



CHESAPEAKE JOBS LISTING

September 14, 2017
EMPLOYMENT SERVICES
Office of Student Affairs
P.O. Box 8, Wye Mills, MD 21679

The Office of Employment Services publishes this listing of job openings for Chesapeake College students and residents of the community. Please follow the application procedure outlined in each job announcement if you are interested in applying for one of the positions. For more information please contact the Office of Employment Services at (410) 822-5400, 758-1537, or 228-4360, ext. 5804.

All American Awards (187) located in Chester, Maryland, has been providing custom imprinted and embroidered apparel, trophies, awards and promotional items since 1996. We are currently seeking a part-time **Graphic Artist** to be part of our team. The candidate will design graphics for screen printing, vinyl and other artwork needs. The ideal person will have working knowledge of computer based programs such as: Corel Draw, Adobe Photo Shop and Outlook. Must be accurate, have keen attention to detail and be able to work within deadlines. Will also maintain database of current graphics and previously used templates. Please send cover letter & resume to Stacy at allamerican@allamericanawards.us. (Date listed: 8/30/16)

Alliance for the Chesapeake Bay (199) CBP Communications: Web Content Specialist
The Alliance for the Chesapeake Bay seeks a Web Content Specialist for the Chesapeake Bay Program (CBP) Communications Office in Annapolis, Maryland. This position is an integral part of the overall CBP Communications Office team, central to our successful online communications efforts and responsible for the creation, maintenance and marketing of consistent high quality web content for the CBP website (www.chesapeakebay.net). **Deadline to apply is September 29, 2017.** **Responsibilities include:** •Planning, writing, editing and developing engaging written and visual content for the CBP website. •Working with subject matter experts and Bay Program partners to create and maintain user-friendly web content that supports the work of the CBP partnership. •Collaborating effectively with the Multimedia Specialist and Communications Staffer to build content, including blog posts, photos and videos. •Development of a content strategy for the CBP website. •Upholding content quality standards and maintaining consistent writing style and voice across the site. •Design of fact sheets, brochures and publications. •Promoting web content through social media, a suite of e-newsletters and networking both online and in person. •Staying current with trends and best practices for social media and web content. •Acting as a liaison between the CBP Communications Office and Web Team. •Using analytics and user data to improve web content, market online products effectively and report trends to the wider Communications and Web Teams. •Managing editorial calendars to schedule and organize timely and relevant annual web content. •Responding to public questions and information requests via email, social media, FAQs and blog comments. •Assisting with other communications projects, as necessary. **Skills & Requirements:** •At least two years' experience writing, editing and marketing content for the web. •Proficient in social media outreach and other online marketing of products. •Understanding of audience analyses with ability to develop and tailor web content that meets the specialized needs of various audiences. •Basic knowledge of graphic design, with experience using Adobe Photoshop, Illustrator and InDesign. •Demonstrated knowledge of HTML. •Proficient in understanding of web technology including content management systems. •Excellent written and verbal abilities with high attention to detail. •Strong organizational and storytelling expertise. •Self-motivated, organized, creative and a team-player. •Familiarity with AP Style. •Ability to write concisely and effectively to meet the interest and needs of different audience (including

teachers, students, local and state governments and the general public) and in a manner that moves that audience to take action on behalf of the Bay. •Experience in understanding and communicating complex scientific and policy issues or information. •Passion for environmental issues, preferably related to the Chesapeake Bay. The Chesapeake Bay Program is a diverse federal/state/non-government partnership established in 1983. It works to restore and protect the Chesapeake Bay and the thousands of streams, creeks and rivers in the watershed through collaborative policy making, scientific assessment and public communication. The Communications Office is managed by the Alliance for the Chesapeake Bay under grant funding provided by the Environmental Protection Agency. This position reports directly to the CBP Director of Communications, who is also with the Alliance. This position is based at the Chesapeake Bay Program office near downtown Annapolis, Maryland, with occasional travel throughout the Chesapeake Bay watershed (Delaware, Maryland, New York, Pennsylvania, Virginia, West Virginia and Washington, DC). Candidates must be willing and able to pass a federal background check. Please email cover letter, resume, writing sample, design sample and salary requirements to rfelver@chesapeakebay.net by Friday, September 29, 2017. Include "Web Content Specialist" in subject line. No phone calls, please. (Date listed: 9/1/17)

AmeriCorps (1085) AmeriCorps Member - Caroline County Health Department 2017-18. The Caroline County Health Department is seeking a half-time AmeriCorps Member. The Caroline County Health Department provides community services including: Wellness; Women, Infants & Children; DDA; AERRS; Adult Day Care; Transportation; Environmental Health; Community Health; Addictions; and Mental Health. AmeriCorps Member responsibilities with Caroline County Health Department are to: •Attend numerous public events and promote Health Department Services. •Contact various Community Service Organizations concerning potential grants or donations for programs. •Help Behavioral & Addictions Team to educate our residents about our community services and medical offices. The AmeriCorps position with Caroline County Health Department can accommodate weekend and weekday schedules, and participation in some (not all) community events is required. Requirements for applicants include the following: •Have a strong interest in serving the community. •Be at least 18 years of age. •Able to provide copy of either high school diploma, GED, or college transcript. •Have reliable transportation. •Be available to attend the tuition-free, mandatory AmeriCorps class at Salisbury University bi-weekly during the Fall and Spring semesters. •Be available to serve for approximately 20 hours/week for half-time service for at least 48 weeks. •Must successfully pass a comprehensive Criminal History Check, which includes FBI fingerprinting. •Must be a U.S. Citizen, U.S. National, or lawful permanent resident alien. Benefits available to the AmeriCorps Member: •Valuable job experience in the area of non-profit management. •Joining a fun team committed to help you learn and grow. •A bi-weekly stipend of \$252.08. •Receipt of educational award to be used toward educational loans or future educational expenses upon completion of service year requirements in the amount of \$2,865. •6 tuition free credits at Salisbury University. Applications will be accepted until all positions are filled. An application can be downloaded from the ShoreCorps/PALS web site: www.salisbury.edu/ameriCorps/Member-info.html. (Date listed: 6/15/17)

AMS Group (194) Chesapeake Business Park - Stevensville, MD. Mechanics Helper (Refer to Job Order #729293). To apply, email resume to jleavers@amsgroup.net. (Date listed: 8/31/17)

AMS Group (180) Chesapeake Business Park - Stevensville, MD. Senior Accountant (Refer to Job Order #711343). Email Resume to jleavers@amsgroup.net. (Date listed: 8/25/17)

Arcadia Assisted Living (209) Caregiver/CNA: Arcadia Assisted Living has full-time or part-time openings. Must love working with seniors, dependable and valid work status. Full time and part time positions are available. Duties to include housekeeping, laundry, meal prep, bathing /personal hygiene care, mobility assistance and all aspects of daily living help. Must be able to lift 50 pounds. We will train the right person, this opening includes working evenings and one weekend day. Drug test and back ground check performed. Must be 18 years old. Full-time or Part-time - \$10.00/hr or more depending on experience. Please send email to ArcadiaHome@gmail.com. (Date listed: 9/7/17)

The Arc Central Chesapeake Region (702) Provide support to people with Developmental Disabilities to live and work in the community. We have full and part time positions in the following counties- Talbot, Queen Anne, Dorchester and Kent. All positions require- High School Diploma or GED, Valid Maryland Driver's License and most important must have a desire to make a positive difference in the lives of others. Drug Free, EOE. Contact Rena Buckreis rbuckreis@thearcCCR.org. <http://www.thearcCCR.org/about-us/join-our-team/>. (Date listed: Updated 6/8/17 Updated 7/6/17 Updated 8/17/17 Updated 9/14/17)

Baltimore County Police Department (200) Join us at **our Career Fair on Saturday, October 14, 2017 – 10am to 12 pm** – Sollers Point Multi-Purpose Center, 323 Sollers Point Road, Dundalk, MD 21222. Seeking qualified applicants for the positions of **Police Officer, Cadet, Police Explorer**. An orientation/information session will be held at 10am. Be sure to arrive on time. Apply on site. Any questions, contact our Recruiters at 410.887.5542, or by email at recruiter@baltimorecountymd.gov. (Date listed: 9/1/17)

Benedictine (201) Come for a job, find a family. Where else but Benedictine? Be inspired to come to work every day knowing that you are making a difference in someone else's life. Our teams of professionals work together to improve the quality of life of adults and children with developmental disabilities by helping them achieve their greatest potential in all aspects of life; school, residential, and vocational. **Speech Language Pathologist, Speech Language Pathologist Assistant, Teacher, Direct Support Professionals** (Group Homes and Dorms), **Employment Specialist** – Ridgely, **Garden Center Job Coach, Vocational Job Coach, Busy Bee Job Coach, School Worksite Assistant, Director of Nursing, Behavior Specialist – BCBA Certified, Resource Team Assistant** – School Residential, **Lead House Counselor** – Adult Community, **Group Home Manager, Education Assistant**. Please apply on line at: [Benedictine Careers Page](#). (Date listed: 9/1/17)

Benedictine (188) NOW HIRING! Are you looking for a rewarding, full time job with benefits? We are seeking a Mon-Fri 7a-3p **Busy Bee Job Coach** who will assist with performing janitorial duties in buildings on campus and in the community. Visit our website for a complete job description and to [APPLY ONLINE TODAY!](#) You may also contact the recruiter directly at 410-364-9625. www.benschool.org. (Date listed: 8/30/17)

Binkley & Hurst, LP (175) 12455 Browntown Rd., Kennedyville, MD; **Part-Time Parts/Service/Office Associate** position (approx. 20 hours/week within business hours) available for a self-motivated, dependable and reliable individual. Responsibilities include assisting with shipping and receiving of in-stock orders, unloading freight shipments, pulling and/or putting away Parts inventory, maintaining a clean and organized Parts area and Service Shop area, including cleaning and washing of equipment and Company vehicles, and general grounds maintenance. The ideal candidate will exhibit a strong Team Member and Customer focus, and have a current, valid driver's license for occasional errands. Applications are available online at www.binkleyhurst.com. Please email resume or application to careers@binkleyhurst.com. (Date listed: 8/24/17)

Bridges Land Management (227) St. Michaels location. **Landscaper/Laborers** (JO#674331). Please apply in person to: 1114 S. Talbot Street, St. Michaels, MD 21663 or Email resume to: info@bridgesland.com. (Date listed: 9/13/17)

Brooks Brothers (150) Now hiring at the outlet in Queenstown. We are looking for part-time sales associates. Our scheduling is flexible, but we need people who can work nights, weekends, and holidays. Apply in store or call 410-827-5740. (Date listed: 8/21/17 Updated 9/14/17)

Bryan & Sons (165) is hiring for the following positions: **Experienced Mechanic** to work out of our shop in Easton, with travel to project sites as needed. The position will be filled by a mechanic with the skills to diagnose and repair simple and complex vehicle and equipment issues, as well as track and perform routine maintenance tasks. Compensation will be based on level of experience. **Equipment Operators** for our Commercial Division. This position will be filled by a person capable of reading blueprints. The selected candidate will have a thorough understanding of grade and a clean driving record. Experience operating large construction equipment (tractor pan, dozer, grader, excavator, etc.) is required. The person selected for this position must be able to lift up to 50lbs. and work in the field under all conditions. A valid MD Driver's License and the ability to pull trailers up to 10,000 lbs. is required. **CDL Truck Drivers** for our Commercial Division. We are looking for CLASS A drivers with experience moving equipment and CLASS B drivers with experience hauling hot mix. Selected candidates will have solid experience and a clean driving record. **Landscape Foreman** to supervise field operations within our Residential Division. This position will be filled by a person capable of managing crews to produce high-quality landscape installations, in an efficient manner. The selected candidate will have a thorough understanding of good horticultural practices, site grading/drainage, and hardscape installation. Experience operating small construction equipment (tractors, skid steers, etc.) is required. The person selected for this position must be able to lift up to 50lbs. and work in the field under all conditions. A valid MD Driver's License and the ability to pull trailers up to 10,000 lbs. required. Resume, if available, can be sent to info@bryan-and-sons.com, or an application can be filled out at our office at 7140 Barkers Landing Road, Easton, MD. For additional information, please call our office at 410-819-3001. (Date listed: 8/23/17)

Caloris (067) **Accountant** - Easton, MD. This position will support the Corporate Controller with daily accounting functions and ensure that company financial information is accurate and organized. Essential Functions: 1. Responsible for maintaining project budgets for long-term construction contracts as well as understanding cost variances and their effect on the financial statements. 2. Assist in recording financial transactions as well as preparing the necessary statements and back-up documentation for the month-end close. 3. Perform General Ledger account reconciliations and analysis. 4. Create management-level financial reports to assist in decision making. 5. Manage inventory and physical asset activity. Essential Skills: 1. Effective and professional verbal and written communication. 2. Proficient use of personal computer and email. Excellent command of the MS Office suite, especially Excel. 3. Bachelor's degree in Accounting or a related field with at least three years of Accounting experience. 4. Must have an understanding of Generally Accepted Accounting Principles. Desired Skills: 1. Experience with Microsoft Dynamics SL. 2. Understanding of long-term construction contracts. 3. Apply critical thinking to situations and be able to see the "big picture" in how transactions affect all areas. Other: We offer a great working environment with a competitive benefits package. **APPLY ONLINE**. About Caloris Engineering: Caloris Engineering LLC engineers the science of evaporation for companies that need it done right, creating advanced-technology evaporators and other thermal processing equipment. Caloris is an exciting place to work, located in a relaxing place to live. Joining the Caloris team means sharing a mission with some of the best professionals in the burgeoning evaporation technology field. The pace can be fast and expectations high. But life at Caloris is not all work. Our headquarters in Easton, on Maryland's magnificent Eastern Shore, with abundant family living and recreational resources, counterpoints the demands of the job beautifully, offering great balance between work and life. Aside from the interesting work and friendly environment, Caloris offers very competitive compensation and benefit packages. (Date Listed: 7/19/17)

Candle Light Cove (228) (An assisted living facility) 106 W. Earle Avenue, Easton, MD 21601. **CNA/Caregivers** - FT 2nd shift, PT other shifts (JO#733155); **Van Driver** (JO#733163); **Resident Care Assistants** (JO#733161); **Housekeepers** (JO#733167). Apply on line at: www.integracare.com. (Date listed: 9/13/17)

Caring Companions (220) is a Residential Service Agency based in Ellicott City, MD offering services to individuals in need of Companion and Caregiver services while rehabilitating, battling an illness, or while trying to remain independent at home. We meet our clients wherever 'home' is and we offer services that range from very limited to extensive. Our support services are customized to meet the needs of the loved one and family. We employ CNA's (Certified Nursing Assistants) and GNA's (Geriatric Nursing Assistants), and Companions to support physical therapists, occupational therapists, visiting nurses, and/or any other medical staff members entrusted with the care. We take our work very seriously and hire only the best Caregivers. Caring Companions has been around for 10 years and we attribute our success to our commitment to excellence, to hiring the best, and to continuing to care greatly about those we serve and support. **Please submit your resume to: vtoland@adlcaring.com by December 31, 2017.** (Date listed: 9/12/17)

Caroline County Government (172) **Long Range Agricultural Planner** (JO#726819). Full time professional position focused on long range and agricultural planning. The position is responsible for developing and implementing the Comprehensive Plan and other land use plans. Submit completed applications to the Caroline County Office of Human Resources, 103 Gay Street, Ste. 1, Denton, MD 21629. Applications available from this address, or call 410.479.4105 to receive by fax or email (original signature required). www.carolinemd.org. **Application deadline 9/15/2017.** (Date listed: 8/24/17)

Chesapeake Building Components, Inc. (062) is looking to fill the position of Bookkeeper in its Easton location. Position is entry level with room for advancement and unlimited personal growth. Candidate should have strong math skills, the ability to work in a fast paced environment and a willingness to learn new processes and procedures. Some computer skills (Excel) preferred but training is provided on in-house system. This position interacts with all departments, so verbal and written interpersonal skills are also required. Please send resume with subject **bookkeeper** to cbceaston@gmail.com. (Date listed: 7/19/17 Updated 9/14/17)

Chesapeake Building Components, Inc. (061) a regional roof and floor truss and wall panel manufacturer is seeking a detail oriented, highly motivated team player to join our organization. Candidate must have strong math skills, time management skills, an ability to multi-task and excellent attention to detail. Excellent growth opportunity for right candidate. Job includes working with blueprints and some computer skills required (Excel). On the job training is provided. Minimum high school diploma. Email resume with subject **Estimator/Designer Trainee** to cbceaston@gmail.com. (Date listed: 7/19/17 Updated 9/14/17)

Chesapeake Building Components, Inc. (060) a Commercial/Residential Building Components Manufacturer with 40+ years in the industry is seeking highly motivated **Outside Account Manager** to establish new accounts with commercial and residential builders, remodelers, carpentry contractors and building material suppliers in Baltimore, Washington DC, Northern VA and surrounding area. Competitive benefit package including base salary, mileage reimbursement, expense account, commissions, etc. Entry level candidates considered. Extensive training provided for right individual. Email resume with subject **Outside Sales** to cbceaston@gmail.com. (Date listed: 7/19/17 updated 9/14/17)

The Chesapeake Center, Inc. (198) 713 Dover Rd. Easton, MD. 21601. **Direct Support Professional** (JO#704874); **Individual Support Services Assistant** (JO#704880); **Vocational Supervisor** (JO#730340). Apply in person to above address M-F from 9 AM to 2 PM. (Date listed: 9/5/17)

The Chesapeake Center, Inc. (058) 713 Dover Road Easton, MD 21601 - 410-822-4122 - www.chesapeakecenter.org. Please go to website or call for information about the openings below. **Chesapeake Group Homes** is looking for Full Time – **Direct Support Professional** – Full Time & Part Time, all positions - 2pm-10pm, 10pm-8am, every other weekend working with adults with disabilities. •**Chesapeake Center - ISS Program – ISS Assistant** is looking for a Full Time - Flexible Hours (Afternoons, Evenings, and every other Weekend) working with adults with disabilities that live in the community. (Date listed: 7/19/17 Updated 9/14/17)

Chesapeake College (193) Human Resources Specialist: Job Grade 109NE.

Responsibilities: Provides administrative support to busy human resources department and handles day-to-day tasks to include: coordinating recruiting and performance management functions; creating and maintaining employee files and preparing new hire packages; planning and coordinating various college functions. Required: Associate's degree required, bachelor's degree preferred. At least three years of experience in Human Resources required. Understanding of Human Resource practices relating to employment, recruiting, applicant tracking systems, workers' compensation, benefits, and wellness programs required. Must possess excellent customer service and communication skills. Extensive experience with Microsoft Office Suite. Ability to learn and become proficient with college database system. **Interested applicants should submit a cover letter and resume to hr@chesapeake.edu** Position will remain open until filled (updated 9/14/17)

Chesapeake College (192) Administrative Services Administrative Associate. Job Grade 110NE.

Responsibilities: Provide management support to the office of the Vice President for Administrative Services, which includes the areas of Facilities & Capital Projects, Financial Services, Human Resources, Budget & Procurement, Public Safety, Financial Aid, Athletics, Sustainability, the Print Center, and Auxiliary Services, as well as Risk Management and Insurance. Required: Associate's Degree. At least three years of experience supporting a senior level administrator or five years of experience in an administrative position. Must possess an in-depth knowledge of a wide variety of office technology skills, including computer software such as MS Office (Outlook, Word, Excel, PowerPoint), and office/project management skills. Ability to maintain confidentiality is a must. Requires a strong understanding of budgeting, accounting, and commercial insurance processes and issues. **Interested applicants should submit a cover letter and resume to hr@chesapeake.edu.** Position will remain open until filled (Date listed: 8/31/17 Updated 9/14/17)

Chesapeake College (149) is currently accepting cover letters and resumes for the following replacement position: **Director of Financial Aid: Job Grade DIR3-EX.** Responsibilities: The Director of Financial Aid oversees the administration of all federal Title IV financial aid programs, Maryland State Scholarship programs and the awarding of institutional scholarships. Reconcile all federal, state and institutional financial aid programs. Adhere to all federal state and institutional regulations governing financial aid programs. Supervise a staff of three (3) full-time specialists and two (2) federal work-study students. Provide community-based financial aid counseling. Team with Admissions, Resource Development and Non-Credit to increase enrollment, increase scholarship dollars and funding options for non-degree seeking students and non-traditional programs, respectively. Compile statistical data for institution, community, and Maryland State and Department of Education. Coordinate the transferring of external data within two (2) networks. Coordinate cash management regulations with the Business Office. Coordinate distribution of all financial aid marketing materials. Maintain office budget. Establish financial aid budgets. Project aid expenditures. Test financial aid software updates in Colleague test account. Conduct default prevention measures. The financial aid director needs a mix of skills including supervision and leadership skills, federal and state reporting regulations, budget management and computer-related skills. The individual must also possess strong communications skills due to the outreach, and public relations requirements of the position. Requirements: Bachelor's degree and five years of experience in financial aid is required. At least three (3) years supervisory experience at the assistant director level or above of a college or university financial aid office. Strong communication and public speaking skills are required. Budget management ability required. Ability to work effectively with internal and external

constituencies (Business Office, Registration Office, Maryland State Department of Educations, etc.). Skill in applying federal regulations governing Title IV aid programs. Knowledge of Department of Education systems. Position will remain open until filled. **For best consideration, interested applicants should submit a cover letter and resume to hr@chesapeake.edu** Position will remain open until filled (Date listed: 8/18/17 updated 9/14/17)

Chesapeake College (128) Academic Assessment Coordinator, Grade: 117E.

Responsibilities: The Coordinator is responsible for leading the colleges' faculty driven academic assessment program that aligns with accreditation standards and strategic goals. Duties include: evaluating program and institutional effectiveness; serving as the liaison between the college and MHEC; providing professional development training and support to faculty regarding assessment best practices; configuring and maintaining TracDat; and managing current assessment maps aligning course outcomes with relevant programs and general education outcomes. **Required:** Master's degree with 3-5 years college teaching experience. Minimum of 3 years conducting assessment of student learning outcomes; conducting data analysis, reporting and presenting assessment information. Experience leading college committees and projects. Attention to accuracy and detail. Excellent oral, written, and interpersonal communication skills. Advanced proficiency in technology and integrated information systems. Knowledge of federal, state, and regional accrediting agencies. **For best consideration, interested applicants should submit a cover letter and resume to hr@chesapeake.edu** Position will remain open until filled. (Date listed: 8/10/17)

Chesapeake College (033) Radiologic Sciences Clinical Instructor: 12-month, full-time.

Responsibilities: The Clinical Instructor is a 12-month faculty member responsible for implementing and assessing student clinical education. The Clinical Instructor travels to clinical sites observing and evaluating student progress, developing working relationships with clinical staff and validating the implementation of JRCERT accreditation and program policies. May teach Radiologic Sciences courses. **Required:** Bachelor's degree or eligible within 1 year. Graduate of a radiologic technology program sponsored by the Joint Review Committee on Education in Radiologic Technology, ARRT Certification, Unrestricted Maryland Licensure to practice Radiography and 2 (two) years clinical experience in general radiography. Interested applicants should submit a cover letter and resume to hr@chesapeake.edu. **Opened until filled.** (Date listed: 7/13/17)

Chesapeake Treatment Services (176) Easton and Salisbury, Maryland, seeks qualified applicants for the position of **Substance Abuse Counselor**. The Substance Abuse Counselor maintains a caseload according to state regulations and provides direct counseling and case management services to patients, consisting of individual, and group services, including assessment, individualized treatment plans, counseling and aftercare services. Counselor will work closely with the Clinical Supervisor to ensure that clients' needs are addressed on an individual basis ensuring exceptional service. **Key Responsibilities include:** •Assures incoming patients have psychosocial assessment and interpretive summary according to the timeline in the CTS policy manual. •Completes, with patient participation, a Preliminary Treatment Plan according to the timeline in the CTS policy manual. •Completes a Quarterly Case Consult according to the timeline in the CTS policy manual. •Completes a Treatment Plan Review and update for each patient after completion of the Comprehensive Treatment Plan according to the timeline in the CTS policy manual. •Prepares an aftercare transition plan for all patients at the earliest possible time and to review prior to discharge. •Prepare annual review, BPS update, annual case consult and annual bill of rights for each patient on a yearly basis. •Follows up, according to the Follow-Up Policy and Plan with each discharged patient. •Provides individual addiction counseling according to the Comprehensive Treatment Plan. •Provides group addiction counseling according to the Comprehensive Treatment Plan. •Documents each individual, group, case management or other patient contacts by way of progress note written in "DAP" formula in accordance with CTS policy manual standards. •Ensures all paperwork is filed into patient charts in a timely manner that meets CTS policy manual standards. •Ensure that patient has an accurate form of funding and that authorizations are reviewed in a timely manner to ensure payment for services. •Completes all paperwork that is associated with take homes and state exceptions.

•Attend required clinical and treatment team meetings on a weekly basis to allow consultations of current caseload. **Qualifications:** •Licensed, certified or trainee status as an alcohol and drug counselors by the Board of Professional Counselors and Therapists. •Approved by the Board of Professional Counselors and Therapists; or •Licensed, certified, or permitted under the Health Occupations Article, Annotated Code of Maryland to provide substance abuse treatment. **Job Type:** Full-time. **Required experience:** •Substance Abuse Counseling preferred. For best consideration, interested applicants should submit a cover letter and resume to arippeon@ctseaston.com. (Date listed: 8/25/17)

Chesterwye Center, Inc. (205) has several positions available for **Direct Care Professionals** in our Residential Program: Weekends [9am to 11pm], Weekday & Weekends [3:30 pm to 11 pm shift], 1:1 (one staff to one person we support ratio). These positions are to provide support to adults with disabilities. Chesterwye is also looking for staff that can work PRN [as needed] in both our Day & Residential Programs. If you are interested in the opportunity to start a new career, call Cathy Dordick 410-827-7048 to set up an interview and discuss requirements, or email me at cdordick@chesterwye.com and enter "Employment" in the subject line. You can either stop by for an application, I can email you an application or we can mail you an application. You must be able to pass all pre-hire requirements. We furnish all trainings necessary. EOE. (Date listed: 9/6/17)

Chimes (1169) Family of Services began in 1947 as a small school in Baltimore, Maryland for children with intellectual developmental disabilities. Through planned growth over the years, we currently have services in Maryland, Delaware, Virginia, District of Columbia, Pennsylvania, New Jersey, North Carolina and Israel. Our not-for-profit organizations provide an array of educational, employment, vocational, residential, rehabilitative and behavioral health services and supports. Acknowledged as leaders in the industry, we are best known for the quality of our services and the integrity of our staff. Check out our job board for Eastern Shore opportunities and other areas here. <http://www.chimes.org/careers-idd.htm> (Updated 9/14/17)

City of Cambridge (157) **Housing Revitalization Project Coordinator** (JO#726064). BS Degree, Part time, Temporary Position. Download application at www.choosecambridge.com - City Hall – Job opportunities. Complete application and **submit** to: Kathy Foster, 410 Academy St., Cambridge, MD 21613 **by 9/29/2017**. (Date listed: 8/22/17)

Comfort Keepers (184) 8103 Ocean Gateway, Easton, MD. 410-822-4414. Seeking the following: **CNA's** and **GNA's** (Refer to MWE Job Order #729312) for in-home caregiving. Duties include assisting clients with cooking, cleaning, running errands, transportation, medication reminders, grooming, bathing and toileting. Applicants must be passionate and committed about helping others in need, be CPR certified, be able to pass a background check, and be able to lift 25lbs. Also, applicants must have basic computer skills, a valid driver's license, their own transportation, auto insurance, and a high school diploma or GED. Benefits include health care and dental/vision insurance, paid time off, competitive pay, flexible schedules, job training and development, mileage reimbursement, and community discounts. At least one year experience preferred, but not required. **Med-Techs** (Refer to MWE Job Order #729315) to work with DDA (Developmentally Disabled Adults) clients. Duties include assisting clients with cooking, cleaning, running errands, transportation, medication reminders, grooming, bathing and toileting. Applicants must be passionate and committed about helping others in need, be CPR certified, be able to pass a background check, and be able to lift 25lbs. Also, applicants must have basic computer skills, a valid driver's license, their own transportation, auto insurance, and a high school diploma or GED. Benefits include health care and dental/vision insurance, paid time off, competitive pay, flexible schedules, job training and development, mileage reimbursement, and community discounts. DDA certifications are a plus. To apply please go to <http://easton-596.comfortkeepers.com/> and click "apply today." For questions or concerns please contact Angela in HR 410-822-4414 / angelarodano@comfortkeepers.com. (Date listed: 8/29/17)

Critchlow Adkins Children's Center (113) Do you love working with children? Critchlow Adkins Children's Centers of Talbot County is now accepting job applications for both full and part-time positions. Job responsibilities will include the daily planning, management and supervision of an assigned group/classroom, as well as the oversight of the social, emotional, physical and educational needs of the children enrolled in our program. Ideal candidates must be able to work with both Preschoolers and/or School-Aged students and also have current certification in First Aid and CPR, as well as reliable transportation. Preference will go to those who hold or will earn an AA degree within 2 years, which includes at minimum, 15 hours of approved coursework in Early Childhood Education or Child Development OR a Baccalaureate degree in Early Childhood Education/Child Development or a related field, and/or hold Preschool and School Age qualifications. Please email your resume and credentials to jremenapp@cacckids.org – an application may then be emailed to you at that time. No phone calls, please. (Date listed: 8/7/17 Updated 9/14/17)

CrownHills Enterprises, Inc. (146) 8441 Belair Road Suite 103, Nottingham, MD 21236. 410.630.1376 (P), 443.927.7490 (F). info@crownhillsenterprises.com. **Licensed Practical Nurses (LPN) URGENTLY NEEDED.** Responsibilities: •One on One care of a student at assigned Baltimore City School. •Maintain daily clinical nurses notes and accurate timesheet. •Ensure student has physician prescribed medications to be administered during school hours. Skills: •Ability to work with school-aged children. •Ability to administer prescribed medications and/or perform ordered procedures during school hours. Requirements: •Licensed Practical Nurse (LPN) current for Maryland. •Current CPR, First Aid, TB, Hepatitis B, and Background Check to practice in Maryland. Job Type: Full-time Monday to Friday (Days). Salary: \$17.00 -\$20.00 /hour + incentives. Required Education: •Graduate of LPN program. Required experience: •New grads are welcomed: <1 year. Contact us at: (410) 630-1376 (option 1), info@crownhillsenterprises.com, or fax resume to (443) 927-7490. (Date listed: 8/18/17)

Crystal Steel (169) Structural Steel Firm in Federalsburg - 50+ positions. **Structural Steel Fabricators** (JO#684185); **FAW Welder** (JO#684193); **Structural Steel Helper** (JO#684188). Email resumes to: mdorsey@crystalsteel.net. (Date listed: 8/23/17)

Dart (Solo Cup) (168) in Federalsburg (All jobs with benefits). Machine Operator II (JO#663574); **Assistant Press Operator** (JO#726408); **Manager- EHS** (JO#666937); **Cycle Counter** (JO#708395); **Maintenance Mechanic I** (JO#666938); **Clamp Truck Driver** (JO#682651); **Machine Operator I** (JO#708385); **Inspector Packer II** (JO#682627); **Inspector Packer I** (JO#708383); **Forklift Operator** (JO#708377); **Utility Worker- Poly** (JO#708389). Apply on line only at: www.dart.jobs. Various shifts and departments. (Date listed: 8/23/17)

Davis, Bowen & Friedel, Inc. (211) seeking to fill the following: **Experienced Coastal Engineer** for our Easton, Maryland office. Duties shall include but not limited to design, permit acquisition and contract administration for shoreline and marina type projects, including sea level fluctuation evaluations beneficial use of dredged material; numerical modeling of dredged material projects within a water body; the use of segmented, detached breakwaters to protect cohesive shores; shoreline and sediment budget analysis; multilane boat ramps; marina development; bulkhead analysis & design; and stone jetty analysis & design. Preferred applicant shall possess PE license in both Delaware and Maryland or the ability to obtain them within demonstrated ability to market to and work with Local, State and Federal Agencies. **Experienced Civil Engineer** for our Easton, Maryland offices. Duties shall include but not be limited to grading and drainage, storm water management, utilities, and erosion control design as well as assistance with permit coordination and acquisition, and construction administration on Residential and Commercial projects. Preferred applicant shall possess PE licenses in both Delaware and Maryland or the ability to obtain them within 12 months from date of hire. Desired qualifications include at least four years of related experience, proficiency in AutoCAD and the demonstrated ability to market and work with planners and developers. **Civil Engineering Designer** for our Easton, Maryland office. Duties shall include but not be limited to grading and drainage, storm water management, utilities and erosion control design for Coastal, Residential

and Commercial projects. Proficient in the use of AutoCAD is required for this position. Desired qualifications include at least two years of experience, the demonstrated ability to work in a team environment and familiarity with AutoCad Civil3D. **Civil CAD Technician** for our Easton, Maryland office. Proficient in the use of AutoCAD is required for this position. Desired qualifications include a working the demonstrated ability to work in a team environment and familiarity with AutoCad Civil3D. We can also consider on-the-job training, internships, etc. We offer a great place to work, an attractive incentive package, liberal PTO, and very competitive benefits. Learn more about us and our work on our website: www.dbfinc.com. **Current Openings**. (Date listed: 9/7/17)

Dixon Valve (212) Chestertown, MD. **Customer Care Specialist** (JO#582481); **Process Engineer** (JO#731210); **Administrative Assistant** (JO#731212); **Machinist Trainee 2nd Shift** (JO#731215); **Carpenter** (JO#731217); **Project Manager** (JO#731238); **U. S. Marketing Director** (JO#731243); **Shipping Supervisor** (JO#731244). [Apply here](#) or in person. (Date listed: 9/7/17)

Dogfish Head (164) **Off-Centered Server**. What This Entails: Chesapeake & Maine is seeking a part-time Off-centered Server to join our super talented restaurant team. As Chesapeake & Maine enters its second turn around the sun, we're excited about our delectable seafood menu and extremely proud of our incredible craft cocktail program, which has recently received a James Beard nomination at the national level! We are looking for Servers that will be knowledgeable ambassadors for the Chesapeake & Maine dining experience. Our servers educate on menu options and pairings all while sharing the Dogfish story with our fabulous guests. Chesapeake & Maine is incredibly busy throughout the year so your knack for dependability, communication and delivering accurate orders in a timely manner will make you a key member of our off-centered team. If you are willing to roll up your sleeves and do whatever it takes to ensure folks leave pleased, bellies filled, hearts happy and ready to tell their friends about their amazing experience, we want you on our team. With tremendous momentum from 2016, we're excited to see where 2017 takes us, and we know it all starts with a great team! What You Need To Land This Gig: The ideal candidate will have a high school diploma and at least three years of experience serving in a fast paced, high volume restaurant with fine dining experience preferred. You must bring your outgoing personality to the mix to ensure our guests leave with an amazing off-centered experience. This role is not for the meek or mild, you've got to be willing to give it your all as those impressions last. We're looking for dynamic individuals with a great demeanor, a killer attention for details and a love of hospitality. Chesapeake & Maine serves dinner seven days a week, including holidays, and successful candidates should have great availability to cover these windows. Bundle of Goodies: Chesapeake & Maine offers competitive compensation, great food discounts, and an amazing off-centered work environment! Where It's At: Rehoboth Beach, Delaware. How To Apply: Qualified, interested and dynamic individuals should please submit their cover letter with resume at www.dogfish.com/careers. Resumes without cover letters will be truly hard pressed for consideration. Please help keep busy recruiters sane, no phone calls pretty please. We can't wait to hear from you hospitality lovers! Proud to be an EOE. (Date listed: 8/23/17)

Dogfish Head (163) **Off-Centered Line Cook**. What This Entails: Chesapeake & Maine is seeking a full-time Off-Centered Line Cook to join our marvelous kitchen team! Offering an amazing seafood menu of delicious dishes with flair, and perfectly paired craft spirits, this restaurant's delicious meals won't make it to the plate without super talent in the back of the house. Your culinary approach must gel with the team and our menu to support our goal of creating quality, delicious dining experiences for our guests. Your skills must be sharp and your attention to detail precise in order to ensure consistent taste, quality, and presentation each and every time. We are crazy busy all year so your knack for keeping up a quick pace and filling orders efficiently is key. You'll need to value preparation and organization as readying your station for service will be part of your day-to-day schedule. We are looking for a new co-worker with a willingness to provide ideas to leadership regarding ways to improve practices, menu, and processes. You should be mindful of waste, working to minimize it through proper rotation, storage, labeling and food preparation. Successful candidates will be committed to the team,

safety and sanitation 100% while being an effective communicator to champion these things. If you have what it takes to be a solid contributor to our great team, we'd love to hear from you! What You Need To Land This Gig: The ideal candidate should have one year of culinary experience and a culinary degree is strongly preferred. If that experience is in a high volume spot, it's a huge plus! We are looking for individuals with effective communication and a strong working knowledge of safety and sanitation practices and techniques. Attention to detail is essential to ensure consistency in food preparation and presentation. We seek dynamic individuals who value teamwork, rock a passion for the craft beer and spirits industry as well as amazing food! Chesapeake & Maine serves dinner seven days a week, year-round. Interested applicants must have great scheduling availability and flexibility as evening, weekend and holiday shifts will be needed. Bundle of Goodies: Chesapeake & Maine offers competitive compensation, food discounts, fabulous health care package & 401K, and an amazing work culture! Where It's At: Rehoboth Beach, Delaware. How To Apply: If interested, please submit a cover letter with resume for consideration at www.dogfish.com/careers. Resumes without cover letters will be hard pressed for consideration, truly. Please help keep busy recruiters sane, no phone calls pretty please. Proud to be an EOE. (Date listed: 8/23/17)

Dogfish Head (162) Off-Centered Host. What This Entails: Chesapeake & Maine is seeking a part-time Off-Centered Host to join our team! We are looking for talented folks wanting to exceed guest expectations while teaching and telling the Dogfish story. Offering excellent dining experiences is a team sport and as such we pride ourselves on creating an environment where the collective effort counts. We are looking for a host to be the first friendly face our guests see when they arrive. You'll manage the seats to seated ratio, ensuring folks get comfy as quickly as possible. You will also be knowledgeable of the brand, upcoming events, and all Dogfish goodness so you're able to answer guest questions and provide top tier service! We need folks who are willing to roll up their sleeves and do whatever it takes to ensure folks leave pleased, happy and ready to tell their friends about their amazing experience. We're busy all year, so having great dependability is essential as you care for beloved local fans and vacationing fans alike. Having a knack for keeping it safe and sanitary in a fast-paced restaurant will make us delighted as safety and cleanliness are critical to our success. If you enjoy creating an awesome hospitality experience, dig our innovative beers and want to be part of Dogfish history, we can't wait to hear from you. What You Need To Land This Gig: The ideal candidate will have a high school diploma and at least one year of experience as a host in a fast paced, high volume restaurant. You must bring your outgoing personality to the mix to ensure our guests leave with an amazing off-centered experience. This role is not for the meek or mild, you've got to be willing to give it your all as those impressions last. We're looking for dynamic individuals with a great demeanor, a killer attention for details and a love of hospitality. Chesapeake & Maine serves dinner seven days a week, including holidays, and the successful candidates should have great availability to cover these windows. Bundle of Goodies: Chesapeake & Maine offers competitive compensation, great discounts, and an amazing off-centered work environment! Where It's At: Rehoboth Beach, Delaware. How To Apply: Qualified, interested and dynamic individuals should please submit their resume and cover letter for consideration at www.dogfish.com/careers. Resumes without cover letters will be hard pressed for consideration, truly. Please help keep busy recruiters sane, no phone calls pretty-please. We can't wait to hear from you hospitality lovers! Proud to be EOE. (Date listed: 8/23/17)

Dogfish Head (161) Off-Centered Food Runner. What This Entails: Chesapeake & Maine is seeking part-time Off-Centered Food Runners to join our super talented restaurant team. As Chesapeake & Maine enters its second turn around the sun, we're excited about our delectable seafood menu and extremely proud of our incredible craft cocktail program, which has recently received a James Beard nomination at the national level! We are looking for energetic, enthusiastic, and engaging Food Runners to ensure our delicious dishes arrive in speedy style. Throughout the year is incredibly busy so your knack for delivering food with a smile on your face and spring in your step will make you a key member of our off-centered team and dining experience. If you are willing to roll up your sleeves and do whatever it takes to ensure folks leave full, happy and ready to tell their friends about their amazing experience, we want you on our team. Successful candidates must go above and beyond to help fellow coworkers, are fluent

in safety and sanitation, have a passion for craft spirits and beer, Dogfish, and off-centeredness. With tremendous momentum from 2016, we're excited to see where 2017 takes us, and we know it all starts with a great team! What You Need To Land This Gig:

The ideal candidates will have at least one year of front of house experience in a similar fast paced, high volume restaurant, with preference given to those with experience in fine dining. This role is not for the meek or mild, you've got to be willing to give it your all as those impressions last. We're looking for dynamic individuals with a great demeanor, a killer hustle and a love of hospitality. Chesapeake & Maine serves dinner seven days a week, year-round and this role should have great availability to cover these windows as well as holidays. This role requires folks to be on their feet for extended periods of time delivering hot and delicious meals to our hungry guests. Bundle of Goodies: Chesapeake & Maine offers competitive compensation, great discounts, and an amazing off-centered work environment! Where It's At: Rehoboth Beach, Delaware. How To Apply: If interested, please submit a resume and cover letter for consideration at www.dogfish.com/careers. Resumes without cover letters will be hard pressed for consideration, truly. Please help keep recruiters stay sane, no phone calls pretty-please. We can't wait to hear from you hospitality lovers! Proud to be EOE. (Date listed: 8/23/17)

Dogfish Head (160) Off-Centered Bussers. What This Entails: Chesapeake & Maine is seeking part-time Off-Centered Bussers to join our super talented restaurant team. As Chesapeake & Maine enters its second turn around the sun, we're excited about our delectable seafood menu and extremely proud of our incredible craft cocktail program, which has recently received a James Beard nomination at the national level! We are looking for energetic, enthusiastic, and customer focused Bussers to ensure tables are cleared, clean and set in speedy style. Throughout the year it is incredibly fast-paced so your knack for being reliable and always at the ready to keep servers supported and tables picked-up and tidy will be huge. If you are willing to roll up your sleeves and do whatever it takes to ensure guests leave well-fed, happy and eager to tell their friends about their amazing experience then this could be the role for you. Successful candidates will work quickly, but carefully and safely with a healthy nod to supporting a clean and spiffy environment. With tremendous momentum from 2016 we're excited to see where 2017 takes us, and we know it all starts with a great team! What You Need To Land This Gig: The ideal candidates will have at least one year of restaurant experience, preferably in fine dining. We're looking for action-oriented individuals with great listening skills, keen eye for detail and willingness to provide impeccable customer service. Chesapeake & Maine serves dinner seven days a week throughout the year and this role should have great availability to cover these windows as well as holidays. Bundle Of Goodies: Chesapeake & Maine offers competitive compensation, great discounts, and an amazing off-centered work environment! Where It's At: Rehoboth Beach, Delaware. How To Apply: If interested, please submit a resume and cover letter for consideration at www.dogfish.com/careers. Resumes without cover letters will be hard pressed for consideration, truly. Please help keep recruiters stay sane, no phone calls pretty-please. We can't wait to hear from you hospitality lovers! Proud to be EOE. (Date listed: 8/23/17)

Dogfish Head (159) Off-Centered Bartender. What This Entails: Chesapeake & Maine is seeking a part-time off-centered Bartender to join our top notch front of the house team. As Chesapeake & Maine enters its second turn around the sun, we're excited about our delectable seafood menu and extremely proud of our incredible craft cocktail program, which has recently received a James Beard nomination at the national level! We are looking for a bartender to ensure that no guest goes thirsty! You'll be mixing fabulous cocktails using our amazing craft spirits and educating guests on menu options and pairings while sharing the Dogfish story. We need folks who are willing to roll up their sleeves and do whatever it takes to ensure folks leave full, happy and ready to tell their friends about their amazing experience. We pride ourselves on being genuine team players, so if going above and beyond to help your fellow coworkers is on your must do list; this is the place for you. We also expect you to be fluent in safety and sanitation, have a knack for awesome communication and be crazy dependable. Last but certainly not least, a passion for craft spirits and beer, Dogfish, and off-centeredness is essential. What You Need To Land This Gig: To land this gig you should have at least five years of experience behind the bar in a fast paced, high volume spot. We'd really love for you to have a solid knowledge of craft spirits and having a mixology class under your belt would be extra

awesome. This role is not for the meek or mild, you've got to be willing to give it your all, no exceptions. We're looking for dynamic individuals with a great attitude, a killer eye details and who are willing to give their all to ensure our guests have an amazing experience. Chesapeake & Maine will be serving dinner seven days a week, including holidays, and the successful candidates should have great availability to cover these windows. **Bundle of Goodies:** Chesapeake & Maine offers competitive compensation, great discounts, and an amazing off-centered work environment! **Where It's At:** Rehoboth Beach, Delaware. **How To Apply:** If interested, please submit a resume and cover letter for consideration at www.dogfish.com/careers. Resumes without cover letters will be hard pressed for consideration, truly. Please help keep busy recruiters sane, no phone calls pretty-please. We can't wait to hear from you hospitality lovers! Proud to be an EOE. (Date listed: 8/23/17)

Dorchester County (197) Motor Equipment Operator III (JO#730383). Public Works-Landfill Position - Full time with benefits. To apply download application at: www.docogonet.com, fill out and send to: Human Resources, 501 Court Lane, Room 113, Cambridge, MD 21613. **Application deadline is 9/22/2017.** (Date listed: 9/5/17)

Dorchester Soil Conservation District (202) Grant Technician - Full-time Grant Funded with Benefits - \$32,364 Starting Salary. This opening is a full time position within Soil Conservation. This position is responsible for surveying and designing agricultural best management practices. Experience in soil, water and other related natural resource conservation with a working knowledge of basic engineering methods is required. The successful applicant must possess the ability to work independently and possess proficient computer skills. High School or GED with one year of work experience related to the above experience is preferred. Valid driver's license is required. **Completed county applications must be received by HR, 501 Court Lane, Cambridge, MD, 21613 no later than 9/12/2017 for best consideration.** Applications can be downloaded at www.docogonet.com. EOE. (Date listed: 9/1/17, updated 9/14/17)

Driving Position Available (154) This position operates in PA, NY, CT, MA, NH, and MD. Drivers will be home every week for a full 34 hour reset based on the needs of the customer. Each driver can average 1200 miles per week and expect to pull 3-5 loads per week. Each load is multi stop and can have as many as 6 stops per trailer and is driver touch freight. Drivers can expect to average \$1150 per week, \$60,000 annually and top earners can make \$1800 per week. Drivers will earn \$25 per stop and \$90 for unloading the trailer. This account offers a paid vacation of 1 week after 1 year, 2 weeks after 2 years, 3 weeks after 7 years and 4 weeks after 10 years. To apply for this position, please contact Pat Collier at 205-538-2188 or spmrecruiting@gmail.com. (Date listed: 8/21/17)

Egide USA (185) Cambridge MD is accepting applications for a **Shipping Clerk**. Applications can be mailed to Egide USA, 4 Washington Street, Cambridge, MD 21613. Attn: Cindy Goodwin or email to cgoodwin@us.egide-group.com. **Applications for this position will be accepted through September 22, 2017.** **Summary and Purpose of Position:** This position is responsible for the shipping of products and materials. Associates in the SHIPPING CLERK position must be able to consistently and efficiently perform all duties of the position within specification within quality and productivity guidelines of each product and/or process. **Essential Functions:** include the following. Other duties may be assigned. •Responsible for the shipping of products and materials. •Responsible for following all processes and procedures. •Read and follow instructions in MRP and inventory related programs. •Insure that product is shipped accurately, efficiently, securely, and completely in a timely manner to meet customer requirements. •Package parts for safe delivery. •Complete and maintain required documentation such as packing lists, Environmental testing data sheets, time cards, travelers, quality sheets, production sheets, etc. •Maintain Finished Goods Inventory. •Perform intermediate assembly tasks such as Seal Test, Bead Blasting, Sanding, Soldering, tiebar, shearing, etc. •Maintain a safe and clean working environment at all times following at a minimum all OSHA guidelines. •Notify appropriate Management Representative of problems or abnormalities that may occur. **Additional Responsibilities:** Responsibilities/important duties performed occasionally or in addition to the essential duties of the position as well as any additional comments relevant to the position.

•Associates will occasionally assist in the training of other Associates. •Associates will occasionally be asked to work in other departments throughout the facility. •Associates will occasionally be asked to perform housekeeping duties such as sweeping, etc. Supervisory Responsibilities: This position has no supervisory responsibilities. Competencies: To perform the job successfully, an individual should demonstrate the following competencies. Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Keeps emotions under control; MAINTAINS A POSITIVE ATTITUDE. Oral and Written Communication: Listens and gets clarification; Responds well to questions; Writes clearly; Able to read and interpret written information. Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed. Quality: Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; Monitors own work to ensure quality. Quantity: Meets productivity standards; works efficiently; Completes work in a timely manner; Strives to increase productivity. Ethics and Professionalism: Works with integrity and ethically; Upholds organizational values; Conserves organizational resources; Approaches others in a tactful manner; Shows respect and sensitivity for cultural differences; Accepts responsibility for own actions. Safety and Security: Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly. Adaptability: Adapts to changes in the work environment; Able to deal with frequent change, delays or unexpected events. Dependability: Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person as needed. Initiative: Asks for and offers help when needed. Generates suggestions for improving work. Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. •High School Diploma or General Education Degree (GED). •Must possess basic computer skills including knowledge of Excel and Word. •Ability to understand and comprehend verbal and written English instructions. •Ability to perform basic mathematical skills such as: add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals; Compute rate, ratio and percent. •The associate must be available for any shift or work schedule hours. Appropriate notice will be given and as much flexibility as possible will be made when business needs dictate a change in shift for an associate. The company will attempt to accommodate shift request, but no guarantees of any shift at any given time will be made. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The associate is frequently required to stand and walk. The associate must frequently lift and/or move up to 15 pounds and occasionally up to 30 pounds. The associate must be able to grasp small parts with fingers and should exhibit good finger dexterity and hand and eye coordination. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus. Work Environment and Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the associate is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate. (Date listed: 8/30/17)

Funeral Attendants (221) (JO#791235). •High school diploma. •Driver's license. •Professional Demeanor. •Weekday & Afternoon Hours. Email resume to: Ivory.buck3@gmail.com or Fax to 410-221-1991. (Date listed: 9/12/17)

The Great Gourmet (167) Federalsburg, MD. **Executive Asst. w/ Accounting Experience** (JO#704768); **Warehouse Manager** (JO#669079); **Shipping/Fulfillment Mgr.** (JO#669083); **Production Manager** (JO#726399). To apply email resume to: kim@thegreatgourmet.com. (Date listed: 8/23/17)

Hanover Foods (216) **Industrial Plant Mechanic** (JO#731675) - with benefits. Position is located in Ridgely, MD. To apply email resume to: rroberts@hanoverfoods.com. (Date listed: 9/8/17)

Haris Design and Construction Co. (215) **Assistant Estimator** - \$35,000 per year. Job Description: We are looking for an Assistant Estimator who will be responsible for acquiring pricing from subcontractors and preparing pricing spreadsheets for proposals. The estimator is an integral member of a proposal team whose main goal is to determine the cost of a specific project in order to assist in the production of quality, winning proposals. As such, the ability to work some nights and weekends to fulfill the Assistant Estimator's job responsibilities will be required. This is an entry level position. Responsibilities for this Position Include: •Reviewing scope of drawings with Project Manager. •Communicating with subcontractors to acquire pricing. •Reviewing bids for scope accuracy. •Building pricing spreadsheet. •Preparing requests for proposals. Required Skills: •Proficient in Mathematics. •Experience with MS Word, Excel, and Outlook. •Desire to learn and grow within the company. •Attention to detail. If interested, please send your resume to hsiddiqui@harisdesign.com. (Date listed: 9/8/17)

Harrison House (226) Tilghman Island, MD. **Front Desk Clerk** -Urgent Need (JO#704160). Email resume to: sbook@chesapeakehouse.com. (Date listed: 9/13/17)

Hydrasearch (214) 203 A Log Canoe Circle Stevensville, MD. **Warehouse Worker** (Refer to MWE Job Order #666549); **Syteline Administrator** (Refer to MWE Job Order #700835); **Inside Sales Specialist** (Refer to MWE Job Order #672915). **APPLY**. (Date listed: 9/7/17)

Kent County Government (196) **Motor Equipment Operator I or II** (Refer to MWE Job Order #730286). **Deadline to apply September 20, 2017**. Obtain an application from the Kent County Commissioners' Office, 400 High Street, Chestertown, Maryland or <http://www.kentcounty.com/>. (Date listed: 9/5/17)

Kent County Health Department (213) **Full-time Peer Recovery Advocate. Community Health Outreach Worker I**. Peer Recovery Advocate will assist patients and families in Kent County in identifying and connecting with appropriate recovery support, developing motivation for recovery, and establishing and maintaining recovering lifestyles. Experience in a behavioral health setting is preferred. Candidates with firsthand experience as a recipient of services in Maryland's behavioral health system are encouraged to apply. This position requires that an eligible candidate possess 2 years in alcohol and drug recovery. Education: Graduation from an accredited high school or possession of a high school equivalency certificate. No experience necessary. \$11.53-\$14.67/hourly. If interested apply **ON LINE** under State Jobs - Recruitment #17-000205-0033, or contact Kent County Health Department, Sue Strayer, Personnel, 410-778-7033. (Date listed: 9/7/17)

The Kinder Garden Early Learning Center (224) in Stevensville and Easton are currently looking for **Senior Staff Teachers, Classroom Aides** and **Substitutes**. Full and Part-time positions available. Please contact the center for more information. Stevensville location: 410-604-0200 (Charlotte) & Easton location: 410-820-8440 (Aimee). (Date listed: 9/13/17)

Koski Trucking- Hurlock (147) **5 CDL-A Truck Drivers** (JO#709261); **Administrative Asst./Customer Service** (JO#724857). To apply email resume to: Vickie@koski.ws or fax to 410-754-3264. (Date listed: 8/18/17)

Lorry Industries (181) Denton, Maryland has the following opportunities available: **Office Manager/Bookkeeper** - Position includes managing general office projects and collaborating with executive team. Assisting with payables and general bookkeeping. Must have experience with QuickBooks along with excellent general computer and communication skills. Flexible schedule possible until holiday season. **Inventory Manager** - Inventory Manager Position available immediately for applicant with excellent communication & computer skills and familiarity with inventory systems. Projects will include managing store distribution and allocations,

wholesale orders, and special events. Fork lift certification a plus. Must be physically able to lift 35 pounds. **Fulfillment Team Positions** - Currently hiring full and part time team members for both long term and seasonal positions. Searching for experienced detail-oriented packers, pickers, shippers and expeditors for growing fulfillment company for e-commerce. Flexibility and willingness to learn new skills essential. Some positions available now and more seasonal positions available in October/November. Will train bright, reliable, enthusiastic applicants with excellent computer skills. Must be physically able to lift 35 pounds. **Small Batch Production Assistant** - Opportunity with wide range of duties from hand processes to record keeping. Artistic or craft background helpful. Flexibility and willingness to learn new skills essential. General woodworking or screen printing experience a plus! Full and part time positions available. Strong advancement possibilities. Must be physically able to lift 35 pounds. Resume and references required for all the above jobs. Email to lorry@lorryindustries.com. (Date listed: 8/28/17)

J. L. Marshall & Sons (189) in Cambridge has two openings. **Sheet Metal Fabricator/Welders** (JO#728629). Mig and Tig. 2 years experience. Please call for interview 410-221-0321. (Date listed: 8/30/17)

Maryland Department of Health (229) Fall 2017 **Career & Open House Fair – Tuesday, October 17, 2017** – 10am-2pm, 201 W. Preston Street, Baltimore, MD. Contact MDH, OHR directly to get more details. Call 410.767.1251 or email dhmh.jobs@maryland.gov. To register, go to <https://health.maryland.gov/ohr>. (Date listed: 9/13/17)

Mason's (183) (Redux 2017). Easton, MD. **Servers / Bussers / Food Runner**. •Exciting and new fine dining, white tablecloth restaurant concept in Downtown Easton opening this October. We are creating a modern version of the beloved and cherished restaurant institution that was Mason's. Our mission for Mason's Restaurant is to become the social nucleus of town and the 'see and be seen' destination where mouth-watering food was once delivered for many years. The recreated dining room will pulsate with feel-good energy. •Food execution will be realized through a scratch kitchen, prepared with seasonally driven ingredients, no preservatives in any of the ingredients or dishes, and humanely raised proteins with no growth hormones. The results will yield mouth-watering, creative, and flavorful food all conveyed through a well-trained and knowledgeable Staff bringing the new Mason's concept to life. •Mason's food will be executed through 'clean plate' dishes. The Mason's Exec Chef & his Kitchen Team will take Guests on a culinary adventure with sauces that are restrained, but flavorful and purposeful. Mason's will provide Guests with delicious and satisfying food that speaks to a clear point of difference. •As a result, we are seeking Servers, Bussers and Food Runners who want to be an integral part of the success of the new Mason's vision through their hard work, dedication, and commitment to polished and attentive service. We are looking to assemble a Team that will execute on authentic hospitality and want to be the winning formula that brings Guests back to Mason's time and time again. •All Front of the House (FOH) Team members must have some previous experience preferably in a fine dining setting, or willing to work in a fine dining environment, possess a great personality with a positive can-do attitude, open to learning, eager to go out of their way to make Guests feel invited, willing to work as a Team, and take their position serious yet have fun at work. •The energetic and motivated individuals we seek understand that all details matter and even the smallest details make a difference for the Guests' experience at Mason's. •The Individuals who join our Team will pride themselves on protecting Mason's and its patrons by adhering to strict sanitation, safety, and alcohol beverage control policies. •Lunch and dinner will be served seven days a week, so schedules are flexible for Students. If you are interested in becoming part of the Mason's Winning Hospitality Team, please submit a cover letter describing the talents and unique qualities you bring to the table along with resume to: Chance L. Negri, cnegri83@gmail.com. Positions will start third week in September. (Date listed: 8/28/17)

Max Security (155) **Security Guards**-Denton Courthouse (JO#726023). •High School or GED. •21 Years Old, •Clean Background and Drug Test. Fax resumes to: 410-869-4895. (Date listed: 8/22/17)

OccuVAX (173) **Requirements:** •**Licensed LPNs only** • Completion of OccuVAX online nurse training once license verified. •Nursing Liability Insurance • Professionalism is a must. Apply Today. www.OccuVAX.com or 800.558.5754 (opt 3). OccuVAX specializes in onsite influenza vaccination clinics in all 50 states. OccuVAX has been providing on site clinics since 2002 through our corporate headquarters in Omaha, Nebraska. Typically these sites are in corporate settings, manufacturing plants, business offices, etc (no retail). We hire ONLY Licensed Vocational Nurses (LVN) and Licensed Practical Nurses (LPN). You must be licensed to practice in the state which you provide services in. OccuVAX requires Nurses to sign a Subcontractor Agreement, which outlines all Terms and Conditions of Employment, including hourly rate paid for the clinics. The Flu Clinic season usually begins near the end of August and goes through mid-December. OccuVAX provides an Online Nurse Portal allowing Nurses to request clinics based on YOUR availability. Direct deposit for quick pay is also available. (Date listed: 8/24/17)

Paralegal (153) Foreclosure/Condominium/HOA/Collection **Paralegal** needed for growing Annapolis law firm. Duties include assuming primary responsibility for files from start to finish including preparing legal documents and contact with clients and debtors. Ideal candidate will have knowledge of condominium/HOA law, foreclosure law, debt collection and/or general paralegal experience. Strong writing skills, mathematical skills, work ethic and excellent organizational skills a must. Minimum requirements: paralegal degree, experience as a paralegal or career oriented individual in the legal field. Salary commensurate with experience. Please send cover letter with salary requirements and resume. Candidates may email their resume to: annapolislawyer21401@yahoo.com. (Date listed: 8/22/17)

Piazza Italian Market (105) is looking for someone who is ready to work in a customer-oriented, fast-paced workplace serving lunch and selling Italian specialty groceries. We are proud of our team and look forward to you joining us! **Requirements:** The ability to multi-task, anticipate customer's needs, pay attention to details, work with a team and stay friendly. An interest in food is a must. Food service experience is not required but is helpful. Knowledge of Italian food is not expected. Applicants must be at least 18 years of age (to operate a meat slicer). **Schedule:** Shifts are generally 10-6 on weekdays, 9-5 on weekends. Availability during weekends and holidays are required. We are closed on all major holidays: Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas and New Year's Day. Looking for someone to work 24 – 40 hours per week. Hiring at \$10-12/hour, based on experience. Email resumes to chandler.ea@gmail.com or fill out an application in person at 218 N. Washington St., Easton, MD 21601. (Date listed: 8/2/17)

Prince George's County Department of Corrections (126) Recruiting/Hiring. Paid Annual & Sick Leave; Health, Dental, Vision & Life Insurance; Uniform Allowance; Paid Holidays; 25 Year Retirement. Qualifications: 18 year old US Citizen; 5 year permanent resident; HS Diploma; Valid Driver License. Contact: 301.952.7385, 301.324.4438, <http://agency.governmentjobs.com/pgc>. (Date listed: 8/10/17 updated 9/14/17)

Queen Anne's County (170) **Construction Inspector II** (mwe job order #726420); **Resource and Development Specialist** (mwe job order #726423). All applications must be submitted online at www.qac.org. A kiosk is available in Human Resources at 107 N. Liberty St. in Centreville (Date listed: 8/23/17)

Queen Anne's County DSS (166) Work Opportunities. **Offices Services Clerk** (Refer to MWE Job Order #726394). Email Resume to nadine.clark@maryland.gov. (Date listed: 8/23/17)

Regent Healthcare, Inc. (063) **Certified Nursing Assistant (CNA)**. Regent Healthcare is a premier home care company that provides all levels of nursing care for private pay clients in their homes. Regent Healthcare is committed to its mission of exceeding the needs and expectations of our clients. We pride ourselves on matching the right caregiver based on the special needs, interests, and personal preferences of the client. We understand that the relationship between a client and caregiver is one of trust, respect, compassion, and confidentiality. Regent Healthcare is seeking experienced, reliable, and compassionate Certified Nursing Assistants

(CNAs) for patient care. The CNA will provide in home companionship and personal care services to the senior population in (location). Certified Nursing Assistants are needed for Long hours, Short Hours, PRN, nights, and weekends. Flexible Schedule. To apply visit our website: applyregent.com. **Responsibilities:** •Provide client care according to the Plan of Care. •Assist clients with personal care and hygiene. •Light housekeeping and meal preparation. •Provide assistance with transportation needs. •Maintains a clean and safe environment. •Follows infection control procedures. •Maintains client privacy and confidential client information*. **Qualifications:** •Certified Nursing Assistant by the Maryland Board of Nursing. •At least 2 years professional experience as a caregiver. •Open availability, able to work various shifts to include weekends. •Current CPR/First Aid. •Valid driver's license and reliable transportation. •Able to lift, position and transfer patient. •Strong interpersonal skills. Regent Healthcare, Inc, is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, protected veteran status, and or any other status protected by federal, state, or local law. (Date listed: 7/19/17)

RE/MAX Leading Edge (225) is looking for qualified candidates to fill a part-time, weekend receptionist position in its Gambrills, MD, office. Duties include managing multiple phone lines, light cleaning, assisting agents with client needs, and general office work. We are looking for candidates who are computer proficient, reliable, enthusiastic, patient, and customer-service oriented. All training will be paid and provided. This is an excellent opportunity for a student looking for part-time work. The works schedule is 9 a.m. - 5 p.m. On Saturdays and Sundays. Compensation is \$10 hourly, and there are no benefits. Persons interested in the position are asked to submit their résumé to Jeremy Crowe by e-mail at jrmycrwe@gmail.com. Please use "Receptionist Position" as the subject line. **Deadline for sending résumés is September 29, 2017.** (Date listed: 9/13/17)

Royal Farms (207) 108 Jackson Creek, Grasonville, MD. **Store Leader** (JO#704120); **2 - Customer Service Leader** (JO#552022); **2 - Assistant Store Leader** (JO#730671); **2 - Customer Service Associate** (JO#730758). **APPLY.** (Date listed: 9/6/17)

Royal Farms (206) 32303 Queen Anne HWY, Queen Anne, MD. **Store Leader** (JO#704145); **Customer Service Leader** (JO#704143); **Assistant Store Leader** (JO#704146); **Customer Service Associate** (JO#730652); **Food Service Leader** (JO#704140). **APPLY.** (Date listed: 9/6/17)

Safeway (191) 1925 Main Street Chester, MD 21619. **Baker - Assistant** (JO#728015); **Deli Clerk** (JO#676127); **Clerk Service/Food Service** (JO#676144); **Courtesy Clerk/Front End** (JO#728053); **Clerk Service/Bakery** (JO#682162); **Food Clerk/Produce** (JO#728050); **Cake Decorator** (JO#728020). **APPLY.** (Date listed: 8/30/17)

Sts. Peter & Paul School (146) **After School Aide.** Saints Peter and Paul School (Easton, MD) is currently seeking two (2) part-time/after school aides. Hours are Monday to Friday from 3:00 to 6:00 p.m. Responsibilities include: the care of students from PreK to 5th grade. Additional duties include: homework help, facilitating games and activities, along with some outdoor play! Interested candidates can apply by sending their resume to Dr. Faye Schilling at fschilling@ssppeaston.org. Start date ASAP. (Date Listed 8/16/17 Updated 9/14/17)

Sauer Compressors USA (208) Stevensville, MD. **Production Tech** (Entry Level) (Refer to MWE Job Order #730944); **Inside Sales** (Refer to MWE Job Order #730937); **Control Panel Assembly Tech** (Refer to MWE Job Order #731097). Email Resume to hr@sauerusa.com. (Date listed: 9/7/17)

Sigtex (195) Grasonville, MD. **Senior Machinist** (MWE Job Order 730382). Email Resume to kjenkins@sigtexinc.com. (Date listed: 9/5/17)

Talbot County DSS (210) Human Services Family Advocate. 35 hour position with benefits. Position works at Talbot Co. Dept. Of Social Services and supports the Children's Advocacy Center by providing crisis intervention and support to caregiver and child victim. Must possess strong advocacy and communication skills. Bachelor's degree required, preferably in Social Work, Education or Nursing. Child/family case management exp. required. **Resume and cover letter must be received by 9/18/17.** Send to Human Resources; Tri-County Council; 31901 Tri-County Way, Suite 201B; Salisbury, MD 21804, Fax: 410-341-8979, or email to jobs@tcclesmd.org. EEO. (Date listed: 9/7/17)

Talbot County DSS (182) Human Services - FT position with benefits. Position works at Talbot Co. Social Services in the Work Opportunities Program. Assist customers with preparing for obtaining and retaining employment; develop and provide job readiness and life skills training; track and document program participation. 2 yrs of relevant exp. required. Bachelor's degree preferred, relevant exp. may be substituted. **Resume and cover letter must be received by September 15.** Send to Human Resources; Tri-County Council; 31901 Tri-County Way, Suite 201B; Salisbury, MD 21804 or Fax: 410-341-8979 or email to jobs@tcclesmd.org EEO. (Date listed: 8/29/17)

Talbot Special Riders (179) a non profit Therapeutic Riding program for children and adults with special needs in Preston, is now seeking **volunteers** to assist with its expanded programming. TSR offers a variety of opportunities such as horse leaders, sidewalkers, office resource, and special event help. Therapeutic Riding classes, Hippotherapy sessions, and special program groups are held through the week and on Saturdays. For More information about volunteering, visit our website at www.talbotpecialriders.com or contact Kim Hopkins at 443-239-4953/ tsrhopkins@gmail.com. (Date listed: 8/28/17)

Talisman Therapeutic Riding (385) Volunteer Opportunity - Working with Horses and People in need. Come check out our beautiful 1,000 acre farm in Grasonville, Maryland! We are always in need of new volunteers to help with horse riding lessons, events, horse care, and farm projects. Our scheduling is flexible. Each lesson involves leading a horse for a rider who has disabilities. We will give you a brief orientation to answer any questions for you. Contact Chelsea with any interests or questions @ 443.239.9400 or email: Chelsea@talismantherapeuticriding.org. (Date listed: 11/2/16 Updated 6/15 17)

Tanglewood Conservatories (190) Administrative Assistant (JO#723526); Architect (JO#723565); Carpenters (JO#723531); Craftsman/Lumber Miller (JO#728616); Global Sales (JO#723545). Apply **ONLINE**. (Date listed: 8/30/17)

Town of Barclay Government (223) Barclay, Maryland (North Queen Anne's County).
Bookkeeper. 10 hours per month. Flexible scheduling. QuickBooks proficiency required. Successful candidate will work independently to process account payables and receivables, and create monthly reports under the supervision of the Town Clerk. Send resume to townofbarclay@gmail.com. **Deadline October 11, 2017.** (Date listed: 9/13/17)

Trenton Pipe Nipple Company, LLC (219) Federalsburg, MD. 5-Machine Operators- Pipe Threading (JO#732541). 4 ten hour days- Mon.-Thurs. w/ Benefits. To apply- email resume to: larryy@trentonpipe.com. No Phone Calls. (Date listed: 9/12/17)

Unisite (140) Denton, MD. Decal Coordinator; Industrial Health & Safety Technician; Power Tool Repair Technician; Quality Control Technician; Machinist; Maintenance Mechanic; Custodian; Production Supervisor; CNC Machine Tender; Steel Operator. For more details, click **HERE**. (Date listed: 8/15/17, updated 8/31/17)

USA Fulfillment (217) 313 Talbot Blvd., Chestertown, MD 21620. 410-810-0880. woutten@usafill.com. **Seasonal Employment.** USA FULFILLMENT located in Chestertown, MD is in search of seasonal team members in Nov. and Dec. to assist with our pick/pack and shipping operations in the warehouse and our call center operations. Interviews begin in October. Day and evening shifts. Over 70 seasonal employees will be hired in the warehouse and 8-10 customer service representatives for various shifts and days. To apply, complete a full application at USA Fulfillment's offices between 8:30am and 4:00pm, M-F. Address: 313 Talbot Blvd., Chestertown, MD 21620, or go online at www.usafill.com. (Date listed: 9/8/17)

Walmart (156) Denton. Urgent need for the following positions: •Evening Cashiers (JO#725941); •Stockers- All Shifts (JO#725937); •Apparel Associates (JO#725963); •Deli Associates (JO#725951); •Produce Associates (JO#725944); •Department Managers (JO#725971). Veterans are encouraged to apply. Apply on line to: www.careers.walmart.com. (Date listed: 8/22/17)

Warwick Fulfillment (136) **Commercial Embroidery Machine Operator** needed. Hurlock, MD based company has opening for part-time embroiderer (could lead to full-time). Prior experience with apparel monogramming and logo embroidery preferred. Experience with Melco machines a plus. Flexible scheduling possible. Please send cover letter and resume to: hr@warwickfulfillment.com. For more information about our company, visit www.warwickfulfillment.com. (Date Listed 8/17/17)

Washington College (152) **Administrative Assistant, Global Education Office** (PT) (JO#724111); **Budget Analyst** (JO#724140); **Dish Room Attendant** (JO#724116); **GIS Specialist** (JO#724149); **Major Gift Officer** (JO#724160); **Medical Office Assistant (PT)** (JO#724172); **Table Attendant** (JO#724174). **APPLY HERE.** (Date listed: 8/21/17)

Wye River Upper School (218) located in Centreville MD, is seeking a **bus driver**. Applicants must possess valid driver's license, have a clean driving record and pass a background check. Position offers competitive wage for 22-25 hours a week. Possibility of splitting the run into morning and evening shifts. Please contact Ron Vener at ronvener@wyeriverupperschool.org or 410-758-2922 for more information. (Date listed: 9/8/17)

Zips Dry Cleaning (203) on Kent Island in Chester MD is hiring **Counter Associates** for a variety of time slots. Zips Kent Island is located next to Route 50, east of the Bay Bridge. Counter Associates are responsible for providing exceptional customer service to all customers in a timely and professional manner. The job provides year-round flexible working hours at a convenient and friendly business. Please visit our **WEB PAGE**. Interested candidates can reach out directly to the store manager Stephanie Butler at zips106mgr@321zipx.com. Please send a recent resume and contact information. (Date listed: 9/5/17)

The Office of Employment Services makes every effort to publish the job listing in a timely manner. However, deadlines for some positions allow a limited response time. Contact with the employer is encouraged to see if the position is still available. Chesapeake College is an Equal Opportunity Institution