

JUNE 06, 2022 – JUNE 10, 2022

HIGHLIGHTS

Employers, please review the Constant Contact email for the links for submitting job postings. Please submit jobs through the JotForm link. Jobs are included in this listing for two weeks. If you want to list longer, please resubmit or send an email requesting more time. All fields should be completed before submitting. Questions about this? Email katrina.james-pellam@ucc.edu. Job Submissions link is right here also: <https://form.jotform.com/IBlatUCC/job-submissions>

Job seekers, please forward this to a friend in need. To sign up to receive this in your email, submit your [info here](#).

Caseworkers, employers, others, please scroll to last page of this newsletter to link to sign up to receive this newsletter via email.

UNION COUNTY AMERICAN JOB CENTER

Job seekers in Union County can use the new “Union County Works” website at ucajc.org to find job openings, job training and education opportunities, help creating resumes, and more. It is the first county-based “virtual one-stop” employment service in New Jersey. Union County Works is a project of Union County’s American Job Center. The launch of the new online platform makes the American Job Center the first local workforce area in the state of New Jersey to offer a virtual one stop to its residents.” Visit this link to access the portal: <https://www.ucajc.org/vosnet/Default.aspx>

UNION COUNTY COLLEGE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

Training and Funding are Available... To assist displaced homemakers to transition into the workforce. What is a displaced homemaker? A displaced homemaker is defined as an individual who has worked in the home for a number of years and through the death, disablement, or divorce of a spouse finds themselves as the primary source of household income. In many cases they may be underemployed and, therefore, unable to support themselves and/or their children. Through New Jersey's Displaced Homemaker (DH) programs, a participant may obtain or upgrade their skills for transition into the paid labor market. This Grant offers to Eligible Participants: • Computer Basics Classes • Job Readiness Classes • Workshops • Finance • Career Planning • Couponing • Health Wellness • Dress for Success • Nutrition • Occupational Trainings Funded by a grant from the NJ Department of Children and

Families Division on Women. Accredited by the Middle States Commission on Higher Education. Union County College does not discriminate and prohibits discrimination, as required by state and /or federal law, in all programs and activities, including employment and access to its career and technical programs. Accredited by The Middle States Commission on Higher Education. How do I get started? To set up an appointment to obtain complete program information, including eligibility requirements and available classes, contact CEWD Recruiting at 908-659-5114 or, via email at cewd-recruiting@ucc.edu.

HERE ARE SOME RESOURCES FOR YOUR PERSONAL JOB SEARCH EFFORT.

In addition to job boards **Indeed, LinkedIn and Zip recruiter**, add these to your job search toolbox:
Facebook Job Search Groups:

Northern NJ Jobs: <https://www.facebook.com/groups/432657580269807>

NJ Jobs: <https://www.facebook.com/NJ.comJobs>

Jobs in NJ: <https://www.facebook.com/groups/902605226459921>

North Jersey Jobs: <https://www.facebook.com/groups/NorthJerseyJobs>

New Jersey Department of Labor Resources: <https://careerconnections.nj.gov/>

State of New Jersey COVID-19 Jobs and Hiring Portal:

<https://jobs.covid19.nj.gov/?Facets.filterbox.filter0=%5B%5D&Facets.filterbox.filter1=%5B%5D>

NJ COVID-19 Information Hub: Contact Tracer Interest Registration page:

<https://covid19.nj.gov/forms/tracer>

National Labor Exchange NLx: <https://usnlx.com/>

State of New Jersey Department of Labor and Workforce Development Job Fair Information:

<http://lwd.state.nj.us/WorkForceDirectory/jobfair.jsp>

Top 100 Employers Hiring NOW: 1,120,000+ Open Jobs:

<https://job-hunt.org/coronavirus/covid19-top-employers.shtml>

STAFFING AGENCIES:

ALL STAFFING WAREHOUSING

Order Picker-Waldwick, NJ: Schedule Monday to Friday 7:00Am to 3:30Pm. Must know order picking and must submit resume. \$15.50/HR.

Driver Helper – Edison, NJ: Monday to Friday Start time 4:45am. Help unload at various stops. \$14.00/HR start \$15/HR after 1st Month & Overtime.

Electronic Assembler, Stockroom Clerk, CNC Operator, Material & Production -Flemington, NJ: 4 Days at 10 hours. Monday to Thursday or Tuesday to Friday 7:30am to 6:00pm. \$18/HR Could be more with experience. Must have mechanical experience. Electrical experience a plus. Must be willing to work for over a year.

Dispatcher– East Windsor, NJ: Shift Monday-Friday 8:00am, to 4:30pm. Must have experience dispatching, must be computer savvy, must be willing to recruit, and train drivers, must have customer service experience. \$20-\$25/HR

General Labor -Edison, NJ : Monday to Friday 7:00am to 3:30pm or 9:00am to 5:30pm. \$16/HR. Must be able to lift 100lbs with a hand truck consistently.

Lumpers/Truck Unloader – Carteret & Piscataway NJ: Start time 7am or 8am. Must be able to lift heavy items consistently. Must have truck unloading experience. Must know how to palletize and shrink wrap. Paid per load – Average \$400 - \$1000 per week.

Please check out our website at: <https://www.facebook.com/pages/category/Agency/All-Staffing-Warehousing-LLCNJ-104858228252306/>. Contact our Recruiter, Sulia Mason. Call or text 215-932-7404. Or email Sulia.m@aswlogistics.net. Applications available Monday to Friday 8am to 3:30pm. All Staffing Warehousing 311 Raritan Avenue, 2nd Floor, Highland Park, NJ 08904.

COUNCIL FOR AIRPORT OPPORTUNITY - Various Job Opportunities available:

Cargo Warehouse Agents, Cooks, Electrical Maintenance Technicians, Material Handlers, Package Handlers, Security Guards, Food Production Associates, General Maintainer (plumbing, carpentry, electrical skills required). **Description of Skills/Experience Required/Desired (Minimum):** Some of the positions require a valid driver's license and some require a SORA. HS/GED Technical. **Pay Rate:** Minimum \$16.20 per hour. **Apply to:** www.caonynj.com or email resume to career@caony.com.

LINDEN FIRST EMPLOYMENT & TRAINING CENTER

Seeking employment opportunities? Let us assist you at the Linden First Employment & Training Center. Intake and Mandatory Orientation, Training Sessions are held on Wednesdays at 11 AM & 3 PM via conference call. Must register at cic-nj.org/cicevents to receive call in information. Questions? Please email LindenFirstNJ@gmail.com. This is a free service for Linden residents and other Union County municipalities. No sessions on City Holidays.

ROSELLE FIRST WORKFORCE CENTER: Seeking employment opportunities? Let us assist you at The Roselle First Workforce Center. Intake and Mandatory Orientation, Training Sessions are held on Wednesdays at 11 AM & 3 PM via conference call. Must register at cic-nj.org/cicevents to receive call in information. Questions? Please email RoselleFirstJobs@gmail.com. This is a free service for Roselle residents. No sessions on City Holidays.



RM Metals, South Plainfield, NJ: Inventory and Documentation Management Assistant

Responsibilities: Work involves using doing documentation, corresponding with customers, managing a sales order and its shipment/logistics, maintaining inventory, and making contracts. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** Must be able to type well, speak English, multitask, work with a team, and know Microsoft Excel and Word well. Applicant must be able to work full time legally and is looking for long term work. **Salary Range:** \$18+/HR. **Apply to:** Chait Desai at: chait@rm-metals.com.

Partnerships for People, Linden, NJ: Direct Support Professional (DSP)

Responsibilities: Create a healthy and engaging home for people with intellectual disabilities Teach and assist with daily living skills like cooking and light housekeeping. Provide and assist with direct care such as personal care and hygiene. Promote and advocate for the health and wellness of the people supported. Support individuals to become independent, make decisions, and live a meaningful dignified life with valued social roles (ex: friend, neighbor, student, employee). Provide transportation within the community and to medical appointments as necessary. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** Proficient computer skills. Excellent communication skills, both written and verbal. Good judgment and problem-solving skills. High school diploma or equivalent. Valid New Jersey Driver's License. Successful completion of pre-employment process, including Background check and FBI clearances, MVR, Child Abuse Record Information (CARI) and Drug Testing. **Salary:** \$14.50/HR. **Benefits:** Competitive benefits package including medical, dental, vision, 401K, and more, Generous paid time off program, Extensive training and learning opportunities, Career development and advancement. **Apply to:** <https://www.khs.org/careers/>

The Millennium Group, Tinton Falls, NJ: Office Maintenance/Handyman

Responsibilities: Keep office supplies are on hand. Hang pictures as required. Perform minor repairs. Monitor and track life expectancy of projector bulbs. Set up conference rooms and assist with AV equipment. Maintain modular office furniture and make adjustments and or repairs to the configuration(s). Install and adjust computer keyboards at workstations. Assist with office furniture moves within the building. Move staff personnel from offices and work areas throughout the building by providing moving boxes, relocating the boxes to the new space, moving computer equipment and printers. Perform and oversee general and preventive maintenance tasks to include but not limited to: copiers and general office equipment. Monitor pantry areas and ensure all equipment is operable and area is neat and clean. Escort outside vendors. Check on progress of facilities related repairs performed by outside vendors. Reports issues and status updates to the client. Other duties as

assigned. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** High school diploma or equivalent preferred. Minimum of 1-2 Mail services related experience preferred with knowledge of commonly used Office Services procedures. Excellent customer service skills; must possess a "can do" attitude. Excellent communication skills both verbal and written. Ability to effectively work individually or in a team environment. Competency in performing multiple functional tasks. Ability to handle mail or hand cart, as well as flatbed. Must be able to lift up to 50 pounds. Knowledge of using UPS, FedEx, DHL shipping methods. Assertive and resourceful; self-motivated; willing to ask questions and take initiative be able to communicate clearly. Consistently demonstrates professional demeanor, appearance and attitude. Valid Driver's license, with Reliable transportation/ vehicle. **Salary:** \$18.75/HR. **Apply to:** www.tmgofficeservices.com.

Meyer & Depew, Kenilworth NJ: HR Generalist

Responsibilities: Ensure compliance with labor regulations. Develop and implement company policies and procedures. Administer compensation and benefit plans. Track employee time and attendance for bi-weekly payroll processing. Oversee talent acquisition recruitment cycle to ensure world-class candidate experience. Manage benefits administration, including annual open enrollment and new hire enrollees or staff terminations. Conduct fact-finding investigations to handle employment matters including performance evaluations and disciplinary action. Track employee relation matters and complaint resolution. Administer safety programs and maintain required documentation. Conduct employee onboarding and help organize training & development initiatives. Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise. Promote HR programs to create an efficient and conflict-free workplace. Gather and analyze data with useful HR metrics, such as time to hire and employee turnover rates. Organize quarterly and annual employee performance reviews. Maintain employee files and records in electronic and paper form. Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** Proven experience as an HR Generalist. Understanding of general human resources policies and procedures. Good knowledge of employment/labor laws. Outstanding knowledge of MS Office Excellent communication and people skills .Aptitude in problem-solving Desire to work as a team with a results driven approach. BSc/BA in Business administration or relevant field. Additional HR training will be a plus. **Salary Range:** \$52,500 - 56,160. **Benefits:** Comprehensive health plan - medical, dental, vision. 401(k) match, life insurance, supplemental plans, employee assistance program, and more.

Apply to: jobs@meyer-depew.com.

Essex County Bricks 4 Kidz, Newark, NJ: Enrichment Program Instructor

Responsibilities: You will facilitate creative play time, and enrichment programs at a variety of locations including our Discovery Center at Livingston Mall, pre-school and school locations, private events (birthday parties), community events, summer camp programs, community events, private classes, and out-of-school-time model building class(es) for children aged 3 - 13 that use LEGO® products from Duplo® to Technic Bricks to Robotics. You may also facilitate virtual programs that may utilize Zoom or other videoconferencing software, basic coding, and other youth-centered proprietary platforms. You do not need to have experience with motorized model building, coding or robotics. We

will train you and supply all necessary materials for the classes. As an Bricks4Kidz Team Member, your responsibilities will include but are not limited to: Becoming familiar with the curriculum and facilitate lessons for the age group of the class; Managing in-person classes of up to 20 participants and virtual classes of up to 15 participants; Managing the use of specialized LEGO® building sets used in classes; Facilitating birthday parties and other themed private events. Our summer camp programs are offered between the hours of 8AM and 6PM, and enrichment classes (primarily held in pre-schools, schools and/or recreation centers) are offered between 2 - 7PM for children in PK - 8th grades. Programs at our Livingston Mall Discovery Center are held between 10 AM and 8PM. Assignments may be over multiple days and/or at different locations. **Strongest candidates will:** Have a cheerful and engaging personality and be able to improvise comfortably; Be 18 or older; Have 2 years of college (preferred); Have a clear criminal background check (get finger printed or have a clearance letter already); Have at least 2 years of experience with children (Camp counselor, teaching, mentoring, youth programs, etc.); Have access to a computer with internet; Have consistent access to a dependable vehicle (or your own vehicle) as a means of reliable transportation; Have ability to lift 25 30 lbs. **Key Skills:** Successful candidates will possess a FUN Personality; creative thinking; Dependability and Trustworthiness; Experience with youth aged 3-13; Familiarity with LEGO building blocks; Facilitation and instruction; Proficiency with internet browsers and laptop/tablet computers; Tactile toys. **Salary:** \$15-\$20/HR. **Apply to:** Essexcountynj@Bricks4kidz.com

Community Access Unlimited, Elizabeth, NJ: TWO POSITIONS

Non-Profit Event Planner

Community Access Unlimited is seeking a full-time event planner to join their Development team. Responsibilities include promoting new programs to the community, enhancing fundraising opportunities and organizing special events. EOE. A qualified candidate will have excellent written and verbal communication skills and an understanding of fundraising best practices and procedures. Position requires experience in fundraising, event coordination, and Microsoft Office programs. Non-profit experience preferred. Valid driver's license and car required.

Behavior Technicians & Registered Behavior Technicians (RBT)

Community Access Unlimited is seeking Behavior Technicians & Registered Behavior Technicians to work with individuals with developmental disabilities and implement individualized behavior analytical procedure (i.e., teaching, measurement, behavior-reduction, etc.) under the guidance of a BCBA. Behavior Techs will help with the creation of an individualized curriculum, utilizing data collection methodology, logging detailed session notes, reviewing and implementing procedural changes referenced in BCBA protocols. Candidates for this position should either have a high school diploma with three years of experience in Applied Behavior Analysis or a Bachelor's degree in psychology, special education, social work, or a related field and one year of experience in Applied Behavior Analysis. RBT certification (or willing to pursue and complete RBT training) is a plus. Candidates must have a genuine desire to work with individuals with developmental disabilities, a vehicle to use for work purposes, and a valid driver's license. EOE. Full time hours are 3pm-11pm including weekends and includes a comprehensive benefits package. Pay rate \$18.25 - \$23 /HR. One

week of paid orientation is required prior to the start of your assignment. **Apply to positions:**
<https://www.caunj.org/careers-at-community-access-unlimited/>

PBL Assay Science, Piscataway, NJ: Assay Technician

Responsibilities: Properly handle various biological samples, including sorting, aliquoting and inventory upkeep, Process samples using ELISAs, Process samples using high sensitivity assay platforms, with multiplexing and custom assay capability, including: MilliporeSigma bead and plate-based single-molecule counting (SMC), Quanterix fully automated, bead-based single-molecule array (SIMOA), MSD plate-based electrochemiluminescence (ECL), MilliporeSigma bead and plate-based single-molecule counting (SMC). Generate consistently reproducible assay results as a key team member, maintain detailed records, analyze data and write client report, and perform additional duties and other projects as required or assigned. **QUALIFICATIONS:** Life Sciences Bachelor's degree or Associate's degree with 2+ year's laboratory experience preferred. Hands-on experience running ELISA assays in an industrial setting preferred. Demonstrated knowledge in practical aspects of assays, including troubleshooting and data interpretation, mainly as applied to biomarkers. Strong quantitative and analytical skills and the ability to progress on simultaneous projects. Strong written and verbal communication skills. Must be highly attentive to detail and well organized Proficiency in Microsoft Office Suite, particularly Excel. Experience with cell culture is a plus. Strong work ethic and positive attitude, and ability to work independently. **Salary Range:** \$45,000-\$60,000. **Benefits:** Medical, Dental, Vision, 401(k), Life Insurance, Flex Time. **Apply to:**
hr@pbl assaysci.com.

United Window & Door Mfg. Inc., Springfield, NJ: Senior Accountant

Responsibilities: Maintain general ledger, perform account reconciliations, perform research and analysis, prepare financial reports, prepare and post journal entries, assist with month/year end close accruals, prepaids, etc., footnote preparation, variance analysis, assist external auditors. Compile variance data for income statement analysis against budget and prior year and assist with payroll. **Qualifications for the Senior Accountant:** Undergraduate degree in accounting. Certified Public Accountant (CPA) preferred, Public accounting firm and/or corporate accounting experience. Minimum of 4 years of related work experience, Possess a working knowledge of US GAAP. Experience creating journal entries, Proficiency in Microsoft Office suite (Excel, Word, PowerPoint, and Outlook), Experience in a manufacturing environment preferred. **Compensation package includes:** Competitive salary, Medical, Dental, RX and Vision, Short- & Long-Term Disability Insurance, Life Insurance, term and voluntary, Flexible Spending Accounts, Healthcare, Dependent Care and Commuter, AFLAC Insurance plans, 401K program with Company Match, and Paid PTO and Holiday pay. **Apply to:** Leigh Cuccio at lcuccio@unitedwindowmfg.com.

On Time Care, Oradell, NJ: Nurse and/or Physical Therapist

Currently hiring physical therapists and nurses for a healthcare agency. Working with our agency you will set your own work hours, pick the location you wish to work, pick your clients, be your own boss and own your career. Your success and salary are totally dependent on you and the earnings are

limitless. We serve clients throughout New Jersey. You can work in whatever area or location you choose. **Apply to:** ontimecare22@gmail.com

Unique Care Community Services, Inc., Union County, FIVE OPENINGS Direct Support Professional Responsibilities: To work in the homes of individuals with developmental disabilities. Work with the individual and follow up with their Individual Service Plans (ISP) and assist in their goals. Document accordingly on electronic log system. Must be able to communicate concerns and issues to supervisor in a timely manner. Have excellent communication skills when speaking with the individuals, parents and other members of the team. **Salary Range:** \$16-\$17P/HR. **Apply to:** hhernandez@uniquecarenyc.org

Union County Rape Crisis Center, Westfield, NJ: Volunteer Coordinator/Trainer

Responsibilities: Recruit, train, support, and help supervise a cohort of professional and volunteer Confidential Sexual Violence Advocates (CSVAs). Identify and facilitate efforts to aid in volunteer recruitment, recognition, and retention. Schedule and act as main facilitator of 40+ Hour Confidential Sexual Violence Advocate training, as directed by Administrator. Assist with and/or initiate the coordination and facilitation of monthly CSVA meetings. Provide ongoing training and technical assistance to paid and volunteer CSVAs. Assist with the oversight of online volunteer scheduling for hotline shifts. Update and maintain all volunteer onboarding paperwork. Via the hotline, provide crisis intervention, emotional support, information and/or referrals; provide on-call coverage for the hotline and virtual and/or in-person accompaniments. Serve as after-hours consultant to CSVAs regarding hotline calls or accompaniments. Adhere to agency policies and work rules, including confidentiality and code of ethics. Participate in agency staff meetings and other team meetings, as required. Attend statewide and community-based meetings and task forces, as required. Effectively engage with allied stakeholders to increase capacity to prevent and respond to sexual violence. Other duties as assigned. **PREFERRED EXPERIENCE/QUALITIES/SKILLS:** Knowledge of sexual violence and a comprehensive understanding of its impact. Knowledge of the anti-sexual violence and oppression frameworks/movements. Experience managing volunteers and respective scheduling. Experience facilitating training and meetings/working groups. Excellent interpersonal and communication skills. Able to set priorities in a shifting environment. Critical and strategic thinking. Strong analytical and persuasive writing skills. A high level of organization. Ability to assess priorities and to multi-task. Ability to work independently as well as with a team. Skills in process facilitation, data management, and program design. Demonstrates maturity and professionalism; ability to handle sensitive and confidential situations with discretion. Valid New Jersey Driver's License. **EDUCATION/EXPERIENCE:** Graduation from an accredited college or university with a Bachelor's and/or Master's degree in Social Sciences; Master's degree preferred. **COMPUTER SKILLS:** Competence is needed in Microsoft Word, Outlook, PowerPoint and applications such as Zoom. **Salary:** \$45,900. **Benefits:** Included. **Apply to:** tadelman@ucnj.org

Shipco Transport Inc., Hoboken, NJ: HR Training Assistant

The Global Training Assistant is responsible for assisting the Global Training Team on numerous levels to include a wide range of administrative tasks to answering employee emails, research content for training and coordination of global training Calen reporting, training and troubleshooting. The individual will also utilize creative, research and technical skills in developing in-house training courses to engage and inform a diverse global audience. **Responsibilities:** Assist in developing effective learning content using e-Learning tools (i.e., Brainshark). Maintain and update existing training materials. Develop required completion statistical reports for management. Coordinate annual regional training calendars. Assist with content research for a number of trainings in the pipeline Prepare communications for training release initiatives. Perform other duties to support the Global Training team. **MINIMUM QUALIFICATIONS:** Education: Associate's Degree Preferred. Years of Experience: All qualified candidates are welcome to apply. Specialized Knowledge, Technical Skills, and Abilities: interest in soft skills and technical training. Excellent verbal, written communication skills to include a thorough knowledge of grammar, punctuation and spelling. Strong research skills Proficient with Microsoft Office Suite: Word, PowerPoint, Excel. Experience using an E-Learning Platform. Must be extremely organized and able to work independently and interact with all levels of the organization. Must be detail oriented and a self-starter. Able to work on multiple projects concurrently in a fast-paced environment. Able to follow instructions and effectively prioritize assignments. Interest and experience in providing audio support for inhouse trainings. . **Salary:** commensurate with experience. **Apply to:** HR@shipco.com

Community Presbyterian Nursery School, Mountainside, NJ: Lead and Assistant Teachers

Applicant must be able to implement curriculum, write and follow lesson plans, plan daily activities and projects. Experience with children or experience in a school setting helpful. **Desired/Required Skills:** Planning and following lesson plans, attending monthly staff meetings, professional hour requirements set by the state, and the ability to communicate with parents. **Salary Range:** \$18-\$25P/HR. **Apply to:** Karen Evers at cpcnurseryschool@comcast.net

Berkshire Medical Technologies, Union, NJ: TWO OPENINGS Medial Billing Assistants

Looking for a responsible, hardworking individual who is able to work independently to assist in Medical Billing tasks. No experience needed but detailed and numbers oriented is a plus. **Responsibilities:** Will be verifying insurance eligibility and accessing insurance website, creating medical claims and submitting to insurance, following up with insurance on claim denials, posting insurance account receivables and patient payments. **Hours:** Flexible hours Monday – Friday between 8am – 5pm. Part Time to start (10 – 20 hours a week), option for full time after review. Flexible hours **Salary:** \$15P/HR to start. Please send email to HR@bmedtech.com.

Union County College,(Center for Economic & Workforce Development) Elizabeth, NJ: Three Openings Part-time Program Coordinator – Grant Funded

Assume the responsibility for the realization of the goals of educational/training program awarded to CEWD. In conjunction with appropriate Center staff, recruit staff, schedule, organize, coordinate and evaluate the overall activities of the assigned programs. Assist with the development of

educational/training programs, orient instructors and staff, schedule ongoing professional development activities. Monitor student participation and progress. Provide funders with appropriate information and reports. **Preferred Experience:** Minimum requirement of 3 years' management experience with local, state or federal programs. Proposal writing experience is required. Familiarity with occupational education needs and goals helpful. Competencies and Skills Required Interpersonal, organization and communication skills required. Proficiency with MS office products including Excel and Access and web page development and maintenance. Analytical and problem-solving skills. Excellent customer service, oral and written communication skills, including ability to communicate effectively with a diverse external community and a diverse campus community. Valid driver's license and access to an automobile. Must possess strong interpersonal skills to interact tactfully and courteously with students, the general public, faculty, and other staff members. Must be a "quick study" in order to quickly grasp knowledge of policies and procedures relating to every aspect of student services that a prospective or current student may utilize. Analytical and problem-solving skills. Ability to take required initiative to solve problems. Ability to collaborate with others. Commitment to student service and a diverse population. Ability to multi-task in a busy environment. Ability to meet deadlines. Ability to remain discreet with student and staff information. Flexibility of schedule. Ability and willingness to travel to other campuses, CEWD satellites and/or other satellites assigned as needed. **Education Requirements:** Bachelor's degree required. **To get more information and to apply go to:** <https://ucc.peopleadmin.com/postings/7484>

Part-Time Student Services Associate – Grant Funded

The Student Service Associate is the initial contact with students seeking entry into the college and with existing students seeking services. Is responsible for advising and guiding participants to sustain successful participation in the UCC-CEWD Programs. This is a grant funded position. **Characteristics, Duties, and Responsibilities:** Guide and counsel participants in UCC-CEWD programs. Orient students into assigned program. Design employability plans with participant. Aide participants in implementation of employability plan. Develop and implement motivational workshops designed for employment support and retention. Identify client supportive service needs and to perform liaison duties with cooperative agencies and programs to eliminate needs (i.e., childcare, housing, etc.). Participate in the intake process. Prepare and maintain necessary records and files on enrollment, counseling, and placement. Initiate and conduct placement follow-up and placement confirmation. Respond to all program requests. Accept all other assignments which help CEWD realize contractual goals. Travel to all campuses and satellite locations as needed. Travel to worksites driving a College vehicle. Some evenings and Saturdays may be required. · Other duties as assigned by unit supervisor and CEWD administration. **Preferred Experience:** Minimum of one (1) year of office or related experience is required. Competencies and Skills Required · Competency in Word, Excel, Outlook & Windows required. Must be able to read, write and speak English, ability to read, write and speak Spanish is a plus. Must possess strong interpersonal skills to interact tactfully and courteously with students, the general public, faculty, and other staff members. Must be a "quick study" to quickly grasp knowledge of policies and procedures relating to every aspect of student services that a prospective or current student may utilize. **Education Requirements:** Associates degree required. To get more information and to apply go to: <https://ucc.peopleadmin.com/postings/7453>.

SUMMER 2022 OFFERINGS

Are you Unemployed or need help updating your job skills and compete in today's market?



Earn an industry-valued credential for in-demand jobs through a partnership between Union County College, the Union County Workforce Development Board, and the Union County American Job Center. Learn how you can qualify for On-the-Job Training (OJT) designed to assist eligible New Jersey jobseekers obtain training that leads to employment.

ACCOUNTING TECHNICIAN:

- Microsoft Office Specialist Excel Certification, Certipoint
- Intuit QuickBooks Certification, Certipoint

FUNDAMENTALS OF SUPPLY CHAIN MANAGEMENT:

SCPRO FUNDAMENTALS (CSCMP) CERTIFICATES IN:

- Supply Chain Management Principles
- Inventory Management
- Transportation Operations
- Customer Service Operations

PATIENT CARE TECHNICIAN:

- National Certified EKG Technician (CET), NHA
- National Certified Phlebotomy Technician (CPCT), NHA
- National Certified Patient Care Technician (CPCT), NHA

ON THE JOB TRAINING:

- Agreement between an Employer and Union County College to hire, train, and retain a job seeker upon successful completion of the training program.

Grants are available under the Workforce Investment Opportunity Act (WIOA) for job related training and in-labor demand occupations.



**Transforming
Our Community...
One Student
at a Time**

Attend a Virtual Information Session hosted by Union County College

Second and Fourth Tuesdays at 11:00 am

You must pre-register to attend these online/virtual events at:

<https://tinyurl.com/UCC2022>

To get started or for more information contact us
at 908-965-2992 or [cwg-recruiting@ucc.edu](mailto:cwd-recruiting@ucc.edu)



UNION COUNTY
We're Connected to You!



Union County College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

JOB CONNECTION | UNION COUNTY COLLEGE

A JOINT VENTURE OF UNION COUNTY COLLEGE AND THE UNION COUNTY BOARD OF COUNTY COMMISSIONERS
A SOURCE FOR JOBS AND EMPLOYMENT RELATED EVENTS IN THE GREATER UNION COUNTY AREA

END OF LISTINGS

Please: Print only what you need. ♻️ Recycle what you print.

Jobseekers join the Job Connections Mailing List: <http://bit.ly/JobConnectionSignUp>

Employers join our Mailing List: <http://bit.ly/JobConnectionEmployers>

Agencies and case workers join our mailing list: <http://bit.ly/AgencyContacts>

Employers or recruiters may submit opportunities to the Job Connections Newsletter by following this link. Submissions must be received by 12 noon on the Wednesday before publication date.

<https://form.jotform.com/IBlatUCC/job-submissions>

The Job Connection is updated on the first business day of each week on the UCC website at

<http://bit.ly/UCCJobConnectionWebPage>

and on the County of Union website home page at www.ucnj.org.

UNION COUNTY COLLEGE *Transforming Our Community... One Student at a Time*



UNION COUNTY
We're Connected to You!



A Service of the Union County
Board of County Commissioners

