

Here are the full-time positions for July 22, 2009, from Career Services. For more information regarding these positions, please stop by Career Services, lower level, Rossin Campus Center, e-mail careerservices@washjeff.edu, or call us at 724.229.5126. If you are looking for part-time employment, Career Services, as well as the Office of Financial Aid, keep job books for local part-time employment.

JOBS

Architect of the Capital, located in Washington, D.C., is seeking a fulltime Human Resources Specialist (Labor Relations), GS-0201-14.

EMPLOYER: Architect of the Capitol
LOCATION: Washington, Dist of Columbia
SALARY RANGE: \$102,721.00-\$133,543.00
CLOSE DATE: 7-28-2009
ANNOUNCEMENT NUMBER: CAO 2009-165
CONTACT NAME: A. LaVerne Cox
CONTACT PHONE NUMBER: (202) 226-5552
CONTACT EMAIL: acox@aoc.gov

To apply, go to <http://www.avuedigitalservices.com/aoc/applicant.html> (Be sure URL is typed in all lower case). Once you have logged in, please enter the code BBHHW into the "Reference Code" field in the top right on the screen. Applications submitted by any form of mail delivery WILL NOT BE accepted. DO NOT email, fax or deliver applications or forms for this vacancy. All applications must be submitted, and forms attached through On-line Services.

ALL REQUIRED FORMS MUST BE ATTACHED AS TEXT OR IMAGE FILES TO YOUR JOB APPLICATION; FORMS RECEIVED BY E-MAIL WILL NOT BE ACCEPTED. If you are unable to apply online, you may contact the employing office for alternate application procedures. Please call (202) 226-7000.

Duties:

Plans and manages labor relations programs or operations. Administers applicable labor relations laws, concepts, regulations, procedures, and case law. Develops operational guidance and facilitates the resolution of labor relations issues.

Provides advice and guidance, including interpretations, opinions, or decisions, regarding programs or policies. Consultations involve assessment of program or policy conditions, phenomena, or anomalies.

Facilitates the resolution of Human Resources issues by working with managers and labor representatives to administer labor agreements.

Further labor management collaboration, negotiation, partnering, and problem solving efforts.

Reviews and analyzes changing regulations for impact on organization practices or operations. Develops The Architect of the Capitol labor relations policies, standards, and guidelines.

Knowledge, Skills and Abilities: Ability to communicate effectively other than in writing regarding Labor Relations program operation and issues.

Ability to provide Labor Relations program management advice and assistance.

Ability to plan and execute Labor Relations program work.

Ability to perform Human Resources program evaluation work.

Ability to communicate in writing.

Ability to meet and deal with others.

Ability to analyze Labor Relations program issues and problems.

Knowledge of laws, concepts, regulations, procedures, and case law governing Federal labor relations programs.

Minimum Federal Qualification Requirements:

Qualifying experience for the GS-14 level includes one year of specialized experience at least equivalent to the GS-13 level which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Other Significant Facts:

Applications submitted by any form of mail delivery will not be accepted.

Applicants must submit a complete application package that is received by the closing date of this announcement.

The Office of the Architect of the Capitol is an Equal Opportunity Employer. This Office prohibits discrimination on the basis of race, religion, sex, color, age, national origin, or disability.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Relocation expenses are not authorized.

BENEFITS: A variety of health insurance plans; retirement system with investment options; paid holiday; paid sick and annual (vacation) leave; life insurance; incentive systems; subsidized transportation; training and development opportunities, etc.

The selectee(s) under the vacancy announcement for this position is subject to a criminal record check by the U.S. Capitol Police and satisfactory adjudication to be eligible for employment at the Architect of the Capitol.

DIRECT DEPOSIT: All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

Applicants must be U.S. citizens or must be authorized to work in the United States.

Selectee(s) is subject to the completion of a one-year trial/probationary period, regardless of whether or not a trial/probationary period has been completed previously with the Architect of the Capitol or another Federal agency.

The Ayco Company, L.P., a Goldman Sachs Company, one of the nation's leading financial counseling firms, is looking for a bright, energetic, client-oriented person with a strong work ethic to become a personal **Financial Planner** to senior level Fortune 500 executives. Following a formal training program, the Financial Planner will work in their Canonsburg, PA office.

Responsibilities:

- ❖ Work one-on-one with individual clients providing comprehensive personal financial planning, investment planning and tax services to corporate executives and other high net worth individuals;
- ❖ Prepare tax projections, asset allocation, retirement, education funding, insurance and estate-planning analyses;
- ❖ Extensive telephone contact leading to face-to-face interaction with clients, and their outside advisors, to obtain information and provide advice.

Qualifications:

- ❖ Related work experience is a plus;
- ❖ Four year degree with a GPA of 3.2 or higher in Finance, Accounting or Economics;
- ❖ JD/MBA/CFP preferred;
- ❖ NASD Series 7 and Series 66 preferred;
- ❖ Strong working knowledge of Excel;
- ❖ Strong organizational and multi-tasking skills;
- ❖ Excellent written and verbal communication skills;
- ❖ Ability to maintain a high level of confidentiality;
- ❖ Enthusiastic and positive approach to problem-solving and client service;
- ❖ Proven track record with cross training, task-sharing and mutually supportive teamwork;
- ❖ Innovative thought processes and pro-active time management and task completion follow-through.

Visit their website at www.ayco.com. They offer a competitive salary; a comprehensive benefits package and a high quality work life. Interested applicants should submit cover letter, resume, transcripts and salary requirements to:

Human Resources (FA-PA)

The Ayco Company, L.P.

P. O. Box 860

Saratoga Springs, NY 12866

EOE/M/F

Fax: 518-886-4350

E-mail: hresources@ayco.com

Community Action Southwest has an opening for a fulltime Health Nutrition Coordinator. This Management Position, #644, which closes on July 30, 2009, is located in Washington County.

Areas of Consideration:

Prefer a Washington County or Greene County resident.

Travel may be required throughout Washington & Greene Counties.

Two years of practical nursing experience in a pediatric setting/or experience in pediatrics preferred.

Familiarity with social service agencies and programs in Washington & Greene Counties.

Education/Licenses/Clearances:

Must maintain a current child, adult and infant CPR and First Aid certification.

Possess a current license to practice as a practical nurse as issued by the Pennsylvania State Board of Nurse Examiners.

Final determination of suitability for employment will be contingent upon a successful Federal Bureau of Investigation (FBI) fingerprint processed in accordance with Public Law 92-522 and the Child Protective Services Law (Title 23, PA C.S. Chapter 63). Federal Criminal History Background Check will be required before starting employment.

Brief Description of Duties:

Supports and speaks in positive terms about CAS mission and others in the organization.

Takes initiative to do more than is required or expected in the job.

Demonstrates genuine enthusiasm for learning new skills and assuming new/changing roles.

Takes full accountability for meeting commitments and achieving expected results.

Accepts challenges and uses creative approaches to assess and solve problems.

Regular and reliable attendance is essential.

Follow Physician's orders in regards to medical and nutritional plans of care.

Interview, observe, record and report signs and symptoms of actual or potential health/nutrition status and/or changes.

Provide guidance to families on health and nutrition promotion and maintenance.

Identify and report actual or potential health and safety hazards.

Provide referral services and advocate on behalf of the family with referral agencies.

Provide training for staff on medication administration, health and nutrition care plans as well as required health and nutrition trainings.

Adhere to all CAS Head Start Policies/Procedures and Performance Standards.

Coordinate with community agencies to assure services are being provided to families.

How to apply: Applications can be obtained at the main office:

Community Action Southwest, ATTN: HR

150 West Beau Street, Suite 304

Washington, PA 15301-4425

Contact: cmithchell@caswg.org

Emerging Markets Investors Corporation has an opening for a Trader. The Trader will support a team of regional analysts and portfolio managers by processing trading orders and program trades; overseeing the execution process of these trades; reconciling daily trading activity and positions; and providing appropriate market updates. Specifically, the Trader will: Apply a highly specialized knowledge of finance and quantitative analysis; apply trading skills to interpret and analyze international capital markets and companies within such markets, specifically and primarily for evaluating and monitoring investments in Asia; place/book trades according to orders placed by the firm's portfolio management team and ensure the successful execution of trades in the markets of Asia; and reconcile daily trading activity and positions and provide appropriate market updates to applicable staff. Requirements of this position include: Master's degree in economics, finance or related field; knowledge of and experience in the Asian markets; at least six months financial and/or trading experience; and able to work night hours – specifically 7:00 p.m. – 3:00 a.m. To apply, submit your resume and cover letter to

Emerging Markets Investors Corporation; Attn. Leigh Anne Lord, Manager, Human Resources, 1001 19th Street North, 17th Floor, Arlington, VA 22209. *Leigh Anne Lord is a '87 W&J alumna.*

The **Pennsylvania Department of Health** has job vacancies for Public Health Program Assistant Administrators and Public Health Program Administrators with application deadlines of Wednesday, July 29, 2009. Pennsylvania residency is NOT required for either position. Detailed announcements can be found at:

<http://www.scsc.state.pa.us/scsc/cwp/view.asp?a=392&q=155529> . Please follow the directions under "How To Apply". Candidates may apply online using the "Apply for Jobs" link listed on the right side of the home page.

The State Civil Service Commission home page:

<http://www.scsc.state.pa.us/scsc/site/default.asp>

The **United States Marine Corps Officer Program** has fulltime and internship positions open to all majors.

Job Description:

- Paid Summer Leadership Internship that can lead to a commission as an Officer in the U.S. Marine Corps.
- Immediate Management Experience sought by future employers.
- Jobs available in over 20 specialties including Infantry, Artillery, Armor, Intelligence, Military Police, Combat Engineer, Financial Management, Logistics, Public Affairs, Air Traffic Control, Aviation Maintenance, Pilot, Lawyer and many more.

"Some spend their entire lives wondering if they made a difference in this world. The Marines don't have that problem." Ronald Reagan

If you need additional information, please contact:

CAPT D. A. SMITH USMC
OFFICER SELECTION OFFICER PITTSBURGH
CELL (412) 558-1096
OFFICE (412) 362-6245/6249
(800) 742-7960
FAX (412) 362-6251
DREW.SMITH@MARINES.USMC.MIL
5837 ELLSWORTH AVE
PITTSBURGH, PA 15232

The **Veterans Healthcare Administration** in Bedford, MA, is seeking a Business and Finance Office – Integrated Healthcare System. You are invited to join a team-oriented professional staff providing care for those who have served. You'll serve as the network's Chief Financial Officer, participating in senior management level and overall planning activities for the network's medical centers, community based clinics, other facilities, and programs – all while fostering a corporate culture of public service, accountability, and excellence.

The VA New England Healthcare System is one of 21 Veterans Integrated Service Networks (VISNs) within the U.S. Department of Veterans Affairs (VA) and is located throughout the six New England states - Maine, New Hampshire, Vermont, Massachusetts, Rhode Island and Connecticut. Services are provided through primary care supported by eight (8) Joint Commission accredited medical centers, over 35 Community Based Outpatient Clinics (CBOCs), six (6) nursing homes and two (2) domiciliaries.

Your major duties and responsibilities will include having expert conceptual and functional knowledge in theories and principles of healthcare administration and financial management including managed care; advising staff and management; facilitating negotiation and monitoring of contracts for clinical and non-clinical care; assuring effective management of capital assets; having comprehensive knowledge of large healthcare organization style policies and procedures governing the fiscal operation of healthcare facilities, as well as a range of administrative laws, policies, regulations, and precedents applicable to healthcare programs.

You must have at least one (1) or more years of specialized experience as a Business and Finance Officer in a large, complex healthcare organization that has included financial management including managed care; having knowledge of actuarial data and market research principles sufficient to develop a major style business plan; planning and forecasting techniques for development of financial projections and budget; and, a desire to attract, retain, and motivate a diverse group of top-quality professional and administrative staff.

VA Benefits are hard to match and include generous paid time off and sick leave, all paid federal holidays, extensive educational, leadership development, and advancement opportunities – all coupled with work/life balance and the satisfaction of caring for those who have served our country. Also, as part of a nationwide health system, you can easily transfer your skills to new locations and new roles if you so desire.

For more information about this opportunity and how to apply, please email your resume to Don Rainwater, National Healthcare Recruitment Consultant, don.rainwater@va.gov. You can also speak with Don at 413-584-4040, Ext. 2907.

OTHER POSITIONS

Sears, located in Washington, PA (Washington Crown Center) has a number of part-time positions available, including Appliance Sales, Electronics Sales, and Lawn and Garden Sales. If interested, please contact Michele Biringer at 724-250-2056 or at the store.