



The Office of Job Placement
Employment Listings

Week of June 13, 2007

**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**

**435-6306
568-0001 X6306**



COMPUTERS and TECHNOLOGY

634 Computer Technician to install Software, PC's, and Networking, also to
troubleshoot PC's Networks, and Domains **Lady Lake**

- 635 Web Graphic Designer with great communication skills and positive attitude, great designing skills (part-time) **Clermont**
- 673 Web Designer for entry level position to help our team collaborate project work, only team player need to apply **Eustis**
- 678 Web Design to refurbishing and re-designing and to be able to access information; this is a freelance position **Leesburg**
- 679 Program Analyst to do advanced technical work programming and designing management information system **Bushnell**

CUSTOMER SERVICES

- 625 Aquatic Coordinator to maintain the health and safety of all members. Visitors, and employees utilizing the aquatic facilities **Clermont**
- 654 Stocker/Customer Service Representative to work part-time must be reliable, detail-oriented to focus on full store shelf, accurate pricing, provide support and customer service (weekends a must) **Lake, Orange, & Volusia Co.**
- 657 Childcare Provider for ten year girl to work on Thursday from 4:30 – 11:00 pm and as needed must have reference, preferred student of Early Childhood Education or studying for Teaching degree **Fruitland Park**
- 660 Team Members needed for local retail store in the Lake Square Mall, both full and part- time positions available **Leesburg**

FINANCIAL SERVICES

- 374 Financial Aid Program Specialist with AA or As in Business Administration to provide advisement to student and parents with regard to the financial aid process, also process communication and maintain documentation **Leesburg**
- 376 Grant Accounting Specialist to be responsible for maintaining financial records for federal, state. And local grant reporting **Leesburg**
- 614 Billing Specialist to collect billing and demographic information, also to review and submit HCRA applications **Leesburg**

- 623 Patient Business Representative with two years experience in financial, business office, or customer service environment required **Clermont**
- 687 Finance Clerk I to process payments, cash reconciliation, and daily deposit, clerical/billing/accounting tasks **Fruitland Park**
- 709 Bookkeeper to do routine bookkeeping work maintaining financial records and databases **Clermont**
- 698 Financial & Office Coordinator with five years experience in accounting, finance, business or public administration (licenses/certification a plus) **Tavares**
- 707 Patient Account Clerk to collect demographic and admission information, admin client and assist with other duties **Leesburg**
- 708 Staff Accountant with two years of accounting/auditing experience , also a Bachelor Degree in accounting, finance or related field **Tavares**
- 709 Bookkeeper to perform routine bookkeeping work, involving fiscal records, according to the general standard accounting rules **Clermont**

FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT/CRIMINAL JUSTICE

- 609 Firefighter/EMT to perform various activities including fire suppression, fire prevention, rescue, and emergency medical care **Tavares**
- 613 Firefighter/Paramedic to perform individually and/or as a member of a firefighter team and will participate in fire suppression activities **Mt. Dora**
- 617 Police Officer for general duty police work involving the prevention of crime and the enforcement of law and ordinances **Eustis**
- 630 Police Officer for general duty police work in the protection of life and property through the enforcement of law and ordinance **Lady Lake**
- 639 Communication Officer to work in public safety related work requiring the operation of telephone and radio dispatching equipment **Lady Lake**
- 672 Receptionist experience preferred, but not required to work in local PA's Office answering phones, opening files, and other general duties **Mt. Dora**
- 689 Detention Officer this is a responsible position involving the custody, control and care of inmates within the detention facility **Bushnell**

- 690 Emergency Management Director for managerial planning, operations, and administrative work **Bushnell**
- 697 Probation Officer with Bachelor's Degree and one year of experience to provide instruction and supervision to probationers **Tavares**
- 699 Forensic Technician responsible for performing a variety of technical tasks in assisting the medical examiner **Tavares**
- 713 Control Room Operator for specialized work operating security monitoring systems in control room **Tavares**
- 714 Deputy Sheriff with current certification for general law enforcement and public safety work in the protection of life and property **Tavares**
- 715 Detention Deputy to provide law enforcement care, custody and control of inmates, also must have FL Division of Criminal Justice Standards and Training Certification, and valid FL drivers License **Tavares**
- 716 Dispatcher with the ability to comprehend & carry out oral & written instructions, to listen, to react quickly & calmly, and to read road maps **Tavares**
- 718 Police Officers all applicants must be certified by Florida Police Standards and Training **Clermont**
- 719 Firefighter/Paramedic needed full and/or part-time with FL Certificate Firefighter, FL Paramedic Certification w/current ACLS, CPR for Healthcare Providers and FL Driver License **Clermont**
- 724 Correction Officer must be 19 yrs. old, have a valid driver license, passed the Correctional Officer B.A.T. Test **Ocala**

GENERAL OFFICE

- 383 Administrative Staff Assistant to provide services for front desk to students, community members, faculty, and staff **Clermont**
- 576 Staff Assistant for advanced and difficult secretarial and staff assistant work, also usage of two-way radio for communication with workers **Tavares**
- 577 Administrative Assistant to perform clerical and secretarial work, to provide support to other dept as needed **Tavares**

- 588 Clerk II to perform advanced clerical, fiscal, and prepare daily, & monthly reports, also balance driver's fare box **Bushnell**
- 590 Clerical this position is part-time, then full-time for two months, back to part-time, must have good customer service **Mt. Dora**
- 615 Clerical Support responsible for scheduling all services performed by facility, also credits and debits clients for services **Leesburg**
- 636 Receptionist/Administrative Assistant to work 25 to 40 hours per week, must have outgoing personality with good communication skills **Lady Lake**
- 648 Spa Receptionist to answering the phone, scheduling, and coordinating appointments, greet, introduce clients to spa, other duties **Mt. Dora**
- 649 Office Assistant to answer switchboard, computer work, handling of money, and other office task **Mt. Dora**
- 656 Marketing Administrative Assistant with basic knowledge of administrative functions, strong computer and typing skills **Leesburg**
- 658 Administrative Associate part-time must have good communication, organizational skills, and experience in MS Excel & Word **Eustis**
- 659 Clerk Typist with one year of general office experience with office machines including but not limited to computer **Villages**
- 661 Clerical no experience needed, knowledge of MS Office a plus, this can be a part or full-time position (possibility for advancement) **Leesburg**
- 669 IS Assistant to maintain control over the computer and all input to the system, to input outpatient bills and other data **Leesburg**
- 671 Administrative Coordinator to provide support to branch office, must be a self starter with excellent verbal and written communication skills **Clermont**
- 672 Receptionist experience preferred, but not required to work in local PA's Office answering phones, opening files, and other general duties **Mt. Dora**
- 691 Receptionist this is a part-time position working the day shift must have receptionist experience **Leesburg**
- 695 Clerical this is a part-time position for an entry level clerical position, hours can be flexible (student preferred) **Leesburg**

- 710 Clerical Assistant I to type reports, correspondence, to file, to collect, organize and maintain data **Clermont**
- 720 Secretary needed for general secretary duties including filing, coping, faxing, banking, mail, and price checking **Eustis**
- 722 Executive Administrative Assistant must be quick learner, self motivated, and be able to work independently **Eustis**
- 723 Staff Assistant duties including compliance with current grant reporting requirements, must have computer skills **Eustis**
- 724 Word Processing System Operator to use word processor, computer and/or typewriter, reports, coping, and other clerical duties **Tavares**
- 726 Senior Clerk with two years secretarial or clerical work experience, also fingerprinting, background screening, & emergency duties **Eustis**

HEALTH CARE AND SERVICES

- 562 Lab Technician with a minimum Associates degree in biology or related fields, this is an entry level position **Groveland**
- 563 LPN must have current Florida license this is a full-time position the shift is varies, hours are 72 bi-weekly **Leesburg**
- 578 Patient Care Technician with current CNA and/or HST certification, also certified in BLS, prior direct patient care experience, schedules varies **Tavares**
- 600 CNA with current Florida license to work in hospital setting there are several positions and several different schedules **Leesburg**
- 601 Assistant Director must have a degree this is a full-time position, this person will be working two locations **Leesburg, Villages**
- 622 Monitor Technician/ Unit Secretary for routine clerical/ secretarial tasks for one or more persons in the nursing unit (3 positions) **Clermont**
- 640 CNA/HHA full-time & PRN status, six months of home health experience required; must have CNA & HHA certifications **Tavares**
- 641 Intake Facilitator/LPN this is a full-time position, also must have current LPN license **Tavares**

- 643 Registration Specialist must be experience there are two positions available one full-time days other PRN varies shifts **Leesburg**
- 644 Coder III to work in the Health Information Services department must have certification, days only **Leesburg**
- 645 Health Information Services Technician I must be experience this is regular part-time position working days only **Leesburg**
- 647 Unit Secretary there are four positions in several departments, all are full-time positions, some need medical terminology **Leesburg**
- 676 Transcriptionist must have previous experience, also be able to use transcription dictation equipment and type 70 wpm **Leesburg**
- 686 Coding Technician must demonstrates good verbal communication skills and be able to work independently **Clermont**
- 692 Records Clerk (3 positions) full-time working the day shift must have experience in the patient financial services **Leesburg**
- 700 Business Office Representative II with medical terminology preferred, also hospital insurance & collection experience **Tavares**
- 701 LPN with current LPN License & CPR for home health must have great assessment & communication skills **Tavares**
- 702 PBX Operator with previous experience on switchboard, also must be proficient with computer keyboard and data entry **Tavares**
- 703 Receptionist good computer skills, excellent telephone and customer service skills, healthcare experience preferred **Tavares**
- 704 Unit Secretary medical terminologies is required and proficient computer skills, also hospital or doctor office strongly preferred **Tavares**
- 706 LPN (three positions) with a minimum of one year experience in nursing, preferably in a mental health setting **Leesburg**
- 711 Clerk II - coding skills required the ability to successfully demonstrate competent use of computer system, Word and Affinity **Clermont**
- 717 RN & LPN to provide health care to inmates in a correctional setting, current FL license is required **Tavares**

MANAGEMENT/SUPERVISORY

- 377 Manager Student Services responsible for the direct administrative supervision and coordination of academic advising, testing, orientation, admission, student activities, registration, and financial aid **Sumterville**
- 642 Assistant Director of Admitting Department this is a full-time position that will be working in two locations Degree required **Leesburg/Villages**
- 677 Library Supervisor responsible for day to day operation of a branch library, furnishes information to library users **Bushnell, Lake Panasoffkee**
- 688 Human Resource Manager to assist in interviews, recruits, and selection of employees to fill vacant positions **Lady Lake**
- 705 Park & Facilities Manager to directs, manages, supervises, and coordinates the programs, activities, personnel **Mt. Dora**
- 712 General Manager with fast food management experience, this company offer benefits (medical, dental, retirement & vacation) **Mt. Dora**

PART-TIME POSITIONS

- 569 Sales this is a part-time position with an attractive compensation package; with full training and opportunities for advancement **Lake Co.**
- 695 Clerical this is a part-time position for an entry level clerical position, hours can be flexible (student preferred) **Leesburg**

SALES

- 570 Marketing Representative to market web hosting, web designs, and computer services this is a commission based position **Lake Co.**
- 569 Sales this is a part-time position with an attractive compensation package; with full training and opportunities for advancement **Lake Co.**
- 606 Retail Sales this is a part-time position for sale in a store specializing in the sale of sun-activated, color changing products **Villages**

- 653 Sales local company looking for people to fill positions in their residential sale market, must be self motivated **Leesburg**
- 674 Sales Specialist to provide the highest level of customer service support, to assist customers, assess customers' needs, & guide customer decisions **Leesburg**
- 721 Professional Licensed Agent this is a part-time position working 10-20 hours per week, marketing all types of insurances, mortgage, & securities **Leesburg**

SKILLS/CRAFTS/TRADES/TECHNICAL

- 375 Maintenance Service Worker I with one year experience in providing custodial, light building maintenance, or grounds service **Leesburg**
- 553 Mosquito Control Technician I this is position involves skilled work in the operation of complex mosquito control equipment with **Sumter Co.**
- 567 Foreman Trainee to supervisor the crew and is actively involved in the construction custom bridges **Tampa**
- 568 Lead Man to help supervisor crew and do construction work, must have framing experience **Tampa**
- 571 Carpenter to assist in building our custom timber vehicular bridges, framing experience and heavy equipment operation a plus **Tampa**
- 602 Environmental Service Technician II for hospital setting need for all general cleaning (8 positions) **Leesburg, Village**
- 603 EVS Technician I for general housekeeping to clean various areas including rooms office and public areas (6 positions) **Leesburg, Village**
- 652 Pool Person to clean pools and adjust water chemistry, must have valid Florida drivers license, and hour are flexible **Lake Co.**
- 655 Sanitation Workers to collect trash and garbage from city residents and commercial establishments onto a collection vehicle **The Villages**
- 675 Receiving Associate to work as part of a team to unload merchandise from carriers and check the quantity and quality **Leesburg**
- 693 Maintenance must have valid FL driver license this job requires working out side doing general labor duties **Minneola**

SPECIALIST

- 367 Power Line Instructor this is a part-time position to teach postsecondary electric line worker courses **Sumterville**
- 378 Student Life Assistant with 1 – 2 years experience with event planning, experiential education, and/or student activities **Clermont & Sumterville**
- 379 Coordinator Sports Information/ Head Softball Coach to oversee and coach the Women' softball Program and plan, supervise, organize, implement athletic related public relations, and student activities **Leesburg**
- 566 Engineering Designer to design for roadways, drainage facilities and water, reclaimed water, sewer and right of ways **Eustis**
- 572 Copy Writer/Proof Reader for web design firm, the person doing this job may be able to work remotely, but must meet with client at some point **Lake Co.**
- 607 Project Coordinator to oversee all aspects of administration of web-based skilled assessments for clients **Mt. Dora**
- 620 Code Enforcement Officer I to perform technical work involving the proactive and reactive enforcement of city codes and ordinances **Eustis**

Summer Positions

- 650 Teacher Assistant part-time, completed the minimum 45-hours state mandated classes, also CPR & First Aid certification **Mt. Dora**
- 651 Pre-Kindergarten Teacher (3 yr old classroom) part-time must have completed or currently working on their CDA/CDAE or higher **Mt. Dora**

TRANSPORTATION

- 667 Driver must have safe driving record, class D license and previous experience, also current CPR (2 positions) **Tavares**

VOLUNTEERS

- 696 Volunteers needed with a wide range of skills: entertainers, magicians, musicians, office staff, housekeepers, ground maintenance, painters, and carpenters; come make a difference in the life of individuals with physical and/or cognitive disabilities **Sorrento**