

Niagara County Community College

The latest information regarding local jobs and events available to all students and alumni
*To apply please contact Student Development: call 614-6290,
 stop in room A-131 or email at ncccsec@niagaracc.suny.edu*

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New Positions
<i>Listed alphabetically in the Job Board below</i>
Account Executive, Administrative Assistant, Computer Help Desk Associate, Culinary Supervisor, General Assistant, Head Cook – Summer Camp, LPN, Office Person, Operating Room Technician, School Nurse, Surveillance Officer, and Teacher Assistant

Employment Events

	Mark Your Calendars!	
Health Force PCA & HHA Open Interviews Wed. February 15th 1-4pm	Niagara's WorksourceOne 1001 Eleventh Street Niagara Falls, NY 716.278.8108	Become a Personal Care Aide (PCA) or a Home Health Aide (HHA). If you have a PCA, HHA Certificate or are a CNA you are already qualified. Free training is provided.
Non-profit & Government Fair Fri., February, 17th 11am-2pm	University at Buffalo, North Campus, Student Union Lobby	For internship and career opportunities
CareerFEST Wed., March 7th 3-6pm	University at Buffalo, Alumni Arena, Main Gym	CareerFEST is UB Career Services' signature all majors Job & Internship Fair.
NCCC Spring 2012 Job Fair – Wednesday, April 4th 11am – 1:30pm	Upstairs Cafeteria, G- Bldg	Mark your calendars with the date of the Spring 2012 Job Fair. Bring your resume, dress to impress, and find yourself a job.

Employers on Campus

NFNY Hotel Management Group	NFNY Hotel Management Group will be on campus Thursday, February 9 , at the G-Building Snack Bar from 10am-2pm.
Cutco Knives/ Vector Marketing	Cutco will be on campus Wednesday, February 15 , at the G-Building Snack Bar from 11am-1:30pm.

Internship Opportunities

Intern Position	Company	Location	Intern Position Details
Accounting	Diversified Manufacturing	Lockport, NY	Paid internship in accounting at metal fabrication job shop. Must be proficient at Excel, Work, and data entry. See Student Development for more details.
Data Research/Data Entry	Studica, Inc	Sanborn, NY	Unpaid internship. Candidate will be responsible for research information via the internet and entering into data base. Seeking a personable candidate with ambition and strong attention to detail looking to acquire professional experience in the work environment. See Student Development for more details.
GIS Position	Engineering Department of the City of Lockport	Lockport, NY	Summer job opportunity with a strong background in Geographic information System with emphasis in Civil Engineering projects. This is a paid internship for up to 19 weeks working 35 hours per week. Deadline for application is Friday, February 10, 2012.
Journalism/Newspaper Internships	USA Today	New York City, NY	Unpaid positions available in all departments. See Student Development for more details.
Public Relations and Event Intern	Community Missions of Niagara Frontier	Niagara Falls, NY	Seeking interns with an interest in Social Media, Awareness, Branding, and /or Event Planning. Preferred majors include Communications, Journalism, or Marketing.

Job Board

Job Openings	Company	Location	Position Details	Date Posted
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Job Openings	Company	Location	Position Details	Date Posted
Account Executive	WUTV/WNYO	Buffalo, NY	Seeking person to handle outside sales calls, attract and close advertisers to sell products and services via TV, retain current business and develop new contacts. Must have strong organizational, written, and presentation skills, be a self-starter, professional appearance, enjoy fast paced environment. Outside media sales experience preferred, but not required.	2/03/12
Administrative Assistant	Ivoclar Vivadent	Amherst, NY	FT. Seeking an experienced professional to support Director of the Education and Professional Services Department. Assist in coordinating literature and equipment, and make travel arrangements. Assist in product quality and customer satisfaction. Assist department staff with projects, mailings, and special events. 5 years experience, excellent oral and written, communication, interpersonal and phone skills needed. Strong practical knowledge of MS Word, Excel and PowerPoint required. Must be able to multi-task and provide attention to detail.	2/03/12
Apparel Merchandise Customer Assist	Sears	Niagara Falls, NY	Offers a flexible schedule with room for advancement, competitive pay and a generous merchandise discount	Ongoing
Appliance Salesperson	Sears	Niagara Falls, NY	Offers a flexible schedule with room for advancement, competitive pay and a generous merchandise discount	Ongoing
Cashier	Sears	Niagara Falls, NY	Offers a flexible schedule with room for advancement, competitive pay and a generous merchandise discount.	Ongoing
Claims Representative	GEICO	Multiple Locations	High School diploma or equivalent, prior customer service experience, effective written and verbal communication skills, high level of dependability, demonstrates job stability, strong computer, typing and grammar skills	2/03/12

Job Openings	Company	Location	Position Details	Date Posted
Computer Help Desk Associate	Canisius College	Buffalo, NY	PT. Monday – Friday, 5 hours per day year round. Serve as point of contact for computer related issues. Must have excellent customer service skills, strong analytical and reasoning abilities with strong attention to detail. Strong communication, organization and interpersonal skills, computer proficiency with ability to learn additional programs, ability to work within a team, handle stressful situations calmly and be responsible.	2/03/12
Culinary Supervisor	Hyatt Hotel	Buffalo, NY	Responsible for producing a consistent, quality product that meets and exceeds the guests' needs in a timely manner. Capable of assuming responsibilities in absence of Sous Chef. Must have culinary education, basic cost control understanding, basic communication leadership, and computer skills. Schedule availability needed for am & pm shifts, including weekends and holidays	2/03/12
Customer Relations Representative	ICC – the Compliance Center	Niagara Falls	FT. Must have 2 years experience and excellent organizational skills. Will take calls and provide information and quotes to clients, take orders by phone, fax, web and mail. Solve customer problems.	2/04/12
Customer Service	Sears	Niagara Falls, NY	PT, hourly rate depends on experience.	Ongoing
Customer Service Representative	Life Technologies	Grand Island, NY	Primary contact for inquires and account set up. Excellent oral and written skills are essential. Requires HS diploma or equivalent, Bachelors in business or science preferred. Contact Student Development for more details.	2/03/12
Direct Care (Residential)	Niagara Cerebral Palsy	Niagara Falls, NY	Hours vary, must be flexible; at least 12. High school diploma required or GED equivalent. Valid NYS driver's license with acceptable driving record. Applicants must be 18 years or older.	Ongoing

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Director of News Content Implementation	WKBW	Buffalo, NY	Seeking dynamic individual to coordinate newsgathering, technical logistics, videographer, non-linear editing, writing and scheduling. Should have a 4-yr degree in journalism or related field and 4 yrs experience. Must be skilled with ENPS computer systems and have technology knowledge.	2/04/12
Front Desk Clerk	Quality Inn	Buffalo, NY	FT, 7am–3pm; \$9/hour. There is also a PT position available. Seeking someone with a hospitality background. Contact Student Development for details.	Ongoing
Front Desk Clerk	Super 8 Hotel	Niagara Falls, NY	FT, seasonal; multiple shifts; \$8/hour. Contact Student Development for details.	Ongoing
General Assistant	Just Lamps	Williamsville	FT. Working as part of small team. Responsible for elements of customer and vendor accounting, sales administration and providing backup to logistics team. Basic accounting knowledge a must, including accounts receivable and purchase ledger date entry a plus. Basic understating of currency exchange also a plus.	2/03/12
Hardware Salesperson	Sears	Niagara Falls, NY	Offers a flexible schedule with room for advancement, competitive pay and a generous merchandise discount	Ongoing
Head Cook – Summer Camp	Clover Patch Camp	Glenville, NY	FT Summer job. Responsible for all aspects of operating camp kitchen. Implement and prepare menu serving variety of dietary needs for 50-70 people. Contact Student Development for more details.	02/03/12
Home Health Aide (Certification Required)	Brookdale Senior Living	N. Tonawanda, NY	PT. Provides direct care to residents and assists in meeting residents' individual needs while treating resident with respect and dignity. Contact Student Development for more details.	Ongoing
Housekeeping Positions	Quality Inn	Buffalo, NY	Positions in housekeeping are available. Contact Student Development for more details.	Ongoing
Investigator	Active Investigations	Niagara Falls, NY	PT position. Seeking someone for surveillance detail; street smart, computer literate, and able to work independently. Must be available to work flexible schedule and have	Ongoing

Job Openings	Company	Location	Position Details	Date Posted
			a reliable vehicle.	
Local Account Executive	WKBW	Buffalo, NY	Seeking aggressive Sales Account Executive to enhance sales team. Must have excellent presentation skills, new business development track record, and computer literacy. 2 years of experience mandatory, and Bachelor's Degree preferred.	2/03/12
LPN	ElderWood Senior Care	Williamsville, NY	PT. LPN credentials and NYS license required. Training and work experience in a geriatric setting preferred.	2/03/12
Medical Records Account Specialist	One Source Document Management Inc.	WNY	Hiring for four area hospitals. FT. Will be trained , must have good people skills, professional demeanor, and attention to detail	02/03/12
Off-Season Groupwork	YMCA Camp Kenan	Lockport, NY	Various positions working with students in nature. Contact Student Development for more information	2/03/12
Office Automation Clerk	914th AW Niagara Falls ARS	Niagara Falls, NY	Must have at least 1 year of college education, and currently be enrolled at least part-time with a min 2.0 GPA. Must have 6 months clerical or office experience and 1 year of college. Must be able to work at least 16 hours/week. \$12.24/hour.	Ongoing
Office Person	Fenton Mobility Products, Inc.	Buffalo, NY	PT. Should have experience in Quick Books or similar accounting program and Microsoft Office/Excel. Responsible for answering phones, scheduling for sales/service, general accounting, lead management, service and maintenance Database and Scheduling.	2/03/12
Operating Room Technician	Roswell Park	Buffalo, NY	FT. Night shift, 9:30pm – 6am. Must have an Associate degree in Surgical Tech, or 2 years of experience gained through military service. Preferred candidate will have graduated from an accredited program and have 1 year experience as a Scrub Technologist.	2/03/12
Receiver/ Sales/ Merchandising	Sears	Niagara Falls, NY	Offers a flexible schedule with room for advancement, competitive pay and a generous merchandise discount	Ongoing

Job Openings	Company	Location	Position Details	Date Posted
Recreational Aides	Town of Wheatfield Youth Center	Wheatfield, NY	Nights and weekends. Positions may act as Team Leaders, minimum age 18 years, night and weekend oriented. All applications accepted, early childhood education or teaching degree preferred.	1/13/11
Sales and Service	State Farm Agency	Niagara Falls, NY	PT & FT. \$9-\$14 per hour. Excellent communication skills, people oriented, organizational skills, self-motivated, able to learn computer functions and ability to multi-task.	Ongoing until 3/31/12
Sales – Phone Sales for Fundraising	Campaign Headquarters, Inc.	N. Tonawanda, NY	PT & FT, M-F day and evening. Phone sales for high profile law enforcement fundraiser, such as; Niagara County Sheriff, Buffalo Police Benevolence Society, and Erie county Sheriff Mounted Police. Employer will be flexible with schedule. Pay is negotiable; base or commission.	Ongoing
Sales Associate	Maurices	Amherst, NY	Part-time sales associate at Women’s Clothing Store. Monday-Saturday, 10am-8:30pm, Sunday 11am-4pm, \$7.35 per hour. Looking for someone with an interest in fashion.	Ongoing
Sales Associate	BCBG Max Azria	Niagara Falls, NY	PT, \$8.50/hour plus opportunity to earn 5% commission; experience with selling/customer service in a retail environment and an interest in fashion; outgoing and personable; 18 years and older.	Ongoing
Sales and Stock Associates	Ann Taylor Loft	Niagara Falls, NY	PT. Seeking sales and stock associates with customer service skills, leadership skills, and good people skills.	Ongoing
Sales Representative	GEICO	Multiple Locations	Requirements: High School diploma or equivalent, prior customer service experience, effective written and verbal communication skills. High level of dependability, demonstrates job stability,	2/03/12

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			strong computer, typing and grammar skills	
School Nurse	Stanley G. Falk School	Buffalo, NY	FT. Must hold current NYS RN license. Experience with pediatric population preferred. Emergency room experience a plus.	2/03/12
Scoutreach Program Aide	Boy Scouts of America	WNY	PT position helping run afterschool and evening programs, flexible hours, good field experience opportunity for current and future teachers. Contact Student Development for more details.	Ongoing
Server Assistance – Atrium Bar & Bistro Restaurant	Hyatt Hotel	Buffalo, NY	FT & PT. Responsible for assisting the server in serving the guest. Good communication skills as well as ability to lift, pull and push heavy weight. Fast paced position with continual customer contact. Schedule flexibility needed for am and pm shifts, including weekends and holidays.	2/03/12
Service Representative	GEICO	Multiple Locations	Requirements: High School diploma or equivalent, Prior customer service experience, effective written and verbal communication skills Strong computer, typing and grammar skills	2/03/12
Shipper/Receiver	ICC Compliance Center	Niagara Falls, NY	Must have HS diploma, or 1-2 years experience, knowledge of explorer, office, Accpac, and carrier-specific software, must be learning to use fork lift, pallet jack, knife and tape gun.	2/03/12
Surveillance Officers	Hamburg Casino	Hamburg, NY	FT. Conduct facility wide surveillance camera operations and video/audio recording. Associates degree preferred minimum of 1-2 years related experience. Must be able to obtain a NYS Video Gaming License.	2/03/12
Teacher Assistant	Cantalician Center	Buffalo, NY	FT. Assists teacher. Must have valid teaching certificate, prior experience preferred. Hours 7:30am-2:30pm. \$9.96 per hour.	02/03/12
Technician Mechanic – Building Maintenance	Hyatt Hotel	Buffalo, NY	FT. Responsible for the maintenance of guest rooms, meeting space, lobby, and back of house area. Must have strong	2/03/12

Job Openings	Company	Location	Position Details	Date Posted
			carpentry, electrical, plumbing, and kitchen equipment repairs experience. Schedule flexibility needed for both am and pm shifts, including weekends and holidays.	
Trainee Position (PAID)	IRR Supply Centers, Inc.	WNY	FT. M-F and every other Saturday, 40 hours per week. This is a full-time paid trainee position with a well-established local supply company for electrical, plumbing, and refrigeration supplies. The company is seeking someone with a mechanical aptitude to train in all aspects of the company; warehouse, counter sales, outside sales, and management. Irr Supply prefers to promote from within.	Ongoing
Valet Attendant	Hyatt Hotel	Buffalo, NY	FT. Responsible for welcoming and creating the first impression upon guest arrival and safely and efficiently relocating guest automobiles to parking locations. May include assisting passengers. Must have a valid NY Drivers License and clean driving record. Schedule flexibility needed for both am and pm shifts, including weekends and holidays.	2/03/12
Various Positions Available	Buffalo Federation of Neighborhood Centers	Buffalo, NY	Dynamic, not-for-profit, human services company. Looking for education, experience and compassion in working with people with mental disorders.	Ongoing
Website Developer	GDT Consultants	Sanborn, NY	PT, entry level TRML/ Javascript code writer from websites. Hours are flexible, based on commitment and availability. Pay is negotiable. Must have background knowledge in the use of Adobe DreamWeaver, intermediate knowledge of HTML and Java script should be demonstrated by viewing previous project that have been developed. Graphic knowledge is helpful using Adobe product, but not required.	Ongoing