



The Career Center Employment Listings

Week of December 6, 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

- 1175 Information Technology Analyst to work for non-profit organization to install and maintain network **Tavares**

- 1198 Computer Operator to input orders into computer and confirm deliveries this position pays \$7.00per hr. **Lady Lake**
- 1205 PC Technician perform repairs on customer and store stock units, assist and/or respond to customer inquires, repair, up-grade and install **Leesburg**
- 1206 Web Designer with at lease 2 years experience in designing site layout, site navigation themes and graphic design **Leesburg**
- 1212 Technology Coordinator 2 positions available for after school program must have extensive computer, hardware & networking capabilities **Eustis, Leesburg**

CUSTOMER SERVICES

- 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**
- 1191 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.**
- 1204 Server, Cooks, Prep-Cooks, Host, & Bartenders needed for new restaurant opening some full/part-time position available **The Villages**
- 1207 Front Desk Helper with prior hotel experience a plus must have excellent communication and customer service skills **Leesburg**

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**
- 1098 Accounting Manager with a Business Degree/Accounting major this is a full-time position working days **Leesburg**
- 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**
- 1178 Financial Analyst responsible for departmental finances, budget, and contract administration. **Tavares**
- 1188 Accounting Manager with a Business Degree/Accounting major this is a full-time position working days (2 positions) **Leesburg**

FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT

- 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**
- 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**
- 1171 Police Officer with Certification for the state of Florida, valid FL driver license, for general police duties **Leesburg**
- 1179 Assistant Chief of Emergency Operations to manage all emergency and support operations within the Fire Department **Tavares**
- 1195 Dispatcher requiring the operation of telephone and radio dispatching equipment used in communication center **Tavares**

GENERAL OFFICE

- 1139 Senior Secretary will be responsible for attending, recording, and transcribing the final official minutes **Tavares**
- 1142 Staff Assistant I for advanced clerical work that is performed in accordance with prescribed and well established procedures **Bushnell**
- 1147 Clerical Assistant I to type reports, correspondence or other information, also to establish, collect, organize, and maintain data **Eustis & Leesburg**
- 1170 Legal Office Associate with an Associate Degree and two years of secretary experience, also knowledge of all aspects of a legal office **Tavares**
- 1176 Office Associate IV (2) positions – part-time to perform a variety of secretarial duties, assistance and information to employees **Tavares**
- 1173 File Room Clerk to perform duties relating to the filing and maintenance of records, records searches, and imaging documents **Tavares**
- 1183 General Clerk to file, retrieves, and delivers archived files in the storage facility, also conduct the inventory of fixed assets **Tavares**
- 1184 Recording Clerk is responsible for the processing and recording of documents instruments and judgments **Tavares**
- 1192 Administrative Assistant with 5 years experience in administrative/secretarial functions, with 2 yrs experience executive clerical **Tavares**
- 1193 Secretary II to schedule and coordinate agendas, meetings, conferences, and appointments **Leesburg**
- 1211 License Clerk to input information collected from customers into an automated system to issue licenses and passports **Tavares**

HEALTH CARE AND SERVICES

- 1130 Unit Secretary that has proficient computer skills and also medical terminology required medical experience strongly preferred **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**
- 1180 Business Office Rep II with medical terminology, hospital insurance and collection experience, computer keyboarding, and data entry **Tavares**
- 1182 Patient Account Supervisor to assist Business Office Manager in the supervising of the staff's day to day activities **Leesburg**
- 1189 Unit Secretary full/part-time positions available must have medical terminology I and II **Leesburg**
- 1190 Registration Specialist/PBX with experience to work variable shifts and also work status will be pool **The Villages**
- 1194 RN & LPN to provide health care to inmates in a correctional setting must have current FL license **Tavares**
- 1208 Admissions Specialist full-time with 3 yrs. clerical required, healthcare preferred, must have good computer and telephone skills **Tavares**
- 1209 Medical Specialist with one yr ward clerk/medical office experience must be computer literate and have good phone skills **Tavares**

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**
- 1174 Resource Management Trainee who is at least 18 years old, to work 1700 hours/11months for \$990.00 monthly stipend; and \$4,725.00 education award, this position is from January to November in 2007 **Fruitland Park**

PART-TIME POSITIONS

- 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**
- 1168 Library Page (3 positions) to keep library in good order, also to assist the general public, must have good computer skills **Astor, Paisley, Clermont**
- 1177 Student Intern must be student in school and have computer skills to work in the Customer Service Division **Tavares**
- 1186 Clerical Aide-Student to greet and assist visitor, answer telephones, to use office machines such as fax, computer, copier, typewriter **Lake Panasoffkee**
- 1187 Clerical Aide-Student to work in the administration office to aid in office activities must be least 16 yrs. old **Bushnell**

SALES

- 1160 Insurance Agent, Unit Manager to work for nationality known Insurance Company, must have High School Diploma **Lake Co.**
- 1196 Sale Person to work in furniture store pay is based on commission plus 90 days training at \$70.00 per day **Leesburg**
- 1200 Store Associate Cashier this is a part-time position must be available evenings, weekends, and holiday **Mt. Dora**
- 1201 Store Associate this is a part-time position must be available evenings, weekends, and holidays; duties include selling design services, copying **Mt. Dora**
- 1202 Store Associate Technology Sale part-time duties include display, and demonstration, nights, weekends and holidays **Mt. Dora**

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**
- 1199 Shop Helper to running errands, clean up after designers, process flowers, general duties \$7.00 per hour **Eustis, Lady Lake**

SPECIALIST

- 359 Head Athletic Trainer with Bachelor Degree n Sports Medicine and current NATA certification from the state of Florida **Leesburg**
- 360 Advisor to provide assistance to students regarding career and curriculum planning, course selection, and transfer information **Clermont**
- 361 Production Assistant with knowledge of television station operations/equipment, experience with multi-media, & broadcast media **Leesburg**
- 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, 10th grader with understanding the language, and hours are flexible **Leesburg**

- 1167 Program Supervisor II must have Master degree in Social Work and three years of post Master's experience, also Licensed **Leesburg**
- 1172 Human Resources Generalist I for recruiting, screening, and processing suitable personnel our programs **Leesburg**
- 1181 Library Assistant I to work in Circulation Department to ensure the smooth, uninterrupted operations of the dept. **Mt. Dora**
- 1185 Library Assistant (on call) to provide information on library programs and services, library circulation policies, fees, and fines **Sumter Co.**
- 1203 Education Coordinator for after school youth enrichment program certified teacher or education major preferred **Leesburg**

Transportation

- 1197 Drivers to deliver arrangements to home and/or business for the holiday, drivers under 25 will need to use their own car (\$7.00 per hr. or % \$5.00 each delivery, plus tips) we have hundreds of deliveries **Eustis, Lady Lake, Leesburg**

VOLUNTEERS

- 1210 Site Coordinator to directly responsible for supervision, coordination, volunteer recruitment retention and training of YMCA READS **Winter Garden, Ocoee**