



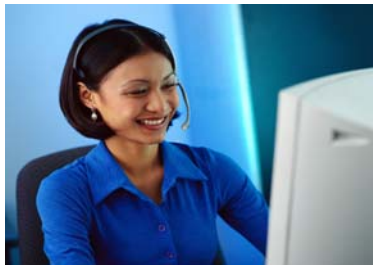
The Office of Job Placement
Employment Listings

Week of October 3, 2008

If you find an interesting listing, please go to the Lake-Sumter Community College Learning Center in LC 109 for more information or call the Office of Job Placement

Lake County
Sumter County

352-323-3603
568-0001 X3603



COMPUTERS and TECHNOLOGY

- 902 Support Syst. Spec. Network, full time. Monday through Friday, work location both The Villages and Leesburg. **Leesburg & Villages**

- 920 System Support Specialist Network this is a full-time position working various shifts must have experience **Leesburg & Villages**
- 934 IT Assistant, creation and review of reports, invoice processing, purchase orders and other clerical duties for IT dept. **Lake & Sumter Co**
- 972 Computer Graphics, part time flexible hours. Seeking student with computer graphic knowledge to work part time in downtown Clermont **Clermont**
- 986 System Specialist – Software this a full-time position working various shifts must have experience **Leesburg & Villages**

CUSTOMER SERVICES

- 887 Nanny openings for educated, positive role models who are highly motivated in making a difference in a child's life with part/full-time & summer hours available and caring for children anywhere from infancy to high school ages (6 positions) **Clermont**
- 896 Child Care Workers to supervise and work with children on homework, play, crafts, recreation, etc and help with snack and housekeeping (part-time) **Leesburg**
- 913 Care Giver I with current CPR and First Aid Certificate, certificate with 10-hour childcare course, and 10 hours approved in-service training schools **Lake Co**
- 926 Activities Assistant to work in accordance with the established policies & procedures and/or specific instruction **Leesburg**
- 949 Environmental Service, housekeeping, evenings. Responsible for the cleaning and disinfecting of patient rooms and ancillary areas **Clermont**
- 951 Food Service Assistant to perform a variety of food preparation and clean up in the school cafeteria (5 positions) **Lake Co.**
- 953 Teacher Assistant 6 hours a day, providing assistance to student's educational and individual needs, 2 positions available **Lake Co.**
- 964 Housekeeper (2 positions), full time Monday through Friday and alternate weekends. **Tavares**
- 964 ES I Housekeeper, 2 positions available, 1 days, 1 evenings, full time with alternate weekends **Tavares**
- 965 ES 1 Trash and Linens, full time days, alternate weekends, collect, transport and dispose of trash, soiled linen and biohazardous waste **Tavares**

- 966 ES1 Food and Nutrition, full time various shifts, stocks kitchen area with clean ware, dishes, trays, pots and pans. Ware washing and cleaning procedures in kitchen and service areas **Tavares**
- 991 Customer Service Specialist – provide friendly fast and accurate processing of customer related transactions **Lady Lake**
- 995 Loss Prevention – maintain store security and general store safety, apprehend shoplifters, respond to emergency situations, and administer first aid **Lady Lake**

FINANCIAL SERVICES

- 829 Finance Assistant to perform functions related to verifying accuracy of invoices from vendors, other duties as assigned (part-time) **Bushnell**
- 889 Bookkeeper initially this position is one day a week on Monday; it involves handling billing for small company and invoicing **Clermont**
- 918 Fiscal Assistant II, accounting support work, part time, Lake Co. schools, general entry level accounting procedures **Lake Co**
- 924 Collections Specialist, assure all inpatient and outpatients accounts appropriately billed and paid **Leesburg**
- 936 Accounting/Bookkeeping, 9 to 5 full time or part time, computer experience required, knowledge of Quickbooks, general tax knowledge **Fruitland Park**
- 937 Financial Aid Advisor, assisting with the administration of awarding financial aid programs **LSCC**
- 939 Senior Program Spec. Financial Aid, performs awarding of federal and state programs, maintain and reconcile state scholarship programs. **LSCC**
- 982 Financial Service Assistant – assistant to the chief financial office and function as the communication source in accounting office **Inverness**

FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT/CRIMINAL JUSTICE

- 877 Firefighter to respond to fire alarms, drive and operate fire department equipment and apparatus, to assist with the aftermath activities of disaster, also must have current certification **Sumter Co.**

- 959 Firefighter/Paramedic, firefighting, rescue, first aid, ventilation, forcible entry, salvage, overhaul and inspection practices **Mt. Dora**
- 960 Police Officer applicants must have police certification from FL standards and Training, full-time **Clermont**
- 1006 Firefighter/Paramedic – must be Florida Certified, current ACLS & BCLS cards required, salary DOQ **Minneola**

GENERAL OFFICE

- 873 Communication Officer working the dispatching unit, also operating telephones, intercom systems, & E-9-1-1 **Mt. Dora**
- 925 Scheduling Coordinator – preparation and distribution of hospital staff’s work schedule, general office duties. **Leesburg**
- 927 Staff Assistant III, performs highly specialized and responsible administrative clerical work involving operation of department or division office. **Eustis**
- 930 File Room Clerk to perform duties relating to filing, maintaining, and searching of court records, must have one year experience **Tavares**
- 941 Office Coordinator, physicians office, coordinates office projects to achieve efficient office flow and employee productivity **Clermont**
- 944 Registration Specialist in admitting, full time and part time positions available, LRMC south. **Leesburg**
- 963 Health Info Management Auditor, responsible for daily maintenance of patient medical records **Tavares**
- 977 Satellite Team Assistant 1 – office receptionist assigned to clerical/phone responsibilities for Regional Team Manager **Lake Co.**
- 983 Di-Scheduler – responsible for all scheduling functions within Diagnostic Imaging, previous experience preferred **Inverness**
- 1003 File Room Clerk to perform duties relating to filing, maintaining, and searching of court records, must have one year experience **Tavares**
- 1004 Business Office Rep – background in hospital business office or medical practice front office required **Tavares**
- 1008 Medical Billing – Patient Acct. Rep. for Lake-Sumter Ems office, full time, M-F, minimum 2 years medial billing experience **Mount Dora**
- 1010 HR Imaging Temp – prepare paper files for digital imaging, including sorting, labeling and boxing all files and preparing them for shipping **Leesburg**

HEALTH CARE AND SERVICES

- 843 Sitter to work 12 hour shifts 7a-7p & 7p-7a, work status pool, working in a hospital setting in patient care department **Leesburg**
- 856 Clerk II with medical terminology, type a minimum of 30 wpm, and three months of Health Information Management or healthcare experience **Clermont**
- 858 Surgical Technician II to support the preoperative nursing team, must understand sterile technique, and have National certification & 1 year working experience **Clermont**
- 895 Pharmacy Student Intern to participate in a structured 12 week training program, based on current level of pharmacy school education (part-time) **Mt. Dora**
- 898 Dental Assistant to assist Dentist during examination and treatment of patients, provides diagnostic aid, including exposing and developing radiographs **Sumterville**
- 905 Sterile Processing Technician I will begin to learn to work independently in an ever-changing technical environment **Tavares**
- 907 Patient Care Tech. full time, alternate weekends, various shifts, various departments. **Tavares**
- 908 Pharmacy Technician, full time Monday through Friday evenings 2:30 -11:00. Pharmacy Tech Certification required **Tavares**
- 909 LPN/Home Health must have current State of Florida LPN license, maintain BLS certification, and current FL driver license **Clermont**
- 910 Unit Secretary to perform routine clerical tasks for one or more persons in a nursing unit, transcribes physician orders (2 positions) **Clermont**
- 912 Home Health Aide must have completed a HHA, HIV/AIDS, and current BLS certification, FL driver, car insurance, & dependable vehicle **Clermont**
- 923 T & PCT I with current CNA certification and/or EMT certification (in Emergency Department only), also current certified in BLS **Clermont**
- 944 Registration Specialist must be experienced, this position is working various shifts and is full-time, several openings Leesburg and Villages **Villages**
- 947 LPN (7 positions) must have current Florida license, these are full-time positions and the shift are various **Leesburg**
- 948 CNA with current Florida License to work in hospital setting, there are several positions and several different schedules **Leesburg**

- 963 Health Info Management Auditor, responsible for daily maintenance of patient medical records **Tavares**
- 967 Home Health Aide must have current certification in HHA or CNA, and CPR, also reliable transportation (5 positions) **Tavares**
- 968 Patient Care Tech (9 positions) shift varies, must have CNA or Health Service Tech Certification **Tavares**
- 969 RN or LPN Clinical Liaison, full time, Florida RN or LPN license and healthcare marketing experience required **Tavares**
- 974 Pharmacy Technician both full and part-time are needed, this job includes working with patients, filling prescriptions, other duties also **Leesburg**
- 978 LPN – perform selected nursing care under direction of the registered nurse and nursing pool manager **Varies**
- 987 Medical Equipment Delivery – ambitious, caring and responsible person to assist with home delivery to patients in the Lake and Sumter area **Leesburg**
- 997 Unit secretary both full/part-time, most working 12 hour shifts, must have medical terminology (several positions) **Leesburg & Villages**
- 1009 Pharmacy Tech II – performs the basic pharmacy technician procedures as required, ability to operate equipment required, must become certified within one year **Clermont**

MANAGEMENT/SUPERVISORY

- 903 Telecommunications Manager this is a full-time position the schedule shift and days are various, must have experience **Leesburg**
- 919 Lead Worker/Master Diesel Mechanic, perform skilled work involving the maintenance and repair of gasoline and/or diesel auto equipment, machinery and tools **Lake Co.**
- 920 Traffic Signal Supervisor with five years experience or training that includes electronics diagnostics/repair (IMSA level 2 required, level 3 preferred) **Tavares**
- 1007 Master Program Specialist Dup/Ship/ Receiving – supervises all personnel and operations for college mailroom, shipping and receiving **Leesburg**

PART-TIME POSITIONS

- 868 Peer Specialist this member of the multidisciplinary team is responsible to carry out rehabilitation and support functions **Leesburg**
- 887 Nanny openings for educated, positive role models who are highly motivated in making a difference in a child's life with part/full-time & summer hours available and caring for children anywhere from infancy to high school ages(7 positions) **Clermont**
- 896 Child Care Workers to supervise and work with children on homework, play, crafts, recreation, etc and help with snack and housekeeping **Leesburg**
- 929 Water Safety Instructor/Lifeguard this is highly responsible work, providing swimming/safety instruction and ensuring the safety of patrons **Eustis**
- 933 Public Works, Park Division part time, 20 hrs a week, general maintenance of city parks and public buildings. **Minneola**
- 942 Paralegal (or internship) with 1 to 2 years experience to work 30 hours a week in local law firm **Leesburg**
- 953 Teacher Assistant 6 hours a day, providing assistance to student's educational and individual needs, 2 positions available **Lake Co**
- 971 Loss Prevention Associate, flexible hours, 2 openings, assist in detecting, reporting, and resolving loss prevention matters **Leesburg**
- 976 Public Works Worker – 20 hours a week, unskilled manual labor position for general maintenance of city right-of-ways, retention ponds, sidewalks and city parks and public buildings **Minneola**
- 979 Recreation Aide – 0 to 20 hours a week, assist with various programs run by the City of Clermont, must be able to work with evening programming **Clermont**
- 999 Peer Personnel to carry out support functions in the following housekeeping (cleaning, sweeping, mopping, and other duties as related to keeping areas clean **Leesburg**
- 1000 Peer Specialist – this member of the multidisciplinary team is responsible to carry out rehabilitation and support functions **Leesburg**
- 1001 Clerical – Monday through Friday 4 hours a day 1 to 5, light clerical, data input, general office **Leesburg**
- 1002 Child care worker - part-time evenings working 19.5 hours a week, must have 2 years verifiable experience and obtain CPR and First Aide certification within 90 days of hire **Eustis**

1005 Library Assist., Tech Support/Cust. Serv- member of library team, responsible for cataloging and management of materials library computer system **Fruitland Park**

SALES

890 Sales Associate “Game Advisor” to ring-up customers, add-on sales, organize, and clean store; also must be outgoing **Mt. Dora**

892 Sales Associates to work flexible schedule, scholarship program available, and opportunity for advancement **Leesburg**

938 Sport Department Assistant for the Wellness Center to assist with the day to day operations of running the NTC Sports Department & NTC Venues **Clermont**

864 Eligibility Specialist to participate as part of a child care service delivery, working with clients who seek subsidized child care **Leesburg**

866 Childcare Resource & Referral Coordinator to provide child care information and referral to Lake County families **Leesburg**

938 Account Exec. Sales full time or part time, 8 to 5. Salary and commission for full time hourly and commission part time. Selling magazine ads **Leesburg**

989 Appliance Sales Specialist – 6 mos. Experience required, must be able to lift up to 50 lbs, stand or be moving 100% of the time **Lady Lake**

990 Mobile Wireless Sales Consultant – provide friendly, fast and accurate processing of customer related transactions **Lady Lake**

994 Merchandising – ensuring departments are continually stocked and replenished, confirm implementation of special projects **Lady Lake**

996 Music/Software/Gaming – provide product information and recommendations to complete customer media needs **Lady Lake**

SKILLS/CRAFTS/TRADES/TECHNICAL

914 Custodian, general up-keep, sanitation, and maintenance of building facilities and grounds **Lake Co.**

- 931 Operator – Wastewater Treatment Plant, operating pumps, agitators, telescope valves and other equipment. **Mt. Dora**
- 935 Housekeeper to clean and keep in orderly and homelike condition all areas of the Hospice House **Tavares**
- 940 Senior Maintenance Spec., planning and performing repair of buildings and grounds, variety of maintenance and building operations. **Lake Co.**
- 954 Park Specialist – maintain appearance and safety of all Lake Co. parks and playgrounds, maintain and repair machinery **Lake Co.**
- 957 Maintenance Worker, manual service work including cleaning, repairing, and servicing indoor areas, facilities, grounds, recreation areas and other outdoor work. **Leesburg**
- 964 ES I Housekeeper, 2 positions available, 1 days, 1 evenings, full time with alternate weekends **Tavares**
- 965 ES 1 Trash and Linens, full time days, alternate weekends, collect, transport dispose of trash, soiled linen and biohazardous waste **Tavares**
- 966 ES1 Food and Nutrition, full time various shifts, stocks kitchen area with clean ware, dishes, trays, pots and pans. Ware washing and cleaning procedures in kitchen and service areas **Tavares**
- 980 Installer, full time, installation, changing of service and disconnection at homes of existing cable, phone and internet service subscribers **Clermont**
- 984 Lifeguard – Wellness Center, various shifts, supervise recreational and competitive swim, enforce pool rules and maintain a safe and sanitary pool **Clermont**
- 988 Wastewater Class C Operator – must have Florida Class “C” Wastewater Operators License, and valid Florida driver’s license, minimum 1 year experience **Minneola**
- 993 Inventory Shipping/Receiving – ensure products seamlessly received from delivery trucks and are continually stocked and replenished to sales floor. **Lady Lake**

SPECIALIST

- 854 Aquatic Coordinator to maintain the health and safety of all members, visitors, and employees utilizing the aquatic facilities **Clermont**
- 891 Tutors for an after school tutoring service is now hiring certified Elementary Teachers, Persons with a degree and qualified tutors **Lake Co.**

1007 Master Program Specialist Dup/Ship/ Receiving – supervises all personnel and operations for college mailroom, shipping and receiving **Leesburg**

TRANSPORTATION

917 Relief Bus Driver all new applicants start off as relief driver, applicants are trained and tested to obtain their “Class B CDL”, as new positions become available, usually within a few days relief driver moves to permanent position **Tavares**

946 Medical Transport, full time varying shifts 8 hours a day **Leesburg**

955 Sanitation Driver - must possess a valid Class B Commercial Florida driver’s license. Operation of refuse vehicles in the collection and disposal of refuse, recycling and composting materials **Tavares**

987 Medical Equipment Delivery – ambitious, caring and responsible person to assist with home delivery to patients in the Lake and Sumter area **Leesburg**

992 Delivery Driver – must possess valid Florida driver’s license and be at least 21 years old. Will be delivering consumer electronic products **Lady Lake**

VOLUNTEERS

888 Internship for the Barack Obama’s FL Campaign is looking for interns who are motivated and willing to contribute their time, energy, and skills **Lake Co.**

897 Volunteers needed for both day and evening, come make a difference in the life of a child or an adult with a disability **Sorrento**