



The Career Center Employment Listings

Week of October 24, 2006

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

Lake County 323-3603

Sumter County 568-0001 X3603



COMPUTERS and TECHNOLOGY

952 Information Technology Technician students majoring in computer systems/software who can assist with computer systems

Altoona

- 1017 Information Technology Analyst, full-time BS degree referred, 2 years Microsoft network & infrastructure support experience required **Tavares**
- 1027 Network Help Desk/Trainer AA/AS degree preferred, knowledge of Microsoft products required; also two years experience **Leesburg**
- 1029 Computer Repair part-time student to work at local store, must have good customer service skills **Leesburg**
- 1031 Internet Programmer with AS Degree in Computer Science, Computer Programming, or Electronics to perform a variety of complicated tasks while relying on experience and judgment to plan & accomplish goals **Leesburg**
- 1057 Network Specialist to perform first-line troubleshooting activities for network functions with Associates & three years experience **Tavares**
- 1064 GIS Coordinator to implement, coordinate supervise, and administer the GIS department must have 5 yrs experience and Bachelor Degree **Bushnell**

CUSTOMER SERVICES

- 926 Hosts, Servers, Bussers, Bartenders, Line Cooks, Prep Cooks & Dishwashers needed, will work with class schedule **The Villages**
- 927 Hair Stylist needed for busy Beauty Salon employee are paid 60%, also would like manicurists **Wildwood**
- 928 Front Desk Clerk needed for Thursdays and Sundays from 3 -11 pm set, additional hours when available **Tavares**
- 938 Cooks, Servers, Hosts, and Dishwashers needed to work varies schedules, employer is willing to work with student schedule **Clermont**
- 955 Care Giver this is a part-time position for one weekend per month at a camp for children and adults with disabilities (pays \$125 per weekend) **Sorrento**
- 962 Customer Service/ Pretzel Maker with good people skills, energetic and able to work in a fast pace environment **Leesburg**
- 969 Welcome Center Worker this is a part-time/on call/as needed hour vary, to provide information about attractions, events, motels, and restaurant; also must be able to read map and give directions **Lake Co.**

- 993 Teller must have the ability to work as part of a team in a fast-paced, high-volume cash handling environment **Orlando**
- 1022 Servers full/part-time previous fine dining restaurant experience preferred, able to work in a fast paced environment **Mt. Dora**
- 1056 Child Care Giver for Extended Learning Center must have current CPR, First Aid Certification; also 10 hour school age childcare Certification, Complete 10 hours approved in-school training per yr., several locations **Lake Co.**
- 1066 Babysitter for two boys 8 months old and 4 yrs old, employee will need to work at individual home and do some light housework **Minneola**

FINANCIAL SERVICES

- 354 Grants Accounting Specialist with four years in a business (accounting) office setting with experience in spreadsheet and bookkeeping **Leesburg**
- 357 Coordinator Financial Aid Scholarship with Bachelor's Degree in accounting, finance, or other related field; also two years financial aid experience or three years of other financial experience **Leesburg**
- 950 Accounting Associate may be 2nd years accounting student with advanced Microsoft Word and Excel skills **Leesburg**
- 1020 Office Assistant/Bookkeeper with good working knowledge and experience with Quick Books (Pro) or Quick books Construction **Umatilla**
- 1024 Accounts Payable with a minimum of one year of bookkeeping and computer input, also be detail oriented **Leesburg**
- 1026 Patient Account Clerk this is a full-time position must have clerical and customer service experience **Leesburg**
- 1038 Director of Finances to oversee the day to day operations of the Finance department **Tavares**
- 1048 Financial & Office Coordinator with BA or BS in Accounting and five years experience in budget analysis, to oversee financial functions **Tavares**
- 1049 Accountant with 1-3 years experience Bachelor's degree in Accounting or Finance **Tavares**
- 1062 Accounting Clerk to work part-time 30 hour per week, this position offer benefits at 30 hours **Tavares**

- 1054 Accounting specialist to work in the application of accounting principles to perform one or more of: reconcile bank statements accounts receivable/payable, journal entries, record assets and bookkeeping **Leesburg**

FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT

- 929 Firefighter/EMT to work as team member and/or individually in carrying out a variety of assignments in emergency firefighter situations **Tavares**
- 943 Deputy Sheriff general law enforcement and public safety work in protection of life and property, must be FL certificate **Tavares**
- 944 Detention Deputy must have valid FL Division of Criminal Justice Standards and Training certificate **Tavares**
- 947 Police Officer for general duty police work in the protection of life and property, must be FL certificate **Tavares**
- 948 Police Officer full-time to work rotating 12-hour shift, must have police certification from FL Standards and Training **Mt. Dora**
- 949 Police Officer general duty police work involving the prevention of crime and the enforcement of law and ordinance **Eustis**
- 958 Firefighter/Paramedic needed part-time must have all certifications and have a valid FL Class "E" driver license **Clermont**
- 961 Police Officer must be certified by Florida Police Standards and Training, also pre-employment physical, drug screen and back ground check **Clermont**
- 991 Police Office general duty police work in the protection of life and property through the enforcement of laws and ordinances **Lady Lake**
- 994 Crime Scene Investigator this position requires all aspects of crime scene processing and collection of evidence and other property **Tavares**
- 1001 Firefighter Fire Paramedic with State of Florida Certification as firefighter and paramedic is mandatory **Mt. Dora**
- 1003 Fire Inspector (Certified) with three years experience in construction, fire safety, and possess and maintain a Class "E" driver license **Tavares**
- 1015 Firefighter/EMT part-time with Florida Firefighter II Certificate, FL EMT and CPR for Healthcare Providers required **Clermont**

- 1016 Communication Call-taker to receive incoming telephone calls for emergency and non-emergency service, properly records all pertinent information and transfers information to proper radio operator for dispatch **Bushnell**
- 1030 Assistant Chief of Emergency Operations to be responsible for management of all emergency and support operations within the Fire Dept. **Tavares**
- 1039 Dispatcher requiring the operation of telephone and radio dispatching equipment used in communication center **Tavares**
- 1040 Legal Assistant duties include high volume client phone interviews/contact and general office activities **Tavares**

GENERAL OFFICE

- 921 Senior Secretary will be responsible for attending, recording, and transcribing the final official minutes, of regular and special meetings **Tavares**
- 941 Control Room Operator ability to learn coded and abbreviations used in computer terminal operations related to booking, releasing, and confining detainees, the ability to react promptly and correctly in emergency **Tavares**
- 980 Administrative Secretary this is a part-time position performing clerical and administrative secretarial duties **Mt. Dora**
- 981 Building Permit Clerk to assist customers and facilitates the coordination of the department, two years experience **Mt. Dora**
- 1021 Front Desk Receptionist has strong customer service skills and the ability to multi-task, competitive salary & excellent benefits **Villages**
- 1025 Clerical Support III with three years of clerical experience required, also be detail oriented and have good computer skills **Leesburg**
- 1028 Front Office Clerk must be computer literate and have the ability to answer multi phone line system, assist guess & balance cash drawer **Mt. Dora**
- 1032 Office Specialist to perform routine and specialized office work, customer service, records maintenance, and other clerical duties **Leesburg**
- 1033 Data Entry Operator to establish, collect, organizes, and maintains data pertaining to assigned clerical tasks and dept. reports **Clermont**

- 1034 ESE Clerical Assistant to coordinated staffing and/or meeting schedules and data entry for specific ESE programs **Clermont**
- 1036 Secretary I to provide administrative support involving secretarial duties and to organize office activities **Leesburg**
- 1040 Legal Assistant duties include high volume client phone interviews/contact and general office activities **Tavares**
- 1041 Administrstive Assistant with good computer and organizational skills must be detail oriented (3 years experience) **Tavares**
- 1044 Clerk full-time seven hours per day, 186 days per year to work in the Guidance Department **Sumter Co.**
- 1045 Office Associate III with three years of secretarial experience, also knowledge of PC including processing, spreadsheet, and accounts payable **Tavares**
- 1058 Office Assistant to type reports, records and orders, to sort, grade, and file documents, answer telephone **Bushnell**
- 1059 Staff Assistant I in Human Resources Department knowledge of Business English and spelling, the ability to type 35 WPM **Sumter Co.**
- 1060 Administrative Assistant with five years of secretarial or administrative assistant experience and valid FL driver License **Minneola**

HEALTH CARE AND SERVICES

- 939 Receptionist this is a part-time position, medical and computer experience preferred **Leesburg/Lady Lake**
- 964 Business Office Rep must have medical terminology, hospital insurance and collection experience **Tavares**
- 986 Department Secretary to work in Patient Care Administration Department this a full-time position working days only **Leesburg**
- 987 Health Information Service Technician to do datasets, data source, and healthcare delivery system duties **Leesburg**
- 988 Patient Information Ambassador this is a part-time position the hours are 10am to 10pm **Leesburg**

- 990 Transcriptionist will be working in the Lab this is a part-time position the schedule will vary must have medical terminology **Leesburg**
- 1005 PBX Operator with previous switchboard experience; hours are Thursday 11pm-7:30am & Sat/Sun 7a-3:30pm **Clermont**
- 1006 Insurance Verification Specialist must have two years experience in financial, business office, or customer service **Clermont**
- 1007 Unit Secretary (2 positions) must have medical terminology, one position is full-time days and one is full/part-time 4pm-12am **The Villages**
- 1008 Unit Secretary (3 positions) Full/part-time both available in several departments, must have medical terminology **Leesburg**
- 1009 Ortho Inventory Control this is a full-time position working the day shift must have previous experience **Leesburg**
- 1010 Patient Placement specialist the schedule will be variable and it is a full-time position experience is preferred **Leesburg**
- 1011 Registration Specialist to work in the Admitting Department there are both full/part-time positions available **Leesburg**
- 1012 Unit Secretary (6 positions) full-time with varies schedules are available medical terminology is preferred **Clermont**
- 1019 Medical Assistant two position available and medical experience is helpful, but will train the right people **Summerfield, Villages**
- 1023 RNs/LPNs/CNA-HHAs to work full/part-time & PRN the company offer a 6-week preceptor-ship for nurses who are new graduates or have no hospice experience **Lake Co.**
- 1050 Medical Staff Service Assistant full-time/days with 1-3 years experience in clerical/organizational skills, and ability to plan, organize, and prioritize duties; also must have medical terminology **Tavares**
- 1051 Transcription Support Analyst part-time days experience in Microsoft Office, including Excel, Word, and Outlook **Tavares**
- 1052 Transcriptionist full-time days minimum one year experience in medical diagnostic transcription and excellent typing skills **Tavares**

MANAGEMENT/SUPERVISORY

- 963 Manager for local business with good people skills that can make schedules, order, and other management duties **Leesburg**
- 967 Team Leader must be able to read and write English, also carefully follow written and verbal instruction (2 position) **Tavares**
- 985 Office Supervisor to perform advanced clerical, fiscal, and backup dispatching duties in support of the transit department **Sumter Co.**
- 1038 Director of Finances to oversee the day to day operations of the Finance department **Tavares**
- 1042 Manager Trainees working for the largest privately owner lumber and building supply retailer **Tavares**

PART-TIME POSITIONS

- 923 Customer Services with good computer skills, able to lift 30 – 40 pounds, and it would be helpful to be Bi-Lingual (2 positions) **Eustis**
- 937 Clerical Aide – Student to aid in library with clerical duties, maintain computer data, operate office machines **Coleman, Villages**
- 955 Counselors to work one weekend per month at camp designed for children and adults with disabilities **Sorrento**
- 959 School Crossing Guard to work 10 hours per week, drug screen and back ground check required **Clermont**
- 969 Welcome Center Worker this is a part-time/on call/as needed hour vary, to provide information about attractions, events, motels, and restaurant; also must be able to read map and give directions **Lake Co.**
- 1002 Library Page to work 15 hours per week must have the ability to read, write, and use a computer. No experience required **Paisley**
- 1013 School Crossing Guard hours are 7:45am – 8:45am Monday thru Friday; 2:45pm – 3:45pm Mon, Tues, Wed, Fri 1:45 – 2:45 Wed. **Minneola**
- 1053 Library Assistant 20 hours per week with 6 months experience in library or a similar position in customer service **Leesburg**

1055 Recreation Aides entry-level work involving the organization and direction of various recreation activities and events **Eustis**

SALES

1018 Sale Associates and Cashier full/part-time with flexible schedule, base pay and commission based on experience **Leesburg**

SKILLS/CRAFTS/TRADES/TECHNICAL

355 Assistant Technical Theatre that has electrical and carpentry skills, also the ability to diplomatically work with users of the facilities, public, and staff must have three year experience **Leesburg**

953 Service Technician with electronic background with mechanical ability, familiarity with land surveying is helpful **Altoona**

996 Electric Line Technician to construct and maintain electric distribution and transmission lines and substations **Leesburg**

1047 Animal Shelter Technician one year experience in kennel or animal control to perform both manual and clerical tasks **Tavares**

1065 Landscape Technician with three years experience in landscape maintenance, turf maintenance, nursery or horticultural operation **Sumter Co.**

SPECIALIST

351 Coordinator to plan, develop, coordinate, manage and monitor CROP and College Board activities and services, this is part-time position **Leesburg**

353 Senior Administrative Specialist must have one year experience in warehousing and mailroom setting **Leesburg**

930 Zoning Technician performs technical and administrative review of building plans and issue permits **Tavares**

960 Communication Specialist Dispatcher with the ability to comprehend and carry out oral and written instructions **Clermont**

992 Book Lay-Out Helper to help Writer layout her book using shared computer program **Lake Co.**

- 1004 Library Assistant perform responsible clerical work including circulation of library materials, registration patrons, & furnish information **Webster**
- 1014 Library Assistant II with AA/AS degree must have practical experience with PC, including word processing **Fruitland Park**
- 1046 Animal Control Office with vocational/technical training in animal control with 3 years experience working with animals **Tavares**
- 1061 Library Assistant I - full-time for the Circulation/Acquisitions to do data entry, assist with circulation duties, other library duties **Lady Lake**
- 1063 Registrar to serve as principle source of information, to coordinate schedules and assign rooms, and performing other duties **Leesburg**

TRANSPORTATION

- 951 Bus Driver/Youth Worker must have CDL class B w/passenger, also be capable of working with many children simultaneously **Eustis**
- 966 Driver for special transport Class D driver license with a safe driving record, also current CPR **Tavares**
- 979 School Bus Driver to operate transportation vehicles with heightened awareness and to perform safety inspections **Lake Co.**

JOB FAIR

- 1043 Central Florida Employment Council & Christian H.E.L.P
At
Central Fl Fair Exposition Park
November 8, 2006
Free admission & Parking
Over 100 Employers