

# OFF Campus Jobs



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**Attention Students:** If you experience any problem with an off campus employer, please notify the Career Center immediately!

Note: typically international students are **NOT** eligible to be employed off campus

Employer	Location	Job Title	Description
<b>Akron Law Library</b>	Akron area	Circulation desk student-assistant	<p><b>Description</b>                      The Akron Law Library (located in the Summit County Courthouse, 209 S. High Street, 4th floor) is looking for a part-time Circulation Desk Student-Assistant. Pay starting at \$9.00 per hour for up to 25 hours per week. Flexible schedule, work days from 8:00am-4:30pm with 3:30-4:30pm daily required. No evenings or weekends. Paid government holidays. Pro-rated sick leave. Library experience a plus, but not necessary. Akron Law Library is a division of Summit County government. Job available immediately. Apply before 4pm on July 14.</p> <p>send resume or contact Alan Canfora, Library Director at <a href="mailto:acanfora@akronlawlib.org">acanfora@akronlawlib.org</a></p> <p><b>Posted 7/11/11</b></p>

**7/11/2011**

Not Perfect Clothing		<p>Two Positions:</p> <ol style="list-style-type: none"> <li>1. Web Design</li> <li>2. Graphic Design</li> </ol>	<p><b>Job description:</b> We are looking for 1-2 individuals to join our team, and help with the designing of web sites, and t-shirts. Must be very creative!</p> <p><b>Desired skills and qualifications</b> Junior or senior level students preferred, but all students with a background in design can apply.</p> <p><b>Pay rate negotiable</b></p> <p><b>Hours / week</b> Work from home, with deadlines.</p> <p><b>Application instructions</b> Attach a design, that you have done in the e-mail when submitting your resume.</p> <p><b>Contact information:</b> <a href="mailto:Notperfectclothing@gmail.com">Notperfectclothing@gmail.com</a></p> <p><b>Additional information</b> If you have additional questions feel free to contact us at: <a href="mailto:notperfectclothing@gmail.com">notperfectclothing@gmail.com</a></p> <p>Posted 7/11/11</p>
GOJO Industries	Akron, Ohio	Web Content Editor	<p><b>DESCRIPTION</b> Execute changes and updates to GOJO websites via a web-based content management system (CMS). Verify the implementation and accuracy of site changes and updates. This is an entry-level position and training will be provided.</p> <p>POSTED 7/6/11</p>

**7/11/2011**

Chipotle Mexican Grill	Akron, Ohio	Restaurant Team Members	<p><b>DESCRIPTION</b></p> <p>What can we say? Our front line is key, and our crew makes the front line look and feel as great as it does! In this hourly position, we look for people with a passion for serving quality food, having fun at work, and delivering amazing customer service. You must start here in order to move into other positions within our restaurants.</p> <p>Our Front line positions include: Tortilla Station, Salsa Station, Expo Station and Cash Station. Responsible for providing excellent customer service, with quick and efficient attention to the customer. Greets customers, assembles food order, maintains appropriate portion control, and collects and processes payment from the customer. Maintains cleanliness of counters and floors at all times.</p> <p>Grill positions are responsible for preparation of food items on a daily basis, while maintaining a clean sanitized kitchen area. Consistently follows recipes and procedures and adheres to Chipotle's standards.</p> <p><b>POSTED 7/6/11</b></p>
Roseland Lanes	Bedford, Ohio	Marketing	<p><b>DESCRIPTION</b></p> <p>We are seeking an individual to reach out to untapped markets to plan parties, fundraisers &amp; company events. This would include businesses, organizations and schools. You would plan a sales strategy, make phone calls and follow up on contacts. You will be expected to work in coordinating the events.</p> <p>Marketing experience a plus but not necessary.</p> <p><b>SALARY LEVEL</b> hourly wage plus commission</p> <p><b>JOB FUNCTION</b> Marketing/Sales/Advertising</p> <p><b>CONTACT INFORMATION</b> Anna Marie Slaby or Maria Svab Manager 26383 Broadway Ave. Oakwood Village (Bedford), Ohio 44146 440-232-5444 fax:440-232-2814</p> <p>Posted 7/6/11</p>

**7/11/2011**

Community Health Center	Akron, Ohio	Part Time Cook	<p><b>DESCRIPTION</b></p> <p>The Community Health Center is a non-profit social service agency in the Akron area providing comprehensive treatment, primary health care, prevention and housing services for addictive and compulsive behaviors and disorders.</p> <p>We are currently looking for a Part Time Cook at RAMAR, our residential facility, to help prepare and serve food to Residents and Staff. Will work 16-20 hours weekly, must be able to work a flexible schedule, alternating days and occasional weekends. Duties include: Prepare food items for scheduled resident lunch and dinner meals, following menu, standardized recipes and methods of preparation; Provide supervision to residents who are doing kitchen chores; Do any dishes that are dirty from meal preparation.</p> <p>Minimum requirements: One year experience in food preparation; Have sufficient dexterity to handle food and equipment efficiently and safely; Able to lift up to 30 lbs; Able to work on feet for long periods of time as a great deal of time is spent on foot either continuously walking or standing. Position will start as temporary with the possibility of permanent hire.</p> <p>The Community Health Center is an Equal Opportunity Employer and Provider of Services.</p> <p>Non smokers only please.</p> <p>Please send resume and include the position for which you would like to apply.</p> <p><b>POSTED 7/6/11</b></p>
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**7/11/2011**

Ohio Citizen Action	Cleveland, Ohio	<p><b>DESCRIPTION</b></p> <p>Since 1975 Ohio Citizen Action has been fighting for clean air, clean water, and healthier neighborhoods. Our organization of 80,000 members across the state has been winning campaigns for 35 years. We've passed toxic chemical right to know laws, exposed campaign contributions and political corruption in Ohio, helped pass a federal pesticide law to protect drinking water, reduced air pollution by convincing major polluters to upgrade facilities, and have trained generations of activists and community leaders.</p> <p>Description:</p> <ul style="list-style-type: none"> <li>• Pay is \$375-\$475 per week for full time, hours are Mon.-Fri. 2pm-10pm</li> <li>• Full time includes 2 weeks paid vacation per year and comprehensive benefits</li> <li>• Pay \$75 per day for part-time, hours are 2pm-10pm at least three days per week</li> <li>• Fun work atmosphere with lots of room for advancement</li> <li>• All majors or areas of study welcome to apply, we emphasize good communication skills and passion for environmental issues</li> </ul> <p>Please call Sarah at (216) 623-3956 for more information and to set up an interview.</p> <p>For detailed description of what a typical day looks like:  <a href="http://www.activistjobs.org">www.activistjobs.org</a>  For more information on campaigns visit: <a href="http://www.ohiocitizen.org">www.ohiocitizen.org</a></p> <p><b>POSTED 7/6/11</b></p>
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7/11/2011

Accretive Health	Akron, Ohio	Revenue Cycle Manager	<p><b>DESCRIPTION</b></p> <p>Responsible for the overall management of our hospital client, or one of more departments within the revenue cycle of the hospital client. Duties include but are not limited to:</p> <ul style="list-style-type: none"> <li>•Implementing executive strategy</li> <li>•Consistency evaluating the operation looking for and implementing operational improvements</li> <li>•Ensuring profitability and margin targets are meet</li> <li>•Mentoring direct reports and coaching staff, suggesting firing of personnel and participating in the hiring of staff</li> <li>•Interact with third party vendors (including consulting firms) and accurately represent the needs of the hospital</li> <li>•Interact with Provider side leadership as necessary</li> </ul> <p>Desired Skills &amp; Experience</p> <ul style="list-style-type: none"> <li>•Familiarity with all departments of the revenue cycle and knowledge of patient access of patient financial services</li> <li>•Strong communications experience should include presentation/proposal generation, as well as an ability to interact effectively with people at all levels within a team or client organization</li> <li>•Experience and ease working with senior hospital executives</li> <li>•Demonstrated track record of delivering revenue cycle improvements</li> <li>•Comfortable with technology implementations in a healthcare setting</li> <li>•Stellar work ethic</li> <li>•5 years experience + required</li> </ul> <p>Company Description</p> <p>Accretive Health is a leading provider of healthcare revenue cycle management services. Our business purpose is to help U.S. healthcare providers to more efficiently manage their revenue cycle operations, which encompass patient registration, insurance and benefit verification, medical treatment documentation and coding, bill preparation and collections.</p> <p>Our customers typically are multi-hospital systems, including faith-based or community healthcare systems, academic medical centers and independent ambulatory clinics, and their affiliated physician practice groups. Our integrated technology and services offering, which we refer to as our solution, helps our customers realize sustainable improvements in their operating margins and improve the satisfaction of their patients, physicians and staff. Our solution is adaptable to the evolution of the healthcare regulatory environment, technology standards and market trends, and requires no up-front cash investment by our customers. As of May 3, 2010, we provide our integrated revenue cycle service offerings to 22 customers representing 59 hospitals and \$13.6 billion in annual net patient revenue, as well as physicians' billing organizations associated with several of these customers.</p> <p><b>DESIRED MAJOR(S)</b> Business/Marketing Management, Allied Health</p> <p><b>SALARY LEVEL</b> TBD based on experience</p> <p>Posted 7/6/11</p>
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**7/11/2011**

<b>Community Health Center</b>	Akron, Ohio	Part Time Medical Records Clerk	<p><b>DESCRIPTION</b></p> <p>The Community Health Center is a non-profit social service agency in the Akron area providing comprehensive treatment, primary health care, prevention, and housing services for addictive and compulsive behaviors and disorders.</p> <p>We are currently seeking a Part Time Medical Records Clerk: Data Entry to work 24 hours a week. This person will provide support services to all staff in the agency. Responsibilities include: entering data of planned events, SAL's, urine results and demographic information; monitoring and reporting all probation officer's reports; filing; and preparing all confidential material for disposal.</p> <p>Minimum requirements: High School Diploma with previous experience in a similar position. Knowledge of modern office practices, procedures and equipment. Knowledge of business English spelling and arithmetic. Must be able to follow relatively complex oral and written instructions. Must be a Non-Smoker.</p> <p>To apply, please send your resume along with 3 professional references (with full mailing addresses or e-mail addresses, preferred).</p> <p><b>POSTED 7/6/11</b></p>
<b>Ohio Citizen Action</b>	Cleveland, Ohio	Green Summer Positions and Internships Available	<p><b>DESCRIPTION</b></p> <p>Ohio Citizen Action brings relevant local issues to the people year after year. We have won hundreds of millions of dollars in pollution control upgrades at facilities across the state, we helped win more strict regulation of mountaintop removal coal mining, and stopped a new coal plant from being built on the Ohio River.</p> <p>Ohio relies heavily on coal for power- much of which comes from outdated, dirty, inefficient coal plants. We are taking on the nation's largest utilities urging them to make the shift to generating cleaner and cheaper electricity. This shift won't happen spontaneously and won't come from the board room of First Energy. We can be the spark that ignites the fire under our utilities to make the shift! Working at Ohio Citizen Action will give you the opportunity to empower residents and ratepayers to challenge the status-quo to bring about the change to Ohio that is long overdue. Now is the time to generate electricity without sacrificing the health and well-being of Ohioans.</p> <p>The benefits of working for Ohio's largest environmental group are:</p> <ul style="list-style-type: none"> <li>• Pay is \$375-\$475 per week for full time, hours are Mon.-Fri. 2pm-10pm</li> <li>• Full time includes 2 weeks paid vacation per year and comprehensive benefits</li> <li>• Pay is \$75 per day for part-time, hours are 2pm-10pm at least 3 days/week</li> <li>• All majors or areas of study welcome to apply, we emphasize good communication skills and passion for environmental issues</li> </ul> <p>Please call Sarah at (216) 623-3956 for more information and to set up an interview or email resume to <a href="mailto:sbatke@ohiocitizen.org">sbatke@ohiocitizen.org</a>.</p> <p>For detailed description of what a typical day looks like: <a href="http://www.activistjobs.org">www.activistjobs.org</a> For more information on campaigns visit: <a href="http://www.ohiocitizen.org">www.ohiocitizen.org</a></p> <p><b>Posted 7/6/11</b></p>

**7/11/2011**

Chinaz Love LLC	Akron , Ohio Canton, Ohio	Marketing Specialist/Assista nt	<p><b>Description</b> The Marketing Specialist Assistant is a very vital position with Chinaz Love LLC. This position will require the promotion and marketing of, "Intimate Thoughts of My King." A spoken word poetry night. The Marketing Specialist will be responsible for organizing the event, creating the graphic art designs, and the marketing campaign within the allotted budget. As well as advertising on social media networks. The Marketing Specialist will also be required to run an internet campaign that will build the social media networks affiliated with Chinaz Love LLC. The required candidate should be familiar with MAC software as well as the operation and application of various social networks. The specialist will be required to develop advertisement to post to the social media networks and track the growth and use of the affiliated sites by the consumers.</p> <p><b>Contact information</b> Ms. Tiffany M. Averette-Smith Sole Proprietor 2304 21st Street NE Canton , Ohio 44705 United States</p> <p><b>Posted 7/6/11</b></p>
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**7/11/2011**

The Rice Company	Akron, Ohio	Microsoft Campus Rep	<p><b>Description</b>  The Rice Company is an engagement marketing firm in Hingham, MA. We are currently recruiting college students at campuses across the US for our client, Microsoft.</p> <p>What is a Microsoft Windows Campus Representative?  A fun and interactive opportunity to build your resume while earning money right on your own campus! Put your marketing and entrepreneurial skills to work planning a variety of events where you demonstrate Microsoft products to your peers, then give them the chance to try the products for themselves. You will collect surveys from all students that try the software, and report that data back to The Rice Company.</p> <p><b>Expectations:</b>  Microsoft Windows Campus Reps will be expected to work approximately 11 hours each week for 40 weeks during the academic year and some summer weeks. This is a real job and you will be expected to perform all requirements as with any part time job. Each week we expect that about 8 hours will be spent performing hands on trials, and the remaining 3 will be spent interacting with other program members on our website and reporting data to us. This is a paid internship with a weekly stipend, many bonus opportunities and students who meet the program goals get to keep the premium, fully loaded PC we'll send you after being accepted into our program.</p> <p><b>Responsibilities:</b>  Each week the Student Rep will be required to conduct 40 hands on trials of Windows 7 and other Microsoft products to other students on campus using the fully loaded computer we will provide you completely free! We will also train you via web seminar and provide you with a Windows Marketing Kit that contains everything you will need to conduct trials on your campus. You will use their social networks to engage others on Windows features and let your friends know how they can take a trial with you! Students will report to The Rice Company several times weekly.</p> <p><b>Requirements:</b>  Must be a full time, undergraduate student living on or near campus (NOT studying abroad) for the upcoming 2011 – 2012 academic year to participate in the program. You must be computer savvy though this is primarily a marketing internship; you can be majoring in any course of study. The successful candidate will have demonstrated leadership skills, an entrepreneurial spirit, and the ability to interact with his/her peers on campus and through social networks.</p> <p><b>Posted 7/6/11</b></p>
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**7/11/2011**

<b>InfoGrow Corporation</b>	Cuyhaoga Falls, Ohio	Marketing Support Assistant – Part-time	<p><b>Description</b></p> <p>National provider of Microsoft Dynamics CRM and business location intelligence solutions (mapping, dashboard applications) for the last 21 years, located in Cuyahoga Falls, seeks a part-time assistant, capable of working independently on various marketing lead generation projects.</p> <p>Your involvement will include carrying out www site, direct mail, email, event campaigns, and social media initiatives. You will be responsible for updating our www site, blog, e-commerce sites, production email blasts to customers, business partners and prospects. A key component of this position will be tracking and measuring the effectiveness of our marketing efforts. As such, the position will be responsible for monitoring and reporting the analytics from our www site, blog and e-marketing efforts.</p> <p>This position has hands-on marketing services responsibility in a technology company that is sale and marketing savvy. You will be a key member of sales &amp; marketing team. InfoGrow's applications and services are built upon Microsoft Dynamics CRM and Bing Enterprise Maps which are among some of the fastest growing applications in the sales &amp; marketing space.</p> <p>Requirements include:</p> <ul style="list-style-type: none"> <li>• Problem solving ability</li> <li>• Strong ability to work independently</li> <li>• Solid writing and grammatical skills</li> <li>• Attention to detail</li> <li>• BA/BS degree</li> </ul> <p>InfoGrow's client base includes a number of, hospitals and Fortune 1,000 companies. We are 90% B2B focused. We utilizes Microsoft state-of-the-art technologies to support internal and client requirements as such, you must have a solid understanding of Windows, MS-Word, MS-Excel, Outlook, solid research skills using the WWW, and willingness to learn and manage social media sites. A graphic eye with basic design layout skills would be very helpful.</p> <p>Reports to: President</p> <p>Hours: Flexible 16-20/week with opportunity for more Rate: \$15 - \$18 / hour Start Date: ASAP <b>Posted 7/6/11</b></p>
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**7/11/2011**

MusicMuse, LLC	Akron, Ohio	Music Instructor	<p><b>Description</b>  MusicMuse, LLC is a locally owned and operated business, located in Akron, Ohio. Our company offers on-demand video lessons for musicians of all skill levels via the internet.</p> <p>We are looking for individuals who have experience instructing music lessons and/or have formal music education (music and music education majors). Candidates <b>MUST</b> be able to teach structured lessons that will cover: learning the basics of an instrument to mastering varied levels of music.</p> <p>Instructors are offered:</p> <ul style="list-style-type: none"> <li>• Competitive pay.</li> <li>• Flexible hours.</li> <li>• Room for growth as our companies expands--instructors will be brought back to teach intermediate and advanced levels of techniques, as well as individual songs and styles.</li> <li>• Self-promotion of talent or skills.</li> <li>• Opportunity to share their passion for music with a global audience.</li> </ul> <p>If you are an instructor who can teach woodwind, percussion, brass or strings, please respond to this post. An HR representative will contact you with further details about job responsibilities and compensation.</p> <p><b>Qualifications</b>  We are looking for individuals who have experience instructing music lessons and/or have formal music education (music and music education majors). Candidates <b>MUST</b> be able to teach structured lessons that will cover: learning the basics of an instrument to mastering varied levels of music.</p> <p><b>Contact Information</b>  Mrs. Holly Havelka  Human Resources Manager  MusicMuse, LLC  United States</p> <p><b>Posted 7/6/11</b></p>
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7/11/2011

AT&T	Akron/Canton, Ohio	AT&T Part Time/Full Time Retail Sales Consultant Akron/Canton OH Area Stores	<p><b>Description</b> Sells all products and services offered by the Company. Meet all sales objectives. Handle all administrative aspects of the sale including: completing customer contracts and warranties, pulling products from inventory, accepting customer payments and filing the completed orders. Maintain strong knowledge of all Company products, accessories, pricing plans, promotions, and service features. Maintain knowledge of competitive offers and provide critical market feedback to the Store Manager regarding local competition and product/service needs. Handle service inquiries from customers. Provides efficient, courteous customer service and assistance in all aspects of product offerings and services.</p> <p><b>Salary level</b> \$10.60 - \$12.05 per hour + commission</p> <p><b>Job function</b> Marketing/Sales/Advertising</p> <p>Posted 7/6/11</p>
VTCA, Inc.	Stow, Ohio	Interior Designer	<p><b>Description</b> Create interior design plan for commercial bar/retail store.</p> <p><b>Desired major(s)</b> Family and consumer sciences</p> <p><b>Job function</b> Arts/design/planning</p> <p><b>Qualifications</b> Interior design major or similar degree program student or recent graduate</p> <p>Posted 7/6/11</p>
Braxton Educational and Technology Consulting	Akron, Ohio Cleveland, Ohio Elyria, Ohio Euclid, Ohio Lorain, Ohio South Euclid, Ohio Warrensville Heights, Ohio	Recruiter	<p><b>Description</b> The Recruiter will be responsible for delivering recruiting success throughout the organization. This will be achieved through the development of local recruiting plans, employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas. The Recruiter will play a critical role in ensuring we are hiring the best possible talent.</p> <p><b>Salary level</b> based on experience</p> <p><b>Contact information</b> Yvette Abbott-Johnson Special Projects Coordinator 14055 Cedar Road, Ste. 108 South Euclid, Ohio 44118 Posted 7/6/11</p>

7/11/2011

Braxton Educational and Technology Consulting	Akron, Ohio Canton, Ohio Cleveland, Ohio Elyria, Ohio Euclid, Ohio Lorain, Ohio South Euclid, Ohio Warrensville Heights, Ohio	Instructors	<p><b>DESCRIPTION</b> Provide computer-based/hands-on instruction to students individually and in small group settings. Communicate with parents and the Coordinator regularly. Keep detailed records and enter information in the management information system in a timely basis. Assess each client and utilize the software to design programming specific to the client's needs.</p> <p><b>SALARY LEVEL</b> \$15-20/per hour based on experience</p> <p><b>QUALIFICATIONS</b> Bachelor's degree preferred, however will consider education majors at the junior or senior level.</p> <p><b>CONTACT INFORMATION</b> Yvette Abbott-Johnson Special Projects Coordinator 14055 Cedar Road, Ste. 108 South Euclid, Ohio 44118 Posted 7/6/11</p>
Linnen Co., LPA	789 West Market St. Akron, OH	Clerk	<p><b>Contact Person:</b> Michelle McManus (330) 258-8000</p> <p><b>Job Description:</b> Law firm looking for a responsible person for clerking position. Duties will include filing with courts, deliveries, and light office work.</p> <p><b>Desired Skills and Qualifications:</b> Must have computer skills, professional appearance, and reliable transportation.</p> <p><b>Hours:</b> Monday-Friday Afternoon 10-20 hrs</p> <p><b>Pay Rate:</b> \$9 per hour</p> <p><b>Application Instructions:</b> E-mail resume to <a href="mailto:jay@linnenlaw.com">jay@linnenlaw.com</a></p> <p>Posted 6/24/11</p>

**7/11/2011**

Apple Store	3265 West Market Street	Store Creative	<p><b>Contact information:</b> Dennis Mills, (330) 867-1555, <a href="mailto:dennisapple@hrdepts.com">dennisapple@hrdepts.com</a></p> <p><b>Job description:</b> Providing personal, one-on-one training and adjusting your teaching style and pace to meet the needs of the individual. Conducting presentations and workshops using Apple-approved training techniques and materials. Being one of the go-to people for creative tools knowledge in the store.</p> <p><b>Desired skills and qualifications</b> - Very customer oriented and able to work in a team environment.</p> <p><b>Pay Rate</b> - Will be discussed at interview</p> <p><b>Hours / week</b>- 20-40</p> <p><b>Application instructions</b> - (no Phone Calls Please ) To apply email to <a href="mailto:dennisapple@hrdepts.com">dennisapple@hrdepts.com</a> or go to <a href="http://hremloyment.weebly.com/apple.html">http://hremloyment.weebly.com/apple.html</a></p> <p>Posted 6/23/11</p>
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**7/11/2011**

FormFire, LLC.	1360 E. 9th Street Cleveland, OH 44114	Part-Time Customer Service Specialist	<p><b>Job description:</b> Reporting directly to the Director of Operations, this part-time job is based at our Cleveland offices. The role involves being a first-line responder by phone, email and live-chat to inbound user enquiries. Full training and orientation will be given.</p> <p><b>Desired skills and qualifications:</b> Ability to work either AM or PM hours M-F Computer literacy in MS Office products and online chat systems</p> <p><b>Pay Rate:</b> \$11.00 to \$12.00 per hour depending on skills and experience</p> <p><b>Hours / week:</b> 4 hours per day Mon-Fri</p> <p><b>Application instructions:</b> Send resume to <a href="mailto:jobs@formfire.com">jobs@formfire.com</a></p> <p><b>Contact information:</b> Mike Epp (216) 357-7400 ext 201 <a href="mailto:jobs@formfire.com">jobs@formfire.com</a></p> <p><b>Additional information:</b> Additional information available at <a href="http://www.formfire.com">www.formfire.com</a></p> <p><b>Posted 6/15/11</b></p>
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**7/11/2011**

Barnes & Noble College		Barnes & Noble College Campus Representative	<p><b>Program Overview:</b> Barnes &amp; Noble College is searching for creative, entrepreneurial and well-connected, social savvy students to be a part of an exciting and rewarding marketing program on campus this year. Your goal will be to demonstrate how your on-campus Barnes &amp; Noble College bookstore is an academic and retail ally to students through a series of events, online promotions, presentations and other efforts.</p> <p>As Campus Ambassador, you'll develop mini marketing plans and events, with the guidance of a marketing manager, while strengthening your leadership skills and building your resume working with a major brand. You'll earn money by promoting and networking during the Fall '11 and Spring '12 semesters – all on campus and on your own time!</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Creating campus events to gain more visibility for Barnes &amp; Noble College as an academic ally</li> <li>• Completing brief class presentations and online sharing about bookstore offerings</li> <li>• Distributing promotional posters, flyers and giveaways</li> <li>• Reporting to a Program Manager via RepNation management portal</li> </ul> <p><b>Position Duration:</b> Fall 2011 (August 1, 2011) through Spring 2012 (May 15, 2012) <b>Compensation:</b> \$750 stipend per semester with opportunity to earn an average of \$1,500+ of additional incentive money</p> <p>Interested candidates must email their resume to <a href="mailto:courtneyl@mryouth.com">courtneyl@mryouth.com</a> and submit an online application at <a href="http://bit.ly/mh2QMM">http://bit.ly/mh2QMM</a> by 6/20 to be entered into our interview process.</p> <p>Posted 6/14/11</p>
Akron Art Museum	1 S. High St., Akron, OH 44308	Building Services Assistants	<p>Part-time summer positions (20-24 hours per week at \$9.80 per hour) for special event set-up, grounds work, janitorial. Some lifting required. Must be available Thursday afternoon/evening from June 23 – August 11 for our popular Downtown @ Dusk outdoor concert series. Other hours are flexible; we will work with your class schedule. Must be punctual, dependable, able to perform physical labor and enjoy being outdoors in the summer. Training provided.</p> <p>Send resume with three work references to: <a href="mailto:mmurphy@akronartmuseum.org">mmurphy@akronartmuseum.org</a> or by postal mail to: Building Services Assistant, Akron Art Museum, 1 S. High St., Akron, OH 44308. No walk-ins please.</p> <p>Posted 6/14/11</p>

**7/11/2011**

Action Door	3878 Hudson Drive, Stow, OH 44224	Student Assistant	<p>Action Door would like a video made of our company and what we do.</p> <p><b>Video requirements</b></p> <p>A) Approximately 3 minute video of our company (Action Door) employees, offices, founder family, jobs, vehicles, equipment, installers installing doors and various equipment. .... with music...music changing a few times throughout above.</p> <p>B) 1 – 2 minute video of Action Controls Company. Rest same as above.</p> <p>C) 30 seconds to 1 minute video's of :</p> <ul style="list-style-type: none"> <li>• Residential door take down and install</li> <li>• Commercial door take down and install</li> <li>• Residential opener take down and install</li> <li>• Auto gate system vs. sliding / swinging gate</li> <li>• Dock equipment video</li> </ul> <p>Go to following..., sport video. Expensive comparison but the concept is great. Would like scaled down version. <a href="http://www.gobearcats.com/allaccess/?media=246474">http://www.gobearcats.com/allaccess/?media=246474</a></p> <p>Contact: Darleen Ross 330-928-2727 Darleen@action-door.com Business hours: 8:00 a.m. – 5:00 p.m. Monday through Friday</p> <p>Posted 6/9/11</p>
Ann Inc.		Store Associates	<p>Ann Inc. operates under four distinct brands: Ann Taylor, LOFT, Ann Taylor Factory, and LOFT Outlet Stores with approximately 900 stores open in the U.S. and Puerto Rico. Known as the leader in fashion-updated classic apparel and accessories for today's working and non-working women, Ann Inc, is also celebrating new store openings. The associates at Ann Inc. are passionate about their careers. They are spirited, fun, energetic, and caring individuals who thrive on challenge and take pride in delighting their clients. They are true collaborators and are exhilarated by the limitless possibilities for them to learn and grow. If this sounds like you, we invite you to share in our future and experience great success in your career.</p> <p>Please apply in person at the store nearest you or visit us at: <a href="http://www.anncareers.com">www.anncareers.com</a></p> <p>Posted 6/3/11</p>

USDA, Rural Development	USDA, Rural Development – Massillon, Ohio	Student Temporary Employment Program	<p><b>Job Description:</b> This student worker position involves providing support to USDA, Rural Development, by assisting with a variety of the programs delivered by Rural Development – Housing, Community Facilities, Water and Waste, and Business and Industry. Work during the summer break or while attending college.</p> <p><b>Desired Skills and Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Attendance at an accredited college during the school year on a full-time basis is required. This is a temporary position.</li> <li>• Preferred undergraduate education major study in agricultural-business, finance, business administration, economics, statistics or other fields related to the position such as agriculture, agricultural economics, farm, livestock or range management or rural sociology.</li> <li>• Students must be taking at least a half-time course load</li> <li>• Minimum age 16, except when in conflict with local, state or federal laws</li> <li>• Applicants must possess a valid state driver's license at the time of appointment.</li> </ul> <p><b>Salary And Advancement:</b> Massillon: GS-3: \$24,933 per year (\$11.95 per hour).</p> <p><b>Benefits:</b> Not eligible for health insurance, life insurance, or retirement benefits. Earn annual and sick leave and 10 paid Holidays per year.</p> <p><b>Flexible Work Schedule:</b> Student Temporary can work part time while attending college and full time during the summer. Leave without pay is granted if necessary to return to school.</p> <p><b>How To Apply:</b></p> <ol style="list-style-type: none"> <li>1. Resume or OF-612, Application for Federal Employment. Please indicate announcement number (STEP-RD-OH-11-004) in block 3 of the OF-612. Please show both your college address and home address. Include farm and other agricultural background and experience (paid or unpaid) on your application.</li> <li>2. A college transcript or proof of current enrollment.</li> </ol> <p><b>Applications:</b> Applications are available from USDA, Rural Development. You can also develop and save your Federal resume at <a href="http://www.usajobs.opm.gov">www.usajobs.opm.gov</a> . The OF-612 is located at <a href="http://www.opm.gov/forms/html/of.asp">http://www.opm.gov/forms/html/of.asp</a> . It is in fillable pdf format or word. You can save the form to your computer or on a CD.</p> <p><b>Mail completed original application forms to:</b> Randi Morgan, SPHR Human Resources Manager USDA, RURAL DEVELOPMENT 200 N High St, Suite 507 Columbus, OH 43215-2418</p> <p><b>Inquiries:</b> Telephone: (614) 255-2510 FAX: (614) 255-2563 Email: <a href="mailto:Randi.Morgan@oh.usda.gov">Randi.Morgan@oh.usda.gov</a></p> <p>Posted 6/3/11</p>
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**7/11/2011**

<p>Copley Y Swimming (Copley Water Warriors)</p>	<p>3807 Ridgewood Road, Copley OH</p>	<p>Assistant Swim Coach</p>	<p><b>Contact information:</b> Nate Anderson @ <a href="mailto:copleyswimming@gmail.com">copleyswimming@gmail.com</a></p> <p><b>Job description</b> Coordinating a coaching plan with the head coach, directing swim and conditioning programs for all athletes within specified age groups</p> <p><b>Desired skills and qualifications:</b> Lifeguard, CPR/AED, and First Aid Previous swim coaching experience is desired but not required.</p> <p>Pay Rate – Starting wage \$9/hr; Hours / week – spring/summer – 10-15 hours per week, fall – m-f nights, some weekends</p> <p><b>Application instructions :</b> Please send cover letter and resume to Nate Anderson @ <a href="mailto:copleyswimming@gmail.com">copleyswimming@gmail.com</a></p> <p>Posted: 6/1/11</p>
<p><b>Evant</b> Evant Inc. is a leading area provider of residential services for people with developmental disabilities and mental retardation throughout Summit County, Ohio.</p>	<p>2251 Front St. Suite 200 Cuyahoga Falls, Ohio 44221 Fax: 330-920-1016 Phone: 330-920-1517</p>	<p><b>Direct Support Professional's</b></p>	<p>We have immediate openings for <b>Direct Support Professional's</b> in our residential homes. The ideal candidate for this position has related work experience and loves to work around people. This position is responsible for performing a variety of tasks associated with the maximization of the quality of life for our residents.</p> <p><u>Specific Duties (Illustrative):</u> Assist residents with the development and maintenance of self help skills, such as personal hygiene and grooming. Engage in activities with residents both in the residential home and in the community. Assists in maintaining a clean and healthy environment within the residential home. Observe, record, and reports the behavior and well being of all residents.</p> <p><u>Qualifications:</u> High school diploma or equivalent. Requires functional use of the English language in both reading comprehension and verbal/written communication. Functional use of math and numbers to keep required data and records. Requires lifting (up to 50 pounds), bending, stretching, and climbing stairs. Must hold a valid Ohio driver's license. Related work experience preferred</p> <p>Please use the contact information listed below.</p> <p>Sarah Riley – HR Assistant; <a href="mailto:HR@EvantInc.org">HR@EvantInc.org</a> 2251 Front St. Suite 200 Cuyahoga Falls, Ohio 44221 Fax: 330-920-1016 Phone: 330-920-1517</p>

7/11/2011

F&E CHECK PROS	9080 OLDE EIGHT ROAD; NORTHFIELD , OH 44067	DEVELOPME NT TECHNICIAN	<p>Contact information: Brad Lewis; 330-468-2004; <a href="mailto:brad@fecheckpros.com">brad@fecheckpros.com</a> (no phone calls please)</p> <p>Job description            CONFIGURING &amp; CUSTOMIZING, TESTING &amp; INSTALLING SOFTWARE FOR VARIOUS CUSTOMER APPLICATIONS. MOST WORK AT OUR OFFICES, SOME ON-SITE POTENTIAL. WILL TRAIN.</p> <p>Desired skills and qualifications            REQUIRES Visual Basic, .NET &amp; Microsoft SQL QUERY SCRIPTING/PROGRAMMING SKILLS. PERSONABLE, FOCUSED, HIGH ATTENTION TO DETAIL.</p> <p>Pay Rate            \$12.00 to 20.00/hour – commensurate with experience Hours / week    32 to 45 Application instruction:            SEND RESUME VIA FAX [330-468-0696] OR EMAIL <a href="mailto:brad@fecheckpros.com">brad@fecheckpros.com</a> Posted: 5/26/11</p>
Principia US	4729 Fox Run Dr Stow, OH 44224	Sales	<p>Contact information: Matt Gutbrod (216)702-1997 <a href="mailto:matt@principia.us">matt@principia.us</a></p> <p><b>Job description:</b> Selling advertising to local businesses for our 'Idea Book' which a Notebook distributed to Univ. Of Akron Students</p> <p><b>Desired skills and qualifications:</b> Outgoing, friendly, honest and a strong attention to detail</p> <p><b>Pay Rate:</b> Salary plus commission, Full or Part Time</p> <p>Application instructions: Call or email for face to face interview</p> <p>Posted: 5/24/11</p>

**7/11/2011**

The Akron Beacon Journal	Akron Beacon Journal 44 E. Exchange Street		<p>This is a great opportunity for student summer employment! We are looking for quality-conscience employees to work in our fast-paced packaging center. You must be at least 18 years of age, punctual, and willing to perform light industrial work. The Beacon Journal's packaging center processes and prepares insert packages and newspapers for distribution to our subscribers. The work involves rotating to various positions on our inserting machines and working with your hands to size up advertising flyers that get placed into our packaging equipment. The successful applicant must be able to handle, stack, and accurately count newspaper bundles and insert packages, weighing between 20 and 32 lbs., into carts or onto pallets for distribution. Mechanical aptitude is a plus and tow motor and hand jack experience is desired. The ability to take direction and work well with co-workers is essential.</p> <p>Hours are part-time, 7.5 hours per shift at \$10.00 per hour. We have both day and evening shifts. Day shifts generally start at 6:00 A.M. Monday through Saturday, Evening shift start times vary by day between 7:15 P.M. and 8:30 P.M. Sunday through Friday. Saturday evening shift start is 10:15 P.M. You must be willing to work both day and night shifts. There is no set number of shifts scheduled for any given week.</p> <p>Applications are available in our lobby and please attach your resume.</p> <p><b>Or email a resume to: <a href="mailto:jschlimm@thebeaconjournal.com">jschlimm@thebeaconjournal.com</a></b></p>
Patio Enclosures	<a href="#">700 E. Highland Rd, Macedonia, OH 44056</a>	Telephone Sales Representative (TSR)	<p>Contact information: contact person; phone number; e-mail address</p> <p>Brian Woodford; (330) 468-0700; <a href="mailto:brian.woodford@patioenc.com">brian.woodford@patioenc.com</a></p> <p>Job description – The telephone sales representative will be responsible for placing outbound telephone calls to potential customers in our selected markets.</p> <p>Desired skills and qualifications – Great phone and communication skills.</p> <p>Pay Rate - \$8.00 hour, plus incentives / Hours / week – 20 hours +</p> <p>Application instructions – Send resume to <a href="mailto:brian.woodford@patioenc.com">brian.woodford@patioenc.com</a></p>

**7/11/2011**

Komar Screw Corp.	6892 Snowville Road Brecksville, OH 44141	Warehouse/order fulfillment	<p><b>Job description:</b> Warehouse, order filler at 41 year old fastener distributor. Duties include filling orders stocking racks, receiving bulk shipments. Part-time could lead to full-time</p> <p><b>Desired skills and qualifications</b> Forklift skill favorable.</p> <p><b>Pay Rate</b> open</p> <p><b>Hours / week</b> 20-30</p> <p><b>Application instructions</b> email resume, interest to <a href="mailto:clarkj@komarscrew.com">clarkj@komarscrew.com</a></p> <p>posted 5/4/11</p>
Hilton	3180 West Market Street Akron, OH 44333	Desk Clerk	<p><b>Job description:</b> This is a night audit position, hours 11pm to 7am with immediate openings for Thursday, Friday and Saturday evenings, \$11.00/hr and other benefits available. The job involves balancing revenues/expenses for the hotel and restaurant, customer service at the front desk, and requires a professional appearance and attitude.</p> <p><b>Application instructions:</b> Contact Timothy L. Winter, Vice President &amp; Regional Manager: Phone: 330-835-5990; Fax: 330-867-1648; <a href="mailto:timothy.winter@hilton.com">timothy.winter@hilton.com</a></p> <p>Posted 5/3/11</p>
Cracker Barrel Old Country Store	Cracker Barrel Old Country Store® (Off: I-77 & Rothrock Loop Hwy 18, Exit 137) Copley, OH 44321	Grill Cooks: Full and Part-time	<p>Pay: Highly Competitive; offer 3 pay raises within the first year</p> <p>Experience: Experience preferred in Casual Dining Segment.</p> <p>Flexible scheduling</p> <p>Apply In Person at: Cracker Barrel Old Country Store® (Off: I-77 &amp; Rothrock Loop Hwy 18, Exit 137) Copley, OH 44321 Telephone: (330) 666-0279</p> <p>Posted 4/29/11</p>

**7/11/2011**

Exodus Integrity Services	37111 Euclid Ave., Suite F Willoughby, Oh 44094		<p>No real world experience is necessary but if you have it, it would be a plus. The job can pay 10/hr. We are looking for candidates who have gone or are going through the Computer Science program. They will be in a technical support role, working on printer or server issues, setting up users on their system, and working in an Ubuntu environment. You should be expected to work 20-40 hrs per week. If you are still in school you will be expected to work at least 20 during the school year, during the summer most likely 40 hrs.</p> <p>Posted 4/29/11</p>
Akron Urban League	440 Vernon Odom Blvd. Akron, OH 44307		<p><b>Contact Person:</b> Cynthia Price (330) 434-3101</p> <p><b>Job Description:</b> Guide campers in participating successfully in all aspects of camp activities. Assist staff in all activities. Responsible for the safety and general well-being of the campers. Attend scheduled meetings and training. Provide leadership and support to fellow counselors.</p> <p><b>Qualifications:</b> Desire and ability to work with children, ability to communicate effectively with campers and staff, exhibit characteristics of good character, integrity, adaptability, enthusiasm, patience, and self-control.</p> <p><b>Pay Rate:</b> \$7.40</p> <p><b>Hours:</b> 20 per week-Mon/Fri</p> <p>Posted 4/28/11</p>

**7/11/2011**

Applied Vision Corporation	2020 Vision Lane Cuyahoga Falls, OH 44223	Accounting Assistant	<p><b>Contact information:</b> Michelle Miller 330.926.2211 Michelle.Miller@AppliedVision.com</p> <p><b>Job description</b> The duties will include but are not limited to the following;</p> <ol style="list-style-type: none"> <li>1) Accurately verify the cost of items in work orders.</li> <li>2) Close work orders that have been accurately costed.</li> <li>3) Issue items to open work orders.</li> <li>4) Calculate the final cost of a project/system.</li> <li>5) Work with confidential information.</li> <li>6) Perform other duties as needed.</li> </ol> <p><b>Desired skills and qualifications</b> Education, Skills and Experience;</p> <ol style="list-style-type: none"> <li>1) Familiar with bills of material and their structure.</li> <li>2) Working knowledge of a manufacturing environment.</li> <li>3) Basic to advance Excel knowledge.</li> <li>4) Positive attitude and desire to succeed.</li> <li>5) Excellent organization skills and attention to detail.</li> <li>6) Experience preferred but not necessary.</li> </ol> <p><b>Pay Rate</b> 12.00 per hour</p> <p><b>Hours / week</b> 40hours a week Monday through Friday 8am to 5pm</p> <p><b>Application instructions</b> Submit resume and cover letter to the attention of Michelle Miller for consideration</p> <p>Posted 4/28/11</p>
The Salvation Army	190 S. Maple Street, Akron, OH 44302	PT Float (Assistant Teacher)	<p><b>Job Description:</b> Summer Camp - 10 weeks FT Teacher</p> <p><b>Desired skills and qualifications:</b> Experience with children preferred Must be at least 21 years old for insurance requirements Must be willing to transport children</p> <p><b>Pay Rate:</b> \$8.50</p> <p><b>Hours:</b> June 13th - August 19th</p> <p><b>Job Application:</b> Send resume to salarmyhr@gmail.com or pick up application at 190 S. Maple Street Akron, OH 44302</p> <p><b>Posted 4/28/11</b></p>

**7/11/2011**

OEConnection	Richfield, Ohio	Summer Intern – Sales / Marketing	<p><b>Job Description:</b> The main function of this role would be to assist the Direct Sales team by verifying strategic account information and sales leads. In doing so, you will learn about the OEConnection sales process as well as direct sales and marketing techniques.</p> <p><b>Desired skills and qualifications:</b> In pursuit of a Bachelors Degree in Business or a related field. Alumni are welcome to apply as well.</p> <p><b>Pay Rate:</b> \$16.50/hr</p> <p><b>Hours / week:</b> 20-30 hrs/week (could be more depending on the students availability)</p> <p><b>Application instructions:</b> Send resume to <a href="mailto:Dustin.Intihar@OEConnection.com">Dustin.Intihar@OEConnection.com</a></p> <p>Posted 4/28/11</p>
FITNESS & NUTRITION - GNC	<p>CANTON, Country Fair Plaza, 4317 Tuscarawas St. W</p> <p>AKRON, South Plaza, 380 E. Waterloo Rd.</p>	Sales and Leadership positions	<p>GNC (General Nutrition Center) is growing fast, and we have sales and leadership positions available (full or part time).</p> <p>Ours is not just another typical job, we offer a healthy environment, flexible earnings (\$7.40-\$15.00/HR), stability, knowledge expansion and self improvement opportunities.</p> <p>Are you a competitive, passionate team player who loves to win? Why not join with us, and we'll achieve goals together.</p> <p>Don't delay; apply in person at these General Nutrition Center stores.</p> <p>Fax your resume and detailed cover letter to 330-966-3108 OR email to <a href="mailto:presidentpyf@aol.com">presidentpyf@aol.com</a></p> <p>Posted 4/22/11</p>
Carper Floors Pros	1027 N. Main Street, Akron OH	Telemarketing / phone sales	<p>Training will be provided</p> <p>Pay: \$12-\$15</p> <p>Call 330-945-8011 and ask for Sam to set up an interview</p>

**7/11/2011**

Pump It Up of Stow	4111 Hudson Drive, Stow, OH 44224	Party Attendant/Coordinator	<p><b>Contact information:</b> contact person; phone number; e-mail address Nicole Vardavas (330)945-7867 pumpitupstow@gmail.com</p> <p><b>Job description –</b> Greets customers, assists with check-in procedures, supervises all arena activities, coordinates party room activities, cleans and performs other duties as needed.</p> <p><b>Desired skills and qualifications –</b> Honest and reliable, friendly, outgoing, and comfortable working with adults and kids.</p> <p><b>Pay Rate –</b> Minimum wage</p> <p><b>Hours / week –</b> 8+</p> <p><b>Application instructions –</b> Call or email us for an application.</p> <p><b>Additional information-</b> To post a full time portion please visit our web-site: <a href="http://www.uakron.edu/career/employer-relations/">http://www.uakron.edu/career/employer-relations/</a></p> <p>Posted 4/21/11</p>
Steere Enterprises	Tallmadge, Ohio	Warehouse Associate	<p>The primary duties will be to clean and vacuum shipping crates so that they can be used for shipping finished parts to car factories. The position will involve bending and twisting to remove labels and clean all parts of the crates and also using a vacuum cleaner. Monday-Friday 2:00-6:00pm. \$9.00/hour. We need someone to start ASAP. Please contact Express Employment Professionals at 330-940-2990. <a href="http://www.expresspros.com">www.expresspros.com</a></p> <p>Posted 4/20/11</p>
Bimbo Bakeries	Cleveland, Ohio	Summer Worker	<p><b>Job Description:</b> The candidate will be promoting and marketing new Bimbo Bread to the Cleveland market. They will work 3 days a week running a promotional wheel, handing out trinkets to children, promoting the Bimbo Bear, etc. Candidate must be a marketing student and willing to work Thursday, Friday, and Saturday from May to Mid-August.</p> <p><b>Pay rate:</b> \$10/hour</p> <p><b>Application instructions:</b> Interested applicants please email Dan at <a href="mailto:DTippy@bbumail.com">DTippy@bbumail.com</a></p> <p>Posted 4/20/11</p>

**7/11/2011**

Hattie Larlham Community Services	We have several locations in Akron	Residential Assistant	<p><b>DAYS SCHEDULED TO WORK:</b> _Part-Time, must work every other weekend. You can work additional days, depending on the house hours and your_availability.</p> <p><b>BRIEF DESCRIPTION OF DUTIES:</b> Manage care of individuals in the home including personal care, medication and other health issues. Implement programs per individual plans. Meal preparation and housekeeping. Organize and assist with leisure activities._Must be active in the community, taking individual on outings. Must have a valid Ohio drivers license with no more than four points.</p> <p><b>EDUCATION/TRAINING:</b> Must have a GED or High School Diploma.</p> <p><b>EXPERIENCE:</b> Not necessary, will train.</p> <p><b>OTHER REQUIREMENTS:</b> Must have valid Ohio Drivers License with no more than 4 points, clean background check. Able to go up and down stairs, lift up to 60lbs., do household chores.</p> <p>If you have the above qualifications and are interested in the position, please submit in writing your name to Human Resources within the five (5) day posting period.</p> <p><b>If interested in the position, please contact Angie Stricker at 330-235-3509</b></p> <p>Posted 4/14/11</p>
Hattie Larlham Community Services	Downtown Akron	Café worker	<p><b>DAYS SCHEDULED TO WORK:</b></p> <p>Café is located in downtown Akron. We are able to work around class schedules. Monday thru Friday flexible hours/Weekends would be needed in the evenings to work events.</p> <p><b>BRIEF DESCRIPTION OF DUTIES:</b> The café Worker will be involved in supporting all aspects of the operation of the Café and fountain. Duties to include customer service, food preparation, taking orders, running register, serving food, general cleaning, filling displays, and maintaining inventory. Working events on weekends.</p> <p><b>QUALIFICATIONS:</b> GED/High School Diploma, ability to lift 60 lbs, Pass a criminal background check and drug screen.</p> <p><b>If you are interested in the position, please call Angie Stricker @ 330-235-3509</b></p> <p>Posted 4/14/11</p>

**7/11/2011**

Hattie Larlham Community Services	Cafe/ Akron area vending machines	Vending Associate	<p><b>DAYS SCHEDULED TO WORK:</b> Monday, Wednesday and Friday 9am-3pm.</p> <p><b>BRIEF DESCRIPTION OF DUTIES:</b> Maintains community vending machines in Akron locations. Drives HL vehicle. Works closely with individuals with disabilities.</p> <p><b>QUALIFICATIONS:</b> Must be able to lift 60 lbs., must have valid Ohio drivers license with no more than four points.</p> <p><b>EDUCATION/TRAINING:</b> GED/High School Diploma</p> <p>If you have the above qualifications and are interested in the position, please submit in writing your name to Human Resources within the five (5) day posting period.</p> <p><b>If interested in the position, please contact Angie Stricker at 330-235-3509</b></p> <p>Posted 4/14/11</p>
West Point Market	1711 West Market Street Akron, OH 44313	food prep and cafe help	<p><b>Contact Person:</b> Apryle Griffith Bakery Manager 330-864-2151 Ext. 143 www.westpointmarket.com    apryle@westpointmarket.com</p> <p>We are looking for candidates with a passion for food. There is a potential for full time. Graduates looking to start a career, or students looking for part time work that could work with their school schedule are welcome to apply. An application can be downloaded at westpointmarket.com, and emailed, mailed or dropped off to the store.</p> <p><b>Posted 4/13/11</b></p>

7/11/2011

<b>GE Retail Finance</b>		Part Time Collections Representative	<p><b>Essential Responsibilities:</b> To collect and negotiate payments on past due and delinquent credit card accounts for cardholders; ensuring maximum payment amounts are obtained and the highest level of customer satisfaction.</p> <ul style="list-style-type: none"> <li>- Make outbound calls and/or receive inbound customer calls surrounding consumer past due credit accounts</li> <li>- Utilize effective communications and influencing skills to determine reasons for delinquency and to arrange for proper payment arrangements</li> <li>- Identify past due customers by investigating all possible sources of information, including customer tracking databases such as FastData and Surveyor; manage communications with customers</li> <li>- 6+ months customer service or collections experience - Basic math skills</li> </ul> <p><b>ELIGIBILITY REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>-You must be 18 years or older -You must have a high school diploma or equivalent</li> <li>-You must be willing to take a drug test, submit to a background investigation and submit fingerprints as part of the selection process</li> </ul> <p>You must have unrestricted authorization to work in the United States</p> <ul style="list-style-type: none"> <li>-If currently a GE employee, you must have been in your current position for at least 6 months, have at least a "consistently meets expectations" performance rating and have the approval of your manager to post (or the approval of your manager and HR to apply if you don't meet the time-in-job or performance requirement)</li> </ul> <p><b>Desired Characteristics:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six months experience in a collections position</li> <li>- Working knowledge of PowerPoint, Word, Excel and Outlook,</li> <li>- Experience working in an environment where service levels are tracked</li> <li>- Ability to demonstrate good listening and telephone skills• - FDCPA requirements</li> <li>- Strong communication and organization skills• - Ability to handle multiple tasks</li> <li>- Demonstrated problem solving skills, Ability to adhere to assigned work schedule</li> <li>- Excellent time management skills - Effective interpersonal skills;</li> </ul> <p><b>About Us:</b> ***To apply please visit <a href="http://GECALLCENTERCAREERS.COM">GECALLCENTERCAREERS.COM</a>***</p> <p>The United States has regulations that govern the hiring of current or former U.S. Government employees. If you currently work for (or have in the past) the U.S. Government (in any capacity), you may have certain responsibilities under these regulations and certain restrictions may apply to your potential employment with GE. Therefore, if GE regarding a position of employment contacts you, and you have worked for the U.S. Government at any time, please immediately inform the GE representative of this fact.</p> <p>For U.S. employment opportunities, GE hires U.S. citizens, permanent residents, asylees, refugees, and temporary residents. Temporary residence does not include those with non-immigrant work authorization (F, J, H or L visas), such as students in practical training status. Exceptions to these requirements will be determined based on shortage of qualified candidates with a particular skill. GE will require proof of work authorization. Posted 4/8/11</p>
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**7/11/2011**

The Pita Pit	325 S. Main St., Akron 44308	<p><b>Currently, we are looking for general help which could mean jobs such as:</b></p> <p>1) Delivery Drivers 2) Grille Cook 3) Cashier 4) Prep Cook 5) Sandwich Makers</p>	<p>We are opening a quick service restaurant called "The Pita Pit", and will need to hire roughly 20 people to start out. The base pay is \$7.50/hr + tips and there is advancement to shift leaders and managers.</p> <p>All employees will be expected to close the store at least one night a week. Call John Cavileer with questions or application instructions: 330-760-1576</p> <p>Posted 4/8/11</p>
Corporate Kids Events, Inc. (CKE)	18414 Alexandra Way Grass Valley, CA 95959	Childcare Provider/Day Camp Counselor	<p><b>Contact information:</b> Terry Grim, National Program Manager 530.362.8541 <a href="mailto:terry@corporatekidsevents.com">terry@corporatekidsevents.com</a> <a href="http://conferencechildcare.com">http://conferencechildcare.com</a></p> <p><b>Job description:</b> CKE, Inc. provides childcare for over 220 events across the nation every year. Our clients include corporations, government agencies, non-profits and special needs groups, and many others.</p> <p>The role of our staff can best be described as Day-camp counselor; each staff member is assigned a group of children and is tasked with keeping them safe, engaged, and occupied throughout the childcare program. We provide a wide range of arts/crafts, activities, and games, as well as a schedule, so there is ample structure and program content.</p> <p><b>Desired skills and qualifications:</b> Prior experience in a professional or formal volunteer childcare environment. Camp counselors, youth coaches, teachers (and teaching students!), teacher/classroom aides, and daycare workers are examples of individuals with the type of experience we're looking for. All applicants must also provide a minimum of 3 immaculate references and must pass a criminal/sex offender background check.</p> <p><b>Pay Rate:</b> \$10/hr. Staff are employed as contractors and taxes are not withheld. <b>Hours / week:</b> This particular program runs: Friday, April 8 from 4:30pm to 8:30pm Saturday, April 9 from 7am- 12:00pm –break- and 4:00pm to 10:30pm Sunday April 10 from 7am to 12:00pm</p> <p><b>Application instructions:</b> Please go to <a href="http://conferencechildcare.com">conferencechildcare.com</a> and click on "Join our Team". We prefer to have an application on file, but you may also contact us directly with any questions: <a href="mailto:terry@corporatekidsevents.com">terry@corporatekidsevents.com</a> <b>Posted 3/31/11</b></p>

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Home City Ice Co.	20282 Hanna Pwky Walton Hills, OH 44146	Route Delivery Driver	<p><b>Job Description:</b> Drive company truck to deliver packaged ice to company customers.</p> <p><b>Desired skills and Qualifications:</b> Valid driver's license</p> <p><b>Pay Rate:</b> \$9-\$14 per hour</p> <p><b>Hours:</b> 25-40+</p> <p><b>Additional Information:</b> Positions available around school schedules and fill time in summer.</p> <p><b>Contact Person:</b> Brian, Nick, Joe 1-800-376-5388 <a href="http://www.homecityice.com">www.homecityice.com</a></p> <p><b>Posted 3/25/11</b></p>
Home City Ice Co.	20282 Hanna Pkwy Walton Hills, OH 44146	Warehouse/Truck Loading	<p><b>Job Description:</b> Packing and loading of ice products.</p> <p><b>Desired skills and Qualifications:</b> Reliable transportation to and from work.</p> <p><b>Pay Rate:</b> \$8 per hr</p> <p><b>Hours:</b> 25-40+</p> <p><b>Additional Information:</b> 3 shifts available</p> <p><b>Contact Person:</b> Brain, Nick, Joe 1-800-376-5388 <a href="http://www.homecityice.com">www.homecityice.com</a></p> <p><b>Posted 3/25/11</b></p>
Greene Country Recreation, Parks, and Cultural Arts Dept.		Seasonal Naturalist for Nature on the Go	<p><b>Contact Person:</b> Cris Barnett, Chief Naturalist: (937) 562-7469; <a href="mailto:cbarnett@co.greene.oh.us">cbarnett@co.greene.oh.us</a></p> <p><b>Job Description:</b> Lead nature hikes, Plan nature crafts and environmental games, Teach campers how to fish, use a bow and arrow and much more, Daily environmental programs for drop in participants.</p> <p><b>Pay Rate:</b> \$7.55</p> <p><b>Hrs/Week:</b> Hours will vary to include weekdays, weekends, and holidays.</p> <p><b>Applications Instructions:</b> Applications are available at the Greene County Office of Personnel at 105 E. Market St in Xenia or online at <a href="http://www.co.greene.oh.us/parks/jobopportunities.htm">www.co.greene.oh.us/parks/jobopportunities.htm</a> Summit applications to Cris Barnett, Chief Naturalist, Greene County Parks 651 Dayton-Xenia Rd. Xenia, OH 45385</p> <p><b>Additional Information:</b> 6 positions available for June-August</p> <p><b>Posted 3/24/11</b></p>

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Greene County Recreation, Parks, and Cultural Arts Dept.		Seasonal Maintenance	<p><b>Contact Person:</b> Chuck Frazier, Operations Manager: (937)562-7442; cfrazier@co.greene.oh.us</p> <p><b>Job Description:</b> Landscape work, Lawn Care, Basic construction, Operate light and heavy lawn and construction equipment, Trail upkeep, Assist w/programs and events.</p> <p><b>Qualifications:</b> Applicants must be 18 years of age or older with a valid Ohio driver's license.</p> <p><b>Pay Rate:</b> \$7.93</p> <p><b>Hrs/Week:</b> Hours will vary to include weekdays, weekends, and holidays.</p> <p><b>Applications Instructions:</b> Applications are available at the Greene County Office of Personnel at 105 E. Market St in Xenia or online at <a href="http://www.co.greene.oh.us/parks/jobopportunities.htm">www.co.greene.oh.us/parks/jobopportunities.htm</a> Summit application to Chuck Frazier, Operations Manager/Chief Ranger: Greene County Parks, 651 Dayton-Xenia Rd Xenia, OH 45385</p> <p><b>Additional Information:</b> 4 positions available for late May-August</p> <p>Posted 3/24/11</p>
Portage Country Club	240 N. Portage Path Akron, OH 44303	Cooks and Servers	<p><b>Contact Information:</b> Fred Alvarez (330) 836-4994 ex.2308</p> <p><b>Job Description: Kitchen-Clubhouse Grill</b>  Learn and earn: Grille prep and dishwasher openings;  35+hours a week  Competitive wages: \$8-\$11 depending on experience</p> <p><b>Servers- Clubhouse, Patio, Grille</b>  Servers and Bartenders  35+ hours a week  Flexible hours  Competitive wages/no tips</p> <p><b>Desired Skills and Qualifications:</b> Kitchen and serving experience helpful. We look for good attitudes and great effort.</p> <p><b>Hours:</b> Monday-Sunday; Mornings, Afternoons and Evenings</p> <p><b>Application Instructions:</b> Email to <a href="mailto:falvarez@portagecc.org">falvarez@portagecc.org</a>; or mail resumes to Portage Country Club  Attn: Fred Alvarez  240 N Portage Path  Akron, OH 44303</p> <p>Starting March 22, 2011 employment applications will be available Tuesday-Friday from 9-4 at the front desk.</p> <p>Posted 3/17/11</p>

**7/11/2011**

Steere Enterprises	Tallmadge, OH.	plastic machine operators	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Are fast paced and can handle continuous, repetitive, physical work.</li> <li>• Care and take pride in what they are doing.</li> <li>• Have good attendance</li> <li>• Have a good attitude and work well with our team</li> <li>• Strong ability to multi-task and quickly change job duties as required.</li> <li>• Stable and proven work in a manufacturing environment preferred.</li> <li>• Clear criminal background</li> <li>• Pass a hair follicle drug test</li> </ul> <p><b>Hours:</b> hiring for 2nd (2pm-10pm) and 3rd shift (10pm - 6am) positions  <b>Pay:</b> \$10 per hr  <b>Application Instructions:</b> Qualified candidates are encouraged to apply as soon as possible. Express Employment Professional. Call 330-940-2990. Apply online at <a href="http://www.expresspros.com">www.expresspros.com</a> and submit to Ohio Akron (East) office.</p> <p><b>Additional Information:</b> We are hiring for Steere Enterprises - a leading, well regarded, 51 year old company located in Tallmadge. The company takes great pride in their corporate culture and team environment where associates work well together and willingly assist one another. Steere Enterprises is well known as a "Great Place to Work"! We are recruiting for plastic machine operators (injection and blow mold) that manufacture automobile parts. Specific experience in plastic molding is not required, but you must have a friendly personality and a great work ethic.</p> <p>Posted 3/9/11</p>
Ambitions Clothing		Web Designer, Logo Designer, Clothing Designer	<p><b>Contact Information/Person:</b> Thomas: <a href="mailto:AmbitionsClothing@gmail.com">AmbitionsClothing@gmail.com</a></p> <p><b>Job description:</b> We are looking for 1-3 designers to help with our newly formed clothing company. Job consists of Website design, Logo design, and Clothing design.</p> <p><b>Desired skills and qualifications:</b> Candidates MUST have experience working with Adobe Illustrator, Adobe Photoshop, and other methods for design.</p> <p><b>Pay Rate:</b> Will be discussed with chosen candidates.</p> <p><b>Hours / week:</b> Flexible with class schedule.</p> <p><b>Application instructions:</b> Email a resume, portfolio, or any designs you have done to <a href="mailto:AmbitionsClothing@gmail.com">AmbitionsClothing@gmail.com</a></p> <p>Posted 3/7/11</p>

**7/11/2011**

FedEx Ground	FedEx Ground, 3201 Columbia Road, Richfield, OH 44286 (FedEx Ground is an equal opportunity/affirmative action employer (M/F/D/V), committed to a diverse workforce.	package handlers	<p>FedEx Ground is now hiring part-time package handlers for multiple shifts Earn \$9.20 or \$9.70 per hour to start</p> <p><i>Compensation</i></p> <ul style="list-style-type: none"> <li>• Three pay increases within the first six months of employment</li> <li>• Tuition Assistance</li> <li>• Excellent advancement opportunity</li> <li>• Medical/Vision/Dental Benefits</li> </ul> <p><i>Qualifications</i></p> <ul style="list-style-type: none"> <li>• Must be at least 18 years of age</li> <li>• Must pass a background check</li> <li>• Must be able to load, unload and sort packages, as well as perform other related duties</li> </ul> <p>Interested candidates must attend a sort observation at our facility <i>prior to applying for the position.</i> For more information or to scheduled a sort observation, please call #330-659-2518</p>
UPS	multiple	Part-Time Package Handlers	<p>UPS is now hiring at many of our Northeast Ohio locations. Permanent PART TIME job opportunities are available within your area. We have many locations in Northeast Ohio, including the Cleveland Airport, Akron, Austinburg, Canton, Cleveland, Elyria, Fremont, Highland Heights, Mahoning Valley, Middleburg Heights, New Philadelphia, Sandusky, Wadsworth, Wooster, and Youngstown.</p> <p>The part-time positions are approximately 3.5-5 hours per day Monday through Friday. The shifts available are approximately 3am-9am and 4pm-9pm. Additionally, our Middleburg Heights facility offers a night shift that is approximately 10:30pm-3am. These are physical labor positions, which require an individual to lift and lower packages up to 70 pounds continuously at a brisk pace.</p> <p>UPS offers a wide range of benefits that includes major medical, dental, and vision coverage. These benefits take effect after 1 year of employment for the employee and 18 months for the employee's dependents. Other benefits include college loans, possible co-op credits, 401(k) and promotional opportunities. The applicants MUST be 17 years of age and have dependable transportation to qualify for available positions. The pay is \$8.50 per hour and after 90 days it increases to \$9.50 per hour.</p> <p>Due to the large volume of applicants, we cannot accept resumes or separate inquiries. Instead please Visit <a href="http://www.upsjobs.com">www.upsjobs.com</a></p>