shoulder heights, below the waist or lifting as required throughout the work day
• Ability to safely operate passenger or cargo van

Preferred Major: Open to all majors and programs
Application Instructions: Interested applicants should email their resume with a cover letter and salary requirements to amcdermott@fbd.org.

Contact Information:

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

Preferred Method of Contact: Email
Company: JOINSOFT CORP.

Job Title: Jr .NET /ASP.NET Developer

Position Status: Full time

Description: Looking for Jr..NET /ASP.NET Developer Who can Learn the new Technologies

Skills Required:
.NET Programming with advanced knowledge working on C#
Proficient in .NET C#
Ability to code WebServices and Write SQL queries and Stored Procedure
Ready to travel

Eligibility:
Master's/ Bachelor's Degree
H1B sponsorship available, Encourage CPT/OPT, OPT Extension's
Excellent Communication skills

Preferred Major: Computer Engineering Technology, Computer Information Systems, Health Information Management

Application Instructions: Applicant can email on rohini@joinsoftcorp.com

They can call on 201-676-4196 Ext-101

Contact Information:

Rohini
302-894-3485/ 201-676-4196 x-101 (Phone)
1-866-838-5671 (Fax)
rohini@joinsoftcorp.com
Join Soft Corp Inc.
254 Bridge Street, Building # G
Metuchen, NJ 08840

Preferred Method of Contact: Phone
**Company:** Kiddie Academy of Middletown

**Job Title:** Toddler and 2 year old Teachers

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

**Description:** KIDDIE ACADEMY® has an excellent opportunity for child care professionals in Middletown, DE. We are looking for full time teachers for Toddler classrooms (12 months-24 months) and our 2 year old classroom. Individuals will provide classroom leadership as they strive to manage a program that exceeds organizational standards, NAEYC guidelines and corporate expectations.

We offer: Top wages and benefits plus on-the-job training and more.

Must meet DE State Qualifications and have their Delaware First Certificate. Degree in ECE or CDA credential is preferred with 1 year experience working in a licensed child care setting. Please e-mail your resume and cover letter to KAMiddletown@verizon.net .

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

**Application Instructions:** Please email resume to kamiddletown@verizon.net .

Must meet State requirements

**Contact Information:**

Susan Tudor  
kamiddletown@verizon.net  
915 Boyds Corner Road  
Middletown, DE 19709

**Preferred Method of Contact:** Email
Company: Continental Finance Co.

Job Title: Operations Associate/Generalist

Position Status: Full time

Description: Entry level generalist position to learn credit card operations by working in various facets of the operational units. This is a great opportunity for a recent graduate to have access to several different areas supporting a fast growing credit card issuer.

Full time position includes the following functions:
• Payment research – research missing payments, misposted payments, returned checks to ensure credit card customers accounts are accurate
• Credit Balance Refunds – apply refunds to customers credit card accounts and post refunds in the credit card system and general ledger system
• Rejected Payments – research and clear rejected payments in both the credit card system and general ledger system
• Post payments to Cardholder Accounts in the credit card system
• Research and post Charge-backs -
• Research returned ACH and debit and credit card payments
• Re-processing credit card applications that are rejected
• Review customer accounts related to customer inquiries and determining the best course of resolution

Preferred Major: Open to all majors and programs

Application Instructions: Please send resume with salary requirements to: dmill@continentalfinanceco.com

Contact Information:

Donna Miller
dmill@continentalfinanceco.com
121 Continental Drive
Suite 108
Newark, DE  19713-4326

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

Job Title: Early Childhood Education Teacher

Position Status: Full time, Part time

Description: Position Summary:

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

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

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

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

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

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

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

Contact Information:
Holly Lott or Kelly Van Sickle
302-834-0436, option 2 (Phone)
410-515-8760 (Fax)
cflaherty@celebree.com
CELEBREE Learning Centers of Bear, DE
1205 Quintilio Drive
Bear, DE 19701

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

Job Title: Children's Nutrition Programs Coordinator

Position Status: Full time

Description: The Food Bank of Delaware is accepting resumes for a Children’s Nutrition Programs Coordinator based out of its Newark and Milford offices. The Children’s Nutrition Programs Coordinator is directly responsible for the successful coordination and implementation of programs including the Child and Adult Feeding Programs (CACFP) Summer Food Service Program (SFSP), Kids Café and the Backpack Program. This includes developing and implementing outreach and recruitment strategies to expand programs throughout Delaware. This position is responsible for maintaining extensive records of participation in programs, ensuring adherence to program budgets and implementing cost controls. The Children’s Nutrition Programs Coordinator is also responsible for coordinating program tasks with drivers as well as any onsite staff involved in the programs. This position requires someone who is friendly and works well with a diverse group of people, including coworkers, managers, volunteers, hunger relief partners and the community at large. A qualified individual should be flexible, enthusiastic and committed to the Food Bank’s mission. Additionally they should have the following:

- 4-year degree or equivalent work experience in a related field
- Valid Driver’s License and reliable transportation
- Clean drug screening
- Satisfactory background screening
- Demonstrated ability in both written and verbal communications and listening skills.
- Strong organizational skills and ability to multi-task
- Computer literacy and familiarity with Microsoft Office
- Professional appearance and demeanor
- General understanding of social service system and anti-hunger programs a plus.
- Must have very strong self-initiative
- Must be able to work cooperatively in a team environment.
- Must be able to transport, lift, and carry operating equipment of 50 lbs.

Preferred Major: Open to all majors and programs

Application Instructions: Interested applicants should email their resume with a cover letter and salary requirements to amcdermott@fbd.org.
Contact Information:

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

Preferred Method of Contact: Email
Company: Tender Touch Rehab

Job Title: Occupational Therapy Assistant

Position Status: Full time

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

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

Preferred Major: Occupational Therapy Assistant

Application Instructions: Call or apply online at www.tendertouch.com

Contact Information:

Beth Shaw
732-987-3887 (Phone)
732-534-8683 (Fax)
beths@tendertouch.com
Position Location:
Hockessin, DE
Corporate office:
685 River Ave.
Lakewood, NJ, 08701

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

Job Title: 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 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
amcdermott@fbd.org
14 Garfield Way, Newark, DE 19713

Preferred Method of Contact: Email
Company: ATLANTIC REFRIGERATION & AIR

Job Title: REFRIGERATION/HVAC MECHANIC

Position Status: Full time

Description: ATLANTIC REFRIGERATION & AIR CONDITIONING, INC.
HAS OPENINGS FOR THE FOLLOWING POSITIONS
MINIMUM OF 3 YEARS SERVICE EXPERIENCE
YOU OFFER WILLINGNESS TO WORK IN A NON-SMOKING ATMOSPHERE AND A GOOD DRIVING RECORD
WE OFFER COMPETITIVE PAY SCALE BASED ON EXPERIENCE
PAID HOLIDAYS AND VACATION
HEALTH INSURANCE
PAID TRAINING
RETIREMENT PLAN
APPLICATIONS BEING ACCEPTED AT 17553 NASSAU COMMONS BLVD.
LEWES, DE
302-856-9300

Preferred Major:

Application Instructions: n/a

Contact Information:

Jamie Nickerson
jamie@atlanticrefrigeration.com
17553 Nassau Commons Blvd
Lewes, De 19958

Preferred Method of Contact: Email
Company: Swift Capital

Job Title: Business Analyst Associate

Position Status: Full time

Description: Swift Capital is pursuing a unique strategy that provides short-term working capital to creditworthy small businesses through the purchase of future credit and debit card receivables. The Business Analyst Associate will define and document workflow of new products and business processes, manuals and procedures. This role also will track and analyze customer trends, business issues, and data challenges. The BA will also analyze and report on operational performance, and identify, recommend and implement process improvements within the organization. The BA is also responsible for documenting client requirements, technical specifications, and business processes. This individual will need to demonstrate a strong attention to detail, the ability to multi-task, and the ability to work in a fast paced environment.

The successful candidate will perform the following activities:

- Define and document business and technical requirements for integration of applications
- Review and document workflows and standard operating procedures for operations
- Assist in the development and design of new products and services
- Manage projects
- Develop functional / technical specifications and system design specifications
- Facilitate requirement reviews with internal and external resources
- Identify critical issues
- Write training materials
- Review marketing copy and service emails and other notifications
- Conduct service related training
- Analyze business processes for improvements
- Define key performance indicators for operational areas
- Monitor business processes and report on performance
- Manage the recovery process for service failures
- Reporting on project status and progress
- Perform testing for new products and processes

The Person

- A Bachelor's Degree in English, Business or IT, or 4+ years of equivalent business related work experience
- Excellent technical vocabulary and communication skills
- Excellent computer skills of common desktop applications (MS Office)
- Knowledge of software development methodologies
• Must have proven record of creating a positive, efficient working atmosphere and relationships
• Ability to quickly learn and document business processes
• Extremely positive customer service orientation
• Excellent teamwork and collaborative skills
• Must be self-directed and a creative resolution seeker
• Must have strong organizational and time management skills
• Must be able to prioritize workloads and work quickly and efficiently on multiple tasks and projects
• Must take the initiative in a fast-paced business environment
• Excellent analytical skills
• Solid understanding of relational databases and data relationships
• Must be able to provide data analysis
• Strong listening and effective interpersonal and communication skills; written and oral with a customer service focus in order to interact competently with peers, functional managers, and customers
• Proficient multi-tasker with the ability to manage multiple processes at once
• Willingness to work flexible hours
• Strong people skills; ability to collaborate with employees at all levels of the organization
• A proven ability to enthusiastically handle a changing work environment, multiple responsibilities and priorities

Preferred Qualifications
• Strong understanding of merchant cash advance, credit card and merchant processing
• Previous financial services experience
• Previous Small Business Banking experience
• Knowledge of Salesforce

Preferred Major: English

Application Instructions: Email resume, cover letter, and salary requirements to christine.walton@swiftcapital.com

Contact Information:

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

Preferred Method of Contact: Email
Company: Swift Capital

Job Title: Business Underwriter

Position Status: Full time

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

The successful candidate will perform the following activities:

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

The Person

- Minimum of three years of successful work experience as an Underwriter working with small business or commercial customers
- Knowledge of regulations such as the Equal Credit Opportunity Act, the USA PATRIOT Act, and the Fair Credit Reporting Act
- Knowledge of small business financial products
- Superior decision making skills
- Exceptional attention to detail and quality of work
- Superior customer service skills
- Willingness to discuss potentially difficult financial issues with customers
- Proficient multi-tasker with the ability to manage multiple processes at once
Ability to clearly communicate and explain a decision to upper management and or a customer
• Proficient PC user, including experience with Microsoft Office suite
• Willingness to work flexible hours
• A willingness to positively accept change
• Strong people skills; ability to collaborate with employees at all levels of the organization
• Uncompromising integrity
• A proven ability to enthusiastically handle a changing work environment, multiple responsibilities and priorities

Preferred Qualifications
• Strong understanding of credit card or merchant processing
• Previous financial services experience
• Previous Small Business Banking experience
• Associates or Bachelor’s degree

Preferred Major: General Business

Application Instructions: Email Resume, Cover Letter, and Salary Requirements to christine.walton@swiftcapital.com

Contact Information:

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

Preferred Method of Contact: Email
Company: Swift Capital

Job Title: Risk Management Associate

Position Status: Full time

Description: Swift Capital is pursuing a unique strategy that provides short-term working capital to creditworthy small businesses through the purchase of future credit and debit card receivables. The Risk Management Associate will have responsibility for identifying portfolio risk, and investigating the reason for default. The role has accountability for managing the efforts of loss mitigation personnel in all stages of collections, fraud, and existing account risk management. The selected individual will need to collaborate with executives at all levels of the company, and key third party vendors to accomplish objectives. This individual will need to demonstrate a strong attention to detail, the ability to multi-task, the ability to work in a fast paced environment, and possess superior collections ability and knowledge. The successful candidate will perform the following activities:

☐ Manage the workflow and calling strategies for collections and risk management
☐ Proactively monitor the customer portfolio, identify lead indicators for delinquency, and develop mitigation strategies
☐ Communicate to merchant customers the importance of repaying their advance according to their terms and conditions, as well as the consequences of default
☐ Communicate directly with merchants who have had recent ACH payment issues and work with them on resolution, including collection of funds (i.e., processing the missed payments)
☐ Identify and implement risk-based strategies to reduce the chance of delinquency or default, including bank account monitoring and requiring customers to change to a lockbox bank account, and assessing fees
☐ Develop portfolio performance reporting, and work with Analytics to develop risk profiles based on observances
☐ Identify and manage relationships with collections agencies and attorneys, including negotiating terms and assessing efficacy
☐ Dealing directly with debt settlement companies and making decisions on settlements
☐ Define alternative options available to customers in default and discuss options with merchants to resolution
☐ Knowledgably answer merchant’s questions regarding existing advances
☐ Follow up with merchants as needed to complete tasks
☐ Identify and discuss with merchants any activity that could jeopardize their agreement with us (i.e. tender shift or persuading customers to use cash as opposed to credit cards)
 Assist in other areas of the company as needed to ensure service levels and financial targets are exceeded

The Person

• Minimum of two years of successful collections work experience (preferably with financial services and/or small business banking products)
• Proficient PC user, including experience with Microsoft Office suite
• Strong analytical and problem solving skills
• Self-motivated with an exceptional attention to detail and quality of work
• Superior negotiating and customer service skills
• Knowledge of applicable regulatory requirements such as FDCPA
• Proficient multi-tasker with the ability to manage multiple processes at once
• Willingness to work flexible hours
• Strong people skills; ability to collaborate with employees at all levels of the organization
• A proven ability to enthusiastically handle a changing work environment, multiple responsibilities and priorities

Preferred Qualifications

• Strong understanding of merchant cash advance, credit card and merchant processing
• Previous financial services experience
• Previous Small Business Banking experience
• Associates or Bachelor’s Degree
• Knowledge of Salesforce

Preferred Major: General Business

Application Instructions: Submit a resume, cover letter, and salary requirements to christine.walton@swiftcapital.com

Contact Information:

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

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

Job Title: Financial Advisor

Position Status: Full time

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.

Responsibilities
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.

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

Application Instructions: Please visit our website a joinwaddell.com
submit your resume via email to joann8844@wradvisors.com or by faxing to 302-654-4564

Contact Information:
Joann McFarlane
joann8844@wradvisors.com
800 Delaware Avenue
Suite 810
Wilmington, DE 19801

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

Job Title: Electrical-Mechanical Technician (F/T)

Position Status: Full time

Description: Job Title: Electrical - Mechanical Technician (Full/Time)

Sepax Technologies, Inc. is a fast growing small business and is seeking a highly-motivated and talented individual to join us as a full-time technician emphasizing on electronic engineering.

Requirements:
• At least 3 years professional work experience with electronic components and mechanical tooling
• Diversified experience of mechanical and electronic drawings
• Expertise in soldering, soldering SMT components
• Strong analytical and computer skills
• Prefer to have experience with HPLC, FPLC, chromatography or other flow fluid based analytical instruments
• Excellent communication and documentation skills with attention to detail
• Ability to lift or move heavy instrument equipment

Responsibilities:
• Develop and test analytical instrument components and prototypes
• Preparation and implementation of assembling instruments
• Requisition, purchasing and tracking of parts and components
• Documentation of BOM with Excel and Word

Company Overview:

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

Sepax Technologies, Inc. is an Equal Opportunity Employer.

Preferred Major: Electrical Engineering Technology, Electromechanical, Electronics Engineering Technology, Mechanical Engineering Technology
**Application Instructions:** To apply, please submit your interest and resume to info@sepax-tech.com. On subject line please indicate Electrical Mechanical Technician.

**Contact Information:**

Hank  
info@sepax-tech.com  
5 Innovation Way Suite 100  
Newark, DE 19711

**Preferred Method of Contact:** Email
Company: Maron Marvel Bradley & Anderson LLC

Job Title: Legal Executive Assistant

Position Status: Full time

Description: The Legal Executive Assistant is responsible for assisting a Shareholder who oversees the National Risk Management and Coordination of an International Company in both personal injury and toxic tort defense by performing secretarial and various administrative duties. Job Requirements:

EDUCATION/EXPERIENCE:
Bachelors’ degree preferred, but not required. Extensive experience and proficiency in Word 2010, Excel, PowerPoint, Lexis Nexis, WestLaw, and Outlook. Experience maintaining calendars, organizing and maintaining office files, scheduling meetings, and making travel arrangements. Three to five years prior experience in an executive secretarial position in a legal setting is preferred.

DEMANDS:
1. Works under extreme pressure of time, accuracy and constant interruptions.
2. Subject to frequent and rapid change of priorities.
3. Ability to relate well to people on all levels of the organization (written and verbal)
4. Must have excellent organization skills to handle more than one activity at any one time.
5. Must perform duties in a neat and orderly fashion.
6. Works to meet frequent deadlines.
7. Must be willing to work overtime when needed to satisfy needs of client.

Preferred Major: Open to all majors and programs

Application Instructions: Please submit cover letter and resume electronically to Rachel Nuzzi, Human Resources Director – ran@maronmarvel.com

Contact Information:

Rachel Nuzzi
ran@maronmarvel.com
1201 N. Market Street
Suite 900
Wilmington, DE 19801

Preferred Method of Contact: Email
Company: WMDT-TV47

Job Title: COMMERCIAL EDITOR (Full-Time):

Position Status: Full time

Description: Small market ABC affiliate seeks an editing guru/ tech wizard to join our dynamic, creative, fast-paced, professional Commercial Production department as Editor. Must be proficient with Final Cut Pro 7 and its supporting programs: Motion / Color / SoundPro / DVD Pro / etc. Must be proficient with graphic design software as it applies to video production and the web. This is not an entry level position. Salary commensurate with experience.

Email resumes and links to commercial samples to: John_Ebert@wmdt.com.

Hard copies to WMDT-47, Attn: John Ebert, P.O. Box 4009, Salisbury, MD, 21803. Please include where you saw this notice. No calls.

WMDT-47 and CW3: AN EQUAL OPPORTUNITY EMPLOYER

Preferred Major: Advertising Design, Communications, All Visual Arts Programs

Application Instructions: Email resumes and links to commercial samples to: John_Ebert@wmdt.com.

Hard copies to WMDT-47, Attn: John Ebert, P.O. Box 4009, Salisbury, MD, 21803.

Contact Information:

John Ebert
john_ebert@wmdt.com
P.O. Box 4009
Salisbury, MD 21803

Preferred Method of Contact: Email
**Company:** Stuart Kingston

**Job Title:** computer skills

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

**Description:** We need a computer programmer.

1. New website needs lots of inputting.
2. Need to transfer inventory to a new program
3. Need to write a bi-monthly blog.
4. Need to work on advertising
5. Need work with the auction house as we try to do one every other month

This could turn into a full time job

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

**Application Instructions:** Post for those who are interested in taking on computer programming for a company

**Contact Information:**

Dian Stein or Jay Stein
302 227 2524 (Phone)
302-227 2525 (Fax)
info@stuartkingston.com
Stuart Kingston
One Grenoble Place
Rehoboth, Delaware 19971

**Preferred Method of Contact:** Phone
Company: Delaware Air National Guard

Job Title: Various Positions

Position Status: Part time, Paid, Benefits

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

Preferred Major: Open to all majors and programs

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

Contact Information:

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

Preferred Method of Contact: Phone
Company: The Learning Express Preschool

Job Title: Part Time Afternoon Floater

Position Status: Part time, Paid

Description: Working with various age groups from preschool-school age. Also would be offering subbing opportunities which is available during morning hours.

Qualifications: Delaware First Certificate of Assistant Teacher or Teacher or a minimum of 6 college credits in ECE AND a minimum of 6 months experience working with preschool children or younger in a group setting.

Preferred Major: All Education Programs

Application Instructions: Please email resume or drop off your resume in person.

Contact Information:

Beth Smith
bsmith@learningexpressinc.com
300 Darling Street
Newark, DE 19702

Preferred Method of Contact: Email
**Company:** Union Hospital of Cecil County

**Job Title:** Bio Med Technician

**Position Status:** Full time

**Description:** This position is responsible for the repair and maintenance of all hospital clinical equipment and systems.

**Essential Job Responsibilities:**
- Repairs, calibrates, and maintains medical equipment and instrumentation used in health-care delivery field
- Inspects and installs medical and related technical equipment.
- Services equipment and apparatus, such as patient monitors, electrocardiographs, blood-gas analyzers, x-ray units, defibrillators, etc.
- Repairs, calibrates, and maintains equipment, using handtools, power tools, measuring devices, and knowledge of manufacturers' manuals, troubleshooting techniques, and preventive-maintenance schedules.
- Safety-tests medical equipment and health-care facility's structural environment to ensure patient and staff safety from electrical or mechanical hazards.
- Consults with medical or research staff to ascertain that equipment functions properly and safely, utilizing knowledge of electronics, medical terminology, human anatomy and physiology, chemistry, and physics.
- Ensure the integrity and safe operation of all patient related equipment.
- Provide technical support for other Facilities Management staff and assist in trouble shooting and repair.
- Provide in-service training to the nursing staff as needed to insure proper operation of the equipment.

**Licenses:** AAMI Preferred

**Education:** High school diploma or equivalent is required. A.S. Degree in Bio-Medical equipment technology or equivalent experience. Must have basic computer skills including Microsoft applications.

**Preferred Major:** Biotechnology

**Application Instructions:** Position is posted on UHCC website. Please apply online at uhcc.com
Contact Information:

Diane Moore
dmoore@uhcc.com
Union Hospital of Cecil County
106 Bow Street
Elkton, MD 21921

Preferred Method of Contact: Email
Company: Trinity Logistics, INc

Job Title: A/R Specialist

Position Status: Full time

Description: Responsible for collecting accounts by assessing situations and developing solutions to obtain payment, maintaining and monitoring account payments, and documentation of all collections. May approve account settlements within realm of authority. Performs routine administrative tasks in support of the collections group.

ESSENTIAL FUNCTIONS:
1. Well organized with the ability to work independently and as part of a team
2. Effective problem-solving skills and responding to customer needs
3. Excellent customer service skills, including verbal and written communication skills
4. Conduct daily customer phone contacts for collection of delinquent accounts
5. Ability to work effectively under pressure
6. Timely accurate documentation or records
7. Coordination and maintenance of daily reports
8. Customer relations, entering data, and other clerical duties
9. Participates in special projects and handles all other assigned duties as required.

Preferred Major: Accounting

Application Instructions: Submit resume via email to: resume1@trinitytransport.com.

Contact Information:
Denise Crockett
resume1@trinitytransport.com
Trinity Logistics, Inc.
50 Fallon Avenue
Seaford, DE 19973

Preferred Method of Contact: Email
Company: Trinity Logistics, Inc

Job Title: LTL Logistics Specialist

Position Status: Full time

Description: The Logistics Specialist is a position responsible for fulfilling current and future transportation needs of our clients. This position will require working with LTL carriers for rates, tracking and handling any billing discrepancies. Must display strong initiative, motivation and resourcefulness. You will focus on identifying the most efficient means of moving the customer’s freight, discovering innovative solutions to client problems, and building valuable relationships with carriers.

ESSENTIAL FUNCTIONS:
1. Maintain customer relations and communicate with carriers to offer TLI's services and tools available to them
2. Daily management and coordination of shipments. Track and trace all shipments.
3. Establish and coordinate schedule with carrier and tender shipments
4. Confirm rates with carriers and dispute any rate differences.
5. Update and maintain Transportation Management System
6. Pro actively identify problems and swiftly implement the appropriate solution.
7. Participates in special projects and handles all other assigned duties as required.

JOB QUALIFICATIONS:
1. Superior interpersonal and communication skills. Cultivate relationships with motor carrier partners.
2. 1-3 years transportation or logistics experience preferred.
3. Bachelors degree in Business Management or Logistics is preferred but not required.

Preferred Major: Open to all majors and programs

Application Instructions: Please submit resume via email to: resume1@trinitytransport.com.

Contact Information:

Denise Crockett
resume1@trinitytransport.com
Trinity Logistics, Inc.
50 Fallon Avenue
Seaford, DE 19973

Preferred Method of Contact: Email
Company: Trinity Logistics, Inc.

Job Title: Logistics Specialist

Position Status: Full time

Description: The Logistics Specialist is a sales position responsible for fulfilling current and future transportation needs of our clients. Must display strong initiative, motivation and resourcefulness. You will focus on identifying the most efficient means of moving the customer’s freight, discovering innovative solutions to client problems, and building valuable relationships with carriers.

ESSENTIAL FUNCTIONS:
1. Maintain customer relations and communicate with carriers to offer TTI’s services and tools available to them
2. Daily management and coordination of shipments. Track and trace all shipments.
3. Establish and coordinate schedule with carrier and tender shipments
4. Establish and confirm rates with carriers
5. Update and maintain Transportation Management System
6. Pro actively identify problems and swiftly implement the appropriate solution
7. Achieve monthly and quarterly revenue, load count, and profit objectives.
8. Participates in special projects and handles all other assigned duties as required.

JOB QUALIFICATIONS:
1. Superior interpersonal and communication skills. Cultivate relationships with motor carrier partners.
2. 1-3 years transportation or logistics experience preferred.
3. Bachelors degree in Business Management or Logistics is preferred but not required.
4. Growth and Results oriented; desire to be in leadership/management position.

Preferred Major: Open to all majors and programs

Application Instructions: Please submit resume via email to: resume1@trinitytransport.com

Contact Information:
Denise Crockett
resume1@trinitytransport.com
Trinity Logistics
50 Fallon Avenue
Seaford, DE 19973

Preferred Method of Contact: Email
Company: MacIntosh Engineering

Job Title: Draftsperson

Position Status: Full time

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

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

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

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

Preferred Major: Architectural Engineering Interior Design, Architectural Engineering Technology, Civil Engineering Technology

Application Instructions: Please send resumes to snetta@macintosheng.com
Contact Information:

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

Preferred Method of Contact: Email
Company: Skolix LLC

Job Title: Software Engineer/System Engineer/Business Analyst

Position Status: Full time

Description: Java/Dot Net/Business Analyst/Web Application Server/Message Broker/Message Queuing

*** Initial unpaid training for 4 weeks is part of this position.

Benefits Included:
E-verified company (giving the option of OPT STEM extension)
All expenses (during training and relocation) taken care of by the company
Medical benefits provided – health, dental, vision insurances
Competitive salary package provided
H1B Sponsorship

Phone no: 913-440-4181


Application Instructions: For further details contact: saritha@skolix.com.

Contact Information:

Saritha
913-440-4984 (Phone)
saritha@skolix.com
1500 W Bethany Dr, STE#120, Allen, TX 75013

Preferred Method of Contact: Phone
Company: Plumpton Park Zoological Gardens

Job Title: Spring 2013 Animal Education Intern

Position Status: Full time, Part time, Unpaid

Description: Education Internships will be in charge of developing and teaching programming and creating special events at Plumpton Park Zoo. Education interns will be required to train education animals, write curriculum that meets Maryland, Delaware, and Pennsylvania State Education Standards, and present to the public novel, entertaining, accurate, and educational programs. In addition, special projects can be arranged or designed to meet qualifications for school credit.

Plumpton Park Zoological Gardens is inviting applications from college or graduate students majoring in animal sciences, biology, zoology, wildlife and fisheries management, psychology for animal care, environmental education, environmental policy, or related field for internship positions starting immediately or spring/summer of 2013. These internship positions are unpaid over negotiable time periods to provide applicants with valuable experience in a zoological setting. Internships may require a minimum of 100 hours or more, with at least a weekly commitment of 10 hours per week for a semester.

Students that participate in this internship program will be exposed to curriculum writing for public programs, school tours, special events, and zoo camp. They will work with and help to develop our education animal collection by spending time with animals that can be used for education, training with them, and learning about them in order to present programs to the public about them. Education interns that work with education animals should be familiar with positive reinforcement and operant conditioning training techniques.

RESPONSIBILITIES
• Responsibilities vary depending on the area. Education interns will be asked to write programming, teach informal and formal programs, handle education animals in our collection, and other assigned duties.

Education Internships will focus on several areas during their time with us:
• Zoo Camp Curriculum
• Informal and Formal Public Presentations
• School Tour Curriculum that meets State Education Standards
• Design of Family Programs and Special Events
• Training with education collection animals
• ‘Animal Encounters’ with Zoo Guests
• Developing teaching/learning stations in the zoo
Preferred Major: All Agriculture Programs, All General Education Programs

Application Instructions: To start a three or six month internship with us, interested applicants should contact the volunteer coordinator, Volunteer@PlumptonParkZoo.org for details on how to apply for this position.

Contact Information:

Jacque Williamson
volunteer@plumptonparkzoo.org
1416 Telegraph Road
Rising Sun, MD 21911

Preferred Method of Contact: Email
Company: J. Crew

Job Title: Seasonal Sales

Position Status: Part time, Paid

Description: Part time seasonal sales -- Work now through January 31.

Preferred Major: Open to all majors and programs

Application Instructions: Visit store in Rehoboth Outlets to complete an application.

Contact Information:

Jennifer Grello
302-226-1377 (Phone)
J. Crew
Rehoboth Outlets

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

**Job Title:** Communications Intern

**Position Status:** Part time

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

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

**Education:** Communication or English major

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

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

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

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

Contact Information:

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

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

Job Title: Special Events Intern

Position Status: Part time

Description: The Food Bank of Delaware is looking for a Special Events Intern to assist the Food Bank’s Development team with the planning of its annual signature event, the Blue Jean Ball. The intern will be responsible for assisting with solicitation of in-kind gifts from local businesses and organizations for the silent auction. Duties include follow-up phone calls, tracking items in the Food Bank’s event database and community solicitation. As the event approaches, the intern will also be responsible for crafting copy for the silent auction description booklet and creating auction display signs. Intern must be able to work the day before the event, the night of the event (Saturday, October 5, 2013) and post event. Timeframe: Jun 2012-Oct 2012

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

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

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

Preferred Major: Communications

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

Contact Information:

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

Preferred Method of Contact: Email
Company: Dogfish Head Craft Brewery

Job Title: Off-Centered Accounts Receivable Clerk

Position Status: Full time, Paid

Description: Dogfish Head Craft Brewery is seeking an off-centered, organized, self-motivated Accounts Receivable individual to join our dedicated accounting team! Under general supervision of the Off-Centered Accounting Manager, you’ll be involved with an assortment of accounting projects and loving every moment of it. You’ll be verifying and completing payable and receivable transactions, creating customer invoices, communicating billing status with customers, reconciling invoices/payments, maintaining accounting files with your meticulous attention to details, and other good stuff too in dogfish style! Your awesome personality will foster great working relationships with your accounting co-workers as well with other teams. You’ll assist with daily administrative functions, i.e., filing, copying - what not, and handle miscellaneous projects as they arise. Having an appreciation for Dogfish Head beers is also pretty important to us. Are you ready to rock the accounting department’s world with your top-notch number skills? This position has great growth potential attached for the right person who is eager to go get it. If this sounds like you, we want to hear from you!

The qualified candidate will be detail and task-oriented, as well as super duper organized...a high level of accuracy is a must. An Associate’s degree in Business Administration, Accounting or other relevant discipline is required. Previous data entry/book keeping experience is a plus. You should have excellent written and spoken communication skills. Must be proficient in Microsoft office software applications including Excel super essential here folks; previous Great Plains experience is a preferred. General hours will be Monday thru Friday 8:30 a.m. 5:00 p.m.

Preferred Major: Open to all majors and programs, Accounting

Application Instructions: Qualified, interested and dynamic individuals should please submit their cover letter and resume to careers@dogfish.com. Help keep busy HR folks sane, no phone calls pretty please. Proud to be an EOE.

Contact Information:

Annie Pucciarelli
careers@dogfish.com
Dogfish Head Craft Brewery
6 Cannery Village Center
Milton, DE 19968

Preferred Method of Contact: Email
**Company:** Pearson Education

**Job Title:** Pearson Campus Ambassador

**Position Status:** Part time, Paid

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

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

**Application Instructions:** Application Process

Visit us at [www.PearsonStudents.com](http://www.PearsonStudents.com) for our online application.

**Contact Information:**

Student Relations
[studentrelations@pearson.com](mailto:studentrelations@pearson.com)
75 Arlington Street, Suite 300
Boston, MA 02116

**Preferred Method of Contact:** Email
Company: Brandywine Zoo

Job Title: Summer 2013 Zoo Education Internship

Position Status: Full time, Unpaid

Description: The Brandywine Zoo's Internships offer hands-on experience for individuals who want to explore a profession in Zoo Education. We are looking for individuals with great people skills (especially working with children!), an animal lover, self-starter, mature, energetic, positive, creative, fun, safe, conscientious, and a natural leader who gets along well with others.

DUTIES: Interns will be working with the Education Team developing, and implementing lesson plans, materials, and evaluation tools for our Summer Zoo Camp program. They will also be leading children ages 4-13 through our themed Zoo Camps learning about animals, zoos, and wildlife conservation. Each camp is filled with Zoo visits, live animal presentations, crafts, animal related games, songs, stories, and learning projects.

HOURS: Summer Zoo Camps run Monday – Friday, from the beginning of June through August. Minimum intern requirements: four weeks of camp. Hours are typically 7:45am-5:30pm Monday through Thursday and 7:45am to 4:30pm on Fridays.

SALARY: This is not a paid position and we cannot provide housing. However the Brandywine Zoo Education Department will work with an intern’s educational institution to provide academic credit for the student and recommendations for those who request them after successfully completing internship.

REQUIREMENTS:
• Must be at least 18 years of age and working toward a four-year or graduate degree in Education, Recreation, Museum Studies, Communications, Animal Science, other Biological Sciences, or other related program.
• Interested parties must have an interest in working with the general public (especially children).
• Applicants must provide proof of negative TB test within the last 12 months before start date.
• Applicants should be able to stand for extended periods of time, carry up to 25lbs, kneel, and crouch.

APPLICATION DEADLINE: March 29, 2013

Preferred Major: Biological Sciences, Early Care and Education Birth to Second Grade, Early Childhood Development, Early Childhood Studies, Elementary Education, Science, Science Education, All Education Programs
**Application Instructions:** To Apply:
1. Send current resume listing relevant experience. Please indicate what type of internship you are applying for: Summer Camp or Education Department Intern.
2. Send cover letter that includes the following:
   a. Length of internship
   b. Start date, end date (if known)
   c. Days of week available, hours a week available
   d. Why you want an internship with the Brandywine Zoo’s Education Dept.
   e. What you can bring to our zoo, what you hope to get out of this internship
3. Send resume and cover letter to Jill.Karlson@state.de.us or fax to 302-577-7480.

**Contact Information:**

Jill.Karlson@state.de.us
1001 North Park Drive
Wilmington, DE 19802

**Preferred Method of Contact:** Email
**Company:** dogfish head brewery

**Job Title:** Off-Centered Warehouse Operator

**Position Status:** Full time

**Description:** Dogfish Head Craft Brewery is seeking an off-centered Warehouse Operator who can bring their super-duper logistic skills, dependability, and good safety practices to become part of our hardworking warehouse team! Under general supervision of the Off-Centered Warehouse Manager, you will keep the warehouse and all precious goods stored in pristine shape and on the move through the efficient coordination of equipment, materials and beers. You will accurately select, stage and verify outgoing orders of product and materials (including delicious Dogfish Head brews!) for outgoing shipments. Plus, you’ll safely transport goods to our off-site storage for safe keepings temporarily. You’ll also be receiving & keeping track of incoming products and materials. You will also maintain cleanliness and organization, keeping the Warehouse and docks in tip top working order, as well as performing general preventive maintenance of warehouse equipment on a regularly scheduled basis. Are you the hard worker who can bring all of this to our game plan? If so, we want to hear from you!

What you need to land this gig: High school diploma or equivalent is required. You must have a minimum of two years warehouse operation experience. Having superb written and communication skills is also required. At least two years experience working in a fast paced-production environment, preferably food/beverage production will make us super happy too. Prior forklift experience required; prior experience operating tall mast lifts is preferred. Must also be able to obtain and maintain a valid DFH forklift certification. Our ideal candidate will also have a valid driver’s license & CDL Class ‘A’ license with a good driving record! You must be able to lift 50 lbs and maneuver 160 lb kegs easily through course of the entire shift, twist/turn, reach over shoulders and stand/walk on a continual basis. Basic computing skills are required; knowledge of MS Office products is a plus. Working knowledge of WMS/RF is essential! General hours will be Monday - Friday 7:00am-4:00pm-ish and willingness to work on a rotation of shifts if needed.

Bundle of Goodies:

Dogfish Head offers competitive compensation including bonus potential, 401K company match, a fabulous health care package to include health/dental and most importantly perhaps FREE beer!

**Preferred Major:** Open to all majors and programs
Application Instructions: If interested, please send a cover letter with resume to careers@dogfish.com or fax to (302) 684-0541. Help keep busy HR folks sane, no phone calls pretty please. Proud to be an EOE.

Contact Information:

annie

contacts@dogfish.com

6 Cannery Village Center
Milton, DE 19968

Preferred Method of Contact: Email
Company: dogfish head brewery

Job Title: Off-Centered Kitchen Manager

Position Status: Full time

Description: Dogfish Head Brewings & Eats is seeking an experienced, passionate, energetic, craft beer savvy Kitchen Manager to bring their awesome kitchen managing skills to our Rehoboth Beach brewpub! As the Kitchen Manager, you’ll work with the chef to stay on top of elevating BOH operations through support, encouragement and continual job, process, people and kitchen improvement. You’ll help run a clean, sanitary, highly functional and financially sound kitchen through effective staffing, accurate costing/budgeting, minimizing waste and inefficiency, and keeping all equipment in highly functional working order. You’ll provide leadership by example while training, coaching and developing our talented BOH teams. You’ll champion a real customer focus in all kitchen operations as you focus on consistency in preparation and elevating presentation standards on the plate. You’ll also at times lend a creative hand to our chef in assisting with developing flavorful dishes. Your role will be a delicious blend of kitchen management skills and operational excellence finished with amazing people leadership. Sound like a tall, but tasty order? Yep, but you know what, you’ll love doing it too!

Requirements:

You should be a strong lead-by-example manager, who supports the success of your people. You should have a Chef’s talent but a Coach’s demeanor. You must be a strong communicator, both written and spoken, who builds cohesive teams and represents your department well. You must be able to immerse in the day-to-day while also keeping tomorrow in sight. In order to be successful, you must have a great attitude and impeccable judgment. You must be flexible and highly adaptive, too. Must have a Bachelor’s degree in the culinary arts, hospitality or restaurant management. You must be passionate about beer since it is pretty important to us. You must also have a minimum of five years leadership experience in a full-service restaurant, back-of-the-house environment. You should also have/maintain active food (ServSafe) and alcohol safety (ABCC) certification.

Preferred Major: Open to all majors and programs, All Culinary Arts Programs

Application Instructions: Qualified, interested and dynamic individuals should please submit their letter of intention, salary requirements and resume to careers@dogfish.com. You can also fax or mail your cover letter & resume to us at 302.684.0541. We offer competitive compensa
Contact Information:

annie
careers@dogfish.com
6 Cannery Village Center
Milton, DE 19968

Preferred Method of Contact: Email
Company: Gateway Foundation

Job Title: Substance Abuse Counselor II

Position Status: Full time

Description: Job description:

Completes comprehensive assessments of clients’ substance abuse history and treatment requirements, and develops individualized treatment plan. Provides individual and group counseling and may facilitate didactic groups. Documents treatment and discharge plans, and clients’ progress and responses to treatment; and maintains related records and charts. Performs case management and contributes to client care monitoring.

Job requirements: Bachelor’s degree in psychology, counseling, social work or a related field required; and current certification as a substance abuse counselor or higher licensure in Delaware preferred. Related work experience with adults in a residential treatment setting required.

Gateway Foundation is an Equal Opportunity Employer/MFDV

Preferred Major: Drug Alcohol Counseling, All Public Service Programs

Application Instructions: To apply, please visit www.gatewayfoundation.jobs and click on job requisition #12-0344.

Contact Information:

Michelle Mednis
800-777-1833 (Phone)
312-663-0503 (Fax)
mmednis@gatewayfoundation.org
55 E. Jackson Blvd., Suite 1500, Chicago, IL 60604
Company: Community Interactions

Job Title: Maintenance Technician

Position Status: Full time

Description: Local Non-Profit Company needs person with general maintenance skills and some HVAC knowledge. Will need to assist with snow removal and be “on call” one week per month. Individual must have valid driver’s license and the ability to lift 40 lbs. Most work will occur in residential homes that support individuals with intellectual and physical disabilities throughout Southeastern & Central Pennsylvania, and Delaware state. Position is full-time with benefits, holiday, and vacation pay.

Preferred Major: All Energy and Engineering Programs, All General Education Programs

Application Instructions: e-mail resume and cover letter with salary requirements to recruit@ciinc.org

Contact Information:

Tonya Johnson
trjohnson@ciinc.org
740 South Chester Road
Swarthmore, PA 19081

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

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

Position Status: Paid

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

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

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

Preferred Major: All Business Programs

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

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

Preferred Method of Contact: Email
Company: Enterprise Business Solutions Inc.

Job Title: Technical Recruiter

Position Status: Full time, Part time, Paid

Description: We need java developers, Quality Assurance Engineers, Business Analysts and DotNet Developers.

Our company is competing successfully in the market since 1999, providing job opportunities to students all across United States of America. We welcome fresh candidates as well and provide them free training to get them jobs in I.T fields. We sponsor our candidates with H1-B visas and with Green cards in future as well.

Preferred Major: Open to all majors and programs, Communications, Computer Engineering Technology, Computer Information Systems, Computer Network Engineering Technology, Computing & Information Science, All Business Programs, All Computer Technology Programs

Application Instructions: Educational Background, Work Authorization Status, willingness to relocate.

Contact Information:

Noor Dilawri
571-839-3088 (Phone)
801-469-0671 (Fax)
recruiting@ebsolutionsinc.com
Enterprise Business Solutions Inc.
7631, Leesburg Pike,
Falls Church
VA 22043

Preferred Method of Contact: Phone
Company: Blake & Vaughan Engineering, Inc.

Job Title: Electrical Engineer Intern

Position Status: Paid

Description: Responsibilities
- Computer aided drafting of lighting and receptacle plans.
- Printing and delivering drawings.
- Work with designers and engineers in electrical design.
- Miscellaneous project assistance as needed.

Qualifications and Experience
- Strong analytical skills, good interpersonal skills, and willingness to learn.
- Reliable, ability to meet strict deadlines, and work under pressure.
- Effective communication and organizational skills.
- Computer literate in MS Office applications; experience with CAD necessary.

Preferred Minimum Education: Associates Degree and/or current curriculum in Electrical Engineering or Engineering Technology.

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

Application Instructions: Please submit cover letter and resume to dcurry@blakevaughan.com

Contact Information:
Denise Curry
dcurry@blakevaughan.com
24C Trolley Square
Wilmington, DE 19806

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

Job Title: Web Developer

Position Status: Full time, Part time

Description: We have an opening for a talented web designer to join our team. You will have the opportunity to expand your design skills, while learning about the latest web technologies. We work on rewarding and challenging projects for business, government, and association customers.

MAKE SURE YOU QUALIFY BEFORE INQUIRING:
- Local Delaware area residents only.
- FULL-TIME ONLY
- CLEAN CRIMINAL RECORD
- DRUG FREE, ADDICTION FREE

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

TECHNICAL REQUIREMENTS

Strong understanding of the following is REQUIRED:
- CSS3
- HTML/XHTML
- Adobe Dreamweaver
- Adobe Photoshop
- Adobe Illustrator
- Solid Typing (no hunt-and-peck tyers)
- Microsoft Office
PERSONAL REQUIREMENTS
- Clean criminal background
- Your own, reliable transportation (no getting rides to work)
- Reasonable driving record (limited driving in your own car may be required)
- Drug-free, smoke-free workplace and grounds.
- Dress code is casual. Business casual is better. Client meetings require business attire.
- All new employees will undergo a 90 day trial period.
- Excellent communication skills on the phone and in person.
- Excellent writing ability with solid spelling and grammar. You must check your own work.
- Typing skills - you can't be a professional web developer if you are hunting and pecking at the keyboard.
- Time tracking - we utilize our own CRM system for tracking projects, time, invoices, tasks, milestones, clients, projects, and more.
- Some travel locally may be needed for client meetings from time to time. Mileage is reimbursed.
- Moonlighting and building websites for a living on the side while working here is not permitted.
- You must have a positive attitude. Negative attitudes aren't welcome in our company.
- Punctuality - you need to be at work on-time.
- Background check, driving record, credit check will be required.
- Non-competes are not required, but non-disclosures and other agreements are.

BENEFITS: Benefits will be discussed during interviews.

Location: Dover, Delaware

Compensation: depends on experience

Phone calls about this job are ok.

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

Application Instructions: Please apply on our website at www.delaware.net.

Contact Information:

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

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

Job Title: Web Designer / Project Manager

Position Status: Full time

Description: LOCAL DELAWARE APPLICANTS ONLY! (maximum 40 minute drive from Dover, DE)

NON-SMOKERS ONLY

CLEAN CRIMINAL AND DRIVING RECORD

FULL-TIME IN OUR DOVER, DELAWARE HEADQUARTERS

Short Description: Graphic designer, web developer, and project manager all rolled into one. You will design web interfaces for websites, and then work with our team members to take your design and transform it into a functional high-performance website. We can train you on how to use our cloud-based technologies to turn your designs into something special, but you will need to have solid design skills.

Description: We have an opening for a talented web designer to join our team. You will have the opportunity to expand your design skills, while learning about the latest web technologies. Applicants should be well versed with Adobe products and have a live portfolio of their work online. School project examples will not be accepted. We need to see live, examples of your digital product. This is not a programming position in the sense that you will not be developing applications. You will be required to learn how to slice your flat Photoshop concepts into working CSS designs.

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

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

Requirements:

Project Management
We used to employ Creative Directors and Project Managers that worked above our design team. In our experience and culture, we have found that this approach simply does not work. For this reason, YOU will be in charge of your projects. For the ideal applicant for this position, this should be really good news to you. Here is a list of project management responsibilities that come with this position:
Excellent communication skills on the phone and in person.
Excellent writing ability with solid spelling and grammar. You must check your own work.
Typing skills - you can't be a professional web developer if you are looking at the keyboard.
Professional appearance for client meetings. No suits, but button-down shirts and khakis preferred. No sneakers.
Time tracking - we utilize our own CRM system for tracking projects, time, invoices, tasks, milestones, clients, projects, and more. This requires you to enter status updates on your projects regularly.
Some travel locally may be needed for client meetings from time to time. Mileage is reimbursed.
Conduct client meetings for project management and launch training.

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

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

Company Benefits:
Individual health coverage costs compensated up to $330 per month
Family health coverage available at additional cost
Non-smoking friendly environment - NON-SMOKERS ONLY
Modern, team-based atmosphere
Business casual dress
One hour lunch
10 days vacation per year
Employees earn 2.9 hours/month of personal time off
Standard office hours are from 8:30AM to 5:00PM (37.5 hours/week)
401K Plan
Friendly, safe work environment
Great opportunities for advancement

Location: Dover, Delaware

Compensation: Depends on Experience

Principals only. Recruiters, please don't contact this job poster.

Phone calls about this job are ok.

Please do not contact job poster about other services, products or commercial interests.

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

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

Contact Information:

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

Preferred Method of Contact: Email
Company: Veolia Transportation

Job Title: Operations Manager

Position Status: Full time

Description: Title: Operations Manager

Location: Delaware-Wilmington

The Operations Manager plans, organizes and manages the daily operation, maintenance and testing of a water / wastewater system, assuring its compliance with established environmental, safety, operating, and emergency response procedures. This position will maintain ongoing client interface to keep clients informed and enhance client relations.

Responsibilities:
* Plans, organizes, directs, and controls the operation of all facilities on all shifts.
* Develops, improves, and conducts/coordinates safety and process training programs; and ensures that consistent process control and quality assurance procedures are followed in all plant areas and shift.
* Communicates with the Project Manager and staff to ensure that plant resources are being utilized to achieve project objectives.
* Advises subordinates in diagnosing complex operational problems; recommends and implements improvements to process control to more effectively achieve the stated project objective.
* Ensures that uniform monitoring and record keeping are performed facility-wide; and prepares specifications for major equipment and materials purchases.
* Develops (or assists in development of) annual budgets for Project Manager review; and monitors all budget elements to ensure cost-effective service.
* Assists with the preparation and/or review of reports to the client and regulatory agencies; and assists the Project Manager with client and public relations duties.
* Review subordinates' performance in accordance with Veolia procedures.
* Aggressively supervises Veolia employees to ensure that Veolia plant appearance standards are upheld, and to assure that work is performed in a safe and professional manner by following established safety, operating, and emergency response procedures.
* Promotes morale, and provides staff with atmosphere of open communication, innovation, and job growth.
* Performs related duties as needed.
* Degree in Business or Engineering or equivalent related experience with completion of an accredited management course.
* At least seven years progressive lead and/or supervisory experience within a water/wastewater treatment environment with thorough knowledge of the methods, techniques, principles, and practices of water/wastewater treatment, water distribution and wastewater collection. Preference will be given to candidates with experience in a large (>30 MGD) wastewater treatment facility.
* Delaware Level IV Wastewater Operator license or the ability to obtain within 1 year of hire. If from another state, must achieve certification within one year of hire.
* Demonstrated leadership ability with an understanding of Human Resources / Relations principals.
* Ingenuity and initiative are required to coordinate problem resolution, resolve conflicting priorities and to meet assignment deadlines within a team environment.
* Demonstrated ability to diagnose complex process problems and manage remedial action.
* Demonstrated knowledge of budget preparation and cost control and have the ability to forecast budget, staffing and equipment needs.
* Demonstrated effective communication, presentation and interpersonal skills in order to interface with and motivate all levels of personnel.
* Demonstrated ability to prepare accurate, effective, complete and easily understood written communications and reports.
* Strong PC skills with proficiency in word processing, spreadsheet and database software and the ability to optimize the use of technology and systems to communicate, manage budget and to streamline processes and increase efficiency. Familiarity with maintenance, operation, regulatory reporting and cost estimating software.
* Proficiency in the care and use of all site specific, facility required PPE (Personal Protection Equipment).
* Demonstrated commitment to compliance with applicable laws and regulations, the Company's Code of Business Conduct and other Company policies and procedures.
* Must be able to serve rotational 24 hour emergency on-call if required by site.
* Valid driver's license and safe driving record.

Application Instructions: Please click the following link for job posting, details are also listed below:

Contact Information:
Veolia Transportation

Preferred Method of Contact: Phone
**Company:** Veolia Transportation

**Job Title:** DE Class IV Wastewater Treatment Plant Operator (Proposed Business)

**Position Status:** Full time

**Description:** We are growing the North American market! So we are regularly looking for talented professionals to join our team. Successful candidates have demonstrated success working with municipalities and the water/wastewater industry and share in our commitment to Service, Value and Responsibility. Come be a part of the future. And help us make the world a better place to live.

We are looking for Project Managers and Operations Managers with the DE Class IV Wastewater Treatment Plant Operator license to be responsible for projects throughout the state of Delaware.

The Project Manager manages the business, technical and client relations activities of the project. Responsibilities include profit and loss, accounting, budgeting and oversight of the project. The Project Manager leads strategic planning, proposal coordination, account management, business development, client relations and community relations.

The Operations Manager manages the operational personnel in the operation of a large wastewater facility and ensures effective, reliable plant performance and compliance with permit standards.

* HS or equivalent. Bachelor's degree preferred.
* DE Class IV Wastewater Treatment Plant Operator license.
* Possess a thorough knowledge of the operation, maintenance, and process control of water/wastewater treatment facilities.

**Application Instructions:** * HS or equivalent. Bachelor's degree preferred. * DE Class IV Wastewater Treatment Plant Operator license. * Possess a thorough knowledge of the operation, maintenance, and process control of water/wastewater treatment facilities.

**Contact Information:**

Veolia Transportation

**Preferred Method of Contact:** Phone