

Full-Time Position Opportunities

To apply for specific positions, please contact Student Development by calling (716) 614-6290, stopping by A-131, or email the [Job Locator](#).

Company: Position Title - Location
Date Posted

Chicago P.D: Entry Level Police Officer - Chicago, IL
2/14/18

Rate: \$11.98/hour

Description:

The Chicago Police Department, as part of, and empowered by, the community, is committed to protect the lives, property, and rights of all people, to maintain order, and to enforce the law impartially. We will provide quality police service in partnership with other members of the community. To fulfill our mission, we will strive to attain the highest degree of ethical behavior and professional conduct at all times. The Chicago Police Department is an equal opportunity employer that values diversity in its workforce and is looking for candidates that have diverse life experience and reflect the diversity of our City. We are seeking candidates that are effective problem solvers, critical thinkers, and good communicators.

Duties: Monitor environment and crime conditions of an assigned geographic area through the use of routine patrol methods. Respond to incidents either assigned or observed as required.

- Gather relevant information at an incident to conduct a preliminary investigation.
- Ensure any personal property taken into custody is properly documented and secured.
- Seek to apprehend suspected law violators through the use of physical arrest procedures or citation procedures. Actively pursue suspected law violators using search and containment methods.
- Process through the use of arrest and booking procedures both male and female suspected law violators, both adults and juveniles, who have been arrested.
- Enforce state and municipal traffic laws through the use of physical arrest procedures and citation procedures.
- Gather information at traffic crash scenes to conduct preliminary investigations.
- Use hand signals to direct traffic as necessary around accidents, objects in road, or at intersections when traffic signals are not working.
- Prepare written communications in English and complete standardized forms.
- Comply with Department rules, regulations, and policies and all Federal, State, and Municipal laws that govern the activities of Police Officers.
- Communicate by either verbal or written methods with persons either within or outside the Department to complete assigned tasks.
- Communicate effectively with people from various social and cultural backgrounds in a wide range of situations.
- Work to resolve conflicts through effective communication.
- Appear in court and present testimony.
- Perform other duties as required.

TESTING PROCESS:

This position requires applicants to complete a written exam.

- Applicants who successfully complete the online application will be invited to participate in the written exam.
- The written exam will be held the weekend of May 5th, 2018.
- A notice to report with the exam time and location will be sent to test participants.
- Participants will be randomly assigned to a testing session.
- Requests to reschedule to a different test session will only be considered for life events with supporting documentation and are not guaranteed.
- Future make-up exams will not be offered as another written test will be offered within the next six to eight (6-8) months.

PRE-EMPLOYMENT PROCESS:

Applicants who pass the written exam will be placed on the Police Officer referral list in random lottery order. As vacancies become available, applicants will be referred in lottery order to the Police Department to complete a Pre-POWER Test.

- UPON SUCCESSFUL COMPLETION OF THE PRE-POWER TEST, ONLY CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS (I.E. MINIMUM EDUCATION AND/OR MILITARY REQUIREMENTS) WILL CONTINUE WITH FURTHER PROCESSING.
- Candidates must pass:
 - Written Test
 - Pre-POWER Test
 - Background investigation
 - Medical examination
 - Psychological examination
 - Drug screen
 - Final Police Officer Wellness Evaluation Report (POWER) Test
 - Other pre-employment procedures as determined by the Chicago Police Department. Additional information about the selection process can be found on the Chicago Police Department's website

POLICE ACADEMY:

Applicants who meet all hiring requirements and pass all of the pre-employment procedures are eligible to enter the Police Department Education and Training Academy. Upon entry, applicants will become probationary Police Officers. Among other things, probationary Police Officers receive physical, practical, and academic training on Chicago Police Department policies and procedures; the law; communication skills; strategies and tactics; professionalism; and how to use various technologies while at the Academy. Probationary police officers must successfully complete all training modules in order to graduate.

Requirements:

- To apply, applicants must reach their 20th birthday by July 31, 2018. Verification of age will be checked at the entrance of the written exam. Candidates who will not reach the age of 20 by July 31, 2018 will not be allowed to take the written examination.
- To be eligible to enter the Police Academy, applicants must have reached their 21st birthday. Pursuant to the Municipal Code of Chicago, no person may be appointed as a probationary Police Officer after the person's 40th birthday. Please note, individuals who pass the written examination will be contacted by CPD regarding next steps in the process by August 2018. The hiring process generally takes between 6-12 months.
- At time of hire, applicants must have at least 60 semester hours (90 quarter hours) from an accredited college or university (documentation will be required at the time of hire). Please note: Applicants will be referred in lottery order to the Police Department to complete a Pre-POWER Test. Upon successful completion of the Pre-POWER Test, only candidates who meet the minimum qualifications (i.e. minimum education and/or military requirements) will continue with further processing. Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

- **OR** Applicant has served three (3) continuous years (36 months) on active duty in the Armed Forces of the United States (documentation will be required at time of hire).
- **OR** Applicant has completed at least 30 semester hours (45 quarter hours) from an accredited college or university AND has served one (1) continuous year on active duty in the Armed Forces of the United States (documentation will be required at time of hire).

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Opportunities Unlimited of Niagara: Direct Care Professional – Residential Aide - Niagara , NY
2/14/18

Rate: \$11.36/hour

Description:

Provides direct care services to program participants by implementing established active treatment plans and established program services. Provides necessary support and monitoring of program participants to ensure their safety and well-being at all times. The Residential Aide promotes program participant inclusion, individualization, independence, and productivity.

Requirements:

- High School Diploma/GED required, one (1) year experience working in the Human Services Field preferred
- Must have a valid New York State drivers' license and must meet the Agency's driving policy, which includes a satisfactory driver's record (MVR) and have a license for at least one year.
- Must successfully complete all OPWDD mandated training

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Opportunities Unlimited of Niagara: Respite Provider - Niagara , NY
2/14/18

Rate: Per Diem \$9.89 per hour (\$10.39 if med certified)

Description:

The Respite Provider is a direct support professional who works with the Supportive Services team providing in-home respite for the families of a person with an intellectual or other developmental disability (I/DD). This includes, but is not limited to constant supervision, meal preparation, transferring of non-ambulatory individuals and behavior management. Maintain accurate documentation of services provided.

Requirements:

- High School Diploma/GED required, one (1) year experience working in the Human Services Field preferred
- Must have a valid New York State drivers' license and must meet the Agency's driving policy, which includes a satisfactory driver's record (MVR) and have a license for at least one year.
- Moderate to heavy lifting required.

- Wheelchair assistance may be required
- Must be approved through New York State Register if working with persons under the age of 18

Interested in this Job? [Click here to contact Student Employment](#)

Opportunities Unlimited of Niagara: Residential Habilitation Aide - Niagara , NY
2/14/18

Rate: Per Diem \$9.89 per hour (\$10.39 if med certified)

Description:

The Residential Habilitation Aide works with the Supportive Services Team toward the provision of Residential Habilitation/Community Hab services one-on-one for individuals enrolled in the HCBS Waiver living at home in the community. Promotes individual inclusion, independence, individualization, and productivity.

Requirements:

- High School Diploma/GED required, one (1) year experience working in the Human Services Field preferred
- Must have a valid New York State drivers' license and must meet the Agency's driving policy, which includes a satisfactory driver's record (MVR) and have a license for at least one year.
- Moderate to heavy lifting required.
- Wheelchair assistance may be required
- Must be approved through New York State Register if working with persons under the age of 18

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Opportunities Unlimited of Niagara: Cleaner - Niagara , NY
2/14/18

Rate: \$11/Hour Flexible hours may include evenings and/or weekends,

Description:

Provides quality cleaning services to customers by utilizing supplies and equipment to perform a variety of cleaning tasks, according to daily checklists

Requirements:

- High School diploma or equivalent is preferred, but not required
- Experience in Janitorial functions preferred, but not required
- OR, has satisfactorily completed Janitorial Assessment 1 and 2 and demonstrates working knowledge, along with basic skill of completing job responsibilities
- Must be able to demonstrate safe operation of equipment including but not limited to floor scrubbers, vacuums, carpet extractors, lawn mowers and trimmers.
- Must be able to provide personal transportation to and from a designated work site at start/end of shift. Transportation between multiple sites during the course of the shift will be provided

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Opportunities Unlimited of Niagara: Production Worker/Laborer - Niagara/Lockport , NY
2/14/18

Rate: \$11/Hour Monday-Friday Day Hours

Description:

Assist with the moving of freight, stock, finished product and other materials as well as participate in the packing/ assembly of a variety of products and materials, and completion of contract work as assigned

Requirements:

- High School Diploma /GED
- Experience in a production setting preferred, but not required
- Must be able to safely operate equipment including, but not limited to hand trucks, pallet wrappers and pallet jacks
- Must be able to provide personal transportation to work site
- Must be able to perform lifting techniques required per program or site specific needs with no restrictions

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Opportunities Unlimited of Niagara: Registered Nurse/Clinical Specialist - Niagara , NY
2/14/18

Rate: 35 hours/week

Description:

Provides the coordination and regular review of health-related needs for individuals who receive services at Opportunities Unlimited of Niagara. The Clinical Specialist functions as an interdisciplinary team member providing consultation, training and oversight of nursing/health care needs.

Requirements:

- Registered Nurse Diploma/Degree
- Must be licensed and currently registered as a nurse by the New York State Department of Education, with specialized training
- one (1) year of professional experience
- Experience with I/DD population preferred.
- Must have valid New York State driver's license and must meet the Agency's driving policy, which includes a satisfactory driver's record (MVR).
- York State driver's license and must meet the Agency's driving policy, which includes a satisfactory driver's record (MVR). Recommended to attain core level SCIP-R training. Must successfully complete all OPWDD mandate training
- Light to medium lifting required
- Must maintain licensure as a registered nurse.
- Must be able to communicate effectively with staff, individuals, and families.

- Must be physically mobile to visit various Agency sites

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Opportunities Unlimited of Niagara: Greenhouse Assistant - Wheatfield , NY

2/14/18

Rate: \$11.98/hour 35 hours/week

Description:

The Niagara Floral Center and Greenhouse is one of the ways Opportunities Unlimited of Niagara works to promote the maximum potential and integration of people with intellectual and other developmental disabilities by offering volunteer experience in a professional florist and greenhouse setting. The Assistant will: create floral arrangements; be willing to learn about/maintain fresh flowers, florist coolers and floral tools, and will assist with providing training and horticulture therapy relative to greenhouse related programs and information. Must be able to interface with the public in a business manner, and wear appropriate attire. Will be active with Individuals in the community as per their needs and program plans.

Requirements:

- an Associate's degree from accredited horticulture program with one (1) year paid greenhouse experience
- OR High School Diploma/GED with three (3) years paid greenhouse experience
- OR Certified by an accredited school program (i.e. BOCES) Certified Horticulture Program and two (2) years paid greenhouse experience
- OR an equivalent combination of education, training and experience deemed adequate for the position
- valid New York State driver's license and meet the Agency's driving policy, which includes a satisfactory driver's record (MVR)
- Must be able to perform medium to heavy lifting of 50+ lbs

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Opportunities Unlimited of Niagara: Floating Residential Site Supervisor for Group Home/ICF's - Sanborn, North

Tonawanda, Wheatfield , NY

2/14/18

Rate: 40 hours/week

Description:

Coordinates the daily operation of the residential group homes where people with intellectual and other developmental disabilities (IDD) are supported. Ensures that program services are consistently provided in accordance with Individual Program Plans and established regulations. Supervises and schedules staff, evaluates staff performance, and ensures staff training is completed. The Floating Site Supervisor is responsible for maintaining the physical plant and program property in a safe and sanitary condition.

Requirements:

- a Bachelor's Degree in Social Service or Human Service field,
- one (1) year of experience in Human Service capacity, preferably with people with IDD including at least six (6) months direct supervisory experience.
- Or, an Associate's Degree in an area of Human Services, Social Science or Social Services field and 2 years direct care experience with people with IDD and 6 months direct supervisory experience.
- Or High School diploma/GED and 3 years' experience with 6 months of direct supervisory experience
- Or an equivalent combination of education, training and experience deemed acceptable for the position.
- Must have a valid NYS driver's license and satisfy the agency's driving policy, which includes a satisfactory driving record.
- Must successfully complete all OPWDD mandated training.

Interested in this Job? [Click here to contact Student Employment](#)

Opportunities Unlimited of Niagara: Behavior Technician - Niagara , NY
2/14/18

Rate: \$12.50/hour 35 hours/week

Description:

Assists with the facilitation of behavior programming for people with intellectual and other developmental disabilities (IDD) in conjunction with the Behavior Intervention Specialist. Provides appropriate implementation and review of documentation for all individuals in the designated waiver programs, in accordance with OPWDD and its regulations.

Responsibilities:

- Demonstrate strong communication, interpersonal, organizational, and computer literacy skills
- Successfully coordinate complex projects and interact collegially and objectively with all employees and students in a diverse environment
- Must be comfortable giving presentations
- Be comfortable in a diverse, student-centered environment and committed to the community college mission
- Knowledge of Banner, Degree Works, Starfish, and Microsoft Office is preferred

Requirements:

- High School Diploma
- 2 Years Experience working with people with IDD
- Bachelor's or Associate's degree in human services, psychology, behavioral science or other related field helpful
- OR, an equivalent combination of directly relevant education, training and experience deemed adequate to effectively perform the job
- Basic knowledge of behavioral theories, practices and programs.
- Must have a valid NYS driver's license.

Interested in this Job? [Click here to contact Student Employment](#)

SUNY Broome: Staff Associate in the Bachelor Partnership Office - Broome, NY

2/12/18

Description:

SUNY Broome Community College is currently accepting applications for a full-time, 12 month, tenure track, Staff Associate in the Bachelor Partnership Office. The program is designed to assist non-traditional students in pursuit of a bachelor's degree via 3 + 1 programs, and requires a flexible schedule based on the changing needs of this very busy office. The successful candidate will guide students through admission, registration and drop/add; provide ongoing advisement; assist with student transition to partner colleges; determine second degree tracking; address academic standards/ progress/ concerns; communicate information to partnership students; staff on and off campus events and coordinate all activities for the Partnership Office; update office files; conduct outreach to SUNY Broome graduates. Incumbent also serves on Institutional committees.

Responsibilities:

- Demonstrate strong communication, interpersonal, organizational, and computer literacy skills
- Successfully coordinate complex projects and interact collegially and objectively with all employees and students in a diverse environment
- Must be comfortable giving presentations
- Be comfortable in a diverse, student-centered environment and committed to the community college mission
- Knowledge of Banner, Degree Works, Starfish, and Microsoft Office is preferred

Requirements:

- Bachelor's degree
- Master's degree preferred
- 3 years work experience; preferably in a supervisory or administrative capacity
- experience in a community college or post-secondary educational setting and/or with a community agency helpful

Interested in this Job? [Click here to contact Student Employment](#)

Fidelis Care: Pharmacy Technician - Buffalo

2/9/18

Description:

As a mission-driven health plan serving all 62 counties of New York State, Fidelis Care provides quality, affordable health insurance coverage for children and adults of all ages and at all stages of life. Central to our mission is our commitment to be a health care partner, working closely with our members and providers to ensure that everyone receives the care they need, when they need it. From the beginning, Fidelis Care has worked to be part of the social fabric of local communities, impacting people's lives with one of the most basic human rights – access to quality health care and services, close to home.

The Pharmacy Technician authorizes new pharmacy requests and ensures accurate and timely service to eligible Fidelis Care New York members. Interact with both internal and external customers to provide outstanding pharmacy services using excellent customer service skills; answer questions, relay instructions, and elevate issues as necessary to ensure each customer is satisfied with pharmacy service. Support quality and cost effective care; promote sound and timely pharmacy care.

Responsibilities:

- Interact with both internal and external customers to provide outstanding pharmacy services using excellent customer service skills; answer questions, relay instructions, and elevate issues as.
- Display proficiency in reading, writing, and speaking English to support quality, cost effective care.
- Use knowledge of managed care to make rational decisions.
- Use experience of retail pharmacy and the pharmacy authorization process to promote sound and timely pharmacy care.
- Incorporate knowledge of pharmacy claims and billing to resolve related issues and concerns in a timely manner to support quality services and delivery.

Requirements:

- Two years' experience as a Pharmacy Technician, preferred
- Experience performing medication authorizations in a pharmacy or managed care environment, preferred
- Experience working for a retail pharmacy and/or a retail pharmacy network, preferred
- Experience working in a monitored, fast-paced, high volume, environment with responsibility for both incoming and out-going calls, preferred
- High School Diploma, required
- PTCB or ExCPT Pharmacy Technician Certification, required
- Associates Degree or Bachelor's Degree in a health related field, preferred

Interested in this Job? [Click here to contact Student Employment](#)

University at Buffalo: Warehouse and Dock Worker - Buffalo, NY
2/9/18

Rate: \$14/ hr. + Benefits

Requirements:

- Must be able to lift and carry compost buckets, cres cor trays, food, supplies, and/or other equipment weighing 50+ lbs. without assistance. Must be in good physical condition to load and unload trucks throughout the workday, as well as ability to walk, stand, bend and reach, as the job requires.
- Ability to speak, read, and write English, and correctly identify product.
- Must be able to prioritize work and execute tasks with speed and efficiency and have good organizational skills.
- Must be able to communicate well with customers and management.
- Must have professional appearance, demeanor, and hygiene.
- Must have basic and accurate math skills
- Must have dependable transportation

Duties:

- Assist in loading, and unloading of CDS trucks.
- Cleaning and maintenance of facility restrooms, and commissary areas.
- Loading, unloading and cleaning of cres cor carts and trays.
- Loading, unloading and cleaning of compost buckets.
- Loading and unloading of decomposer.
- Running hydraulic baler.
- Cleaning and organizing of the dock, this includes using the fork lift.
- Responsible for safe operation of CDS vehicles, keeping cab & cargo areas neat & clean;

- Keeping dock and receiving areas neat and clean.
- Assist is mail deliveries or other delivers as needed.
- Keeping vehicles and their keys in their assigned places.
- Maintain high sanitary, hygienic, and safety standards and conditions.
- Demonstrate excellent customer service at all times.
- General cleaning and all other duties as assigned by management.

Interested in this Job? [Click here to contact Student Employment](#)

UB's Bert's Restaurant: Line Cook - Buffalo, Ny **2/9/18**

Description: Prepare and cook items such as omelets, made to order eggs, fresh gourmet burgers, Philly cheesesteaks, breakfast items, and must be able to work in a fast paced high volume environment. Must be familiar with and trained on how to use and clean equipment such as fryers, char-broilers, flat-tops, convection ovens. Required to clean equipment, provide preventative maintenance on the equipment, and is responsible for maintaining a clean work space. This position requires teamwork, communication skills, ability to read tickets, and multi-task.

Rate: \$12.00/hr. Benefits Included

Schedule: Monday – Friday: 8:30-4:30

Duties:

- Food Preparation and cooking
- Follow established recipes and production system, maintain production and usage records
- Accurately prepare customers' orders and handle requests in a timely manner
- Perform Lead Cook duties, as needed
- Maintain high sanitary, hygienic, and safety standards and conditions, adhering to HACCP & NYS Dept. of Health guidelines. Includes cleanliness and maintenance of kitchen & equipment
- Demonstrate excellent customer service at all times
- Other cleaning and food service duties as requested by management
- Assist with training new hires and student workers
- High volume prep work included in daily duties including using knife skills to prepare recipes and complete prep work
- General cleaning and other food service duties as requested by management as well as additional duties as assigned and requested by management

Requirements:

- Minimum 2 years professional cooking experience required, including stir fry, deep frying, grilling, roasting, steaming, cold food production, and food presentation and garnishing standards
- Must be able to demonstrate proficiency in professional knife-handling skills
- Experience in following standardized recipes, measure ingredients accurately

- Experience at organizing and maintaining kitchen work stations
- Ability to correctly identify product
- Must be able to prioritize work and execute tasks with speed and efficiency, ability to multi-task, and work in a fast paced team environment
- Must be able to speak, read, and write English
- Must have good communication and customer service skills
- Must have professional appearance, demeanor, and hygiene
- Must be able to lift 50+ lbs, and be able to walk and stand for 8 hours per day, and bend and reach as the job requires
- Must have basic and accurate math skills
- Must have dependable transportation
- Regular attendance required, attendance at training sessions is required as needed

Interested in this Job? [Click here to contact Student Employment](#)

NY Mail Boxes: Temporary Warehouse Help- Niagara Falls, NY 2/9/18

Description: Shipping and Receiving Person needed for a mailbox operation in the Niagara Falls area. Willing to train the appropriate candidate. Individual will receive and arrange incoming shipments, retrieve items for pickup. Help with any other work. Must be able to lift up to 50lbs.

Rate: \$11-12/ hr.

Hours: 35-40 hrs./wk.

Mon-Thurs 9am-5pm, Fri & Sat 9am-4pm

Interested in this Job? [Click here to contact Student Employment](#)

Lockheed Martin: Precision Electro/Mechanical Technician - Niagara Falls 2/9/18

Description: Exciting opportunity to join Lockheed Martin designing and manufacturing mission critical components in a very unique setting. We are looking for experienced professionals to join the team who will bring a level of professionalism, drive, and required skills to maintain required production volume. Growing the team to support current and future demand will be critical to the success of the program.

Duties:

- Assemble complex inertial assemblies such as magnet housings, precision coils and accelerometers. Description of responsibilities include but no limited to:
- Perform a variety of operations to assemble precision electromechanical products such as accelerometers, gyros.

- Perform precision lapping process.
- Perform Electrochemical Grinding
- Use toolmakers microscope to measure components.
- Work under a microscope at magnifications from 10X-30X
- Perform laser welding to assembly components.
- Assemble components with epoxies.
- Precision cleaning of components.
- Perform work to Traveler and detailed work instructions.
- Maintain documentation and required records on travelers.

Requirements:

- Experience working in an ISO/Clean room instrument manufacturing environment a plus.
- Experience in any of the following fields a plus:
- Medical device manufacturer Jewelry or watch manufacturer Micro-Mechanical assembly

Interested in this Job? [Click here to contact Student Employment](#)

Lockheed Martin: Microelectronic Technician - Niagara Falls
2/9/18

Description: Exciting opportunity to join Lockheed Martin designing and manufacturing mission critical components in a very unique setting. We are looking for experienced professionals to join the team who will bring a level of professionalism, drive, and required skills to maintain required production volume. Growing the team to support current and future demand will be critical to the success of the program.

Requirements:

- Superior eye-hand coordination.
- Visual acuity in working with microscopes.
- Fine finger dexterity/ including grasping or pinching and a steady hand.
- Outstanding attention to detail.
- Experience in miniature precision devices and components.
- Experience in using a Microscope to process delicate miniature parts.
- High level of manual dexterity and attention to detail.
- IPC-A-610 and/or IPC J-STD-001 certification.
- Good communication skills and ability to work in a team environment.

Duties:

- Perform a variety of precision process operations.
- Perform electro-polishing process on delicate components.

- Examine Parts for defects under a microscope at magnifications from 10X-500X.
- Use of video measurement equipment to process parts.
- Soldering of 0.003” diameter wires to components under a microscope.
- Perform work through Travelers and detailed work instructions.
- Maintain documentation and required records on travelers.

Interested in this Job? [Click here to contact Student Employment](#)

ASI Signage: Sales Assistant - Buffalo, NY
2/5/18

Description: ASI Signage, a provider of architectural signage and wayfinding solutions, is seeking an energetic individual to assist in the sales department.

Requirements:

- Exceptional organization skills and attention to detail, as well as a high degree of creativity, flexibility & self-direction.
- Ability to juggle multiple projects and work under tight deadlines with minimal supervision.
- Strong written and verbal communication skills as well as interpersonal skills while working with employees, clients & vendors on a daily basis.
- Basic math skills required.
- Ability to take pride in ownership of the work and see it through to completion.
- Working knowledge in the Mac atmosphere a plus.
- Proficient in word processing and spreadsheets.
- Graphical background a plus, but not necessary (Adobe Illustrator and Acrobat experience).
- Willingness to learn and grow with our company.

Duties:

- Client relations
- Review and process quotations and other support materials for sales support
- Assist with marketing projects.
- General administrative tasks

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2/5/18

Description: This is a full-time, tenure-track position with a 12-month work year. Reporting to the Executive Enrollment Management Officer, the successful candidate will assist in coordinating and producing web, mobile media, social media, photographic, brand identity, and graphic design projects and print media campaign deliverable for the purpose of marketing the College; serves as the primary web developer and graphic designer for all campus communication initiatives, and assists in implementing other programs and services required to meet the responsibilities of the department.

Salary: Range of \$52,230 - \$65,228; based on the candidate's qualifications

Requirements:

- Bachelor's Degree (Master's Degree in appropriate discipline preferred)
- Minimum 2 Years Work Experience (Preferably in professional web consulting and design)
- The ability to communicate effectively with diverse internal and external constituencies including faculty, staff and students, community groups, regulatory agencies, employers and resource services
- Being comfortable in a diverse, learner-centered environment and with a strong commitment to the community college mission
- Preferably has expertise to develop web-based creative elements, themes and custom layouts using CSS, HTML and HTML5, JavaScript, and PHP resources
- Should have knowledge of marketing campaigns, publicity and promotional practices; and be computer literate in both hardware and software.

Duties:

- assisting in the yearly planning and budgeting process
- supporting programmers by designing responsive elements for mobile application development
- acting as department photographer producing images for specific use in marketing and communications materials
- developing and maintaining campus brand and identity pieces
- may supervise the work of department employees, including student assistants, or contracted services, as assigned by the Director

Applications must be received by Friday, February 23, 2018

Interested in this Job? [Click here to contact Student Employment](#)

Citigroup: Randstad Data Entry Operator Role - Amherst, NY

2/5/18

Description: This is an exciting opportunity for anyone looking to change careers, or looking to find something that works with a busy schedule. At Randstad, we offer more than just a great job. Our employees are eligible to receive benefits such as Medical, Vision, Dental, discounts on gym memberships & phone plans, access to 401k plan after only 6 months of employment, and so much more.

Rate: \$12.50/hour Saturday - Tuesday 9 P.M. - 7 A.M. Plenty of opportunity for overtime

Requirements:

- Alpha-numeric testing will be administered to determine ability to type at least 8500 keystrokes per hour, and at least a 95% accuracy level
- Must be willing to submit to credit, fingerprint, and drug test
- High school diploma or equivalent required

Interested in this Job? [Click here to contact Student Employment](#)

Bailey Brothers Landscaping and Snow Removal: Landscaper / Lawn Maintenance Technician (Seasonal) – Niagara County, NY
2/5/18

Description: Bailey Brothers Landscaping and Snow Removal is seeking responsible individuals to join our seasonal landscaping and lawn maintenance team! Ideal candidates will be comfortable operating lawn maintenance equipment such as lawn mowers, trimmers, and blowers. Candidates can expect to perform maintenance duties in a variety of weather conditions. Regular attendance and punctuality is a must! Position pays hourly based on experience.

Requirements:

- Operate push or commercial zero turn lawnmower; may operate heavier tractor equipment if needed (such as track loader)
- Operate other lawn care equipment such as string trimmer and edger
- Spread fertilizer, plant food, mulch, and other materials around plants
- Remove weeds and dead plants; prune overgrown limbs and leaves
- Use leaf blower to clear walkways and pedestrian areas after lawn maintenance
- Maintain existing landscapes
- Plant new flowers, bushes, plants, and decorative shrubs
- Rake fallen leaves and remove debris
- Remove tree limbs, overgrowth, and other hazards
- Properly store and handle all equipment, tools, etc.
- Other duties as assigned by team leader

Requirements & Qualifications:

- High school degree or GED
- Previous experience in landscaping, lawn maintenance and hardscape a plus.
- Ability to make minor equipment repairs
- Must pass background check and drug test
- Must be at least 18 years of age
- Must have clean NY State driver license and own transportation
- Able to work in team setting
- Excellent communication and customer service skills
- Able to physically stand, bend, squat, and lift up to 50 pounds

Interested in this Job? [Click here to contact Student Employment](#)

Niagara Adventure Theater: Box Office Cashier - Niagara Falls, NY
1/30/18

Position: Box Office Cashier

Description:

Creates a welcome environment for Customers. Greets guests, answer questions, sells tickets to movies, answer incoming phone calls. Provides movie and event information. Completes a variety of administrative duties such as answering questions about the Niagara Adventure Theater and the tourist attractions within The Niagara Falls State Park. Enforces theater admission policies. Responsible for security of cash and tickets. The Box Office Cashier may also be asked to double as a Projectionist or Usher, as staffing needs require, and should, therefore, be able to perform the essential functions of those positions as well.

Duties:

- Demonstrate consistently high standards of customer service with visitors and fellow staff members.
- Ensure guests are greeted, waited on quickly, efficiently and in a professional and pleasant manner.
- Demonstrate a positive, helpful attitude as well as presenting professional conduct at all times.
- Function as line facilitators, directing visitors as they enter the ticketing queues and theater.
- Provides movie, special event, and general theater information.
- Suggests alternative movie selections, as appropriate.
- Responding to questions from guests in a manner that is consistent with our guest service philosophy.
- Operating POS system, including the proper handling of and responsibility for accuracy of cash drawer, credit cards, redeemed discount tickets, discovery passes, coupons, group tickets.
- Knowledgeable about all discounts, coupons, and promotions that pertain to the ticketing function.
- Enters ticket sales, accepts payment, makes correct change, returns and voids necessary tickets.
- Processes refunds when necessary and completes any required documentation.
- Keeps box office area clean and clutter-free.
- Responsible for cash balance & reconciliations at end of shift.
- Calmly handle customer concerns and complaints, direct them to a Supervisor as needed.

Requirements:

- High School Diploma or equivalent AND 2 years of job-related experience.
- Enrolled in College Hospitality & Tourism Management program preferred.
- 2 Years customer service experience
- Exceptional customer service and communications skills (both written and verbal).
- A positive attitude and great personal drive.
- Available to work evening hours, weekends, and holidays.
- Must be able to work in a standing position for extended periods of time, typically 8 hours.

Interested in this Job? [Click here to contact Student Employment](#)

University at Buffalo, Berts : Food Service- Buffalo, NY
1/30/18

Position: Food Service

Rate: \$11.75 / hour Monday & Friday 7 a.m. - 3 p.m. // Tuesday, Wednesday, Thursday 8 a.m. - 4 p.m.

Description:

Providing quality meals to students, faculty, staff and visitors in a timely manner with an emphasis on customer service. Prep work in multiple areas. Employee will be asked to prep multiple food items, work with various preparation techniques, and working with various types of kitchen equipment. Employees will use various knives, kitchen equipment, and use various food preparation techniques.

Job Requirements:

- Minimum 2 years professional high volume food preparation experience
- Basic knife handling skills, math skills, and multi-tasking skills
- Ability to follow standardized recipes and measure ingredients accurately and quickly
- Must be able to read, write, and speak English
- Experience at organizing and maintaining kitchen work stations
- Must have exceptional customer service skills to work in a fast-paced team environment
- Professional appearance, demeanor, and hygiene required
- Must be able to lift 30+ pounds, and be able to walk and stand for 8 hours per day, and bend and reach, as the job requires
- Must have dependable transportation
- Regular attendance required, attendance at training sessions is required as needed

Present Job Assignments:

- Accurately prepares customer orders in a timely manner
- High volume prep work included in daily duties including using knife skills to prepare recipes and complete prep work
- Must be familiar with or receiving training on prep equipment such as robo coupe, meat slicers, mandolins
- Maintain production and usage records
- Food storage and rotation
- Equipment operation and maintenance
- Presents all food in an attractive and appealing manner
- Keep a neat, clean, and sanitized work area
- Must work consistently and productively during entire shift
- Station set-up, breakdown, and re-stocking
- Cross-train in other areas and duties as needed
- Assist with training student employees
- General cleaning and other food service duties as requested by management

Interested in this Job? [Click here to contact Student Employment](#)

University at Buffalo, Berts : Food Service- Buffalo, NY
1/30/18

Position: Food Service

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- Must be able to read, write, and speak English
- Experience at organizing and maintaining kitchen work stations
- Must have exceptional customer service skills to work in a fast-paced team environment
- Professional appearance, demeanor, and hygiene required
- Must be able to lift 30+ pounds, and be able to walk and stand for 8 hours per day, and bend and reach, as the job requires
- Must have dependable transportation
- Regular attendance required, attendance at training sessions is required as needed

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- Maintain production and usage records
- Food storage and rotation
- Equipment operation and maintenance
- Presents all food in an attractive and appealing manner
- Keep a neat, clean, and sanitized work area
- Must work consistently and productively during entire shift
- Station set-up, breakdown, and re-stocking
- Cross-train in other areas and duties as needed
- Assist with training student employees
- General cleaning and other food service duties as requested by management

Interested in this Job? [Click here to contact Student Employment](#)

University at Buffalo: Baker / Cafeteria Worker - Buffalo, NY
1/30/18

Position: Baker / Cafeteria Worker

Rate: \$11.75 / hour Saturday-Wednesday 8 a.m. - 4 p.m.

Description: Food preparation can include items such as pizza, subs, sandwiches, and other food items in a fast-paced, high volume environment. Providing quality meals to students and faculty in a timely manner.

Job Requirements:

- Minimum 1 year professional high volume food preparation experience
- Basic knife handling skills, math skills, and multi-tasking skills
- Ability to follow standardized recipes and measure ingredients accurately and quickly
- Must be able to read, write, and speak English
- Must have exceptional customer service skills to work in a fast-paced team environment
- Professional appearance, demeanor, and hygiene required
- Must be able to lift 30+ pounds, and be able to walk and stand for 8 hours per day, and bend and reach, as the job requires
- Must have dependable transportation
- Regular attendance required, attendance at training sessions is required as needed

Present Job Assignments:

- Must be able to prepare menu item (subs/pizzas/wraps/burritos) quickly and efficiently
- Interact with guests & respond to their requests in a professional manner
- Maintain production and usage records
- Food storage and rotation
- Equipment operation and maintenance
- Presents all food in an attractive and appealing manner
- Keep a neat, clean, and sanitized work area
- Station set-up, breakdown, and re-stocking
- Cross-train in other areas and duties as needed
- Assist with training new hires and student workers
- General cleaning and other food service duties as requested by management

Interested in this Job? [Click here to contact Student Employment](#)

USDA Animal and Plant Health Inspection Service: Plant Protection Aide/Technician (Seasonal Spring/Summer) – Rochester and Hudson Valley, NY
1/29/18

POSITION: Plant Protection Aide/Technician

USDA PROGRAM: Plum Pox Virus Eradication Program

LOCATION(s): Locations in Rochester and Hudson Valley (Ulster Co.) intending to hire up to 15 Plant Protection Aides / Technicians.

PHYSICAL DEMANDS OF POSITION: Position requires fast walking, bending, squatting, working outdoors in inclement weather, sitting in vehicles for extended periods of time, etc... for up to 10 hrs./day

WHEN TO APPLY: Application Deadline is **March 16, 2018**

REGULAR SEASON BEGINNING IN MAY/JUNE: Employment is for full time seasonal work starting approximately May 15, 2018 thru August/September 2018.

TYPE OF APPOINTMENT:

This is a "Limited Appointment" lasting up to 180 days.

WHAT ARE THE DUTIES?: Plant Protection Aide/Technician will assist in the Plum Pox Virus Eradication Program in the effort to survey residential properties for trees susceptible to the plum pox virus. Duties include, but are not limited to: Inspection and survey of properties (residential properties, businesses, farms, etc.); communicating our mission to homeowners in order to gain access to their property; proper identification of virus susceptible plants; maintenance of daily and weekly records of inspection work; proper collection of leaf samples for laboratory testing; proper use of maps in connection with survey activities.

WHO MAY APPLY: This announcement is open to all U. S. citizens.

SPECIAL CONDITIONS: Must have a valid driver's license

Males born after 12/31/59 must be registered with the selective service

BASIC QUALIFICATION REQUIREMENTS:

- The education requirement for this position is successful completion of a minimum of 8 semester hours in courses such as biology, plant pathology, entomology, environmental sciences, zoology, botany, forestry, chemistry, agriculture or physics.
- Knowledge of plant identification and plant pests associated with farming, gardening, and/or nurseries.
- Skill in gathering information and summarizing this information in written reports.
- Skill in verbal communication in order to exchange information, gain the cooperation of others.

WHAT MUST MY APPLICATION INCLUDE?

- 1.) **Job Application Cover Sheet** indicating your official transcript was ordered from the college/university (see page 2)
 - You are applying for position of "**Plant Protection Aide/Technician**"
- 2.) **Your Resumé should include:**
 - Name, Address, E-mail Address and Phone Number(s)
 - Documentation of Education - Begin with high school and list all institution names, dates of degree completion, and GPA's
 - **Work History - Describe all previous work applicable to this position. Include dates (mm/dd/yyyy), hours per week;**
 - **Work history is to quantify that experience as "Hours Worked Weekly" ("various" is not acceptable)**
 - If previously employed by the Federal Government, include the series and grade levels.
- 3.) **OF 306 Form** – form can be found at the following Website: <http://www.opm.gov/forms/html/of.asp>;
- 4.) An **OFFICIAL** copy of your **college transcripts** containing courses with grades and credits is required. The transcript(s) must be requested from your college and mailed directly to the office address located in this job announcement.

Note: **Entire Application Package** (including official transcripts) is due post marked **by March 16, 2018**

Interested in this Job? [Click here to contact Student Employment](#)

Fastenal: Sales Support – Buffalo, NY

1/29/18

Full-Time Shift(s): Monday-Friday 8AM-5PM **OVERVIEW:** Working as Full-Time Sales Support, you must have a strong interest in sales and enjoy working in a fast-paced challenging environment. This is an entry level position that will provide assistance to our customers from our branch located at 3244 Union Rd, Cheektowaga, NY 14227.

RESPONSIBILITIES: The duties and responsibilities of this position are service-based and will present new and diverse challenges daily. Duties include, but are not limited to:

- o Assisting with sales/customer service

- o Managing inventory

- o Placing and fulfilling orders

- o Receiving and shipping inventory

- o Performing deliveries with company vehicle

REQUIRED POSITION QUALIFICATIONS: The following skills and qualifications are required for this position:

- o 18 years of age or over

- o A valid driver's license and the ability to meet our driving record requirements

- o Possess or are working towards a degree in Business/Marketing OR have equivalent industry experience and knowledge of the local market

- o Excellent written and oral communication skills

- o Possess strong computer skills and math aptitude

- o Exhibit strong aptitude for sales and a desire to sell

- o Highly motivated, self-directed, and customer service oriented

- o Demonstrate our core values of ambition, innovation, integrity and teamwork

- o Ability to lift, slide and lower packages that typically weigh 25lbs-50lbs and may weigh up to 75lbs

o Ability to pass the required drug screen (applicable in the US, Puerto Rico, and Guam ONLY)

o Ability to pass a background check, required by a customer/contract serviced by this location. PREFERRED POSITION QUALIFICATIONS: o Possess interest in career advancement.

ABOUT US: Since 1967 Fastenal has grown as a distributor of industrial and construction supplies from a single branch to over 2,500 locations, each providing tailored local inventory and personal service for our customers. As we've expanded across the world, we've retained a core belief in people and their ability to accomplish remarkable things - if given the opportunity. From this philosophy stems an entrepreneurial culture that challenges every employee to run their own business, create their own success, and advance to become company leaders. As a growth company with a solid financial position, that typically doubles in size every four to five years, we are committed to training, promoting from within, and creating opportunities for our employees. If you have an entrepreneurial spirit and are looking to make your mark as part of an elite growth company, you won't find a better fit than Fastenal.

FULL-TIME BENEFITS: Fastenal offers a competitive benefits package to all full-time employees. This package includes Health, Life, Long Term Disability, and Dental Insurance, in addition to, paid vacation, sick leave, holidays, and 401(k) with a profit sharing contribution.

Interested in this Job? [Click here to contact Student Employment](#)

Med-Scribe, Inc. Healthcare Recruiters: Various Positions – Buffalo and Rochester, NY

1/29/18

Whether you have experience in the healthcare field or you are looking to get your foot in the door, we are here to help!

Med-Scribe, Inc. has over 30 years' experience in staffing and recruiting clinical and administrative professionals throughout Buffalo and Rochester. We provide temp, temp to hire and direct hire placements to hospitals, private practices, managed care firms, medical insurance companies, labs, and more.

Our placements include NP/PA, RN, PT, OT, medical assistants, medical billers and coders, administrative assistants, office managers, customer service staff and general clerks. Visit our website at www.medscribe.com to view our open positions, complete an online application and submit your resume for immediate review!

Follow us on Facebook for automatic updates to our listings!

Med-Scribe, Inc. is an Equal Opportunity Employer and our policy is to provide equal opportunity to all persons. No employee or applicant for employment will be discriminated against because of race, color, religion, sex, national origin, disability, sexual orientation, gender identity, gender expression, veteran status or any other Federal or State legally-protected classes. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. Any person with a disability needing special accommodations to the application process, please email us through our website at www.medscribe.com.

Interested in this Job? [Click here to contact Student Employment](#)

National General Insurance: Claims Assistant - Williamsville, NY 1/29/18

Primary Purpose:

Supports Claims personnel with various tasks relating to the set up and ongoing handling of insurance claims.

Essential Duties and Responsibilities:

Following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

- Contact loss participants or vendors for information at the request of claims staff
- Create and mail appropriate claim correspondence
- Order records and reports applicable for claims processing
- Assist with workload and workflow management by monitoring claims systems, distributing workload and completing profile updates
- Maintain office supplies for claims staff
- Work on daily maintenance and update of assigned tasks, correspondence, etc.
- Generate various weekly/monthly reports
- Develop a basic understanding of the insurance industry and the organizational relationships of the company
- Develop a basic understanding of the functions of other departments, such as Policy Ops and Marketing
- Develop a basic understanding of systems and technology used within the company
- Identify customer needs and work to meet those needs using appropriate customer service skills
- Perform other projects and assignments as directed

Required Skills and Competencies:

The requirements listed below are representative of the knowledge, skill 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)
- Detail-oriented with strong organizational and planning skills
- Ability to work well under deadlines in a changing environment
- Ability to perform multiple tasks effectively and concurrently

- Possess professional verbal and written communication skills
- Possess skills in customer service
- Possess negotiation skills
- Ability to work effectively independently and within a collaborative team oriented environment
- Possess skills in decision-making and problem solving
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint) and internet
- Ability to gain a general understanding of insurance law as it relates to claims

Desired Skills:

- Associate's degree or in-lieu of degree equivalent education, training and work-related experience
- Possess prior claims experience
- Ability to speak Spanish (Bi-lingual)
- Possess a thorough understanding of the NGIC Insurance brand and ability to exhibit the behaviors

Interested in this Job? [Click here to contact Student Employment](#)

**National General Insurance: BI Telephone Claims Representative Trainee - Williamsville, NY
1/29/18**

Primary Purpose:

Examine claims data, investigate the facts of loss, determine coverage and liability, and adjust claims within limit of authority. Claims involved are usually subject to standardized procedures which lead to a settlement with limited exercise of discretion. Claims involved occasionally require analysis and may require research to resolve coverage and/or damage issues. There is supervisory review of ongoing progress and results of work. There is more focused supervision on all complex files.

Essential Duties and Responsibilities:

Following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

- Receive claim assignments and verify/investigate coverage and document all appropriate information before Manager is involved with review of claims to ensure they are commensurate with ability
- Establish an investigative plan; initiate investigation by gathering facts and evidence with all interested parties; complete appropriate reports; take recorded statements when necessary, may review loss reserves and adjust or opens hidden exposures as necessary
- Evaluate and adjust claims within limit of authority and summarize claims in excess of authority and submit to manager for approval
- Evaluate settlement alternatives by reviewing regulatory compliance and fair claims practices; make decisions on best option
- Make appropriate contacts to discuss a settlement; extend an offer to appropriate party; document all file activity and payment/settlement information in file notes clearly outlining basis for settlement
- Determine subrogation or fraud potential and refer to Unit when potential exists or handle to conclusion
- May handle more complex files with appropriate supervision to develop skills
- Develop a working knowledge of systems and technology used within the company
- Identify customer needs and work to meet those needs using appropriate customer service skills

Required Skills and Competencies:

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree or in-lieu of degree equivalent education, training and work-related experience
- Successfully completes Claim Representative trainee program, or equivalent external training program
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Obtain/Maintain appropriate licensing or educational requirements
- Demonstrate the capability of consistently handling aggregate file exposures of at least \$2,500
- Demonstrate proficiency in file audits to agreed standard of efficient claims quality
- Has a basic command of the claims policies and procedures; exhibit basic interpretation of policies & procedures in resolving claims, but may still need some assistance from supervisor
- Demonstrate the ability to interpret and apply written coverage accurately to establish claim and determine an action plan, and often requires assistance on more complex files
- For claims involving material damage, comply with the company material damage guidelines
- Can handle most types of comprehensive losses (theft, fire, and vandalism), accurately identify total losses
- For claims involving injuries, have a general understanding of how to review, evaluate, and negotiate injury claims
- High degree of initiative, mature judgment, and discretion
- Ability to resolve conflicts and empathize with customers is critical
- Strong negotiation skills
- Demonstrate professional oral and written communication skills
- Organization and time management skills are critical for this position
- Demonstrate an understanding of insurance law as it relates to claims
- Demonstrated proficiency with basic computer skills with word processing, spreadsheets, email and internet

Desired Skills:

- Demonstrate a thorough understanding of the NGIC Insurance brand and ability to exhibit the behaviors
- Demonstrate an understanding of the functions of other departments, such as Policy Ops and Marketing

Interested in this Job? [Click here to contact Student Employment](#)

**National General Insurance: MD Telephone Claims Representative Trainee - Williamsville, NY
1/29/18**

Primary Purpose:

Examines claims data, investigates the facts of loss, determines coverage and liability, and adjusts claims within limit of authority. Claims involved frequently require analysis and may require research to resolve coverage and/or damage issues. There is periodic review of ongoing activities and results of work. There is more focused supervision on complex files (The CRII will handle complex files on a regular basis).

Essential Duties and Responsibilities:

Following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

- Receive claim assignments and verifies/investigates coverage and documents all appropriate information
- Determine claim approval and or denial up to \$7,500 per exposure or \$10,000 per file

- Establish an investigative plan; initiate investigation by gathering facts and evidence with all interested parties; complete appropriate reports; take recorded statements when necessary; and review loss reserves and adjust or open hidden exposures as necessary
- Evaluate and adjust claims within limit of authority
- Evaluate settlement alternatives by reviewing regulatory compliance and fair claims practices; make decisions on best option
- Make appropriate contacts to discuss a settlement; extend an offer to appropriate party; documents all file activity and payment/settlement information in file notes clearly outlining basis for settlement
- Determine subrogation or fraud potential and refer to Unit when potential exists or handles to conclusion
- If handling PIP may participate in investigations of medical providers and attend EUOs
- May work with attorneys in resolving lawsuits
- Conduct negotiations and settlements within authority level, using independent judgment, or within discretionary levels granted above individual authority level
- Track and document the quality of service provided by defense counsel and manage litigation and recovery costs
- May assist in training of Claims Representatives
- Perform other projects and assignments as directed
- Is proficient in using all systems and technology used within the company
- May be required to make personal appearances on behalf of the company when requested
- Identify customer needs and works to meet those needs using appropriate customer service skills

Required Skills and Competencies:

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree or in-lieu of degree equivalent education, training and work-related experience
- Successfully completes Claim Representative trainee program, or equivalent external training program
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Obtain/Maintain appropriate licensing or educational requirements
- Demonstrate the capability of consistently handling aggregate file exposures of at least \$2,500
- Demonstrate proficiency in file audits to agreed standard of efficient claims quality
- Has a solid command of the claims policies and procedures; exhibit basic interpretation of policies & procedures in resolving claims, but may still need some assistance from supervisor
- Demonstrate the ability to interpret and apply written coverage accurately to establish claim and determine an action plan, and often requires assistance on more complex files
- Demonstrate a solid understanding of the repair and replacement of property damages, to include mechanical components of a vehicle, homeowner damages and other potential exposures
- For claims involving injuries, has solid understanding of how to review, evaluate, and negotiate injury claims
- Demonstrate ability to handle litigation in accordance with company guidelines, and be able to recognize legal issues and will utilize ADR when appropriate
- High degree of initiative, mature judgment, and discretion
- Ability to resolve conflicts and empathize with customers is critical
- Strong negotiation skills
- Demonstrate professional oral and written communication skills
- Organization and time management skills are critical for this position
- Demonstrate an understanding of insurance law as it relates to claims
- Begin to develop effective leadership skills in order to mentor other adjusters, function as a team leader, handle projects, etc.

Desired Skills:

- Demonstrates a thorough understanding of the NGIC Insurance brand and ability to exhibit the behaviors
- Demonstrates an understanding of the functions of other departments, such as Policy Ops and Marketing

Interested in this Job? [Click here to contact Student Employment](#)

National General Insurance: Material Damage Claims Manager - Williamsville, NY
1/29/18

Primary Purpose:

Supervise and direct a group of claims handlers in the process of claims adjusting. Train, develop and provide technical guidance to claims staff. Advise claim's team on tasks related to the management of claims and monitor performance. Provide information and support to leadership in the implementation of activities to reach department goals.

Essential Duties and Responsibilities:

Following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

- Manage a team of claim handlers to ensure results produced meet team, department, corporate, state and regulatory standards and goals; provide regular feedback to management on results
- Direct, control and review work quality and quantity to ensure the claims team regularly applies established standards, produces accurate and timely work products and effectively handles workloads
- Establish and communicate clear performance objectives, evaluate work product and progress toward objectives, coach proactively, complete file quality reviews and write performance evaluations based on corporate standards; assist in determining salaries based on performance
- Assist with the screening and hiring of staff
- Track, approve and arrange coverage for vacation and time off requests
- Serves as a resource to staff and others for information and guidance in using the claims system, and for making proper and timely claims decisions
- Diary and track progress on large loss claims, guide claims handlers on large loss review process to include review of large loss forms and attendance at large loss reviews
- Manage complex claims or claims involving coverage concerns
- Provide input and assist leadership in planning and evaluating strategies, gathering and analyzing data, preparation of reports and identification and implementation of department goals
- Lead and participate in committees or special projects as directed
- Take on ad hoc assignments and distributes to team based on department driven need
- Work with others to create streamlined environment in relation to the claim closing process

Minimum Skills and Competencies:

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree or in-lieu of degree equivalent education, training and work-related experience
- Obtain and maintain appropriate licensing or educational requirements
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- 5+ years of experience in insurance claims
- Ability to work under tight deadlines and handle multiple tasks simultaneously
- Basic knowledge of claims systems and estimating software.
- Possess effective verbal and written communication skills
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies
- Ability to interpret policies and determine coverage in complex claims situations
- Ability to take initiative to provide solutions in a claims environment

- Effective leadership skills

Desired Skills:

- Possess knowledge of Mortgage/ Lender systems
- Experience with Lender Placed insurance products
- Ability to speak Spanish (Bi-lingual)

Interested in this Job? [Click here to contact Student Employment](#)

**St. Timothy's Lutheran Child Care Center: FT Teacher Assistant – Grand Island, NY
1/24/18**

St. Timothy's Lutheran Child Care Center is looking for **OUTSTANDING** teacher assistants! Full and Part Time positions are available! We are open from 6am-6pm Monday - Friday.

Candidate must be:

An outgoing and happy person

An excellent communicator and rapport builder with parents.

Organized and maintain a clutter free environment

Creative in lesson planning

Kind and compassionate

Committed to academic achievement and developmentally appropriate practice

For an assistant teacher position we are looking for someone with a high school diploma, who Loves to play and is passionate about working with young children under 5 years old!

Visit our website at www.sttimothygrandisland.com for more information about our program!

Afternoon Availability is a must!

Benefits include: Higher than average industry pay, Paid Time Off, Paid Training

Interested in this Job? [Click here to contact Student Employment](#)

**International Union of Operating Engineers Local #463: Administrative Assistant – Niagara County, NY
1/23/18**

Part to Full Time

Position Hours: Monday – Friday from 8 a.m. to 5 p.m.

Requirements:

Opening for an Administrative Assistant with a minimum of an Associate Degree in Accounting.
Working knowledge of accounting and finance principles.
Proficient in Microsoft Office, including Word, Excel, Publisher and Access.
Must be able to maintain, monitor, and reconcile bank statements, investments, and credit card accounts on Quick Books, perform data entry and administrative duties.
Good organizational skills, filing and the ability to multi task and prioritize including the understanding of payroll and filing of government forms and reports.
Must have a positive and professional attitude.
Must be able to meet time commitments and deadlines.
Exceptional interpersonal communications skills, both written and verbal.
The candidate should have the ability to work independently, as well as with a team with little direction.

Benefits:

Compensation based on experience

For a Full-Time Employee we offer medical, dental, optical, long and short term disability insurance. We also offer retirement pension plan, paid holidays, and paid vacation.

Interested in this Job? [Click here to contact Student Employment](#)

Shaner Hotels - Buffalo Marriott HARBORCENTER: Line Cooks – Buffalo, NY

1/19/18

Shaner Hotels has an amazing opportunity for **Line Cooks** at our 205 room Buffalo Marriott HARBORCENTER. Located I-190 in downtown Buffalo's Canalside Entertainment District, the Buffalo Marriott HARBORCENTER is attached to First Niagara Center, the home of the NHL Buffalo Sabres. In addition, our hotel is located within walking distance of the scenic small boat harbor, Lake Erie and the historic Erie Canal. In addition, the magnificent Niagara Falls are just minutes away. Our newly constructed hotel features luxuriously modern rooms, elegant meeting space and a seventh-floor restaurant and bar offering stunning views of Lake Erie and the Buffalo skyline.

The **kitchen staff** prepares mouth-watering cuisine and beverages for our clients and guests. We expect our Associates provide warm, friendly service with a genuine smile and pleasant attitude. We look for staff who are willing to learn, work well on a team, and who seek opportunities to grow. Prior customer service and hospitality experience is helpful, but not required.

Line Cook:

- The Line Cooks plan, prep, set up and provide quality service in all areas of food production for menu items and specials in the designated outlets in accordance with standards and plating guide specifications.
- They maintain organization, cleanliness and sanitation of work areas and equipment.
- Work shifts and hours vary, weekend and holiday hours required.

EQUAL OPPORTUNITY EMPLOYER AND DRUG FREE WORKPLACE

Job Type: Full-time

Required education:

- High school or equivalent

Required experience:

- Kitchen: 1 year

Required license or certification:

- ServSafe

Interested in this Job? [Click here to contact Student Employment](#)

Darien Lake: Catering Manager – Darien Center, NY

1/17/18

Oversee and coordinate all daily operational duties that comply with the highest standards of quality and guest relations while keeping within the Catering budgets pertaining to labor, food cost and operating expenses.

KEY DUTIES AND RESPONSIBILITIES

- Oversee all events and make certain that; they are on time, equipped properly, and that the events are properly staffed to produce a quality product
- Keep good relations with Group Sales, keeping them informed of event concerns, changes, and event guest counts
- Responsible for weekly/monthly inventory
- Keep accurate files with event statistics, product usage, and event comment sheets
- Responsible for composing weekly written details given to Pavilion Supervision, Head Cooks, and Commissary Supervision on the past weeks and upcoming events with labor and food costs, event usage, event comment sheets and summary of concerns, forecast and possible improvements
- Weekly event ordering, communicate with supervision concerning products and their locations
- Product forecasting sheets completed two weeks in advance
- Ensure adequate staffing levels, Scheduling for all areas, are complete, and in accordance with labor laws and budget. Assure that employees adhere to scheduled shifts.
- Review all operating policies and procedures on a continuous basis to insure safety and sanitation, efficiency and guest satisfaction
- Coordinate with Human Resources on the hiring, orientation and placement of personnel
- Plan and implement training and development plans, complete performance reviews for leadership
- Promotes a positive work environment
- Audit and ensure proper food preparation and handling procedures to comply with the Health Department
- Continually strive for quality service and guest satisfaction. Follow up on all complaints regarding employee conduct
- Work with Loss Prevention to develop ways to deter theft
- Monitor food costs and assist in the development of menu items to achieve budgeted goals
- Monitor food equipment to ensure proper operation and maintenance.
- Practice safety methods and techniques to ensure work areas are safe. Eliminate unsafe physical conditions, equipment, and machine hazards; and other risks in human and operational performance which may cause injury to persons, damage to property, or cause other losses
- Follow Genesee County Health Codes

- Follow New York State and Company rules and regulations for serving Alcoholic Beverages
- Ensure adequate staffing levels through proper scheduling within budget constraints and in accordance of local, state and federal labor laws. Assure that employees adhere to scheduled shifts
- Interpret and enforce all park and corporate policies as set forth by Darien Lake and Premier Parks, LLC
- Assist with development of labor and expense budgets
- Maintain budget boundaries
- Ensure to keep staff in standard uniform and within Darien Lake grooming codes.
- All other duties assigned or necessary to support the park as a whole and the Food Service Department. Management reserves the right to add or remove duties when circumstances dictate.

Qualifications

QUALIFICATIONS AND REQUIREMENTS:

- Minimum of three (3) years of Catering experience preferred, or prior management role in Food Service management
- BA/BS degree in Business Management or related discipline preferred
- Strong management and communication skills
- Strong administrative skills including organization, budget control, scheduling and computer literacy
- Excellent motivational, leadership and team building skills
- Ability to work a flexible schedule, including nights, weekends, holidays and a six (6) day work week when required.
- Valid NYS motor vehicle operator's license
- Ability to work in a fast paced environment and maintain a positive attitude
- Team player
- Food Safety course is a plus

Environmental Conditions:

- This position requires continuous temperature changes, working alone, and working with others.
- This position requires frequent work in extreme heat, extreme cold, dryness, or humidity.
- This position requires occasional work in or around wetness, cramped quarters, heights, noise, detergents/chemicals, mechanical hazards, moving objects, fumes/odors, dust, mists, gases, or vibrations.

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.

Must be able to sit and/stand/or walk for long periods of time throughout the day

Must be able to work outdoors in the park at various times throughout the year

Requires manual and bi-manual dexterity, fine and gross motor skills, eye/hand coordination, near vision, hearing and speech

Requires occasional kneeling and bending

Requires occasional walking, reaching above shoulder, pushing and pulling

Requires occasional lifts and carries up to 60 pounds

Requires occasional carries up to 100 pounds with the assistance of a two wheel hand cart

OTHER FUNCTIONS:

Any and all other duties that is assigned or necessary in order to support the Revenue Department and the park as a whole. While this job description is intended to be an accurate reflection of the requirements of the job, management reserves the right to add or remove duties when circumstances (e.g., emergencies, changes in workload, rush jobs, staff levels, or technical developments) dictate.

Interested in this Job? [Click here to contact Student Employment](#)

Quaker Millwork & Lumber, Inc.: CAD Drafter – Orchard Park, NY

1/16/18

Quaker Millwork & Lumber has an immediate need for a CAD Drafter. Quaker Millwork is a full service custom millwork company that has been supplying the Western New York area for over 30 years. We pride ourselves on catering to the customer in every aspect of the construction project, and the quality of our work has earned us accolades throughout Western New York. The right person for this opportunity will be able to work in a fast-paced work environment.

- AutoCAD experience required
- CNC Programming experience helpful
- Construction industry knowledge helpful

Qualified candidates will be able to operate with a high level of **integrity** and **professionalism**, and thrive in a setting where there is always an opportunity to learn new tasks and skills. Quaker Millwork's success is a team effort, and the right employee will understand the role their contributions will play in that success. The position offers full time hours, but the ability to work occasional overtime as needed is strongly preferred.

The company offers:

- Competitive wages
- Medical insurance
- 401K plan
- Paid vacation time

Interested in this Job? [Click here to contact Student Employment](#)

Randstad (Staffing Company): Data Entry Operators (Citigroup) – Buffalo, NY

11/16/17

Randstad, in partnership with Citigroup, is currently looking to hire full-time & part-time, Data Entry Operators! Openings are available on all shifts with pay ranging from \$12.25 - \$12.50/hour.

This is an exciting opportunity for anyone looking to change careers, or looking to find something that works with a busy schedule.

At Randstad, we offer more than just a great job. Our employees are eligible to receive benefits such as Medical, Vision, Dental, discounts on gym memberships & phone plans, access to 401k plan after only 6 months of employment, and so much more.

Available Shift Times: Overtime hours may be available on as needed basis

2nd Shift-- pays \$12.25 per hour & \$16.66 per hour for over time.

Friday-Monday 1pm-11:30pm

Thursday -Sunday 1pm-11:30pm

3rd Shift-- pays \$12.50 per hour & \$17 per hour for over time.

Wednesday-Friday & Sun 9pm-7:30am

Thursday, Friday, Sunday, and Monday-- 9pm-7:30am

Job Requirements:

- Alpha-numeric testing will be administered to determine ability to type at least 8500 keystrokes per hour, and at least a 95% accuracy level
- Must be willing to submit to credit, fingerprint, and drug test
- High school diploma or equivalent required

Interested in this Job? [Click here to contact Student Employment](#)

Baker Victory Services: Milieu Support Staff -OMH (FT Temp) – Lackawanna, NY
1/3/18

Description	<p>Job Summary: Milieu Support Staff – working in the Residential Treatment Facility Program (RTF) works with high risk adolescents (ages 12-21) in an inpatient mental health treatment setting. The setting is a sub-hospitalization licensed by the NYS Office of Mental Health. Adolescents served require 24/7 supervision while they engage in trauma resolution therapies and repair relationships with family to promote successful reintegration to their home communities. Milieu Support Staff are responsible for providing a variety of behavioral interventions and trauma sensitive techniques to ensure that the adolescents maintain safety of self and others. Providing role modeling, facilitating development of activities of daily living, and promoting the development of age appropriate social skills are also critical aspects of the position.</p> <p>Essential Job Duties:</p> <ol style="list-style-type: none">1. Responsible for the direct supervision of the clients at all times.2. Teaches clients living skills such as decision making, personal control, interpersonal communication and problem solving, dressing, grooming and eating.3. Instructs and monitors to ensure that the daily routine, structure and habilitative programming is maintained and all related standards are met4. Supervises and assists in transporting clients as required5. Manages a clean and safe work environment6. Assists in the planning and implementation of the treatment plan7. Interacts with clients in ways that are therapeutic, respectful and trauma sensitive8. Utilizes preventative and de-escalation techniques that are consistent with Therapeutic Crisis Intervention (TCI)9. Completes all required paperwork (e.g.: ICMP, BIP, monthly summaries, daily logs etc.) including electronic record entry.10. Performs any other duties listed on the program specific responsibility checklist assigned by the supervisor
Requirements	<p>Education: - Bachelor’s Degree in Social Work</p>

Required License/Registration/ Certification: - Valid NYS Driver's License

Interested in this Job? [Click here to contact Student Employment](#)

SUNY Broome Community College: Senior Staff Assistant (Sponsored Programs Office) – Binghamton, NY
1/3/18

SUNY Broome Community College is currently accepting applications for a Senior Staff Assistant to report to the Director of Sponsored Programs and provide administrative support for all phases of grants planning and grants management. This full-time, 12 month position assists with day-to-day operations of the Sponsored Programs Office. Duties may include, but are not limited to: assisting grant program director/principal investigators in complying with grant terms; acting as liaison between the campus and externally sponsored grant program offices and contacts with regard to each specific grant; coordination of all activities with college services offices, program directors, and academic departments as necessary.

Successful candidate must demonstrate strong communication, interpersonal, and organizational abilities, with close attention to details. Computer literacy, proficiency with budgetary procedures, and the ability to successfully coordinate complex projects within tight time constraints are essential skills of this position. Bachelor's degree and one (1) year of supervisory experience is required. Two (2) to three (3) years of experience working in an educational institution or in a related administrative function is desired. Grant and/or accounting experience preferred. Salary minimum is \$42,172.

For full consideration, applications materials must be received by **January 5, 2018**.

Interested in this Job? [Click here to contact Student Employment](#)

Key Bank: Call Center Service Specialist – Lockport, NY
1/3/18

At the KeyBank Contact Center, we are an engaged and fun team that passionately helps our clients thrive by delivering Ease, Value and Expertise during every client interaction. We are currently looking for *Contact Center Specialists* to grow their careers with KeyBank. As a Contact Center Specialist you will work in an exciting environment where you will answer questions, solve problems and help our clients achieve financial wellness.

Why Key?

- Excellent starting pay and benefits package
- Constant coaching and career development to assist with developing your skills and advancing your career
- Ability to choose your own schedule
- Ability to work from home
- Opportunity for promotion after six months
- KeyBank networking groups empower employees to grow professionally

- Strong sense of community with a diverse and inclusive workforce

Join us and unlock your potential.

Be prepared to join an organization that believes its most valuable assets are people just like you! You will be joining a team that strives to deliver first call resolution and provide a best in class client experience. Our Contact Center Specialists:

- Receive paid classroom training on banking products along with policy and procedure training
- Handle inbound service calls from clients answering inquiries, resolving issues and responding to client needs and concerns
- Interact with other internal KeyBank departments and third parties such as dealerships and other financial institutions
- Focus on delivering a great client experience without the pressure of sales quotas

Requirements

- High school diploma or GED equivalent
- 1-2 years customer/client services experience
- Ability to work in a fast-paced, high-volume call center
- Proven ability to multi-task
- Demonstrated success in problem solving and resolving client issues/concerns
- Strong verbal and written communication skills
- Computer proficiency (especially Windows programs)

Interested in this Job? [Click here to contact Student Employment](#)

Quackenbush Co., Inc.: Drafter/Designer – Buffalo, NY

12/13/17

Quackenbush Co., Inc. is seeking a Drafter/Designer with Mechanical Piping experience for a wide range of projects from heavy industrial to light commercial.

Drafter/Designer – Mechanical & Piping

The Drafter/Designer applies engineering fundamentals and prepares mechanical piping designs with an engineer or a senior designer's approval. This role is responsible for preparing drawings using CAD, organizing drawing production to support project schedules and conform to project scope, and preparing lists, spreadsheets, and databases to document information related to design drawings. Additional responsibilities include selecting, developing, preparing, or conforming to project standards. A Drafter/Designer may work independently on design projects but usually takes direction from an engineer or a senior designer.

Essential Job Functions

- Prepare drawings under the supervision of engineers and senior design staff.
- Ability and willingness to travel to an off-site location and/or work in an operating facility with, an amongst, existing on-site production staff.
- Work cooperatively with other designers and disciplines to produce a coordinated set of design documents.
- Use Quackenbush Co. techniques to prepare construction documents from designs prepared by others.

- Prepare mechanical equipment layouts and general arrangements.
- Acquisition and presentation of accurate dimensional field data.
- Review vendor submittals and equipment drawings.
- Review work for design integrity, completeness, accuracy, clarity and quality.
- Actively pursue continuous improvements and efficient work techniques.
- Conduct research and consult with specialists for assistance in document preparation.
- Ability to pass Client badging and screening processes.
- Regular and reliable attendance.

Position Requirements/Knowledge & Skills

- Excellent written and verbal communication skills. The ideal candidate can discuss mechanical design and can converse with individuals in other disciplines about technical topics.
- Capable with techniques for either mechanical & piping design.
- Ability to complete tasks with accuracy and with strong attention to detail.
- Ability to use computer software generally used in engineering, including AutoCAD, and Microsoft Word, Excel, and Outlook.
- AutoCAD MEP, CADWorx, inventor, Sketch Up Pro and Revit proficiency preferred.

Educational & Work Experience

- Associate’s degree, technology certificate or three years of mechanical and/or piping design or detailing experience, or any equivalent combination of education and design experience. Quakenbush Co. will provide necessary training to employees as needed for industry growth and increased competency.

Physical Requirements

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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and smell.

The employee must occasionally lift and/or move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

Travel can be required.

Interested in this Job? [Click here to contact Student Employment](#)

SUNY Broome Community College is seeking a full-time Staff Assistant in Admissions to perform a variety of professional activities to facilitate recruitment, selection and ensure a population of diverse students. The Staff Assistant must have excellent oral and written communication skills and enjoy working as part of a successful recruitment team marketing SUNY BCC in a variety of venues.

Responsibilities: Represents the college at high schools, college fairs, and information programs; interviews prospective students and families discussing curriculum, student life and academic support services. Coordinates and implements placement testing for all incoming students including establishing testing schedules, registering students for testing, administering and scoring tests, disseminating test results to advisors, admissions departments, and students. Maintains accurate records related to all programmatic areas and territory management activities. Analyzes results and data, writes summary reports, and recommends future actions. Coordinates individual and group campus visits for the office. Evening, weekend and overnight travel required.

Qualifications: Bachelor's degree in a relevant field or the equivalent combination of education and work experience is required. Additional training and education in the applicable administrative field in addition to one year of experience working in an educational institution or related administrative function is desired. Human services, marketing or additional experience with any responsibilities of the position preferred. Familiarity with computer applications such as word processing and spreadsheet applications are required. Experience with an information system for data entry and inquiry is a plus. The successful candidate must possess a valid driver's license. Salary based an annual minimum of 41,545.

For full consideration, application materials must be received by **December 22, 2017**.

SUNY BCC specifically invites and encourages applications from women and minorities. AA/EOE

Interested in this Job? [Click here to contact Student Employment](#)

DuPont: Control Mechanic (017880W-06) – Buffalo NY 12/13/17

DuPont is seeking a Control Mechanic to work at the Yerkes Plant, located in Buffalo, New York. Yerkes Buffalo is the North American manufacturing home of Corian® solid surface products, introduced in 1968 and the founding manufacturing location for Tedlar® polyvinyl fluoride (PVF) films, introduced in 1961.

This position will be responsible for, but not limited to:

- Performs all phases of installation, maintenance, repair and inspection of electrical and instrumentation systems.
- Repairs, adjusts, and installs electrical equipment including but not limited to programmable controllers and recorders, transmitters and transducers, motor control centers, power lift trucks, building lighting, heating, AC and ventilation equipment, electrical motors, complex electronic devices, control panels, relays, conduit and switches.
- Troubleshoots and repairs complex problems: visually inspects diagnoses and observes electro-mechanical and pneumatic systems.
- Installs wire systems and rigid conduit.
- Changes-out and repairs AC/DC electric motors and parts, relays, solenoids, and terminal strips.
- Disassembles equipment to gain access to problem, using crane, hoists, hand tools, power tools, hammers, pry-bars, etc.; examines parts for defects, such as breakage or excessive wear.

- Uses blueprints, diagrams, repair manuals, calipers, micrometers, scales, and other measuring instruments as required.
- Prepares equipment for repair or replacement parts. Replaces defective parts and reassembles equipment.
- Starts equipment following repair and tests performance in conjunction with other teams (Operations, MT, MIQA)
- Withdraws equipment, components, and materials from the stockroom inventory system and order materials from vendors as required.
- Completes required documentation.
- Comprehends and complies with critical quality, environmental, and safety policies and procedures.
- Position is a day shift but may revert to shift work

DuPont is an E-Verify employer. DuPont is an equal opportunity employer. Successful candidate will need to be able to perform the essential functions of the job with or without accommodation. Candidates must pass job related assessments and pre-employment including drug screen requirements.

* To receive status updates regarding your application, ensure your email filter is set to accept messages from the sender containing “careers” and watch your email regularly.

Job Qualifications

In order to be considered for this role, you must possess the following:

- High school diploma plus trade school or apprenticeship certificate or program.
- 2 years’ experience as an Electrician, Maintenance/Control Mechanic or similar in a manufacturing environment
- Able to understand and interpret the National Electric Code
- Able to troubleshoot and maintain 12V-480V system
- Willing and able to work a 24/7 rotating shift schedule including holidays and weekends as well as overtime, sometimes on short notice.
- Willing and able to lift up to 50 lbs.
- Willing and able to meet the physical demands of the position and perform work in confined areas and hard-to-reach conditions.

The following skill sets are preferred by the site:

- Associates degree or higher in Electrical Technology or related discipline strongly preferred.
- 4 years’ experience as an Electrician, Maintenance/Control Mechanic or similar in a manufacturing environment
- Knowledge of programmable logic controls and other control systems, graphical user interfaces, motor starters, gear boxes, conveyor systems, hydraulics, pneumatics, etc.
- HVAC skills preferred

** Please include (paste or attach) an updated resume detailing your experiences and qualifications with your application for consideration.

Interested in this Job? [Click here to contact Student Employment](#)

Independent Health: Customer Service Representative – Tier I – Williamsville, NY
12/13/17

Find a Career as a RedShirt®.

Available Opportunities:

Independent Health Customer Service Representative – Tier I - \$15/hour Starting Rate

- IT Services Support Administrator
- Care Navigator
- COB Coordinator
- Government Affairs Specialist
- Health Care Advocate – RN
- Data & Reporting Analyst – HCISO
- Pharmacy Systems Government Program Coordinator
- PBM Communications Specialist
- Pharmacy Technician
- Pharmacy Help Desk Representative
- Patient Care Specialist
- E-Commerce Analyst – Intermediate
- Payroll Accountant

Offers: 401(k) plan, competitive salaries, flexible spending accounts, generous paid time off (PTO), health/life insurance, paid holidays, tuition reimbursement

Interested in this Job? [Click here to contact Student Employment](#)

Schofield Care: RN, LPN, CNAs, Home Health Aides/PCAs – Kenmore, NY
12/13/17

Schofield Care provides Rehab/Residence, Adult Day Health Care, In-Home Care and Wellness programs. Schofield is currently looking for caring and dedicated staff for the following positions:

- RN (Graduate Nurses welcomed)
- LPN (Permit Nurses welcomed)
- CNAs
- Home Health Aides/PCAs

Interested in this Job? [Click here to contact Student Employment](#)

Macerich: Commercial Real Estate Owner/Developer – Niagara Falls, NY
12/6/17

Company: Macerich – Commercial Real Estate Owner/Developer

Location: Fashion Outlets of Niagara Falls, USA

Position: Marketing/Leasing Administrative Assistant

40 hour work week, Mon – Fri 8am to 5pm, some nights/weekends depending on event times

Hourly position – pay is DOE. Salary range: \$30,000 - \$35,000 per year

Marketing/Leasing Administrative Assistant

Shopping center owner seeking a highly organized and motivated individual to fill Marketing/Leasing administrative position. This dual role combines marketing and leasing duties that include: lease preparation, collections, tenant relations, website management, event planning and general office duties. Individual must be proficient in Microsoft WORD, Excel & PowerPoint. Adobe Photoshop experience is preferred. Must be able to effectively multi task and stay true to deadlines.

Interested in this Job? [Click here to contact Student Employment](#)

Fuccillo Auto Dealer: Business Development Agent (Internet/Inside Sales) – Grand Island, NY 12/1/17

Fuccillo Auto Dealer is looking for a Full Time Business Development Agent to join their team in Grand Island, NY.

Majors of Interest:

Business, Communication, Finance

(A degree is not required, but an Associates or Bachelors degree would be helpful. They are very interested in December graduates).

Qualifications:

Interest in sales

Phone skills

Computer savvy

Microsoft Office experience

CRM software would be a plus

Clean driving record / background check

Pay: Base, plus commission

Business Hours: Monday – Thursday 9am – 8pm, Friday – Saturday 9am – 6pm, Sunday 10-6pm

Please submit resume for immediate consideration.

Interested in this Job? [Click here to contact Student Employment](#)

Northeast Wire & Cable Co., Inc.: Cable Insulating Line Operator – Niagara Falls, NY 12/1/17

Must be able to control simultaneous functions, read micrometers, take quality control data and be mechanically inclined. Clean environment, non-smoking facility in Niagara Falls. Complete health care package, 401k, work uniforms and boot allowance.

Interested in this Job? [Click here to contact Student Employment](#)

Northrop Grumman: Assembler (Contractor Position) – Amherst, NY

11/29/17

Northrop Grumman in Amherst has been growing and thus needs to bring on some good workers. In general, workers start off as contractors for the first 12 months and then based on needs and performance post for full time hires.

The Assembler performs a variety of tasks ranging from repetitive to non-repetitive production assembly operations on electronic and/or mechanical assemblies and subassemblies, such as modules, boards, panels, drawers, frames, and cables. Works from diagrams and drawings, makes initial layouts, and uses hand and/or power tools, jigs, and saws. Makes continuity checks on work in process and completed work. May conduct quality inspections on processing line in accordance with quality specifications. May disassemble, modify, rework, reassemble, and test experimental or prototype assemblies and subassemblies according to specifications and under simulated conditions. The chosen candidate will need to successfully complete in-house workmanship criteria training classes for continued employment.

- Ability to perform tasks from written directions and drawings.
- Ability to perform tasks under microscope on very small assemblies with outstanding manual dexterity and precision.
- Basic computer skills.
- Demonstrate high level of attention to detail and quality.
- Ability to pay continuous attention to detailed operations
- Able to understand sequence of operations or actions to be taken
- Previous or current certifications in IPC-610 and/or J-STD 001 a plus.
- Soldering skills

Interested in this Job? [Click here to contact Student Employment](#)

Snelling (Staffing Company): Various Positions – Various Locations

11/29/17

Snelling is looking for a Collections Representative to join their team in Amherst, NY! You will be responsible for securing billing payments from your customers and clients. This is a great long term opportunity for the right candidate!

Shift: Monday-Friday, 8:00AM-5:00PM

Pay: \$14.00-15.00 (based on experience)

Responsibilities of Collections Representative:

Contact current customers and inform them of unpaid accounts

Receive and post payments to customer's account

Advice and follow-up with customers on unpaid accounts

Provide written and verbal communication

Maintain records and documentation

Provide thorough data entry as needed

Obtain documents as needed and maintain files

Utilize various computer programs and screens simultaneously
Various other tasks as needed

Qualifications of Collections Representative:

Previous experience in billing, customer service, or other related fields
Ability to build rapport with clients
Excellent written and verbal communication skills
Ability to prioritize and multitask

Please submit resume for immediate consideration.

Interested in this Job? [Click here to contact Student Employment](#)

Waste Management: Logistics Representative – Williamsville, NY

11/20/17

Waste Management (WM), a Fortune 250 company, is the leading provider of comprehensive waste and environmental services in North America. We are strongly committed to a foundation of operating excellence, professionalism and financial strength. WM serves nearly 25 million customers in residential, commercial, industrial and municipal markets throughout North America through a network of collection operations, transfer stations, landfills, recycling facilities and waste-based energy production projects.

I. Job Summary

Ensures delivery of excellent customer service through accurate and fast processing of orders. Provides logistics support for domestic and international movement of recycled materials. Communicates and coordinates with other departments and partners in order to fulfill customers' needs. First point of customer contact for general inquiries. Builds and maintains business relationship with clients and suppliers by providing prompt and accurate service.

II. Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned.

- Communicate with customers to monitor inventories and anticipate their production needs and to schedule all necessary equipment to move waste by-products.
- Arrange and negotiate third-party freight costs, when needed, for timely servicing of all customers waste by-product pick-ups by using WM approved carriers.
- Monitor and maintain shipment status via computer system.
- Respond to customer complaints in a timely manner. Investigate and solve issues with shipments for both vendors and customers.
- Initiate calls to customers to set up deliveries, advise shipment delays and/or information necessary to set up deliveries. Initiate traces with carriers and railroads for proof of deliveries when needed.
- Review pricing with the Sales and Marketing groups.
- Develop interactive relationships with vendors, customers and outside freight carriers.
- Responsible for all necessary documentation for all shipments, which can include export documentation to overseas mills.
- Initiate calls to customers to ensure timely and accurate invoicing. Record and prepare vendor payments in accordance with contracted terms. Ensure proper billing of freight and special charges. Issue debits and credits as necessary.

- Resolve downgrades and rejects of waste material by dealing directly with the customer and the vendor. Gather and process the cost information by negotiating pricing with the customer and/or vendor to minimize the overall impact to the company and customer, with approval by account manager.
- Work with other supervisors/managers to coordinate services and keep them informed as issues arise.
- Project a knowledgeable, enthusiastic, positive attitude that encourages customer and employee confidence and reflects the professional image desired by WMRA.
- Attend and contribute to periodic meetings to maintain favorable working relationships among employees and promote maximum morale, productivity and efficiency.
- Provide timely feedback to direct supervisor regarding service failures, customer complaints or any other matters regarding his/her attention.
- Provide timely and accurate information to incoming customer order status and product knowledge requests.
- Works to meet or exceed service and operational goals established for the call center, including productivity, quality, and timeliness goals.
- Collaborate with sales representatives to meet and exceed customers' service expectations, and develop solutions to ensure smooth material movement.
- Perform other special projects and tasks as assigned.
- May provide direction or support to less experienced Customer Service Representatives.

III. Supervisory Responsibilities

This job has no supervisory duties.

IV. Qualifications

The requirements listed below are representative of the qualifications necessary to perform the job.

A. Education and Experience

- Education: High School Diploma or GED (accredited).
- Experience: Two years of relevant work experience in a customer service role.

B. Certificates, Licenses, Registrations or Other Requirements

- None required.

C. Other Knowledge, Skills or Abilities Required

- Experience with Microsoft Office; basic Excel required.
- Work experience that required the use of a computer.

V. Work Environment

Listed below are key points regarding environmental demands and work environment of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Normal setting for this job is: office setting.

Benefits

At Waste Management, each eligible employee receives a competitive total compensation package including Medical, Dental, Vision, Life Insurance and Short Term Disability. As well as a Stock Purchase Plan, Company match on 401K, and more! Our employees also receive Paid Vacation, Holidays, and Personal Days. Please note that benefits may vary by site.

Interested in this Job? [Click here to contact Student Employment](#)

Shipman Print Solutions: Accounts Receivable/Receptionist (1 FT or 2 PT positions)
11/20/17

Shipman Printing is a commercial printer. They sell to print distributors and broker only, not end users. They are a small business with approximately 26 employees. Skills needed include Microsoft Word and Excel basic knowledge. Ability to operate general office equipment (telephone, calculator, copier, postage machine) and general computer and typing skills. Hours are Monday through Friday from 8:30am – 5:00pm.

Interested in this Job? [Click here to contact Student Employment](#)

Ecolab: Territory Representative – Buffalo, NY

11/20/17

Join Ecolab's, Global Food Retail Services Team as a Territory Sales Representative in the Buffalo, NY market and see why Ecolab is on Fortune magazine's list of The Worlds Most Admired Companies. The Territory Sales Representative opportunity delivers a comprehensive cleaning and food safety program developed specifically for the food retail industry, partnering with our customers to identify food safety risks and help prevent the spread of foodborne illnesses. **Position Description:** The Territory Sales Representatives manage a territory of customers in the food retail sector and also the responsible for the following: growing sales and retaining existing customers by providing service excellence, gaining new sales through new products and new customers, and providing customers training on food safety and sanitation through high quality surveys/audits. We are looking for candidates who will reside within 50 miles of Buffalo, NY and willing to travel 4 overnight per month along with weekend coverage every 11 weeks. **What's in it For You:**

- Receive a company vehicle for business and personal use along with a smart phone and tablet computer
- Enjoy a robust paid training program allowing you to learn from subject matter experts with proven success
- Plan and manage your schedule in a flexible, independent work environment that allows you to excel
- Carve out a long term, advanced career path in sales or other areas within Ecolab

What You Will Do

- Completes food safety audits based on the customer s required visit frequency (monthly or quarterly) and evaluates each department for compliance
- Facilitates the sale of Ecolab products by making suggestions for improvements with existing products and new innovations
- Installs and maintains equipment and collateral to ensure proper function and appearance
- Complete the Serv-Safe/SuperSafeMark and CP-FS training and becomes certified
- Develop & enhance existing relationships with customers while working independently and maintaining your own schedule

Basic Qualifications

- Completed Bachelor s Degree
- 1+ years of work or military experience
- Ability to lift / carry 50 lbs.
- Availability for up to 20% overnight travel
- Must have a valid drivers license and acceptable Motor Vehicle Record
- Must have the flexibility to handle occasional emergency calls at night, during the weekends and on holidays based on customer needs
- No Immigration Sponsorship available

Preferred Qualifications

- Mechanical ability (plumbing, electrical and/or mechanical experience) and problem solving skills to troubleshoot and repair equipment and dispensing systems

- 1+ years of professional experience in a grocery or foodservice
- Previous business to business value-add sales experience

Interested in this Job? [Click here to contact Student Employment](#)

SUNY Broome Community College: Staff Associate Business & Professional Studies – Binghamton, NY

11/20/17

SUNY Broome Community College is currently accepting applications for a Staff Associate to support the Dean of Business & Professional Studies. This is a full-time, tenure-track, 12-month position. The Staff Associate assists with day-to-day operations of the Business & Professional Studies division. These operations may include, but are not limited to: assisting in the development of divisional operating procedures; program scheduling, registration, advisement, and record keeping; working collaboratively with various Business & Professional Studies' departments and chairs on retention, persistence efforts and program reviews; working directly with students seeking medical withdrawal, dismissal appeals, and resolution of other issues as needed; service on various college, program development, administrative and academic committees as needed and/or recommended by the Dean; prepares and maintains statistical reports, surveys, and files associated with the programs under his/her direction; facilitates events in conjunction with the division; and performs other activities as assigned by the Dean.

Successful candidate must demonstrate strong communication, interpersonal, organizational, and computer literacy skills. An ability to successfully coordinate complex projects and interact collegially and objectively with all employees and students in a diverse environment is essential. Knowledge of Banner, Degree Works, Starfish, and Microsoft Office is preferred. Bachelor's degree required; master's degree in an appropriate discipline preferred. Three years' work experience required, preferably in a community college or higher educational setting. Hiring range is \$52,230 - \$65,288.

For full consideration, application materials must be received by **Monday, December 4, 2017**.

Interested in this Job? [Click here to contact Student Employment](#)

Fresenius Kabi: Electrician/Maintenance Mechanic - Grand Island, NY

11/14/17

The skills needed for this position include PLC, programmable logic controls, repairs, testing, installation, troubleshooting, and adjustments to electronic instrumentations. Hours are 3pm – 11pm, 11pm – 7am, off shift and weekends. Rate of pay is \$22-24 per hour after training.

Interested in this Job? [Click here to contact Student Employment](#)

Harbor Center: Various Positions – Buffalo, NY

11/14/17

Pegula Sports and Entertainment

- Senior Payroll Manager
- Associate Producer
- Marketing Manager
- Traffic Coordinator

Rochester Americans

- VP of Business Ops
- Partnership Services Manager

Hockey Western New York

- FT Event Manager
- World Juniors Team Services

Terra Mare

- Sous Chef

WNY Arena

- FT Technical Communication Manager
- Overnight Cleaners – Full Time and Part Time

Tim Hortons

- Team Members

The Healthy Scratch

- Team Members

(716) Food and Sport

- Sr. Service Manager
- Line Cooks
- Servers
- Food Runners
- Hosts

Interested in this Job? [Click here to contact Student Employment](#)

University at Buffalo Campus Dining and Shops: Cashier – Buffalo, NY

11/14/17

Job Classification: Cashier
Work Unit: EFC
Seniority Group: Food Service
Status: Probationary Full time Union
May incur lay-offs during University recess periods

Present Starting Rate: \$10.90/hr. (*Union employees: See Appendix "A" of union contract*)
Benefits included
Present Schedule: Monday through Friday 745am-4pm (Note that stated hours and days may vary)

DESCRIPTION: Providing quality meals to students, faculty, staff and visitors in a timely manner with an emphasis on customer service. Will handle student meal cards, cash, and credit cards and must follow proper money and merchandising policies and procedures. Will include prep work in multiple areas. Employee will be asked to prep multiple food items, focus on customer service, and work in high volume dining operations.

PRESENT JOB REQUIREMENTS:

- Minimum one-year verifiable cashier and money handling experience required.
- Previous experience with computer based point of sale cash register system and food preparation experience preferred. Barista experience required.
- Experience making specialty coffee drinks using espresso machines required.
- Must be able to read, write, and speak English, and have excellent customer service skills.
- Must be able to work quickly and efficiently in a **high-volume** operation.
- Professional appearance, demeanor, and hygiene required.
- Must be able to lift 30+ pounds, and be able to sit, stand, walk for 8 hours per day, and bend/reach as the job requires
- Regular attendance and reliable transportation is required. Must attend a food safety class.

PRESENT JOB ASSIGNMENTS (Please note that these assignments are subject to change):

- Accurate cash handling, food preparation, and serving customers in a friendly & courteous manner.
- Provide excellent customer service
- Station set up, breakdown, restocking, and occasionally putting orders away.
- Keep a neat, clean, and sanitized work area.
- Must work consistently and productively during entire shift.
- General cleaning and other food service duties or tasks as requested by management.
- Additional duties as assigned and requested by management

The [Application for Position Vacancy](#) form must be submitted to the CDS Human Resource Office, 146 Fargo Quad by 11/17/17

Interested in this Job? [Click here to contact Student Employment](#)

**University at Buffalo Campus Dining and Shops: Maintenance Employee-Receiving – Buffalo, NY
11/14/17**

Job Classification: Maintenance Employee- Receiving
Work Unit: EFC
Status: Full-Time (May incur lay-offs during University recess periods)
Starting Rate: \$11.00/hour Benefits Included (*Union employees: See Appendix "A" of union*)

contract)

Schedule: Sat off, Sun off, Mon-Fri 730am-330pm
(Note that stated hours and days may vary)

Description:

Primary responsibility is to maintain well-stocked food service units by receiving product and transporting to proper areas.

Job Duties:

- Receiving, stocking, dating, and proper rotation of product
- Some janitorial maintenance and general dishroom duties, equipment operation and maintenance as assigned
- Transport items to different units on campus
- Some food prep and customer service as needed
- Must work consistently and productively during entire shift
- Other duties as requested by management

Qualifications:

- Minimum 1 year experience as a receiver, and general janitorial experience preferred
- Must be able to work quickly and efficiently in a high-volume operation
- Must be able to read, write, and speak English, and have good communication and customer service skills
- Basic math skills required for counting boxes and reconciling invoices
- Professional appearance, demeanor, and hygiene required
- Must have the ability to lift 60+ pounds, and be able to walk, stand, bend, and reach as the job requires
- Regular attendance and dependable transportation is required
- Must be detail oriented to ensure products are being delivered and then transported to different areas properly
- Must be, or become, ServSafe certified (attend required class and pass test)
- Must have valid, clean NYS drivers license

Application for Position Vacancy form must be submitted to CDS HR Office 146 Fargo Quad by:

Midnight on Tuesday 11/17/2017

Interested in this Job? [Click here to contact Student Employment](#)

**Sears Holdings Corporation: Various Positions (PT/FT) – Niagara Falls, NY
11/14/17**

Consultative Sales Associate – Home Appliances

The Consultative Sales Associate is responsible for enhancing the experience of members and driving profitable sales of Home Appliance area by providing proactive consultative sales assistance.

Consultative Sales – Home Improvement

Jobs in this category are responsible for: selling and servicing customers within one or more departments including Home Improvement, Lawn, and Garden, Tools, Sporting Goods etc.

Cashier & Hardlines Support Associate Seasonal

The Hardlines Support Associate is responsible for enhancing the experience of our Members and driving sales through courteous and proactive support to Members, accurately and efficiently.

Backroom Associate Seasonal

Jobs in the category are responsible for the execution of all receiving activities including unloading merchandise, merchandise preparation and staging, outbound shipments, and daily stockroom.

Interested in this Job? [Click here to contact Student Employment](#)

Conde Design Group: Custom Carpenter Apprentice – Youngstown, NY

11/6/17

Conde Design Group is looking for a Custom Carpenter Apprentice

Who is Conde Design Group? The owner of Conde Design Group, Mr. Michael Conde is a highly skilled, creative and talented master carpenter and craftsman and a business owner with 20 years of experience completing a wide variety in residential and commercial projects. He is a successful self-employed businessman with expertise in custom designs, fabrication and installation in kitchen, bathroom, office and built in cabinetry, mantles, stairs and interior trim. Mr. Conde is experienced and skilled in estimating labor and material costs as well as scheduling job completion. He has hands on experience of new construction and remodeling of residential and commercial projects along with collaborative team skills, working with and scheduling other trades. Mr. Conde has outstanding attention to detail and customer service satisfaction.

As a newly hired Conde Design Group member you will be trained in the following:

- Understanding different wood species
- Basic understanding of tape measure
- Able to operate and maintain all carpentry tools such as table saw, shaper, drum sander, drill press, line bore machine, edge bander, auto feeders, chop saw, power drills, grinders and various hand tools.
- Read blueprints/drawings
- Create cut list for project
- Mill parts and assemble
- Sand and preparation for paint or stain
- Apply finish: paint or stain
- Final assembly and installation
- Work and collaborate with homeowner/builder to coordinate with other trades
- Installation of interior trim; hang doors, install casing, crown molding, wainscoting, columns, handrails, chair rail, base molding, and interior hardware

**** You will not be hired without knowledge of how to read a tape measure.

Interested in this Job? [Click here to contact Student Employment](#)

Shamus Restaurant: Line Prep Cook – Lockport, NY
11/6/17

Shamus Restaurant is hiring a full time Line Prep Cook. Hours are flexible. Culinary experience/interest needed. Degree and/or job experience required.

Interested in this Job? [Click here to contact Student Employment](#)

Doodle Bugs! Children’s Learning Academy: Teachers and Teacher Assistants (FT & PT) – Buffalo, NY
11/6/17

Doodle Bugs! Children’s Learning Centers provide education-based care for children ages six weeks to 12 years, including Preschool/Pre-K and Summer Camp programs. The BRAVO! Curriculum®, which is professionally designed and exclusive to Doodle Bugs!, combines theme-related, developmentally appropriate classroom experiences, all-inclusive enrichment activities and a series of center events. Enrichment activities include Tae Kwon Do and Doodle Dance & Fitness.

Majors Wanted: Education

Interested in this Job? [Click here to contact Student Employment](#)

Beechwood Continuing Care Homes: Environmental/Housekeeper & Certified Nursing Assistants (CNA) – Getzville, NY
11/6/17

BEECHWOOD HOMES POSITIONS

Environmental/Housekeeper

Performs a variety of housekeeping functions in resident, employee and public areas of the facility. Entry level, will train. This is a full-time position, 7am-3pm, with rotating weekend coverage.

Certified Nursing Assistants (CNA)

As a CNA at Beechwood Homes, you will assist licensed nursing personnel, assist residents in activities of daily living, and encourage socialization and involvement of residents in daily activities, while supporting family and visitor involvement. The CNA provides the foundation of supportive care for our residents! NY certification required. Full-time and part-time, all shifts available.

Beechwood is an equal opportunity employer.

Interested in this Job? [Click here to contact Student Employment](#)

BASF: Technical Sales Co-op/Contractor Technician – Niagara Falls (area), NY

11/6/17

- Adhere to BASF safety, health and environmental guidelines. Work safely in an environment where exposure to pinch points, slip hazards, noise exposure, chemical exposure, etc. exist. Individual must participate and be certified in mandatory mill sponsored safety training. Always use appropriate Personal Protective Equipment (PPE) when in customer facilities and when working around chemicals.
- Work 10-20 hours per week
- Dress at appropriate professional level when representing BASF at customer locations.
- Support existing business and work with BASF Sales Personnel on new sales opportunities at the plants.
- Interact with customer's management and mill work force
- Be available for emergency on call service (24/7) which includes nights/weekends.
- Data collection and data analysis utilizing Excel software
- Data presentation utilizing Excel and PowerPoint software
- Safety oriented
- Valid driver's license
- Highly motivated and driven
- Demonstrate problem solving skills and able to think on your feet
- Ability to take initiative and identify things that need to be done without being told

Job Requirements:

- Inventory management of BASF products
- Chemical feed equipment management and maintenance
- Assist with Ordering of BASF Products
- Special projects as determined by Technical Representative and Regional Manager
- Proficient in computer software programs (Excel - PowerPoint Word)
- Capable of conducting laboratory testing – solids measurement, simple titrations, hand held instruments, etc....

Pay Rate is \$20-\$23 per hour depending upon experience.

Interested in this Job? [Click here to contact Student Employment](#)

SUNY Broome Community College: Temporary Technical Assistant – Binghamton, NY

11/6/17

SUNY Broome Community College seeks an energetic, self-motivated candidate for a temporary, 12 month, full-time, Technical Assistant IIA appointment in the Business & Professional Studies Division. The Technical Assistant will be primarily responsible for all divisional related information technology needs and will be supporting both faculty and student learning. This position will be responsible for supporting the division's computers, laptops, iPad, smartphones, AV equipment, related software and hardware, and other duties as needed. The incumbent will work with faculty to maintain, implement, and explore technology initiatives within the division and will coordinate lab proctors and assist in division technological purchases. Help desk and user support experience, familiarity with Ethernet and TCP/IP networking, and previous work in a team environment are a plus. This position reports directly to the Dean of Business and Professional Studies and will coordinate services with the Information Technology Services department.

An Associate's degree in information technology, computer science, or a computer support specialist related field is required. Experience with information technology support in an educational environment preferred. Extron Certification, InfoComm CTS or other technical certifications are also a plus.

The successful candidate will possess excellent customer service skills and the ability to communicate effectively with diverse college faculty, staff, and students. Candidates comfortable in a learner-centered environment and committed to the community college mission are encouraged to apply. Salary range is \$43,165 to \$53,956 and offer will be based upon the candidate's qualifications.

For full consideration, application materials must be received by **November 10, 2017**.

SUNY BCC invites and encourages applications from women and minorities.

AA/EOE

Interested in this Job? [Click here to contact Student Employment](#)

Turning Stone Resort Casino: Baker – Verona, NY

11/6/17

The award-winning Turning Stone Resort Casino is one of the top five tourist destinations in New York State, hosting more than 4.5 million guests a year. The Resort features four hotels, five golf courses, two spas, 21 dining options including both casual and fine dining, a world-class casino, cabaret-style showroom, 5,000-seat Event Center, Nightclubs, and over 200,000 sq. ft. of banquet space.

Our Pastry and Bakery Department prepare all desserts for the Resort including Opals Confectionary. If you enjoy a fast paced environment and have experience as a baker join our dynamic team.

Additional responsibilities include:

- Consistently prepares various bakery items for all outlets, and Casino events with strong attention to detail.
- Takes proactive approach in ensuring that food handling/quality procedures are accurately and continuously followed.
- Maintains constant awareness pertaining to all food products within specified restaurant dessert coolers, and ensures that food items are properly rotated to maintain freshness.
- Assists in maintaining the overall cleanliness and appearance of the kitchen and bakery areas.
- Effectively converts and proportions recipes to suit product requirements.

Ideal candidate must have 1 year previous Pastry and Baking experience, AOS Degree preferred. Must be able to stand for long periods of time and lift up to 50 lbs.

Turning Stone Resort Casino offers competitive wages, excellent health benefits including medical, dental, vision, paid time off, 401K retirement plan, flexible spending accounts and many additional employee discounts and amenities.

Interested in this Job? [Click here to contact Student Employment](#)

Turning Stone Resort Casino: Line Cook – Verona, NY 11/6/17

The award-winning Turning Stone Resort Casino is one of the top five tourist destinations in New York State, hosting more than 4.5 million guests a year. The Resort features four hotels, five golf courses, two spas, 21 dining options including both casual and fine dining, a world-class casino, cabaret-style showroom, 5,000-seat Event Center, Nightclubs, and over 200,000 sq. ft. of banquet space.

Additional responsibilities include:

- Demonstrates a thorough understanding of sanitation procedures which are consistently applied and ensures that those procedures are followed by other employees.
- Understands the importance of proper food handling procedures.
- Always follows all approved recipes while ensuring proper cooking techniques and the highest quality standards.
- Ensures that foods are maintained at necessary temperatures and those not in necessary ranges are properly corrected or discarded.
- Always properly identifies and stores products and takes an active role in quality control of all food items.
- Demonstrates the ability to produce food orders in a timely, neat and organized manner according to the needs of the guest.
- Familiar with all product/inventory in freezers and coolers and assists in ensuring that all product/inventory is properly rotated to maintain freshness.

Ideal candidate must have 2-3 years previous culinary experience, Associates Degree preferred. Must be able to stand for long periods of time and lift up to 75 lbs. Must be able to work in a fast

paced environment and multi task. Ability to accommodate a flexible work schedule to include nights, holidays and weekends.

Turning Stone Resort Casino offers competitive wages, excellent health benefits including medical, dental, vision, paid time off, 401K retirement plan, flexible spending accounts and many additional employee discounts and amenities.

Interested in this Job? [Click here to contact Student Employment](#)

Premier Food Brokerage Firm: Client Service Specialist for Food Brokerage Firm – Buffalo, NY

11/6/17

Provide continuous customer service to clients, customers, and personnel. Utilize technology to place orders, maintain systems/financials, file documents and communicate information. Act as a resource to support the advancement of sales efforts while contributing to business development.

Duties include:

- Process orders according to principals' requirements, including lead time and minimums; review orders, confirmation/invoices for pricing, item, quantity, and delivery accuracy
- Assist with financial/logistical issues that may interfere with the placement or shipment of orders, i.e. credit referrals, credit holds, late/no show trucks, etc.
- Answer phones; direct messages, monitor faxes.
- Order, monitor, pack/unpack and put away samples.
- Maintain accurate filing system – Hard copy, outlook, shared drives
- Maintain up to date SOP's for all assigned clients, duties, and activities
- Maintain necessary mailings: ads, flyers, point of sale, etc.
- Assist principals with deductions management and collection of open invoices;
- Manage required Principal financial and order platform systems as necessary
- Assist Finance Manager with information and paperwork necessary to reconcile commissions and accounts receivables.
- Respond in a timely manner to any request for information from management, the principals and/or customers.
- Know and execute all opening and closing office procedures.
- Other duties as assigned and requested

Position also includes inside sales and suggestive selling, with an opportunity to provide ideas for growth of current business. Successful candidate will possess strong communication, influence and problem solving skills, as well as be able to react to change productively. Must be a self-starter with entrepreneurial spirit!

Previous customer service experience, especially experience in the retail or food service areas, is extremely advantageous.

Must have Computer skills, including the ability to learn proprietary software programs. Knowledge of Microsoft Software to include Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) required.

Some extended hours (including some Saturdays) may be necessary to meet deadlines, complete

assigned duties, follow through on logistical issues, launch new product lines, prepare for important events, or other urgent needs as determined by company management. May also require occasional participation in Food Show Events.

Interested in this Job? [Click here to contact Student Employment](#)

Med-Scribe, Inc.: RN or LPN – Buffalo, NY
11/6/17

Med-Scribe, Inc. recruits for exciting nursing opportunities in the healthcare industry and we're scouting for top talent in the City of Good Neighbors!

Med-Scribe, Inc. Healthcare Recruiters is presently searching to add staff to the temporary traveling Chart Review Team to fulfill Monday to Friday day hours as scheduled. This is a temporary position in Buffalo projected to last approximately 3 months beginning February until May 2017.

The job would revolve around performing on-site chart reviews at provider offices. The RN or LPN in this role will be trained to capture the diagnostic profiles of targeted plan members and record on a laptop provided by the client. MA plans are required by law to provide diagnostic profiles to the Centers of Medicare and Medicaid in order to anticipate the complexity of care and acuity levels of their membership. In order to do so, we recruit Registered Nurses and Licensed Practical Nurses for their skill set in charting to accurately capture the diagnostic profiles of the targeted members.

This is a traveling position and all reviews are performed in the provider's office in and around the Buffalo area. Mileage is reimbursed. The salary is \$34/hr. for RN's and \$31/hr. for LPN's.

This is a wonderful opportunity for a nurse who enjoys the administrative side of patient care! 80% of the job will be medical record review and collecting and reporting data. The remaining 20% of the job will entail follow-up phone calls and/or scheduling appointments for reviews.

Requirements include the ability to review medical records and abstract predefined data, and collect information as prescribed by the project. Current RN/ LPN NYS License in good standing required. Candidates must be computer savvy and be able to navigate computer programs effectively. Valid NYS driver's license and reliable transportation required. Understands the importance of maintaining the physical and technical security and privacy of protected health information (PHI).

Interested in this Job? [Click here to contact Student Employment](#)

Thermo Fisher Scientific: Manufacturing Positions / Various Shifts Available – Grand Island, NY
11/6/17

At Thermo Fisher Scientific, each one of our 55,000 extraordinary minds has a unique story to tell.

Join us and contribute to our singular mission—enabling our customers to make the world healthier, cleaner, and safer.

In this role, you will operate a variety of processing and packaging equipment to manufacture cell culture media in accordance with current Good Manufacturing Practices.

Essential Functions:

Operate processing and packaging equipment to manufacture cell culture media. Equipment includes mixers, mills, blenders, pumps, filtration systems, and packaging equipment.

Weigh, measure and check raw materials with assistance of computer interface to assure batches manufactured contain proper materials and quantities.

Calibrate/operate semi-automated and automated manufacturing equipment.

Perform in-process sampling and testing to assure batches meet specification.

Follow all safe practices and SOP's. Complete and maintain Quality Records in compliance with regulatory requirements, GMP's and standard operating procedures.

Maintain equipment and rooms in proper operating condition and proper cleanliness requirements.

Perform activities in a controlled environment up to and including classified clean room conditions. May be required to perform other related duties as required and/or assigned.

Education:

Requires a high school diploma or equivalent.

Experience:

General understanding of machinery and mechanics is required. Strong attention to detail required.

Experience working with a strong focus on quality of product required. Prior experience in a GMP manufacturing environment is preferred. Knowledge of computer applications and current software is desirable.

Working Conditions:

Works in a controlled manufacturing environment; is required to lift up to 45 lbs. and may be required to stand for long periods of time while performing duties. Must be able to work safely with materials and equipment. Must be able to work overtime and flexible shifts. Various levels of gowning are required.

Thermo Fisher Scientific is an EEO/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other legally protected status.

Interested in this Job? [Click here to contact Student Employment](#)

New York Leak Detection, Inc (NYLD): Subsurface Utility Consultant – Albany, Buffalo, Central New York, Hudson Valley, and Long Island
11/6/17

A full-time career opportunity is available immediately. Services that NYLD provide include Utility

Location, Water Leak Detection, Utility Mapping, Video Inspection, and Ground Penetrating Radar.

We are willing to train the appropriate candidate.

Immediately openings are available in Albany, Buffalo, Central New York, Hudson Valley, and Long Island.

Required:

- Computer Skills
- Effective verbal and written communication skills
- Valid driver's license with proven good driving record
- U.S. Citizen or have US work permit
- Overnight travel and working outdoors

Compensation:

- Salary position – Solid well-paying position
- Performance based commission
- 401K
- Medical Insurance
- Paid Vacations

NYLD is an Equal Opportunity Employer (EOE) www.nyld.com

Interested in this Job? [Click here to contact Student Employment](#)

Days Inn: Front Desk Agent / Guest Service Representative – Buffalo, NY

11/6/17

OVERVIEW:

Pleasantly greets guests and provides customer service functions related to guest registration, billing, revenue collections, reservations, telephone transfers, information, directions, message taking, guest assistance and sales.

RESPONSIBILITIES: (To include but not limited to)

- Welcomes guest and pays particular attention to assigned room type, special requests, rate, all while exhibiting an inviting, friendly, and helpful "Glad You're here" personality, attitude and sets an example for guest service representatives to uphold.
- *Imperative that ALL Front Desk Agent/ Guest Service Representatives have read and acknowledged each Hotel Property Operating Manual, understand and agree to the terms thereof. In the case of any major or unusual event, the following numbers must be notified: 911, Ellicott Development Company (854-0060), and the Hotel Manager and/or Hotel Assistant Manager.*
- *Performs any combination of following duties for guests of hotel: Greets, register and assigns rooms to guests.*

- Follows and adhere to brand uniform and grooming guidelines.
- Keeps records of room availability and guests' accounts, manually or using computer.
- Uses suggestive selling (Signature Training) techniques to sell rooms, advance reservations, and up selling techniques to maximize revenue.
- Promptly follows up on guest complaints and requests with the appropriate person or department.
- Develops the ability to resolve minor complaints to the satisfaction of the guests.
- Complete all tasks and assignments as required by Front office checklist.
- When needed, help with any special cleaning projects in order to keep a presentable, clean, hotel for all guests. Ensure the front desk is attended to at all times.
- Assures that proper credit procedures are maintained for all guests' accounts while adhering to the "NO PAY" "NO STAY" operations rule.
- May routinely book guest reservations for individuals and/or groups that are requested either by phone or from within the hotel: process cancellations, revisions, and information updates on changes.
- Maintain secure guest and house key control and properly administer room keys only to registered guests with photo identification. Never give a key out to an unregistered guest.
- Maintain proper cash control. Keep drawer secure at all times under lock and key.
- Ensure cash, credit cards, and direct bills balance at the end of your shift.
- Knows and follows all operating procedures for handling guest mail, messages, and faxes.
- Ability to give instructions on the phone with regard to the guest room HVAC, television, telephone, internet access, dishwasher, refrigerator, stovetop, microwave, and all other in-room features.
- Responsible for guest tours in model rooms and common areas. Use same tour route for all guests to comply with fair housing guidelines.
- Understands and respects guests need for privacy and the confidential information we are provided with.
- Prepare and submit work order maintenance request as communicated by guests.
- Use front office communication log to maintain shift communications.
- Maintain a clean, organized, clutter free front office area at all times.
- Takes an active interest in guest satisfaction and follows standard operating procedures without foregoing the use of "Good Judgment" in attempting to satisfy guest needs.
- Promote teamwork and quality service through daily communications and coordination with other departments.

- All other duties assigned consistent with above.

QUALIFICATIONS:

- Must possess strong customer service skills necessary to interact positively with guests and staff.
- Excellent Communication skills especially with Supervisors, peers, or guests.
- Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information
- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Ability to multi-task and place tasks in order of importance.
- Processing Information — compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Ability to work well with others
- Tact and patience to deal with difficult customers

Interested in this Job? [Click here to contact Student Employment](#)

Days Inn: Night Auditor – Buffalo, NY

11/6/17

OVERVIEW:

Accurately balances all hotel income expenses for 24 hour hotel operating period. Pleasantly greets guests and provides customer service functions related to guest registration, billing, revenue collections, reservations, telephone transfers, information, directions, message taking, guest assistance and sales.

RESPONSIBILITIES: (To include but not limited to)

- Balance and audit for accuracy room revenue and telephone revenue; assist in the preparation of all reports relevant to daily revenues.
- Balance and audit for accuracy room and tax charges, cashier’s reports, and guest and house accounts.
- *Imperative that ALL Night Auditors have read and acknowledged each hotel Property Operating Manual, understand and agree to the terms thereof. In the case of any major or unusual event, the following numbers must be notified: 911, Ellicott Development Company (854-0060), and the Hotel Manager and/or Hotel Assistant Manager.*

- *Complete and transmit daily management, accounting reports, and supporting documents; prepare customer tracking report, market segmentation report, and other auditing report to ensure the accurate accounting of hotel revenues and expenses.*
- *Transmit credit card batches.*
- *Welcomes guests in a friendly, prompt and professional manner. Pays particular attention to assigned room type, special requests, rate, all while exhibiting an inviting, friendly, helpful, and "Glad You're Here" personality and attitude.*
- *Act as hotel system liaison during night hours. Call in and open tickets with appropriate system during the overnight hours if a system fails or issues occur.*
- *Performs any combination of following duties for guests of hotel: Greets, register and assigns rooms to guests.*
- Follows and adhere to brand uniform and grooming guidelines.
- Keeps records of room availability and guests' accounts, manually or using computer.
- Uses suggestive selling (Signature Training) techniques to sell rooms, advance reservations, and up selling techniques to maximize revenue.
- Accurately process all cash and credit card transactions in accordance with established procedures including but not limited to posting all charges, completing cashier and other reports, preparing deposit, and counting/securing assigned bank.
- Promptly follows up on guest complaints and requests with the appropriate person or department.
- Develops the ability to resolve minor complaints to the satisfaction of the guests.
- Complete all tasks and assignments as required by Front office checklist.
- When needed, help with any special cleaning projects in order to keep a presentable, clean, hotel for all guests. Ensure the front desk is attended to at all times.
- May routinely book guest reservations for individuals and/or groups that are requested either by phone or form within the hotel: process cancellations, revisions, and information updates on changes.
- Assures that proper credit procedures are maintained for all guests' accounts while adhering to the "NO PAY" "NO STAY" operations rule.
- Maintain secure guest and house key control and properly administer room keys only to registered guests with photo identification. Never give a key out to an unregistered guest.
- Maintain proper cash control. Keep drawer secure at all times under lock and key.
- Ensure cash, credit cards, and direct bills balance at the end of your shift.
- Knows and follows all operating procedures for handling guest mail, messages, and faxes.
- Ability to give instructions on the phone with regard to the guest room HVAC, television, telephone,

internet access, dishwasher, refrigerator, stovetop, microwave, and all other in-room features.

- Responsible for guest tours in model rooms and common areas. Use same tour route for all guests to comply with fair housing guidelines.
- Understands and respects guests need for privacy and the confidential information we are provided with.
- Prepare and submit work order maintenance request as communicated by guests.
- Use front office communication log to maintain shift communications.
- Maintain a clean, organized, clutter free front office area at all times.
- Takes an active interest in guest satisfaction and follows standard operating procedures without foregoing the use of “Good Judgment” in attempting to satisfy guest needs.
- Promote teamwork and quality service through daily communications and coordination with other departments.
- All other duties assigned consistent with above.

QUALIFICATIONS:

- Must possess strong customer service skills necessary to interact positively with guests and staff.
- Excellent Communication skills especially with Supervisors, Peers, or guests.
- Excellent written and verbal communication skills
- Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information
- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Ability to multi-task and place tasks in order of importance.
- Processing Information — compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Ability to work well with others
- Tact and patience to deal with difficult customers

Interested in this Job? [Click here to contact Student Employment](#)

Drafter/Designer – Mechanical & Piping The Drafter/Designer applies engineering fundamentals and prepares mechanical piping designs with an engineer or a senior designer's approval. This role is responsible for preparing drawings using CAD, organizing drawing production to support project schedules and conform to project scope, and preparing lists, spreadsheets, and databases to document information related to design drawings. Additional responsibilities include selecting, developing, preparing, or conforming to project standards. A Drafter/Designer may work independently on design projects but usually takes direction from an engineer or a senior designer.

Essential Job Functions

- Prepare drawings under the supervision of engineers and senior design staff.
- Ability and willingness to travel to an off-site location and/or work in an operating facility with, and amongst, existing on-site production staff.
- Work cooperatively with other designers and disciplines to produce a coordinated set of design documents
- Use Quackenbush Co. techniques to prepare construction documents from designs prepared by others.
- Prepare mechanical equipment layouts and general arrangements.
- Acquisition and presentation of accurate dimensional field data.
- Review vendor submittals and equipment drawings.
- Review work for design integrity, completeness, accuracy, clarity and quality.
- Actively pursue continuous improvement and efficient work techniques.
- Conduct research and consult with specialists for assistance in document preparation.
- Ability to pass Client badging and screening processes.
- Regular and reliable attendance.

Position Requirements

Knowledge & Skills

- Excellent written and verbal communication skills. The ideal candidate can discuss mechanical design and can converse with individuals in other disciplines about technical topics.
- Capable with techniques for either mechanical & piping design
- Ability to complete tasks with accuracy and with strong attention to detail.
- Ability to consistently meet deadlines.
- Ability to use computer software generally used in engineering, including AutoCAD, and Microsoft Word, Excel, and Outlook.
- AutoCAD MEP, CADWorx, Inventor, Sketch Up Pro and Revit proficiency preferred.

Educational & Work Experience

- Associate's degree, technology certificate or three years of mechanical and/or piping design or detailing experience, or any equivalent combination of education and design experience. Quackenbush Co. will provide necessary training to employees as needed for industry growth and increased competency.

Physical Requirements

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. Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use

developments, construction sites or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and smell. The employee must occasionally lift and/or move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Travel can be required.

Interested in this Job? [Click here to contact Student Employment](#)

Snyder Industries, Inc.: Maintenance Mechanic – Tonawanda, NY

11/6/17

Snyder Industries, Inc., a leader in providing high quality machined components for the heavy equipment and underground mining equipment industries, has an opening for a Maintenance Mechanic.

Requirements include:

- Fabrication Experience
- Experience with Manual Machining Equipment
- Basic Welding and Cutting Experience
- Experience with Machine Repair and Preventative Maintenance
- Electrical Repair Experience is beneficial, but not required

Snyder Industries, Inc., provides competitive wages and benefits, overtime, and a modern facility with a climate controlled environment and employee fitness center. Benefits include health, dental, and life insurance, 401k plan, paid vacation and holidays, work boot allowance, and more.

Interested in this Job? [Click here to contact Student Employment](#)