

A source for jobs and employment-related events in the greater Union County area

# The Job Connection

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## January 26 – February 1, 2015

A joint venture of Union County College and the Union County Board of Chosen Freeholders

Tuesday: Orientation Session to Join the “Jersey Job Club”...details on page 4

*More events this week...*

### THURSDAY: WORKSHOP FOR POSITIONS AT COMPANY IN ELIZABETH – SIGN UP IN ADVANCE!

Environmental Company in Elizabeth is hiring for: **EIGHT (8) CHEMICAL TECHNICIANS** – Must be at least 18 years old; have valid driver’s license; pass pre-employment physical; pass company’s auto insurance qualifiers; pass HAZWOPER 40 hour training (will be provided if necessary); Perform work involving remediation of oils, hazardous waste and materials. Salary without experience \$10.50. Annual Raises. Plenty of room for advancement. Excellent package includes medical, dental, life insurance, 401K, more. **FOUR (4) DRIVERS: CLASS A OR B** – Must have Class A or B CDL with HAZMAT & TANKER endorsement. Clean abstract record; Must be able to drive 10-speed split shift (candidates will be tested); need to operate commercial motor vehicles like rack trucks, box vans, vacuum trucks, tractor trailers, and or combination of units such as jet rodders/sewer cleaning trucks. Excellent Package, \$14-18 depending on experience, includes medical, dental, life insurance, 401K, more. **ONE (1) DISPATCHER** – High School Diploma or Equivalent; Familiar with Bills of Lading, T&M’s, and Manifests; Familiar with Fleet Assignments; Must have Great Communication Skills; Must be able to Dispatch drivers to calls as they are received, using information on a daily factors such as Driver Loads, locations, and customer needs in order to balance cost and speed of response. Excellent Package includes medical, dental, life insurance and 401 K and More. **ONE (1) PROJECT COORDINATOR** – 4-year Degree in Environmental Science or Chemistry preferred, Military experience a Plus. Associates Degree in Science and experience also can be considered. Background in Hazardous waste Designation. Knowledge of Field Sampling and Hazardous Waste Disposal. Knowledge of Facility decontamination, manifests, and chemical profiles. Must pass a pre-employment physical test. \$50,000 Base salary plus commission, Excellent Package, includes medical, dental, life insurance and 401 K and More. All interested Candidates must submit their resumes to [Isaias.Rivera@ucc.edu](mailto:Isaias.Rivera@ucc.edu). **All candidates must also attend one of the following Mandatory four workshops: Thursday, January 29<sup>th</sup> at 10:00 am or 2:00 pm; or Monday, February 2<sup>nd</sup>, at 10:00 am or 2:00pm.** After you submit your resume, please contact Henri Baptiste to schedule a workshop. 908-355-4444. Interviews to be held Tuesday February 3, 2105. No walk ins, all candidates must submit resume and attend one workshop. For more information, call 908-355-4444.

## ARE YOU SUDDENLY THE HEAD OF YOUR HOUSEHOLD?

**FUNDING FOR TRAINING IS AVAILABLE!**

Union County College’s Center for Economic and Workforce Development (CEWD) provides services to displaced homemakers to assist them to transition into the workforce.



A “displaced homemaker” is defined as an individual who has worked in the home and through... **death of a spouse, or disablement of a spouse, or divorce** ...find themselves as the primary source of household income.

### Trainings for eligible participants include:

- Basic Computer • Job Search & Maintenance • ESL • Medical Coding & Billing • Office Skills

**FOR MORE INFORMATION, CALL (908) 965-6087 AND ASK FOR DEPARTMENT ASSISTANT ERICA ARNOLD!**

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## WEDNESDAY: OPEN HOUSE FOR CERTIFIED NURSING ASSISTANTS

CNA Open House on Wednesday, January 28<sup>th</sup>, 11:00am to 4:00pm at the Courtyard Edison Woodbridge, 3105 Woodbridge Avenue, 2<sup>nd</sup> floor boardroom, Edison, 08837. Please bring two forms of identification: driver's license and social security card. Two professional licenses is appreciated; CPR certification, Physical within 12 months. Event Details: Horizon has many opportunities for New Jersey certified CNAs! Berkeley Heights, Edison, Perth Amboy, Old Bridge. All Shifts Available! Block Booking. Must Have Current NJ CNA Certification. Additional Information: This job fair is for Certified Nursing Assistants that want to work in long-term care facilities. Sponsored By: Horizon Healthcare Staffing. Event Contact: Anna at [info@hhstaff.com](mailto:info@hhstaff.com); or (732) 817-0500x2. Web: <http://www.hhstaff.com>.

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## THURSDAY: TALENT NETWORK WORKSHOP ON HEALTHCARE CAREERS – REGISTER NOW

**TALENT NETWORK WORKSHOP – HEALTH CARE:** This sector continues to grow, with no decline in sight. Presentation will include industry specific information such as an overview of healthcare career paths, job market trends and employment opportunities. A career in healthcare is not specific to medicine! To find out more information please register to attend our workshop. Thursday, January 29<sup>th</sup>, 10:00 a.m. – 12:00 p.m. at the Union County One Stop Career Center – Elizabeth, 921 Elizabeth Avenue, Elizabeth, 07201. Participants can register by calling (908) 965-3924 or e-mail [Kathleen.Eaton@dol.state.nj.us](mailto:Kathleen.Eaton@dol.state.nj.us). Presented by Jersey Job Club, Elizabeth and Health Care Talent Network – Director: Padma Arvind.

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## THURSDAY: ADVANCED MANUFACTURING TALENT NETWORK WORKSHOP – REGISTER NOW

Plainfield Jersey Job Club will be hosting a Workshop: The New Jersey Talent Network – Advanced Manufacturing, on Thursday, January 29<sup>th</sup>, 10:00 am – 12:00 p.m. at the Union County One Stop Career Center, 200 West Second Street, Floor 2, Plainfield 07060. To register, please call (908) 412-7980. The workshop will address: Description of the Advanced Manufacturing Talent Network; Manufacturing Trends (US and NJ and Region); The Manufacturing Employment Landscape; Skill Requirements and Careers in Manufacturing; Resources. The Advanced Manufacturing Talent Network presents Jersey Job Club Workshops throughout the state. This program provides job seekers with up to date information on manufacturing job trends and job search resources. For more information on the Advanced Manufacturing Talent Network, visit [www.manufacturenj.org](http://www.manufacturenj.org). Please join the Advanced Manufacturing Talent Network group on LinkedIn.

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## THURSDAY: RECRUITMENT FOR SERVICE TECHNICIANS WITH VIKING PEST CONTROL

Recruitment with Viking Pest Control on Thursday, January 29<sup>th</sup>, 10:00am - 11:00am at the Somerville One Stop, Conference Room (A), 75 Veterans Memorial Drive East, Somerville, 08876. Bring a resume if you have one. Event Details: Viking Pest Control is now hiring! If you enjoy working outdoors, enjoy customer service and solving problems, you should consider a career at Viking Pest Control. We are now looking for a few good **SERVICE TECHNICIANS** in our Somerset County location. We offer excellent pay, benefits and paid training for all staff. Hiring for: **SERVICE TECHNICIANS NJ0973226** – Must be 18 yrs. old; Must have Class D/Regular Driver's License; Position is subject to pre-employment motor vehicle & criminal background checks; Full time positions - 40 hours/week; \$30,000-\$40,000 + benefits; Benefits include: Medical insurance, 401(k) plan, paid vacation/sick, paid tuition assistance, paid overtime, commissions. [www.vikingpest.com](http://www.vikingpest.com). Thursday, January 29<sup>th</sup>, 10:00am - please be on time! All applicants must have their resume on [www.jobs4jersey.com](http://www.jobs4jersey.com) in order to attend this recruitment. Additional Information: Please allow plenty of time to arrive and be settled by 10am. Sponsored By: Business Rep. Event Contact: Amanda Modale, [amanda.modale@dol.state.nj.us](mailto:amanda.modale@dol.state.nj.us).

### *Events in February...*

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## February 2<sup>nd</sup>: Workshop for Positions at Environmental Company in Elizabeth

For details, please see ad on page one titled "THURSDAY: LEARN ABOUT POSITIONS AT ENVIRONMENTAL COMPANY IN ELIZABETH – MUST SIGN UP FOR WORKSHOP IN ADVANCE!"

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The Job Connection is updated on the first business day of each week on the UCC website at <http://www.ucc.edu/Community/CEWD/Weeklyjobs.aspx> and on the County of Union website home page at [www.ucnj.org](http://www.ucnj.org).

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## February 3<sup>rd</sup>: Sign Up Session for New Project Ready Program at St. Joseph's Social Center

Project Ready is a free six-week job readiness and computer skills training class designed for adults who are actively looking for work. Volunteer tutors help students identify skills, write resumes, practice interviewing, and search for jobs. Basic computer skills, including Microsoft Word and Excel, are also taught. The program runs Tuesday through Friday from 9:30 am until 2:30 pm. The next session begins February 17<sup>th</sup> and ends on March 26<sup>th</sup>. For more information, please call us at (908) 353-1045, Ext. 8, or email [Projectreadyprg@yahoo.com](mailto:Projectreadyprg@yahoo.com). If you are interested in participating in this class, join us for our Informational and Sign up session on Tuesday, February 3<sup>rd</sup> at 1:00 pm at St. Joseph Social Service Center, 118 Division St., Elizabeth 07201. Seats are limited – Students selection by lottery. You must be able to speak and understand English fluently.

# EMPLOYMENT OPPORTUNITIES

**BUS OPERATOR OPEN HOUSES** – please visit the NJ Transit website at [www.njtransit.com](http://www.njtransit.com) to obtain information regarding part-time bus operator open houses.

**CHEF MANAGER** – at Genesis Healthcare in Westfield. Position Summary: The Chef Manager is responsible for the overall food service function. He/she plans, develops, organizes, implements, evaluates and supervises activities of the department to provide services for customers, employees and visitors. He/She provides technical guidance and administrative direction to the Food and Nutrition Services personnel. MC04. Qualifications: Ability to read, write, speak and follow written and oral directions in the English language. High school education or equivalent required. Associates or bachelor's degree in food service management, culinary arts, hospitality or nutrition preferred. Demonstrated experience as a chef with supervisory/management experience required. Serve Safe and other certifications in accordance with regulatory agencies governing the Community required. For more details and to apply: <http://jobs.nj.com/jobs/chef-manager-westfield-nj-73751113-d>.

**CLAIMS WRITER / PROPERTY DAMAGE INSPECTOR** – We are a looking for self-motivated, disciplined and talented individuals who want to change or begin new careers with our Company. No experience necessary; we provide full training. You will learn: to deliver great customer service; build strong intercession skills; learn more about insurance laws and processes; how to help property owners get the maximum amount for their insurance settlements. We do not sell insurance and there is no quota to meet. Come join a recession-proof industry with unlimited growth and income potential today! Requirements: High School Diploma or College Degree preferred; Minimum five years working experience in any industry; Proficiency with technology; Self-motivated team player; Excellent communication skills; Good problem solving aptitude and ability to make independent decisions; Ability and willingness to learn quickly; Attention to detail and facts; Bilingual Spanish a plus. MUST HAVE RELIABLE TRANSPORTATION. Compensation: \$18K-\$35K part-time and \$35K-\$90K full-time. We offer flexible work hours so individuals can choose to work either full-time or part-time and set their own schedules. This role has strong career development and advancement opportunities within company. To learn more, please visit [www.metropa.com](http://www.metropa.com). Interested candidates can then forward resumes to Ms. Hooke at [claimswriterinfo@gmail.com](mailto:claimswriterinfo@gmail.com) to schedule a pre-interview and orientation. Please be advised that only applicants who meet or exceed minimum criteria will be contacted and scheduled for pre-interview and orientation.

**COLLEGE CENTRAL NETWORK** – Go to [www.collegecentralnetwork.com](http://www.collegecentralnetwork.com) to gain access to a variety of employment opportunities. Check out CCN's Job Search Kit for tools to build your job search résumé. Find resources to: create concise and effective résumés; market yourself with professional cover letters; and prepare yourself for interviews. With formats, guides and samples, CCN's Job Search Kit provides the basics to get you started if you are a student, as well as a refresher course if you have already graduated.

**COMMUNITY ACCESS UNLIMITED** – If you enjoy working with and helping others, by making a difference in their lives, then CAU is the place you want to be. CAU is committed to providing community access through a broad array of person-centered support services for adults and adolescents with intellectual and developmental disabilities and at-risk youth aging out of the child welfare system. For more information, please contact Community Access Unlimited, 80 West Grand Street, Elizabeth, NJ 07202. Phone: (908) 354-3040. [www.caunj.org](http://www.caunj.org).

**COSTCO** – with stores in Union, North Plainfield and throughout the state. For details on positions available and to apply, please visit: [https://wfa.kronostm.com/index.jsp?locale=en\\_US&APPLICATIONNAME=CostcoNonReqExt](https://wfa.kronostm.com/index.jsp?locale=en_US&APPLICATIONNAME=CostcoNonReqExt).

**FABRICATORS** – Flow-Turn Inc., a Manufacturer of conveyor curves, is seeking fabricators able to do metal work including MIG Welding. For more details and to apply: <http://jobs.nj.com/jobs/fabricator-union-new-jersey-07083-74202728-d>.

**JOB SEARCH REMINDER** - When responding to job leads from this or any source, do not send / accept money or share confidential personal information such as your social security number, credit card number, etc. Visit company's website in advance of placing an application or attending a recruiting event.

**CUSTOMER SERVICE REPRESENTATIVE** – full-time. Santos VIP Limousine, a leader in luxury ground transportation, is seeking a Customer Service Representative to join their growing team of professionals. This is a full-time position that will require you to be available on Saturdays and some Sundays. Key responsibilities: Be able to work and close sales leads to meet monthly sales quota. Answer daily email sales inquiries and process online and phone reservations. Handle all customer inquiries, reservations and confirmations. Have excellent business writing skills to and be able to put together targeted email campaigns and follow up emails. Work closely with customers to analyze and address their needs. Knowledgeable in handling multi-line phone system. Schedule appointments and follow-up. Work local trade shows with sales team when needed. Handle general office duties. Requirements: The ideal candidate must: Be energetic and outgoing. Be a people person and demonstrate strong customer service skills. Must have previous experience working in an office environment. Be professional in appearance and demeanor. Have prior inside sales experience. Be experienced in MS Office, Word, Outlook and Excel. Have excellent communication and business writing skills. Have strong multi-tasking skills and a strong attention to detail. Be responsible and reliable. Have quick decision-making skills. Be highly motivated and able to work independently as well as in a team environment. Compensation will be based on experience. Please forward us your resume for immediate consideration. For more details and to apply: <http://jobs.nj.com/jobs/full-time-customer-service-representative-avenel-new-jersey-07001-74202722-d>.

**DATA/BILLING SPECIALIST** – at Bridgeway Rehabilitation Services in Elizabeth. Overview: Under direction of Billing Supervisor, assists with the billing operation, program reporting and performs clerical and billing duties as part of the administrative team. Education/Certifications: High School diploma/G.E.D. required. Experience ◦A minimum of 2 years' experience in medical billing procedures preferred. Driver's License, Vehicle; NJ license required. No moving violations in the last two years. Vehicle required. For more details and to apply: <http://jobs.nj.com/jobs/data-billing-specialist-elizabeth-new-jersey-74208198-d>.

**FINANCIAL SERVICES PROFESSIONALS** – We are looking to hire full-time Financial Services Professionals for our Edison & Wall Township offices who will market and sell our full line of financial products and services to individual families and small business owners. New York Life will sponsor and pay for all of the professional licenses necessary, provide a 3 year comprehensive training program and provide a full line of benefits including Health, Life & Dental Insurance, 401 (k) and Pension. We also have many management opportunities for those that qualify. To apply, please submit resume to [mwfrake@ft.newyorklife.com](mailto:mwfrake@ft.newyorklife.com).

**FOOD SERVICE WORKER** – full-time at Trinitas Regional Medical Center. Shift and Hours: Mon, Tue, Wed, Thu, Fri, Sat, Sun, varies; 6:30 am - 2:30 pm / 11:30 am - 7:30 pm, varies, Rotating Shift. Job Description: Deliver food trucks to residents and patient floors. Collect soil food trucks. General cleaning and sanitation. Other duties as assigned. Qualifications: High school diploma, GED or applicable previous experience; Must have the ability to read, write and speak English (or other languages as necessary); Follow written and verbal instructions. Experience in health care environment desirable, but not required. Skills: Standing & walking most of the time. Lift up to 50 pounds. Exposure to cold and heat. Experience one Year Minimum. For more details and to apply: <https://www.virtualhrassistant.com/trinitas/posting.cfm?action=view&postID=6715>.

**INTELLIGENCE ANALYST** – at NJ Transit. Department: Police. Salary Range: \$45,385-\$79,815. Eligible for O/T: No. Supervisor: Director, Intelligence. Work Location: Penn Plaza, Newark. Principal Accountabilities: 1. Collects, classifies and enters law enforcement intelligence and information into various databases and information systems, including NJ TRANSIT Police Departments internal CAD/RMS system, NJ Suspicious Activity Reporting System, NJ Uniform Crime Reporting Database and National Transportation Database. 2. Conducts intelligence analysis on criminal and terrorism threats, and supports writing and production of internal and joint intelligence products. 3. Supports Comparative Statistics (COMPSTAT) Program by utilizing a statistical methodology focusing on geospatial and temporal patterns and preparing regular reports for NJ TRANSIT Police Command Staff. 4. Supports Director of Intelligence and Intelligence unit staff in preparing and presenting Terrorism and Criminal Intelligence information to Police Department Staff, NJ TRANSIT personnel and Law Enforcement Partners. 5. Supports Police operations and investigations by processing information and data requests, including video feeds, crime data and other related information requests. Knowledge/Skills Required: Bachelor's degree in Criminal Justice, Intelligence Analysis or related field, or equivalent and two years of experience with law enforcement intelligence or military/national intelligence. Successful completion of Federal IATP (Intelligence Analyst Training Program) or similar training to ensure proficiency in intelligence analysis and production. Experience with Police COMPSTAT programs desired. Proficiency in data entry/formatting, database management and Microsoft Office Suite, including Excel and PowerPoint as well as demonstrated organizational, records management, research, problem solving, communication, interpersonal and negotiation skills. Must be able to pass a police background. Must be able to obtain secret clearance from federal government. CURRENTLY BEING FUNDED BY A HOMELAND SECURITY GRANT. THE STATE OF NEW JERSEY HAS A RESIDENCY LAW. Interested candidates need to submit an application and resume via fax, email or U.S. Mail to: Ms. Carla L. Matos, 180 Boyden Avenue, Maplewood, NJ 07040. Fax: 201-649-1932; Email: [cmatos@njtransit.com](mailto:cmatos@njtransit.com). Applications can be obtain by visiting our website, [www.njtransit.com/careers](http://www.njtransit.com/careers) then click on 'NJ Employment Application'. The application needs to be printed. Equal Opportunity Employer.

**DRIVER/WAREHOUSE** – Immediate Opening, Full Time, Experience necessary. Van Driver/Warehouse position Union County. Responsible individual to operate a company van must be able to work unsupervised, have good communication skills and have clean driving record. A cell phone is required. Please e-mail resumes to, [Wanttowork2015@comcast.net](mailto:Wanttowork2015@comcast.net). In The Suburban News.

**MARRIOTT** - The following opportunities and their position numbers are available at the properties listed below as of 1/24/15: **GUEST SERVICE REPRESENTATIVE 140021TD; HOUSEKEEPER 150000L3; KITCHEN SUPERVISOR/CHEF 14001N1W; SUPERVISOR-CATERING SCV OPS 140020OH; SERVER-BANQUETS 140021XR, 140021XS; ATTENDANT-AISLE 140021XU; GUEST SERVICE REPRESENTATIVE 140023Q4; ATTENDANT-GOURMET COFFEE 150002OQ.** Benefits may include: medical, dental, vision, 401(k) profit sharing, paid time off, tuition reimbursement, career advancement, hotel room discounts and more. Explore opportunities at [www.marriott.com/careers](http://www.marriott.com/careers). Click "Apply Now" link, then click "Management Positions Worldwide and Non-Management Positions in the United States and Canada" link. Upon entering application website, enter Job ID# Number (14002409) into the Job Number search bar. Then click "Search for jobs ". Click Position Title and then click "Apply Online". Returning users are required to enter a username and password. New users will need to create an account. Click Login. From there begin filling out entire application until you receive a message indicating your completion. Marriott Int'l is an EOE committed to hiring a diverse workforce and sustaining an inclusive culture. Marriott Int'l does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.

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## **TUESDAY: COME TO AN ORIENTATION SESSION AND JOIN THE "JERSEY JOB CLUB"**

**GET HIRED FASTER!** – Join the Jersey Job Club for the tools and support you need to find a job. We'll help you develop new job search skills and build up job search skills you already have. To find a good job in challenging times, successful job seekers look for opportunities to get an edge. The Jersey Job Club is just such an opportunity – and the sooner you start, the sooner you'll get results. The Jersey Job Club, located at the Elizabeth One-Stop Career Center, 921 Elizabeth Ave., Elizabeth, has various seminars, workshops and support to assist you with becoming employed. These seminars and workshops include: resume Basics, Advanced Resume, 21<sup>st</sup> Century Networking, Interview Basics, Mock Interviews, LinkedIn, Job Search Skills, Target Resume Workshop, Chat Sessions, Computer Labs...and more! To join the Jersey Job Club, please attend the Jersey Job Club Orientation on any Tuesday at 9:00 am. Please arrive on time, as the orientation starts promptly. We are looking forward to assisting you in reaching your goals. For more information email [David.Moskowitz@dol.state.nj.us](mailto:David.Moskowitz@dol.state.nj.us).

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**MEDICAL RECEPTION / TECHNICIAN** – Suburban Eye Institute, Dynamic individual needed to deliver first-rate care and service to our patients. Family-friendly eye doctor's office in need of professional, reliable, well-organized person to join our team. Computer knowledge and excellent communication skills a must; We Will Train! [SuburbanEyeInstitute@gmail.com](mailto:SuburbanEyeInstitute@gmail.com), Fax 908-464-8444, Published in The Suburban News.

**NANNIES: FULL-TIME AND PART-TIME** – Nannies for part to full-time hours needed. As a nanny, there are various positions available to you, whether full-time, part-time or on-call nanny positions for infants to school aged children. These positions are available to start with immediate hire, upon completing hiring and/or placement process. Nannies will be placed based on skill set, experience and availability. We offer flexible scheduling, ongoing support, and a variety of positions to fit your skills and preferences. Nanny positions may be full-time, part-time, hourly babysitting, summer only and/or after school. All applicants must meet following requirements: Must have reliable form of transportation and ability to travel distance; Be very reliable, mature, honest, and have genuine love of children; Have previous child care experience and valid reference (note: reference not allowed to be family members); CPR and First Aid training (not required before interview); Must be a role model for children at all times; Must have the ability to keep up with interactive play, depending on child(ren) age group. Occupations may also include: Interactive play; Providing rides to and from daily activities; Meal preparation; Overall maintenance and wellbeing of child(ren); Depending on placement, children's laundry; Homework assistance during schools seasons. Apply to the Livingston Center today! Interested candidates should fill out and submit their applications at: <http://www.collegenannies.com/livingstonnj> and click on the "Join the Team" tab at the top of the page and then select the "Apply Now" link.

**NANNY (WESTFIELD)** – Full-time. Nanny needed in Westfield for 4-month-old girl Monday through Friday 7 to 6. Must have previous newborn experience, verifiable references, punctuality and reliability a must. Reliable transportation is a must. Must be able to adapt easily to child's needs and encourage learning and development activities as child grows. Placement for immediate hire after reference checks and background screens. Interested candidates should fill out and submit their applications at: <http://www.collegenannies.com/livingstonnj>. Click on the "Join the Team" tab at the top of the page and then select the "Apply Now" link to start work at College Nannies and Tutors, Livingston Placement Center.

**NJ TRANSIT IS HIRING LOCOMOTIVE ENGINEERS; BUS OPERATORS\*** (part-time); **BUS GARAGE FOREMAN IIs; MEDICAL TECHNICIAN** (part-time); and **POLICE MATERIAL/EQUIPMENT COORDINATOR** (part-time) – NJ Transit is accepting applications and resumes for Locomotive Engineers; Part-Time Bus Operators\*, Medical Technician, Police Material/Equipment Coordinator and Bus Garage Foreman IIs in addition to positions listed at [www.njtransit.com](http://www.njtransit.com). NJ Transit is not considering applications / resumes for non-vacant positions. Fax application to 973-665-7575 or email to [njtr@njtransit.com](mailto:njtr@njtransit.com) and mention The Job Connection on the second page of the application. Please note that applications are good for one year from date of applied and that The State of NJ has a residency law. E.O.E M/F. **\*PLEASE VISIT OUR WEBSITE [www.njtransit.com](http://www.njtransit.com) TO OBTAIN INFORMATION REGARDING PART-TIME BUS OPERATOR OPEN HOUSES.**

**NOVARTIS PHARMACEUTICALS** – explore career opportunities at [www.novartis.com/careers](http://www.novartis.com/careers). Novartis is an EOE.

**PACKAGE HANDLERS** – UPS is hiring Package Handlers in Edison. The pay rate for the 3:30 am – 8:30 am shift is now \$11.00 per hour and tuition assistance has increased to \$5,250 per year. Interested candidates can apply online at <http://jobs-ups.com/new-jersey/package-handler-part-time/jobid5578125-package-handler-part-time-jobs>. Web: [www.upsjobs.com](http://www.upsjobs.com).

**PATHOLOGY SPECIMEN PROC TECH** – Full-time permanent position at Summit Medical Group. Job Description: Accessions accurately for patient specimens as requested. Organizes work to maintain efficient workflow for the section. Meets acceptable turnaround time and productivity standard for section. Recognizes processing errors/discrepancies or problems and notifies appropriate personnel. Evaluates specimens and test orders for acceptability and determines rejections according to established guidelines. Labels specimens properly, aliquots samples as required, and obtains/distributes to proper department. Prepares specimens for analysis according to established procedures for each specimen type. Produces legible records throughout the department. Ensures that records are accurate and complete. Demonstrates proficiency in the use of the hospital and laboratory information systems and their applications to all aspects of the job. Requirements: High School Graduate/GED required. Associate or Bachelor's degree preferred. Vocational / Technical School / Diploma Program: Laboratory Assistant preferred. 2-4 years' experience required. Experience with Standard Laboratory Equipment preferred. Experience with Laboratory Information System preferred. For more details and to apply: <http://jobs.summitmedicalgroup.com/berkeley-heights/laboratory-services/jobid6818741-pathology-specimen-proc-tech-jobs>.

**PHARMACY TECHNICIAN** – at Children's Specialized Hospital. Job Summary: Assist with packaging, dispensing, distributing medication and miscellaneous other pharmacy duties, under supervision of pharmacist. Performs daily cassette exchanges on nursing units as per policy. Replaces needed floor stock on units at time of exchange, picks up orders and delivers other medications to units as needed. Accurately fills inpatient cassettes under supervision of pharmacist. Adjusts patient charges for unused unit dose medications or extra doses given. Follows up on discrepancies noted during cart fill. Places orders with suppliers, unpacks, verifies and puts away drug orders. Notes any discrepancies on invoice, notifies supplier, and indicates resolution of problem and name of the supplier's representative answering call. Maintains adequate drug inventory, supplies and restocks pharmacy picking stations. Oral syringes and vials, IV room supplies, prescription vials and bottles, Pedialyte and normal saline 3 ml bullets, etc. Packages and properly labels individual unit dose liquid and solid medications and documents such in packaging log book. Cleans manufacturing and packaging areas after use. Cleans medication drawers of discharged patients and performs other routine pharmacy housekeeping functions. Participates in department quality assurance and improvement efforts. Shares ideas for department improvements, and takes part in other department quality assurance activities. Relays calls to pharmacist. More. Education and Experience: High School diploma. License: Registration with the NJ Board of Pharmacy as a Pharmacy Technician. Part-time position, rotating schedule; coverage for both New Brunswick and Mountainside sites. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. We are also an equal opportunity employer of individuals with disabilities and protected veterans. For more details and to apply: [https://re31.ultipro.com/CHI1019/JobBoard/JobDetails.aspx?ID=\\*F5C644ADB84693A](https://re31.ultipro.com/CHI1019/JobBoard/JobDetails.aspx?ID=*F5C644ADB84693A). EOE.

**PICKERS/PACKERS AND PUTAWAY** – Immediate Openings Pickers/Packers and Putaway. First and second shift available. Must be able to work weekends. Lyneer Staffing, 4713 Bergenline Ave., UC. For more info: 201-535-3848.

**TAX PREPARERS** – Optimum Financial Services is hiring two full-time Tax Preparers. Candidates must have at least two years' experience and be able to speak English and Spanish. Ability to use Tax Wise program is a plus. Interested candidates please email resumes to [isaias.rivera@ucc.edu](mailto:isaias.rivera@ucc.edu).

Please: Print only what you need.  Recycle what you print.

**TEACHER: MUSIC** – position in the Elizabeth School System. Applicants interested in this position, please go to [www.epsnj.org](http://www.epsnj.org) then click on Employment Opportunities on the left hand side. Melissa Leite, Director of Personnel, 500 North Broad Street, Elizabeth, NJ 07208. Position posted January 20, 2015. The Elizabeth Board of Education is an Equal Opportunity and Affirmative Action Employer.

**STUDENT COUNSELOR II** – at Rutgers University Newark Campus. Job Description: Reports to Talent Search (TS) Program Director. TS Program is a federally funded TRIO program whose goal is to increase number of youth from economically and educationally challenged backgrounds who complete high school and aspire to attend college. TS Student Counselor manages student caseload focused on addressing the academic, financial, career, and personal needs of sixth through twelfth grade students; Offers student support and group counseling modules; and implements and monitors individual and group learning activities and workshops. S/he follows caseload management procedures, makes appropriate contributions to student database systems, and supports programmatic initiatives for TS students. S/he will contribute to development of a comprehensive system of student support that addresses the academic and personal development needs of TS students. S/he provides technical knowledge and expertise to evaluate academic credentials and diagnostic tests. S/he will develop and conduct group counseling modules, as well as, design, implement and monitor individual and group learning activities such as: tutorial services and workshops. S/he will assist in completion of grant required annual performance report. Target Area: Irvington, NJ and Orange, NJ. Job Requirements: Requires bachelor's degree in student counseling, psychology, social work, or a related field or an equivalent combination of education and/or related experience. Two years of relevant experience that demonstrates skills in academic advising, student support services, and/or program planning working with TRIO programs or similar populations. Demonstrated experience advising urban students, many of whom are from economically and educationally challenged backgrounds, in both personal and academic areas. Demonstrated excellence maintaining student records and must have competence using word processing, spreadsheet, and database software. Requires good communication, interpersonal, presentation, and organizational skills. Requires ability to have a strong service orientation and interact effectively with students, educators, staff, and parents. Background check required. Finalist for position may be subject to background investigation, results of which will be considered in hiring decision. Requires car for travel to and from target area; and criminal background check per Target Area. Position #15-000099. More details and apply: [http://uhrapps.rutgers.edu/jobs/JobDetail.aspx?pst\\_num=15-000099](http://uhrapps.rutgers.edu/jobs/JobDetail.aspx?pst_num=15-000099).

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**UNION COUNTY COLLEGE** – with campuses in Cranford, Elizabeth, Plainfield, and Scotch Plains. Positions as of 1/23/15 include:

- Academic Testing Proctor Pool (P/T)
- Assistant Dean of Humanities
- Assistant Dean of Social Sciences/Business
- Assistant Dean of STEM
- Assistant Director of Student Accounts
- Automotive Technology Adjunct Faculty - Spring 2015
- Chemistry Adjunct Faculty
- Clerk (Department Assistant - Level I)
- Computer Applications Instructor Pool (P/T)
- Continuing Education - Supply Chain Mgmt Instructor Pool (P/T)
- Continuing Education - Youth Program Instructor Pool (P/T)
- Continuing Education Instructor Pool (P/T)
- Custodian Pool (P/T)
- Dean of Humanities
- Dean of Social Sciences/Business
- Dean of STEM
- EMT Instructor Intern Pool (P/T)
- English Adjunct Faculty
- English as A Second Language (ESL) Instructor Pool (P/T)
- Executive Director of Institutional Research
- Foundation Fundraising Manager
- GED Instructor Pool (P/T)
- Help Desk Specialist (P/T)
- Industry-Business Institute (IBI) Instructor Pool (P/T)
- Librarian (P/T)
- Printing Services Copy Center Operator/Finishing Person
- Project Coordinator
- Skill Instructors Pool (P/T)
- Student Services Generalist
- Temporary Maintenance Mechanic Helpers (2 P/T)

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