

OFF-CAMPUS JOB POSTINGS

Department	Location	Contact	Phone	Job Title	Salary	Hrs/Week	Duties
Actors/Models	10035 Akron Rd R. Hman, OH 44270	Teresa Saurer	330-317-5361	Actors/Models	N/A	Saturday October 10, 2009 Afternoon-Evening	<p>October 10, 2009 -Needed 4-5 actors/models to dress in themed attire and assist at a movie marathon. We need 3 females to dress in nurse uniforms (provided) and 2 males to wear black pants no shirt. Looking for heavily tattooed males.</p> <p>Qualifications: Must be friendly and very outgoing. Theatre and art majors are a plus, game assistant, and mingling with guests. Must have some knowledge of the Saw movies and be 21 years of age. Most costumes will be provided. Food and gas money provided.</p> <p>Contact Teresa Saurer at 330-317-5361.</p> <p>(POSTED 4/27/09)</p>
Akron Urban League	Akron, OH	Yolanda Clay	(234)-542-4154	Workforce Development Secretary/Intern / Volunteer	Volunteer/ Non-paid	M-F 9am-5pm/ Hours very flexible with school schedule	<p>SPRING: Akron Urban League looking for Workforce Development secretary/intern/volunteer. The Workforce Development secretary will provide the overall clerical and secretarial support services for the Workforce Development Dept.</p> <p>Duties: Various secretarial duties filing, data entry, scheduling, billing, invoice, answer phones, greet visitors & participants, copying, etc. Please inquire within for further detailed information about duties.</p> <p>Qualifications: Written & verbal</p>

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							<p>communication skills, high level of interpersonal communication /relationship skills, strong customer service & telephone skills. Three plus years of previous clerical and secretarial experience required. Demonstrate a high level of tact and diplomacy when working with clients, staff, and employers. Must be proactive, self directed and provide support to other staff. Must have ability to work with a diverse group of people and meet deadlines. Must be accurate. High School Diploma or equivalent required of 3+ years of solid secretarial experience. Computer experience a must with Microsoft Office, Access, Excel, Mail Merge, Database, and Reporting Management, Internet. Also experience working with office machinery fax, copy machines, projector, etc.</p> <p>If interested please contact Yolanda Clay at (234)-542-4154 or email her at aulyclay@aol.com (POST 3/27/09)</p>
Boston Mills/Brandywine Ski Resort	N/A	info@bmbw.info	N/A	Ski/Snowboard Instructor	N/A	N/A	Are you an intermediate or advanced skier/boarder? Are you over the age of 16? Do you like dealing with the public? Do you like kids? Are you energetic, dependable, and passionate? Do you

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							<p>want to have fun and make a little extra money this winter? Boston Mills/ Brandywine is looking for instructors who want to share their passion, make some extra cash, and have a good time this winter. Instructors at Boston Mills/Brandywine are expected to have a high level of passion and commitment. In return, Boston Mills/Brandywine will provide onsite training to help you become a professional instructor along with the opportunity to make money while having fun. The Boston Mills/Brandywine Snow Sports School has been providing professional instruction for over thirty years.</p> <p>If you are interested you can go online and check out the website at http://www.bmbw.info or http://www.bmbw.com or drop by the OPEN HOUSE anytime this coming OCTOBER 16th, 17th, and 18th to inquire about this opportunity or email info@bmbw.info . (POSTED 9/14/09)</p>
CASNET	947 W. Waterloo Rd. Akron, OH 44314	Sandy Manjura	330-848-8800	Sales Account Manager	25K base salary	40/hrs Mon-Fri	Excellent growth opportunity to take your career to the next level. The right candidate will have a five year vision of managing complex technical sales and impacting

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							<p>mission critical applications within local government. Responsibility will be selling document management products and to local government organizations.</p> <p>Skills & Qualifications: Highly motivated, professional demeanor, 3 years sales business to business, prospect cold calls, technical aptitude, excellent customer relations skills. Knowledge of major document mgmt. platforms such as OnBase, Application Xtender, Kofax, Captiva, EMC, & Sharepoint very helpful.</p> <p>Submit resumes with salary history and current requirements to:</p> <p>Sandy Manjura CASNET 947 W Waterloo Rd. Akron, OH 44314 Or e-mail to <u>smanjura@gotocasnet.com</u> (POSTED 5/18/09)</p>
CBCS	2641 West Market St. Akron. Ohio	Jim Barkley	330-873-3067	Data Entry/ Temporary Position	\$8.00 per/hr	40 hrs/wk	<p>CBCS is temporarily looking for a miscellaneous and clerical data entry.</p> <p>Qualifications: Computer Literacy, accurate typing.</p> <p>Other Information: Would work from 8-5 with 1 hour lunch, background credit check required.</p> <p>An equal opportunity employer. Job</p>

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							is a temporary position. If interested please contact Jim Barkley @ 330-873-3067 (Posted 6/17/09)
Census 2010	Local office in Akron		1-866-861-2010 www.2010censusjobs.gov	Available Positions: *Census Takers *Crew Leaders *Crew Leader Assistants *Recruiting Assistants *Census Clerks	Paid weekly See website or call toll free job line for more information	Flexible hours	Be a part of the 2010 Census Team! Earn good pay, get paid weekly, work flexible hours, receive paid training, receive reimbursement for authorized mileage and other work-related expenses, and help your community have a successful 2010 census. To view the pamphlet of specific job requirements, see the Student Employment Office in Simmons 301 or for more information, including a practice test, go to www.2010censusjobs.gov or call toll-free job line at 1-866-861-2010. (Posted 11/12/09)
Coldwater Creek	112 First Street Hudson, Ohio 44236	Carol Petersen	330-342-3500	Seasonal PT Sales Associate	N/A	Part Time with a flexible work schedule. Shifts can be as short as 4 hours and a minimum of 3 shifts per week	A women's specialty store located in Hudson. Looking for Part Time Associates that have flexible work schedules. Positions include the following responsibilities: Sales and able to work on a register (will train). Backroom work such as: Stock Work (Open and sort merchandise), transfers, markdowns, re-ticketing, able to lift 25 pounds or more, able to climb ladders. For more information, please call.

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							If interested- please apply in person at: Coldwater Creek, 112 First Street, Hudson, Ohio 44236 (Posted 11/2/09)
Digital Wingman, Inc	131 S Division Suite 301 Grand Rapids, MI 49503	Christopher Boll crboll@umich.edu	616-862-2545	On Campus Representative/ Intern	Varies depending on campus recruitment	Varies depending on campus recruitment/ M-Sun/Flexible	A new online housing solution for students to use prior to move in is looking for students to promote their company's website to students, faculty, and off campus housing officials. You will be compensated depending on the number of students you have signed up, if you get the university to use the company and if you gather some off campus attention. The more traffic you bring into the website the more you will gain. Qualifications: No need to be a business student. You must be able to properly allocate time between school, social, and work activities. Other Info: You will be the company's on campus representative to the students. Your task will entail communicating the company's site to your fellow peers, the university staff, and surrounding community in through whatever form of stimuli you see as effective. You will be working with the owners of the company to position the product and capture the largest audience. Email a copy of your resume with pertinent

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							information to crboll@umich.edu or call Christopher Boll @ 616-862-2545. (Posted 8/10/09)
DSW Shoes	3889 Medina Rd., Akron, OH 44333	Manager	330-666-1702	Customer Service Associate	varies	varies	To deliver an inspiring and uniquely responsive customer experience through service and conversation that is friendly, enthusiastic, and real. Candidates will display qualities that are passionate, friendly, helpful, and real. (POSTED 5/25/09)
Fat Billy's Pizzeria	1094 Brown Street	Nick Glaude	330-384-9477	Cook & Delivery Driver	\$7-\$10/hr	15-30 hrs/wk	Customer service, delivery, cooks, cleaning. Positive attitude, dependability, drivers must have their own car, insurance, and no DUI's or felonies on record. Full time & part time positions available. (Posted 10/08/09)
Goldman's	Summit Mall 3265 W. Market St. Akron, OH 44333	Nora Beuck-Erb	NO PHONE CALLS	Customer Service/ Retail	\$10-\$12 hr	Flexible	Retail environment buying gold, silver, bullion & coins. Part time position, flexible schedule required. Compensation at the high end for retail. Excellent opportunity for the right individual(s). Qualifications: Must possess excellent customer service skills, ability to focus on detail and accuracy in a fast paced environment, must be self motivated & reliable. Prior retail experience is required. If interested please email goodasgoldmans@gmail.com

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							(POSTED 9/1/09)
Home City Ice, Co.	20282 Hannan Pkwy. Walton Hills, OH 44146	Rick, Brian, or Joe	1-800-376-5388 or 440-439-5001	Delivery Driver	\$9.00-\$14.00/hr	25-40+ hrs/wk Daytime delivery, flexible 4-6 days/wk. Open weekends.	Driving company-insured truck to deliver packaged ice to company route customers. Routes start between 7:00am and 8:00am. Finish between 4:00pm and 6:00pm. Good driving record, reliable transportation to work. Visit: homecityice.com (POSTED 5/25/09)
Home City Ice, Co.	20282 Hannan Pkwy. Walton Hills, OH 44146	Rick, Brian, or Joe	1-800-376-5388 or 440-439-5001	Packaging/Loading	\$7.50-\$9.50/hr	40 hrs/wk	Packaging positions: 3 shifts available, stacking bags of ice on pallets, moving pallets into freezer. Loading positions: Using battery powered lift trucks, loading pallets onto trucks. Reliable transportation to work, able to work 7-8 hour shifts, able to work weekends. Visit: homecityice.com (POSTED 5/25//09)
Integrated Marketing Insurance	1145 Highbrook Rd. Suite 411 Akron, OH 44301	Kristy Istvan	800-416-9907	Customer Service	\$10-\$12/hr	9-5 Mon-Fri	We are a health insurance agency that sells insurance to 50 states. We are looking for someone to answer multiline phones for the call center. It's all inbound calls from agents to clients who have our plans. We also have mail order prescription that is 50% of our business. Qualifications: Good phone skills, work well with multi web based programs as well as Microsoft Outlook, Word, and Excel

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							<p>programs. Detail oriented with the will to learn new products and programs. This is a fast paced environment so be prepared to work! Please have a pleasant and positive attitude. Contact Kristy Istvan at 800-416-9907 or email Kristyistvan@aimhealthplans.com</p> <p>(POSTED 5/13/09)</p>
JB Dollar Stretcher Magazine	3105 Farnhman Rd. Richfield,OH 44286	Kim Mitchell	330-659-3590	File Clerk	\$7.35/hr	Fridays/ Flexible 15 hrs/wk	<p>FALL: Filing, general office duties, phones.</p> <p>Qualifications: Organized, pleasant phone voice</p> <p>(POSTED 8/19/09)</p>
Linnen Co., L.P.A.	789 W Market St. Akron OH 44303	Jay Linnen	330-258-8000	Clerk	\$9.00 hr	10-20 hrs. per week/M-F /mornings & afternoons	<p>SPRING: Linnen Co., LPA is looking for a responsible person for clerking position. Duties will include: filing with the courts, deliveries and light office work. Approximately 10-20 hrs per week. Must have reliable transportation and professional appearance. Please e-mail resume at Jay@linnenlaw.com.</p> <p>(POSTED 6/29/09)</p>

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MT Business Technologies	2597 Arlington Rd. Akron,OH	Dave Smith	419-529-6100	Sales Rep	\$45,000/yr	40 hrs/wk Mon-Fri	<p>Sales rep to sell office equipment to businesses, schools, etc. includes copiers, faxes, scanners, printers, as well as technology solutions.</p> <p>Qualifications: Recent college grad, or will be graduating soon preferably in marketing or any degree in business.</p> <p>(POSTED 9/1/09)</p>
Northeast, Ohio American Youth Football Conf.	P.O. Box 468 Tallmadge, Ohio 44278	Kevin Barnett	(330)247-8275	Tutor	N/A	2- 2.5 Hours/week One Day a Week, Evenings	<p>Provide individual and small group tutoring to students. Assist students in improving academic achievement by meeting with them on a regular basis to clarify learning problem areas and work on study skills. Areas of study are Mathematics and English. Additional subjects may be needed upon students' request. Good interpersonal communication skills, responsible, dependable and mature. Desire to work with children.</p> <p>For more information please contact Kevin Barnett at (330) 247-8275 or e-mail at Kevin@tbgsports.com</p> <p>(POSTED 9/11/09)</p>
Personal Care Attendant	Spanton	Dan	(330) 283-6381	Personal Care Attendant	Negotiable	Hours Flexible	FALL: 22 year old male student, wheelchair bound, living in Spanton

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			or dwright@taftlaw.com				Hall at the University of Akron, needs a Personal Care Attendant, Flexible Hours, Spring Semester, 2009 Hours can be shared between attendants Assistance with dressing and undressing, shower three times per week, toileting and other personal needs We provide training, parking pass, power Hoyer lift, shower chair, and all other equipment (POSTED 6/22/09)
Pitney Bowes	Akron, OH	Jennifer Eicher	312-729-7993/ 800-236-7267 ext. 7993	Customer Service Associate	\$9/10.00 per/hr	On Call Monday-Friday Mornings/ Afternoons	Looking for an (on-call) customer service associate. Will operate mail, copy equipment, pick-up and deliver mail. Lift large bundles of mail, handle time sensitive material, maintain equipment, provide courier and messenger services. See full posting at www.pb.com/careers-#87156 Qualifications: Six months customer service, experience preferred. See full posting at www.pb.com/careers-#8715. Please contact @ Jennifer.eicher@pb.com or 312-729-7793 or 800-236-7267 ext. 7993. (POSTED 7/30/09)

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Portage Path Country Club	240 N. Portage Path Akron, OH 44303	Fred Alvarez	330-836-4994 Ext. 2308	Various Positions: Golf Course & Grounds, Kitchen, Clubhouse, Snack Shop, Grille	Holiday Pay, Competitive Wages/no tips	35+ Hours per week	<p>Portage Country Club team members are empowered to do whatever it takes to achieve excellence in all activities and amenities for its Members, families and guests.</p> <p>Golf Course and Grounds- Seasonal hours-competitive wages, work early mornings, have the best part of the day off.</p> <p>Kitchen- Learn and earn banquet prep and production, 35+ hours per week, uniforms, holiday pay, competitive wages.</p> <p>Clubhouse, Snack Shop, Grille- Servers & Bartenders 35+ hours per week, flexible hours, holiday pay, competitive wages, no tips</p> <p>Send resume now to: falvarez@portagecc.org or Mail</p> <p>Resumes now to: Portage Country Club Attention: Fred Alvarez 240 North Portage Path Akron, OH 44303 Taking applications starting March 25 till July 15th. Applications will be available Tuesday thru Friday from 9-4 at the front desk at Portage Country Club. (POSTED 6/22/09)</p>
Pyramyd Air LTD	18370 S. Miles Rd.	Ariel Smith	NO PHONE CALLS	Inside Sales & Support	Based on experience	35-40 hrs/wk	Pyramid Air LTD is an internet retail company providing

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	Warrensville Heights, OH 44128			Associate			<p>recreational products to customers all over the world. Our company is high-energy, detail-oriented and family-focused. Please visit our company at www.pyramydair.com</p> <p>We would like to bring on a well-organized and goal-oriented individual to assist our customers. Flexible availability to include evening hours and Saturdays is a must.</p> <p>Qualifications: Strong communication skills to provide product recommendations suitable to the customers needs. Customer service minded with skill to access situations and quickly come to a customer satisfactory resolution. Excellent computer skills, daily use of company's website, web based inventory flow program and inventory/accounting software programs. Strong work ethic and motivation to achieve measurable success. Bi-lingual, Spanish.</p> <p>If interested please email resumes to: resumes@pyramydair.com. (POSTED 8/31/09)</p>
Say Yes to Tennis	812 Russell Ave. Akron, OH 44307	Edee Broaddus	330-670-9339	Tennis Aid	\$12-\$24 per/hr	6-8 hrs/wk M-TH	<p>Do you know how to play tennis? Learn the basic tennis strokes and teach them to kids in Akron Elementary Schools. For one hour a day you're able to create a fun</p>

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							atmosphere for kid's afterschool. Must be at least 18 years of age. Have a background check. If you are interested, email your contact information to www.say-yes-to-tennis.com. (POSTED 9/28/09)
Senior Independence	Rockynol Retirement Community 1150 West Market Street, Akron		330-322-8011	Home Health Aides	Competitive	Full & part time positions	Provide health & supportive care to client in client's own home. Responsibilities include: personal care (assist with bathing, dressing, feeding, mobility, & medication reminders) and homemaking activities (bed making, light housework, laundry, errands, & companionship). Full & Part time positions available, flexible schedules, competitive wages, paid travel time, paid down time, mileage reimbursement, tuition Prepayment, benefits (for full time employees), pleasant & supportive work environment. (POSTED 8/25/09)
Summit Psychological Associates, Inc.	37 N. Broadway St. Akron, OH 44308	Corinne Dameron	330-535-8181 ext. 409	Internship/Externship, Secretarial experience	Volunteer	Flexible	Mental health doctor's office can provide secretarial/office administration experience for interested individuals to enhance current knowledge and skills. People-person organized, good communication skills, self-starter. Eager to serve as a professional reference. (POSTED 09/23/09)

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Tutor	N/A	Dan Wright	330-283-6381 or email dwright@taftlaw.com	Tutor	Pay based on experience	Flexible (Mornings, Afternoons, & Evenings) Sunday-Friday Available	Experience tutor needed to assist student in wheelchair with studying and completion of assignments. Please contact Dan Wright at 330-283-6381 or email at dwright@taftlaw.com . (POSTED 8/25/09)
Tutor	N/A	Mr. Hightower	216-323-1436	Tutor	Pay varies based on experience	1-2 hrs a day Mon-Thurs	Tutor needed 1-2 hours a day Monday thru Thursday for students K-10th grade. If you have at least two years of college background and like to work with kids in Elementary and High School please contact Mr. Hightower at 216-323-1436 (POSTED 9/1/09)
UPS	17940 Englewood Dr., Middleburg Hts., OH 44130	Rob Gala	440-826-2531 440-826-2582 (fax) UPS Applications: www.upsjobs.com	Driver Helper	\$12.88/hr	Hours vary but usually begin after 8:00am and end before 8:00 pm.	UPS is hiring individuals to work as full time, temporary, seasonal Driver Helpers . This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25-35 lbs. and may weigh up to 70 lbs. It requires excellent customer contact skills and a lot of walking. As a Driver Helper, you will not drive the delivery vehicle but assist the driver in the delivery of packages. Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday (Monday-Friday) and typically do not work on weekends or selected holidays. Must

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							comply with UPS appearance guidelines. Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period. (POSTED 10/7/09)
U.S. Census Bureau	300 River Place Dr. Suite 2950 Detroit, MI 48207	Sue Hack	1-800-861-2010	Office Staff & Field Staff	varies	n/a	The census bureau is opening a new office in the Akron area to begin operations for conducting the 2010 Census. Regional Job openings include: Office clerk, recruiting assistant, administrative assistant, operations supervisor. www.census.gov/detroit (POSTED 09/23/09)
Vector	Akron For additional location Nationwide, go to: www.workforstudents.com		330-836-0455	Student Work	\$14.25 Base-Appt.	Flexible schedules	Customer sales/service, conditions apply, all ages 18+, possible scholarships, all majors considered. (POSTED 10/7/09)