

Here are the full-time and part-time positions for July 1, 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

Community Action Southwest is seeking a Family Economic Success Caseworker. For the Caseworker position, a Washington County or Greene County resident is preferred. Travel may be required throughout Washington and Greene Counties. Candidates should have a BA Degree in the Social Service field. This position 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; provides information and referral to eligible clients about our programs and services; possesses knowledge of current available resources in community that relate to clients; interviews clients and assess their immediate needs, i.e. physical, mental, social, etc.; develops individual action plan and ensure service delivery; discusses alternatives with clients and counsel them in order to help them adjust to or correct problems; provides protective services and crisis intervention for at-risk clients; conducts recertification, reassessments and review appropriateness of service being provided to clients; implements the Basic Measures for LIURP Program to include home-based energy assessment, refrigerator tests, light bulb replacement and water jacket installation; attends training and in-service meetings as required by supervisor; provides home visitation as necessary; completes and submits client intakes, needs statements, action plans, case records and any other reports as requested by the supervisor; and completes and submits travel expense statements and time sheets as required by supervisor. To apply, obtain applications at the main office, Community Action Southwest ATTN: HR, 150 West Beau Street, Suite 304, Washington, PA 15301-4425. The closing date for this position is July 10, 2009.

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.*

Peace Corps is hiring a Program Support Assistant, FP-0303-7 (Equivalent to GS-07) This position is located in the Peace Corps Fellows/USA program in the Office of Domestic Programs, reporting to the Fellows/USA Program Manager. The activities of this office support Peace Corps recruitment and assist returned Peace Corps Volunteers in fulfilling the Agency's

third goal - to help promote a better understanding of other peoples on the part of Americans - by establishing and maintaining educational partnerships that place the returned Volunteers in U.S. communities for graduate studies and professional internships. As the Program Assistant, the employee provides support to the Fellows/USA program. S/he is responsible for ensuring the proficient functioning of the Fellows/USA office and providing substantive assistance in the implementation of office programs. The incumbent has responsibilities for office administration, database management, inquiry response, meeting planning and logistics, internship management, and special projects. This position including a detailed description is on the Peace Corps website. If you are interested in applying please login to the Peace Corps jobs site at: <http://www.avuedigitalservices.com/pc/applicant.html>. Once you have logged in, please enter the code PQICI into the "Reference Code" field in the top right on the screen.

Penn State Altoona is seeking a Coordinator Placement and Internship (Job Developer). The candidate will coordinate employer development activities including calling employers, visiting employers, attending job fairs, identifying employer leads using ReferenceUSA, as well as attending networking functions through the Chamber of Commerce to increase full-time job opportunities for students at Penn State Altoona. Benchmark employer development best practices and update the Employer Development Strategic Plan. Assist with identifying employers for fall career fair. Assist with employer/alumni networking events for students. Assist with classroom presentations and workshops to promote Career Services resources to students. Conduct student appointments to provide assistance with resume and cover letter writing, job search strategies, job fair preparation, summer work experience, and interviewing skills. Update the business marketing plan to promote workshops and career planning events. Coordinate a Career Services Student Advisory Board and Employer Advisory Board. Coordinate marketing activities of Nittany Lion Recruiting and increase student and employer usage of Nittany Lion Recruiting. Identify resources for employers on the Career Services website. Assist with coordinating a committee to identify strategies for non traditional completion. Attend biweekly Career Services meetings and weekly meetings with the Director of Career Services. Requires Master's degree or equivalent, plus three months of work-related experience. This is a fixed-term appointment funded through June 30, 2010 with possibility of re-funding. This is an 80% full-time equivalence (FTE) job. Normal hours are 8:00 a.m. to 5:00 p.m. Monday through Thursday. Evening hours may be needed to attend networking functions or collect post graduation activities data. Full Penn State benefits included. Electronically submit a cover letter, salary requirements and resume at www.psu.jobs or mail to Employment & Compensation Division, Job #: D-30330, The Pennsylvania State University, Fifth Floor, James M. Elliott Building, University Park, PA 16802 or fax to 814-865-3750. Resumes accepted until position is filled.

Printing Industries of America is seeking a full time Environmental, Health, and Safety Specialist to join their team and provide daily member support and service on a diverse range of EHS issues. The EHS Specialist position will solve EPA, OSHA, and DOT permitting and compliance issues and help members develop policies, procedures, and other materials related to the Sustainable Green Printing Partnership certification process. The ideal candidate will have a degree in Environmental Science, Biology, Chemistry, or related field and be familiar with EHS regulations for air, stormwater, wastewater, and worker safety. Candidates must be proficient in technical writing, regulatory analysis, and be comfortable making oral presentations. Please send resumes with salary requirements to: humanresources@printing.org or 200 Deer Run Road – Sewickley, PA 15143.

UPDATED DESCRIPTION

The Public Affairs Office for the United States Army Corps of Engineers, Pittsburgh

District, is currently searching for candidates to fill a Public Affairs Specialist position. Candidates should have strong multimedia and public relations skills. *Applicants should be able to demonstrate technical proficiencies in multimedia and they will be tested on those skills by creating a web product prior to selection for the position. It would be greatly appreciated if applicants submit a sample of web products.* If interested, send your resume to Rachel Haring at Rachel.F.Haring@usace.army.mil.

Southern Huntingdon County School District is seeking an Elementary Special Education Instructor. This is a full-time position for the 2009 – 2010 school year. Proper certification is required. If interested, send a letter of interest, resume, application, references, certificate, transcripts, and updated Acts 34, 151 and 114 clearances to Grant E. Stiffler, Superintendent, Southern Huntingdon School District, 10339 Pogue Road, Three Springs, PA 17267, telephone 814-447-5529; fax 814-447-3967; email: shcsd11@tiu11.org. The application deadline is July 10, 2009.

Southern Tioga School District is accepting applications for an English Teacher – grades 7-12. Certification is required. Minimum salary Bachelor = \$38,645 and Master = \$40,145. If interested, send a letter of interest, resume, state standard application, PA teaching certificate, transcripts, placement office credentials/references and current clearances to Penny Crowell, Director of Human Resources, 241 Main Street, Blossburg, PA 16912, pcrowell@southerntioga.org, 570-638-2183 ext. 3003. The application deadline is July 7, 2009.

UNESCO – United Nations Educational, Scientific and Cultural Organization is looking for candidates in the Young Professionals Programme. This is an opportunity for students or alumni interested in international affairs and under age 30 as of 12/31/2010. Here's the link for more details: http://portal.unesco.org/en/ev.php-URL_ID=11714&URL_DO=DO_TOPIC&URL_SECTION=201.html.