



## The Career Center Employment Listings

Week of November 15, 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

- 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**

- 1064 GIS Coordinator to implement, coordinate supervise, and administer the GIS department must have 5 yrs experience and Bachelor Degree **Bushnell**
- 1118 Programmer with a minimum of five years of programming experience SQL knowledge mandatory as well as familiarity with ASP coding, also Informix Dynamic server, PHP, CGI, PERL Scripting is a Plug **Tavares**
- 1121 Information Technology Support Technician to install and maintain network a workstations including such tasks as troubleshooting and repairing hardware, managing hardware, network and software issue **Bushnell**
- 1127 Information Technology Technician for student majoring in computer systems/software who can assist with computer systems **Altoona**

### CUSTOMER SERVICES

- 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**
- 1068 Host, Servers, Cooks, and Dishwashers are need for popular Leesburg restaurant there are both full/part-time position available **Leesburg**
- 1084 Server, Cooks, Prep-Cooks, Host, & Bartenders needed for new restaurant opening some full/part-time position available **The Villages**
- 1085 Summer Camp Counselors needed for Youth Camp they are offering a early commitment incentive of \$200.00 **Vero Beach**
- 1090 Technicians needed for residential & commercial cleaning must be honest, dependable, organized; also have vehicle and valid drivers license **Lake Co.**
- 1123 Bartenders, Waitresses, Cooks, & Kitchen-Prep for both full/part-time positions, varies schedules available **Tavares**
- 1164 Line Cooks, Servers, Banquet Servers that are talented individuals, and would like flexible hours in a country club atmosphere **Lady Lake**
- 1165 Pet Lovers need person for one Labrador Retriever and one Cat to walk, feed, and give attention \$ 25.00 per day **Leesburg**

1166 Chef trainee or graduate to work part-time in kitchen, schedules both, days and hour can be arranged **Mt. Dora**

### **FINANCIAL SERVICES**

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**

1024 Accounts Payable with a minimum of one year of bookkeeping and computer input, also be detail oriented **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**

1062 Accounting Clerk to work part-time 30 hour per week, this position offer benefits at 30 hours **Tavares**

1091 Teller to perform daily processing of customer transactions, prepare official checks and money order, both full & part-time position available **Mt. Dora**

1092 Loan Specialist I with 2-4 years current experience in loan operations dept. booking loans and follow-up on related and required loan and financial documentation **Mt. Dora**

1097 Accounts Payable with a minimum of one year of bookkeeping and computer input, also be detail oriented **Leesburg**

1098 Accounting Manager with a Business Degree/Accounting major this is a full-time position working days **Leesburg**

1104 Patient Financial Counselor this is a full-time position working the day shift only, must have experience hospital sitting **Leesburg**

1111 Fiscal Assistant to perform routine accounting support work and process various accounts payable/receivable **Tavares**

1131 Accountant with 1 -3 years experience and Bachelor Degree in Accounting or Finance, also be strong communication and interpersonal skills **Tavares**

- 1146 Bookkeeper I to perform routine bookkeeping work maintaining financial records and database **Umatilla**
- 1132 Business Office Rep II with medical terminology and hospital insurance & collection, also must have computer keyboard **Tavares**
- 1136 Payment Specialist experience in bookkeeping and computer input, also advanced in spreadsheet and word processing software **Tavares**
- 1137 Account Receivable Specialist for collect billing and demographic information and enter into computer **Tavares**

**FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT**

- 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**
- 1081 Receptionist/Bookkeeper needed in small law office to do some bookkeeping, document preparation (using Microsoft Word), answer phone, and work with clients in difficult circumstances; must be eligible to be bonded. **Tavares**
- 1118 Programmer with a minimum of five years of programming experience SQL knowledge mandatory as well as familiarity with ASP coding, also Informix Dynamic server, PHP, CGI, PERL Scripting is a Plug **Tavares**
- 1119 Report Writer to type incident reports as deputy verbalizes it over the telephone, also able to type 35wpm, excellent Grammar & Spelling **Tavares**
- 1121 Information Technology Support Technician to install and maintain network workstations including such tasks as troubleshooting and repairing hardware, managing hardware, network and software issue **Bushnell**
- 1134 Firefighter/Paramedic must have FL certification as firefighter and paramedic is mandatory **Mt. Dora**
- 1135 Police Officer this a full-time position, applicants must have police certification from FL Standards and Training **Mt. Dora**
- 1138 Police Office for general duty police work involving the prevention of crime and the enforcement of law and ordinances **Eustis**

- 1152 Control Room Operator that has the ability to learn codes & abbreviations used in computer terminal operations related to Booking, Releasing, and Confining Detainees **Tavares**
- 1153 Detention Deputy must have a valid FL Division of Criminal Justice Standards and Training Certification, to law enforcement care, custody, and control of inmates **Tavares**
- 1155 Communication Specialist (Dispatcher) must be able to operate telephone and radio dispatching equipment used in communication center **Clermont**
- 1156 Police Officer must be certified by Florida Police Standards and Training, position requires knowledge of general police duties **Clermont**
- 1157 Communications Calltaker to receive incoming telephone calls for emergency and non-emergency services, properly records all pertinent information and transfers information to the proper radio operator for dispatch **Bushnell**

#### GENERAL OFFICE

- 1040 Legal Assistant duties include high volume client phone interviews/contact and general office activities **Tavares**
- 1041 Administrative Assistant with good computer and organizational skills must be detail oriented (3 years experience) **Tavares**
- 1045 Office Associate III with three years of secretarial experience, also knowledge of PC including processing, spreadsheet, and accounts payable **Tavares**
- 1060 Administrative Assistant with five years of secretarial or administrative assistant experience and valid FL driver License **Minneola**
- 1070 Office Associate III needed for varieties secretarial duties with three years of secretarial experience **Tavares**
- 1071 Office Associate II with at least three years experience in truck/auto/heavy equipment part operations **Tavares**
- 1096 Clerical Support responsible for scheduling all services, assures completion of time cards/ sheets **Leesburg**
- 1108 Customer Service Representative to receive and disburse funds from customers in payment for services and record any monetary transactions **Mt. Dora**

- 1119 Report Writer to type incident reports as deputy verbalizes it over the telephone, also able to type 35wpm, excellent Grammar & Spelling **Tavares**
- 1142 Staff Assistant I for advanced clerical work that is performed in accordance with prescribed and well established procedures **Bushnell**
- 1144 Receiving Clerk to work full-time days only in the materials department must have experience **The Village**
- 1145 Secretary II to schedule and coordinates agendas, meetings, conferences, and appointments as well as other duties as assigned **Leesburg**
- 1147 Clerical Assistant I to type reports, correspondence or other information, also to establish, collect, organize, and maintain data **Eustis & Leesburg**
- 1148 Data Entry Operator to collect and perform data entry tasks, file varies documents and records **Eustis**
- 1149 Secretary I to provide administrative support involving secretarial duties and to organize office activities **Leesburg**

### **HEALTH CARE AND SERVICES**

- 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**
- 1078 Marketing Specialist with some medical experience require to market to physician and health care facilities **Leesburg**
- 1099 Admitting Manager must have the ability to manager several people this is a full-time position with a varies shifts **Leesburg**
- 1100 Unit Secretary must have medical terminology 1 & 2 there are several positions with varies schedules both full/part-time **The Villages**
- 1101 Unit Secretary part-time position needs medical terminology the position is in the Pediatrics Department **Leesburg**
- 1102 Supervisor Perioperative Inventory must have experience this is full-time working varies shifts **Leesburg**

- 1103 Transporter working in the Patient Placement Center this is a full-time position the schedule will be explain at time of interview **Leesburg**
- 1104 Patient Financial Counselor full/part-time positions working the day shift only, must have experience in hospital setting (2 position) **Leesburg**
- 1105 Staffing Assistant to work part-time position working in the Patient Care department it's day only **Leesburg**
- 1106 Department Secretary must have medical terminology, also experience this is full-time working 8a-5p **Leesburg**
- 1107 Registration Specialist/PBX with experience to work variable shifts and also work status will be pool **The Villages**
- 1109 Database Coordinator this is a salaried position AS degree required and three years experience as a data/systems analyst, also medical term. **Tavares**
- 1115 Central Supply Technician responsible for inventory receipt, delivery, and restocking; also 6-12 months purchasing experience **Clermont**
- 1116 Supervisor Patient Business with three years experience in a financial, business office or customer service environment **Clermont**
- 1117 Wellness Center Representative to answer phones, greet all members and guests, front desk duties when needed, also light typing **Clermont**
- 1130 Unit Secretary that has proficient computer skills and also medical terminology required medical experience strongly preferred **Tavares**
- 1133 Department Secretary with one year of experience in health care setting, knowledge of medical terminology; also type 60wpm **Tavares**
- 1139 Senior Secretary will be responsible for attending, recording, and transcribing the final official minutes **Tavares**
- 1150 Clerk II for Health Information department must have medical terminology and computer skills; also 2 – 4 yrs. medical records experience **Clermont**
- 1151 Unit Secretary the are six position with both part and full-time available, varies schedules, also BLS required **Clermont**

## MANAGEMENT/SUPERVISORY

- 358 Supervisor Electrical System with fully accredited licenses for electrical and alarm system to plan, coordinate, repair, maintenance and installation of electrical, fire and burglar alarm. **Leesburg**
- 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**
- 1077 Dining Services Coordinator with four years supervisory experience, to be responsible for the overall efficiency & management of the food service department **Mt. Dora**
- 1079 Manager needed full-time 35-44 hours, part-time up to 35 hours per week must be available weekends and nights **Leesburg**
- 1082 Director (Corporate-Recruiting) responsibilities include management and development of a growing recruiting staff **Tampa**
- 1083 Director (Executive Recruiting) responsibilities include management of national recruiting staff, also leadership team hiring **Tampa**
- 1102 Supervisor Perioperative Inventory must have experience this is full-time working varies shifts **Leesburg**
- 1124 Store Manager Trainee to be responsible for entire store operation; hire, train, and develop team work, customer service experience a plus **Leesburg**

## PART-TIME POSITIONS

- 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**
- 1073 Library Page to assists patrons in the use of library computers including scheduling public Internet usage as well as perform various library housekeeping tasks **Mt. Dora**

- 1094 Library Page to assist the public in using library facilities and services such as checking material in or out **Leesburg**
- 1095 Meter Reader to read and record utility meter readings, also transfer information into database **Leesburg**
- 1125 Photographer to take portraits and sell portraits packages this is a part-time seasonal position **Leesburg**
- 1141 Clerical Aide this is a position for a student to aid with office activities; copies data, compiles records and reports **The Village**
- 1143 Clerical Aide to work in the Library Service Department this is a position for a student to help with office activities **Coleman**
- 1159 Accounting/IT Intern this is a position for a student interesting working at least 8 – 16 hours per week working in the financial depart. **Leesburg**
- 1161 Production Artist skilled in Adobe CS2 to provide fast, accurate graphic arts work to our clients **Mt. Dora**

### SALES

- 1079 Sales Associates, Regular & Seasonal must be able to work nights and weekends there are both full/part-time **Leesburg**
- 1160 Insurance Agent, Unit Manager to work for nationality known Insurance Company, must have High School Diploma **Lake Co.**

### 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**
- 1065 Landscape Technician with three years experience in landscape maintenance, turf maintenance, nursery or horticultural operation **Sumter Co.**
- 1086 Electronic Technician to troubleshoot communications equipment, perform preventative and routine maintenance **Leesburg**
- 1088 Rework Assistant must have knowledge of Microsoft Office software and at least 6 months experience with SMT soldering **Leesburg**

- 1089 Shipping & Receiving Clerk to verifies and keep records on incoming and outgoing shipping and prepares items for shipping **Leesburg**
- 1122 Press Operator to operate and maintain a HP Indigo s2000 digital press for label/overlay manufacturer **Mt. Dora**
- 1127 Service Technician with electronic background with mechanical ability, familiarity with land surveying is helpful **Altoona**

### SPECIALIST

- 1063 Registrar to serve as principle source of information, to coordinate schedules and assign rooms, and performing other duties **Leesburg**
- 1080 Membership Staff Specialists with one year of customer service experience, computer proficiency, and the ability to work flexible hours, holidays, and weekends **Tavares**
- 1087 Test Development Engineer with a BSEE or BSET in Electronics Engineering and 2+ to 5 years experience **Leesburg**
- 1126 Tutors to work in with student in the County Schools; person must have at least sophomore standing or 60 credit hours \$15-20 per hour **Lake Co.**
- 1129 Permitting Technician to receive and review residential permits to create permit through software, to schedule and prepare daily inspections **Tavares**
- 1140 Library Assistant to provide information on library programs and services, library circulation policies, fees, and fines **Webster**
- 1154 Library Assistant II to provide assistance and instruction on all patron access computers, online reference databases, and Internet **Lady Lake**
- 1155 Communication Specialist (Dispatcher) must be able to operate telephone and radio dispatching equipment used in communication center **Clermont**
- 1157 Communications Calltaker to receive incoming telephone calls for emergency and non-emergency services, properly records all pertinent information and transfers information to the proper radio operator for dispatch **Bushnell**
- 1158 Tutors that have a degreed professionals, certified teachers, retired teachers, and college students with 60 or more credits to tutor after school for students in Lake Co. Schools **Lake Co.**

- 1162 Spanish Tutor for Friday after 2: 00 to 6: 00 pm, Monday after 4:00 to 6:00, must be Spanish 102 level understanding of the language **Umatilla or Leesburg**
- 1163 German Tutor to help High School student, 10<sup>th</sup> grader with understanding the language, and hours are flexible **Leesburg**
- 1167 Program Supervisor II must have Master degree in Social Work and three ears of post Master's experience, also Licensed **Leesburg**