

**Career Opportunities Bulletin of 3-18-15**  
Ivy Tech Community College Bloomington

**HireIvy** – what’s new: technical support specialist for Smithville Communications, legal assistant for Ferguson & Ferguson, shuttle driver for Copper Beech Townhomes, paramedic for Seals Ambulance Service. Still accepting applications for engineering technician for AECOM (URS) at the NSWC Crane. Create an account, apply for jobs on HireIvy <https://ivytech-csm.symplicity.com/>



Mark your calendar for **Career Expo 2015**, April 2<sup>nd</sup> from 1:15 to 4 pm in the H-T Student Commons. Sponsored by IU Health Bloomington, Cook Pharmica, Ivy Tech Alumni Association, Modus Link PTS and the South Central Indiana Human Resources Association.

→ Meet the Employers: AccessAbilities, Inc, AECOM (former URS) at the NSWC Crane, Author Solutions, Bender Lumber, BioLife Plasma Services, Bloom Insurance Agency, Bloomington Meadows Hospital, Bloomington Public Transportation Corporation, Boston Scientific, Carrols Corporation, City of Bloomington, Cook Pharmica, DAMAR Services, Dermatology Center of Southern Indiana, Duke Energy, Employment Plus, Express Employment Professionals, Four Winds Resort & Marina, French Lick Resort, Garden Villa, Golden Living Center, Harrell-Fish (HFI), Indiana State Police, Indiana University, Indiana University Health Bloomington, Individual Support Home Health Agency, LifeDesigns, Maxim Companion Services, Monroe County YMCA, Premiere Health Care, Sam’s Club, Stone Belt, Stone Research, Visiting Angels, Western Southern, WGCL / WTTS+ 9.

Resources: AmeriCorp, Indiana National Guard Family Services, MCCSC Adult Education, USDA Farm Service Agency, Work One.

Information Sessions are available during the last week in March for assistance with resume writing, company research and how to work Career Expo. Please let me know of any assistance I can be. Schedule a meeting on Ivy Appointment at <https://apps.ivytech.edu/AMS/home.seam> → Bloomington → Career Services Schedule a time for us! Katie T. Anderson; EEC; 812-330-6018; [kanderso@ivytech.edu](mailto:kanderso@ivytech.edu)



# Job Postings

## ~~~Business and Public Services~~~

**Network Operations Technician** for IU UITS Provides Tier-1 support to the Global Research Network Operations Center's (GRNOC) daily shift operations with primary responsibility requiring broad level network monitoring and first level problem analysis, tracking, and resolution of defined and documented solutions. Assists with diagnosing problems and taking appropriate corrective action for networks including IU campus/statewide networks, and other IU supported national and international research and education networks. \$14.91hr/\$31,012.80 Apply online before 3-19 at <https://jobs.iu.edu/joblisting/index.cfm?jlnum=13349&search=2>



**Electronics Technician** for Decision Technologies at the NSW Crane Strong technical knowledge and aptitude for electronic repair and maintenance. Candidate must be able to both self-manage and work with the government customer. Associates Degree in Electronics Technology or Military background preferred. Applicant needs to show ability to test and repair electronics, read electronics schematics, solder electronics components, database entry and be customer service driven. Position also requires the ability to obtain/maintain a DOD Security Clearance. Please Send Cover Letter and Resume to [cwhitener@decision-tech.com](mailto:cwhitener@decision-tech.com) www.decision-tech.com

**Technical Support Specialist** for Smithville Communications, an established and trusted local provider of Internet, Voice, IPTV, Security and Cellular services. Provide customers with excellent troubleshooting, customer service and prompt solutions to their needs. Full-time, hourly. Apply at [www.smithville.com](http://www.smithville.com) (More/Careers)



**Senior Software Developer** for Bloom Deep understanding and passion for quality, well-written code and a progressive approach to application/software architecture development. Works collaboratively with the Bloom tech team and leads software engineering/code development for various Bloom Technology Services projects. Developing and supporting customized .NET apps in fast-paced, dynamic tele-center environment; Design and write high-level, maintainable, and reliable code; Degree in computer science or related field preferred and comparable work experience; C# and .NET; Understanding of database-driven (SQL Server 2005/2008) web applications; Knowledge Dreamweaver, hands on experience with HTML preferred Apply in person at Career Expo 2015.

**Legal Assistant** for Ferguson & Ferguson Quiet, professional office. Answering phones, scheduling, filing, drafting correspondence and client interaction. Excellent communication

and grammar skills, computer literacy, dependability and accuracy are essential. College degree preferred. This is a full time position with benefits. Salary commensurate with experience. Direct cover letter and resume to [jobs@ferglaw.com](mailto:jobs@ferglaw.com)

**Kitchen interns** for Truffles Restaurant, a fine dining restaurant located on Bloomington's east side. Various positions offered and will depend on relevant experience. Positions may include pantry, saute, grill, and assistant to chef. Kitchen hours begin daily at 2PM and end at approximately 10PM with some flexibility. Please respond with your resume and availability in person after 4PM to 6PM Monday-Saturday at 1131 S College Mall Road, Bloomington.



**Accounting Assistant** (re-posted) for Greene County Health Performs a variety of general accounting support tasks: Verify the accuracy of invoices and other accounting documents or records; Accounting degree required. Three to five years related experience in accounting. Apply online at <http://greenecountyhospital.com/careers/> Follow-up contact: Jean M. Prather, PHR, MS; Director of Human Resources; JEAN.PRATHER@mygcgh.org

**Technical Support** for Cornerstone Information Systems Telephone & email technical support for software customers. Successful candidate will have an active role in product support, internal research, troubleshooting, & product implementation procedures. Applicants are expected to be skilled in verbal & written communication, customer service & quality focus along with experience using Microsoft products. Independent research, problem-solving, software testing and diagnostic ability required. Database and technical writing experience is a plus. Full-time position with daytime and evening hours possible. To apply send resume to Kathy Frye at [kfrye@ciswired.com](mailto:kfrye@ciswired.com)

### ~~~ Technology and Applied Sciences ~~~

**Water Plant Operator** for the City of Bloomington Performs various analytical tests associated with the operation of plant, including pH balance, chlorine, turbidity, alkalinity, hardness, fluoride, aluminum, chloride, stability index, odor, and microscopic examination. Operates various types of laboratory equipment: Spectrophotometer, microscope, distilled water center, turbidimeter, and titrator. Reads and records meter readings and prepares daily reports, makes appropriate adjustments in processing, and records and adjustments or changes. \$16.83 - \$17.29 Applications accepted until position filled.

**Drafter** for Indiana Quarries & Carvers Quarries and provides fabricated Indiana limestone to many commercial and high end residential projects. Provide drafting talent; also includes data entry. Applicant would be required to have a good knowledge of AutoCAD and Filemaker. Job requirements would be to make shop drawings from architectural drawings, make DXF files, plot drawings. If interested send resume to Mark Wray at [Mark.Wray@stonecenters.com](mailto:Mark.Wray@stonecenters.com) Drafting Services Division; (812) 935-8383

**Engineering Technician** for AECOM (URS) at the NSWC Crane Provide support to engineering and design staff in a variety of engineering tasks in the installation, maintenance, repair, troubleshooting, calibration, testing, fabrication, construction and operation of diverse electronic/mechanical equipment and systems. Support production of technical documents and drawings. Research technical issues for input to reports and studies. Support fabrication and testing of hardware and software systems. Comply with engineering documentation standards, engineering plans, system specifications and test procedures. Apply at <https://www.urs.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=100140&CurrentPage=1> or on HireIvy [www.aecom.com](http://www.aecom.com). [www.urs.com](http://www.urs.com) Meet recruiter at Career Expo 2015



**Service Technician and Co-op** positions for C&M Conveyor Performs warranty, preventative maintenance and time and material repairs to equipment at customer locations. Assists in the installation of systems. Provides service desk coverage, which includes both mechanical and electrical troubleshooting support to customers and in-house installation crews as well as preparing estimates for time and material contracts and preventative maintenance contracts. Understands all the mechanical and electrical aspects of C&M equipment, including installation, operation, maintenance, and troubleshooting; Understands the software and controls aspect of equipment, including installation, startup, operation, and troubleshooting. Demonstrates proficiency in PLC programming, set-up and troubleshooting; 2 year degree preferred; PLC programming; proficiency in Microsoft Office software, such as XP Pro, Vista, Excel, Microsoft Office Project, Word Demonstrates proficiency in AutoCAD and Rockwell software; ladder logic Howard Carlson; Installation Manager; 812-849-5647 Ext. 2402 Email [hcarlson@cmconveyor.com](mailto:hcarlson@cmconveyor.com) to apply

**Technician** for Vigilant Eats Superfood Cereal, a Bloomington based organic food company. Produce cereal in a cup, on a conveyor.....1 auger, 1 net weigher, cup sealer, code daters, metal detector, box taper. Air compressor, 35 cu ft blender. Assist with PM's and any unforeseen problems encountered in production. Use a PLC to tie all the units together. Please direct application to Doug Siegel; [doug@vigilant-eats.com](mailto:doug@vigilant-eats.com); [www.vigilant-eats.com](http://www.vigilant-eats.com) 812 822 2602

~~~ **Health Sciences** ~~~



**Full and part-time Certified Nurses Aids** for Bloomington Meadows Hospital An environment dedicated to helping patients restore their health and get a fresh start located on seven acres of rolling hills, Bloomington Meadows provides each patient with comprehensive behavioral health treatment from a compassionate and caring staff. Committed to the wellness of our patients, their families and the communities that we serve. Help patients and their families start their journey toward healing. Function as an active part of the treatment team, providing continuous patient care, supervision, interaction, and role modeling to patients ranging in age from preschool through geriatrics. Please email resume to [amanda.shettlesworth@uhsinc.com](mailto:amanda.shettlesworth@uhsinc.com) [www.bloomingtonmeadows.com](http://www.bloomingtonmeadows.com)

~~~**University / Transfer / General Studies and Internship Announcements**~~~

**Network Administrator** for Cook Pharmica Manage and maintain overall enterprise server and network infrastructure. Effective provisioning, installation/configuration, operation, troubleshooting, and maintenance of systems hardware and software and related infrastructure; Plan, develop, install, configure, maintain, support, and optimize all network hardware, server hardware, software, and communication links; Maintain and control network infrastructure; Maintain and control network and server system backups and restoration; Analyze and resolve server hardware and software problems in a timely and accurate fashion, and provide end user training where required; Degree required or in progress for May 2015 Apply at Career Expo 2015 or online at:

[https://www5.recruitingcenter.net/Clients/cookmedical/PublicJobs/controller.cfm?jbaction=JobProfile&Job\\_Id=13115&esid=az](https://www5.recruitingcenter.net/Clients/cookmedical/PublicJobs/controller.cfm?jbaction=JobProfile&Job_Id=13115&esid=az)



**Summer internships** at the Indiana State Fair are now posted on our website ([www.indianastatefair.com](http://www.indianastatefair.com)) and [www.IndianaIntern.Net](http://www.IndianaIntern.Net) Mark W. Anderson, PHR; Director of Human Resources | Indiana State Fair Commission; 1202 East 38<sup>th</sup> Street | Indianapolis, IN 46205; (317) 927-7508; [www.indianastatefair.com](http://www.indianastatefair.com)

**Internship** opportunities with the South Central Community Action Program Available for 2 students who have an interest in nutrition, marketing, agriculture, local foods, or nonprofits. Paid; 20 weeks, with 13-15 hours per week. Please see our [website](#) for more information on the internships and application process. Resumes and cover letters to Nicole Wooten, MPA; Growing Opportunities Manager South Central Community Action Program; [Nicole@insccap.org](mailto:Nicole@insccap.org) | 812-332-2168 x 281

**Internships** at the Fourwinds Resort & Marina. Currently (depending on the requirements and conditions), we usually receive interns looking into the hospitality field. We pay them \$7.25 per hour and have them work a 15 week period in which they hit all parts of the business including front desk, catering/sales, housekeeping, serving, kitchen. Resume and cover letter needs to be directed to Harry Shafer; Food & Beverage Director at [hshafer@bestinboating.com](mailto:hshafer@bestinboating.com)



**SHERIFF MATTHEW A. MYERS**  
Bartholomew County, Indiana

## News Release

**Deputy Sheriff** for the Bartholomew County Sheriff's Dept Must be at least 21 years of age; Criminal Justice majors preferred. "If you are highly motivated, interested in a career in law enforcement and want to be a valued member of our team, we are looking for you", said Sheriff Matt Myers. Apply by 3-23 at the Sheriff's Office, 543 Second Street, Columbus, IN or online at [www.bartholomew.in.gov/sheriff-form-center.html](http://www.bartholomew.in.gov/sheriff-form-center.html). Contact: Training Lieutenant at [t.noblitt@bartholomew.in.gov](mailto:t.noblitt@bartholomew.in.gov) or call (812) 565-5944

**Drafting Technician** for Employment Plus AutoCAD experience to do design drawings at one of our clients in Paragon. Please direct resumes to Heather Stewart, Staffing Manager Answer phones and respond to customer requests. Online application [www.employmentplus.com](http://www.employmentplus.com) Once completed, contact William Smith at 812-961-6264 or visit the office at 1801 S. Liberty Dr. Ste. 300



**Internships** with the Indianapolis Zoo Offered to college students who have recently graduated. Applications for each session are available approximately two months prior to the deadline to apply. Please visit our website at <http://www.indianapoliszoo.com/contact/employment-and-volunteers/volunteers/internship-program> **Adam Garrett** [agarrett@indyzoo.com](mailto:agarrett@indyzoo.com) [www.indianapoliszoo.com](http://www.indianapoliszoo.com)

**Kitchen and event staffing** positions for Carson's BBQ 5555 W. SR 46 Bloomington, IN 47404 (heading towards Ellettsville on left hand side of road). Starting at min. wage during the probationary period. Part and full-time: waitress, dish washer, kitchen prep and sandwich makers, and special event staffing. Open Monday- Saturday 11am-9pm, and Sunday 2pm-9pm. Tammy Carson [tcarson1@ivytech.edu](mailto:tcarson1@ivytech.edu)



**THE BLOOMINGTON INDIANA POLICE DEPARTMENT IS NOW  
ACCEPTING APPLICATIONS FOR THE POSITION OF  
PROBATIONARY POLICE OFFICER. ALL APPLICATIONS MUST BE  
RECEIVED BY 4:00 P.M. FRIDAY, MARCH 20, 2015.**

**APPLICATIONS, REQUIREMENTS FOR CONSIDERATION,  
TESTING PROCEDURES, AND CURRENT SALARY AND BENEFIT  
INFORMATION MAY BE FOUND UNDER THE "POLICE  
EMPLOYMENT" TAB AT:**

**[WWW.BLOOMINGTON.IN.GOV/POLICE](http://WWW.BLOOMINGTON.IN.GOV/POLICE)**

**OTHER INQUIRIES SHOULD BE DIRECTED TO:  
[RECRUITS@BLOOMINGTON.IN.GOV](mailto:RECRUITS@BLOOMINGTON.IN.GOV)**

**City of Bloomington Police Department  
BLOOMINGTON POLICE DEPARTMENT ANNOUNCES HIRING PROCESS**

The Bloomington Police Department is now accepting applications for the position of Probationary Police Officer. All applications must be received by 4:00 p.m. Friday, March 20, 2015. Late, incomplete or applications with illegible e-mail addresses will not be considered. All notifications related to this hiring process will be conducted via e-mail so applicants must maintain an active e-mail account. Applications should be submitted to: Bloomington Police Department; Attn: Captain J. Qualters; 220 E. Third Street Bloomington, IN 47401 Physical agility and written testing is tentatively scheduled for Saturday, March 28, 2015. Qualified applicants will be notified of the exact date, time and location of the physical agility and written test. Interviews are tentatively scheduled for the weeks of April 6th and April 13th. Other requirements of the hiring process include: a thorough background investigation, polygraph examination, an interview with the Board of Public Safety, medical and psychological testing. All testing and approvals must be completed by July 6th so that non-certified officers can attend the Basic Course at the Indiana Law Enforcement Academy beginning July 27th. Graduation from the Basic Course is scheduled for Friday, November 6th. "Police Employment" tab at: [www.bloomington.in.gov/police](http://www.bloomington.in.gov/police) Other inquiries should be directed to: [recruits@bloomington.in.gov](mailto:recruits@bloomington.in.gov)

**Administrative Assistant** for Tri-County Steel Bedford. Wage is TBD based on qualifications. Microsoft Office & QuickBooks experience preferred. Resume to [brittanymcclain@tri-countysteel.com](mailto:brittanymcclain@tri-countysteel.com)

**Accounting Assistant** for IN-FAB, INC. AP/AR and Payroll; QuickBooks experience required. Call to schedule Interview at 812-279-8144; Karen Crulo; Office Manager; [apr@in-fabinc.com](mailto:apr@in-fabinc.com)



**Public Finance Summer Internship** Works with municipalities and other Public Entities to underwrite and issue bond financing as it facilitates their capital plan. Work with different size public entities from smaller school districts to States and large State Agencies. The public finance group was involved in bond underwritings last year in Illinois, California, New York, more. Interns contribute to the current work of the Public Finance department. Assist and learn from a “deal team” of a Senior Banker and a Banking Associate/Analyst who is working on proposals for municipalities. Additionally special departmental projects working with the Department Head or Analytical Director may develop. Spread sheet creation and analysis; Creation of pitch books for presentation; Answering RFP items; Compile cast studies; Performing Compliance related overviews of banking clients. Graduation date in spring 2016 or later; Strong knowledge of Word, Excel, PowerPoint; General understanding of accounting, math, and basic finance; Please apply to the Public Finance Internship on the Mesirow Financial website, [https://rn22.ultipro.com/MES1003/jobboard/NewCandidateExt.aspx?\\_JobID=135](https://rn22.ultipro.com/MES1003/jobboard/NewCandidateExt.aspx?_JobID=135).

**Cast Iron Internship** for the Sculpture Trails Accepting applications for Summer 2016 for cast iron sculpture. Please visit <http://www.sculpturetrails.com/internship-registration> Please contact Gerry Masse at 859-619-8891 for more information on the internship program for the Sculpture Trails.

**Production** Kelly Services is hiring for jobs with Toyota in Columbus. Please contact Denise Brown at 812-343-9663 [BROWNLD@kellyservices.com](mailto:BROWNLD@kellyservices.com) for an application.



**Project Engineer** for the City of Bloomington Assist in design of assigned street improvement projects, intersection safety projects, and bicycle and pedestrian facility projects. Ensures that transportation project designs are consistent with applicable engineering principles, guidelines, and standards address public safety, as well as reflect adopted City and MPO policies and planning documents. Manages consultant service contracts for the design of transportation projects. Bachelor’s Degree in Civil Engineering or related field. \$72 to \$75,000 / yr. Certification as an Engineer in Training required. Professional Engineering License preferred. Apply at City Hall before March 30<sup>th</sup>

**Regional Dispatcher** for the Indiana State Police Accepting applications for position at the Bloomington Post to help staff its Regional Dispatch Center. Successful applicants must be able to receive, record, disseminate and accurately dispatch information to police personnel, other law enforcement agencies and other support services. Ability to type 30 words per minute. Two years of public safety communications experience and an emergency medical technician certification are preferred. Starts at \$30,082 per year; Apply by close of business March 20th, 2015 <http://www.in.gov/spd/careers/> (Job ID# 2015-19) Contact Sgt. Curt Durnil at [cdurnil@isp.in.gov](mailto:cdurnil@isp.in.gov) Meet at Career Expo 2015