

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

APRIL 18, 2022 – APRIL 22, 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

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 -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.

Warehouse Associate – New Providence, NJ: Monday-Friday 8am-5:00pm, 1 Hour lunch break. Pay is
\$15/hr. Forklift Experience is a plus but not required and must be able to lift 50-100lbs consistently.

Truck Unloaders –Edison, Cranbury, Carteret and Flemington: Start time is between 7am and 9pm. Must be able to lift heavy items consistently. Must unload containers by hand, separate, palletize, & shrink wrap. Paid by the load.

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.

Electronic Assembler – Flemington, NJ (10 Opening): Schedules – 4 days at 10 hours, 7:30am to 6:00pm. \$18/HR (could be more with experience). Electrical experience a plus. Must be willing to work for over a year.

Order Picker – Waldwick, NJ. Monday to Friday 7:00am to 3:30pm. Must be able to pick orders. Must know pallet jack. \$15.50/HR.

Night Picker – Edison, NJ Sunday to Thursday 6:30pm to 5:00am. \$16.00 to \$19.00/HR (Based on experience). Must know electric pallet jack. Must be willing to work in refrigerated environment and must know order picking.

Production Worker, Hillsborough, NJ: Monday 7:50am to 3:50pm, Tuesday 7:20am to 3:50pm, and Friday 7:20am to 1:50pm. Must be mechanically minded. \$17/HR

Experienced Warehouse Associate, North Brunswick, NJ: Monday to Friday 7:30am to 4:00pm. Must know sit-down forklift, electric pallet jack, and reach lift. Must have shipping and receiving experience. Must be able to pass a background check.

CNC Operator, Waldwick, NJ: Monday to Friday 7:00am to 3:30pm. Must have experience working with machines. Must be able to use machines that cut, measure, and be able to troubleshoot.

Please check out our website at: <https://www.facebook.com/pages/category/Employment-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.



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

NATC DONUTS INC, Cranford, NJ: FIVE OPENINGS Crew Member

Responsibilities: Provide excellent guest service, resolve guest issues, follow brand standards, recipes and systems, follow safety, food safety and sanitation guidelines; comply with all applicable laws, maintain clean and neat work environment, execute restaurant standards and marketing initiatives, handle cashier transactions, prepare and deliver all products according to brand standards. Must work well and interact with others respectfully, respond positively to coaching and feedback, and able to learn and execute multiple tasks. **Desired/Required Skills:** Basic computer skills, strong communication skills, desire to be part of a performance driven team, ability to operate cash register effectively, capable of counting money and making change, able to operate restaurant equipment, and meet minimum age 16+. **Salary Range:** \$13.50-\$14.50P/HR. **Apply to:** www.natcdonuts.com.

Berkeley Heights Eye Group, PA, New Providence, NJ: Medical Receptionist

Responsibilities: Answering phones, checking in patients, checking insurance, and making appointments. Must be responsible, friendly, detail-oriented person to be part of the team. Interest in the medical field is a plus. **Salary Range:** \$18.00-\$20.00P/HR. **Benefits:** Insurance, and 401K for full-time. **Apply to:** Amy Leventhal at leventhalamy@gmail.com

Union County Clerk's Office, Elizabeth, NJ: TWO POSITIONS

Keyboarding Clerk 1

Under close supervision, perform routine, repetitive clerical work involving the processing of documents in a variety of functions; Format and key enter/type correspondence, documents, reports, charts and other materials on a computer console, typewriter, or other key entry device; Utilize printers and printing software to produce final documents; may make use of software packages such as standard word processing, spreadsheet, electronic mail (e-mail), desktop publishing and integrated software packages as required. Receives, screens, reviews and verifies documents. Perform other related duties as required. Applicants will be required to demonstrate proficiency in keyboarding or typing. Union County residency required. **Salary Range:** \$32,194-53,315. **Apply to** Clara Fernandez at clara.fernandez@ucnj.org.

LEMAN USA Inc., Cranford, NJ: Ocean Import Freight Forwarding Agent Responsibilities: Grow existing business opportunities and look for new markets. Be able to request, then negotiate, freight quotations to include details such as container capacities, packing dimensions and weights, coding, etc. Work with various ocean carriers and other vendors providing services to LEMAN and its customers. Accurately and timely invoice both customers and agents. Ensure LEMAN receives correct and timely billings from vendors and agents. Maintain efficient filing and records. Ensure current systems are updated and accurate. Comprehend the full range of freight forwarding services: order management, movement scheduling, monitor and control services, cost optimization, etc. Other duties related to the position / employment. **Desired Skills:** Previous Freight Forwarding experience desired. General knowledge of import required. Microsoft Word, Excel, Outlook competence. Highly organized and personally responsible. **Salary and Benefits:** Competitive salary, Available Health, Dental, and Vision coverage Life insurance Short Term Disability and Voluntary Long-Term Disability 401(k) Safe Harbor Flexible spending account Tuition reimbursement Employee referral program Parental leave LEMAN recognizes ten (10) standard holidays each year. Social events – summer picnics, holiday parties and cookouts. Wellness Wednesday. **Apply to** Michael Gaughran at michael.gaughran@leman.com

Kustom Konstruktion , LLC, North Brunswick, NJ: Paid Internship Assistant Project Manager

Looking for a responsible , hard-working student for a paid internship . Must have: be responsible Must be able to read blueprints or construction documents, able to read a tape measure, assertive but personable. Previous management experience or willing to learn. Must be in 2nd to 4th year of college. Possess Class C license. **Responsibilities:** On the average day you will be supervising construction sub-contractors on residential construction sites. You will be making sure the contractors are being productive, handle any issues on the job , make sure they are building everything according to the plans. . **Salary Range:** \$15.00 - \$25.00P/HR. Paid time off, and gas reimbursement. Inquire and send resume' to k.Konstruktionllc@gmail.com.

Discover Freight Forwarder, Elizabeth, NJ: Customer Service Representative

Seeking an individual fluent in English and Spanish, with Microsoft Office experience, familiar with entering data; friendly with technology. **Responsibilities:** Provide quality customer service, gather data / data entry, and create documentation. Work Hours Monday through Friday 8:00am to 5:00pm. **Salary:** \$16:00P/HR. Health benefits provided. Apply to: Sandra Guevara at sguevara@discoverfreight.com.

Yumpanadas, Cranford, NJ: TWO POSITIONS

Counter Help

Responsibilities: Counter people serve the customers that come into the shop. They take orders and provide assistance quickly so as to keep queues at a minimum. Counter people also answer questions about the menu or product. During slow times when there are no customers in line, counter people clean the store and sitting area, if applicable. They are constantly on the lookout for messes that need to be cleaned up, cleaning them quickly so customers have a positive experience while in the store. Resolve Customer Problems-Sometimes customers have problems with their food order or the product they purchased. Counter people are usually the first point of contact. They listen to the customer to determine the problem and do everything in their power to resolve the problem before bringing it to the management. Counter people keep all the supplies that customers use stocked and available. They identify when stock is running low, filling empty spaces as soon as possible. Counter people typically work with cash registers, managing those cash drawers appropriately. This often includes opening and closing cash drawers at the beginning and end of their shift. Counter people also count the money customers give them to ensure accuracy. **Desired Skills:** Successful candidates should possess the following skills: Customer service skills – counter people provide a high level of customer service to the customers who come into the store, including answering questions and helping when assistance is needed. Cashiering skills – operating a cash register is essential as counter people take, count, and track money. Memorization – counter people know the menu or the products they are selling; proficient counter people memorize product and menu information. Conflict management – when problems arise, counter people calm down irritated customers and help them with their problems. Interpersonal communication skills – counter people constantly interact with people from all walks of life. **Salary:** \$14.00P/HR

Administrative Assistant

We are looking for a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and all visitors to the company by handling office tasks, providing polite and professional assistance via phone, mail, and email, making reservations or travel arrangements and generally being a helpful and positive presence in the workplace. To be successful as an Administrative Assistant, candidates should be professional, polite and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. Administrative Assistants must be comfortable with computers, general office tasks, and excel at both verbal and written communication. Most importantly, the administrative assistants should have a genuine desire to meet the needs of others. **Responsibilities:** Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering

supplies. Providing real-time scheduling support by booking appointments and preventing conflicts. Making travel arrangements, such as booking flights, cars and making hotel and restaurant reservations. Screening phone calls and routing callers to the appropriate party. Using computers to generate reports, transcribe minutes from meetings, create presentations and conduct research. Greet and assist visitors. Maintain polite and professional communication via phone, e-mail, and mail. Anticipate the needs of others in order to ensure their seamless and positive experience. Paying Bills, doing Vendor research, maintaining accurate inventory and assisting counter helpers and prep cooks with issues that may arise. Be able to travel between locations of different locations.

Requirements: Associate Degree in a related field. Prior administrative experience. Excellent computer skills, especially typing. Attention to detail. Multilingual may be preferred. Desire to be proactive and create a positive experience for others. **Salary:** \$14.00P/HR. **Apply to** Marissa Maranhao at yumpanadas@gmail.com.

CAROTRANS INTL., Clark, NJ: Transportation Coordinator

An exciting opportunity has opened with CaroTrans Intl. Inc in Clark, NJ within our TMS team. Established in 1978, we're a leading global NVOCC ocean provider focused on delivering exceptional quality. Specializing in Less than Container Load (LCL) and Full Container Load (FCL) ocean services. Recent college graduates preferred. The successful candidate will join our TMS Transportation team and help grow the product offering. To be successful you will need to have a passion for transportation and logistics. This is an excellent opportunity for someone starting off their career in supply chain to work across products and provide you with an opportunity to progress your career. Our team focus is service excellence, team efficiency and productivity, KPI management, and profitability in our business. The successful applicant will need: Strong work ethic, Good communication skills. Understanding of our product and Global Supply Chain Network. The ability to multitask. Total focus on quality and customer service. To be a team player. Be able to think outside the box. Energy to build on our existing success. Be a motivated and energized team player. A proactive nature with foresight (see problems before they are visible and solve them on the spot). Professional conduct and presentation. Ability to develop and maximize value for our customers, your team, and your branch. Hours for this position are Monday thru Friday 11 AM to 8 PM est. domiciled in Clark, NJ Opportunity to be coached and hit your career goals. This is an excellent opportunity for anyone who aims to delight the customer, wants to grow their career within our exciting industry, and is ready to join a great team. If you have the above skills, and you are looking for an opportunity to continue to develop your career send your resume to ellen.shindle@carotrans.com

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.

COMMUNITY ACCESS UNLIMITED, Elizabeth, NJ: TWO Positions

Fundraising Director

The overall responsibility of the Coordinator of Fundraising is to organize fundraising events and encourage support for the agency. Coordinate, organize and execute fundraising events. Develop new fundraising events and programs. Manage all monetary and in-kind donations for the agency. Effectively promote the agency, programs, and events through social media outlets including Facebook, Twitter, Instagram, LinkedIn and any additional outlets deemed effective. Maintain agency wide mailing list and donor relationship information to keep current. To develop new initiatives to enhance members' quality of life. Salary \$55K. EOE.

Social Service Trainer

We are looking for an enthusiastic Trainer in our Human Resources Department to prepare and conduct employee training courses and provide professional development support to the Agency. Salary \$40K. Trainer responsibilities include personal interaction trainings, grading self-instructs, maintaining records and resources, typing, data entry, copying and materials preparation. If you know how to plan engaging courses to explain standard training procedures and best practices, we'd like to meet you. Ultimately, you will ensure employees develop their skills to meet agency and licensing requirements. EOE. The position is Full time with flexible schedule, some evenings and some occasional Saturdays in Elizabeth, NJ. **Responsibilities/Qualifications** Provide consistent training sessions to include Medication Administration, CPR/FA, and Defensive Techniques. Follow-up on administrative training activities as needed. Assist CAU staff in all areas of training. Facilitate new hire orientation training and forms. Coordinate program trainings with trainers and supervisors. Review and develop new trainings as needed using current policies. Evaluate employee self-instructs and training refreshers. Maintain updated records of training curriculum and materials. Proven work experience as a Trainer or similar role. High School diploma or GED. Knowledgeable in computer software programs including Microsoft Office. Experience in training course materials. Prior Division of Developmental and Disabilities (DDD) & College of Direct Supports (CDS) training a plus. Excellent communication skills with the ability to explain training materials. Please go to the following link for full job details: <https://jobs.keldair.com/communityaccessunlimited>

Calvary Nursery School & Child Care, Cranford, NJ: THREE OPENINGS Preschool Teacher

Looking for a lead preschool teacher, able to implement curriculum, conduct lessons and assessments and engage with and supervise young children in our high-quality early childhood program. Also looking for teaching assistant staff to support our lead teacher in supervision, care and daily tasks. Looking for a candidate studying for their Child Development Associate (CDA), or recently completed. Must be warm, loving and responsible, with some experience working with children ages 2 1/2-6. Our program is close by UCC and public transportation for train or bus, located in walking distance in Downtown Cranford. **Salary:** \$18.00-\$25.00P/HR. **Benefits:** Vacation, Tuition Discount and 1,000 Signing Bonus. **Apply to:** calvarynsc@verizon.net.

SERVPRO of Western Essex County, Livingston & Roselle, NJ: 10+ OPENINGS Production Technician

Responsibilities: The production technician performs production processes, including demolition and mitigation, to fulfill the service needs of individual commercial and residential restoration projects. By providing quality, consistent, efficient work, the production technician represents the best in the cleanup and restoration industry. Duties include Inventory and load the work vehicle with equipment, products, and supplies needed for each project. Maintain a clean and organized vehicle and clean equipment appearance. Prepare rooms/areas for work activities. Set up staging area and equipment for each project. Perform production processes as directed. Adhere to safety and risk management guidelines at all times. Communicate with crew chief and other technicians to maintain efficient production processes. Perform end-of-day/end-of-job cleanup and breakdown. Leave jobsite with a clean and orderly appearance. **Requirements:** Construction or restoration experience is preferred. Customer service experience is a PLUS. Must be 18+ years of age. Valid Driver's license (Class D). Must be adaptable to worksite/schedule changes based on business needs. Effective oral communication. Basic math skills. High school diploma/GED. IICRC certifications preferred. Ability to lift a minimum of 50 pounds regularly, occasionally up to 100 pounds with assistance. Ability to climb ladders, work at ceiling heights, work in tight spaces (e.g., crawl spaces, attics). Ability to sit/stand/walk for prolonged periods of time. Ability to repetitively push/pull/lift/carry objects. Ability to work with/around cleaning products/chemicals. Ability to successfully complete a background check subject to applicable law. We provide on the job training! Schedule is Monday through Friday, 7:30 AM to 4:30 PM with rotating on call duties. May require hours outside of normal schedule based on business needs. Overtime is offered! **Salary Range: \$16-\$18P/HR. Benefits:** Free healthcare following 30 days of employment. **Apply to:** hr@servprowessex.com.

Teva Pharmaceuticals, Elizabeth, NJ: FIVE OPENINGS Operator Trainee

Manufactures sufficient quantities of quality products at or below budgeted production costs in order to meet marketplace demand. Sets up equipment operation feed, speed and temperature. Follows established procedures for operating various conventional and/or CNC (computerized numerical control) manufacturing equipment for tasks such as dispensing, weighing, checking, charging, mixing/blending, drying, sieving, compressing, encapsulating, coating, spray drying, as instructed by the batch record for production processing. Resolves issues related to the organization's production, machinery, and processing operations. Follow instructions provided by Master Formulas, Standard Operating Procedures (SOP's), and policies (company and safety) to produce quality products utilizing various manufacturing technologies and equipment. **Desired Skills and Qualifications:** Ability to understand and operate an assortment of production equipment within each manufacturing department. Capable of disassembling and assembling specific production equipment and troubleshooting process and equipment related issues. Capable of working independently as well as in team-oriented environments. Ability to operate forklifts, manual and electrical pallet jacks. Ability to operate automated, mechanized, and/or manual equipment. Clean manufacturing rooms and equipment per applicable standard operating procedures. Accurately document all critical data on master formulas and/or other supporting documents. Wear proper Personal Protective Equipment to prevent personal and product contamination (hair and beard covers, respirators, Tyvek arm sleeves, etc.) 0-2 years of experience with pharmaceutical or manufacturing related facilities. Able to follow

cGMPs and SOPs. Read, write and comprehend English. Perform basic math functions. **Salary:** \$24.36P/HR. **Benefits:** Included. **Apply to:** Mirtha Lopez at Mirtha.lopez@tevapharm.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 Service Generalists – Grant Funded

Responsible for recruiting, advising and guiding participants to sustain successful participation in the Union County College/Center for Economic & Workforce Development Programs. The Generalist will be responsible but not limited to facilitate applications, recruiting, assessment, advising, registration, and placement through personal contact and follow through with the prospective student as she/he proceeds through the intake process. **Competencies and Skills Required:** At all times exercise professionalism and confidentiality with staff and students. Outstanding customer service and communication skills. Proficiency in MS Office suite of applications and social media. 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 service and a diverse student population. Ability to multi-task in a busy environment and ability to meet deadlines. Ability to remain discreet

with student and staff information. Flexibility of schedule. Ability and willingness to travel locally. Valid driver's license and reliable vehicle. **Preferred Experience:** Experience working in Workforce Development programs. **Education Requirements:** Bachelor's degree required. **To get more information and to apply go to:** <https://ucc.peopleadmin.com/postings/7490>

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>.



UPS IN LAKEWOOD/TINTON IS HIRING NOW!



PART TIME PACKAGE HANDLERS:

\$15.00/HR PLUS \$100/WK ON 4AM-9AM SHIFT (LAKEWOOD)
PLUS \$75/WK ON 4AM SHIFT (TINTON)

CURRENT SHIFTS: 4AM-9AM (TUES-SAT) & 5PM-10PM (MON-FRI)

Benefits:

- Medical Benefits
- Tuition Assistance
- Advancement Opportunities
- 401 K Savings Plan
- Employee Stock Discount Purchase Program

Apply Online Today: upsjobs.com

PROGRAMS FOR PARENTS
PRESENTS

VIRTUAL JOB FAIR

FOR EARLY
CHILDHOOD
EDUCATORS

APRIL 30, 2022

10AM-1PM

Zoom



Are you looking for a rewarding
career in Early Childhood
Education?

Join Programs for Parents as we
host a Virtual Job Fair.

On the spot interviews will be
conducted by Essex County
Child Care providers.

F/T and P/T Infant, Toddler,
Preschool & Pre-K Lead and
Assistant Teachers positions
available

Registration is required!
[Click here to register](#)
or scan the QR code below.



Need more information?
Email Phillip Hooper at
phooper@programsforparents.org



JOIN VILLA'S GROWING AIRPORT DIVISION!



VILLA RESTAURANT GROUP

Come Interview with our staff and have a meal on us!

Location: Council for Airport opportunity, 17 Academy Street, #501, Newark NJ 07102

Date & Time: Wednesday & Thursday, April 27th and 28th 2022, 10am – 4pm

Job Fair

**HIRING FRONT OF HOUSE
AND BACK OF HOUSE RESTAURANT TEAM MEMBERS**



**Apply on our website www.villarestaurantgroup.com/careers or
our Job Hotline 855-562-8455**





Train as a Pharmacy Technician and Get Involved in a Growing Industry



The Pharmacy Technician plays a key role in the allied health field. Working under the supervision of a Licensed Pharmacist, Pharmacy Technicians assist in dispensing prescriptions in retail and private pharmacies. Employment opportunities exist in retail and mail-order pharmacies, hospitals and assisted living facilities.



Attend a Virtual Information Session to Learn More!!!!

- Become an apprentice!
- On-the-job learning
- 144 hours of Related Technical Instruction



Transforming
Our Community...
One Student
at a Time

Pre-register to attend one of these information sessions!

Wednesday, 2/2/22 at 10:00 a.m., Tuesday, 2/8/22 at 2:00 p.m.,
Thursday, 2/17/22 at 10:00 a.m., and Monday, 2/28/2022 at 2:00 p.m.

<https://form.jotform.com/212845309542153>

You may be eligible for tuition reimbursement as an apprentice under the New Jersey HealthWorks Scaling Apprenticeship program.

New Jersey Healthworks Scaling Apprenticeship is sponsored by a \$12 million grant from the U.S. Department of Labor, Employment and Training Administration (Federal Award ID No. (FAIN): HG-33026-19-60-A-34). The USDOL grant included additional matching funds amounting to over \$500,000 to support OJT and other employer assistance from the New Jersey Department of Labor and Workforce Development GAINS Project.

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*



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A Service of the Union County
Board of County Commissioners

