10.21.16 Kentucky Wesleyan College has **four full-time faculty openings** (Biology, Business Administration, Chemistry, and Criminal Justice) for Fall 2017 and **one full-time Admissions Counselor position**.

    

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10.21.16 The City of Owensboro is accepting applications for the position of Clerk/Typist. 

***MANDATORY EXAM SESSIONS***

**Hold all Dates Stated Above. Dates/Times subject to change.**

**Applicants will be notified of assigned session and time to report for exams.**

**JOB SUMMARY:**

**A clerk/typist performs clerical duties for the Owensboro Police Department which include but are not**

**limited to: data entry, making copies, processing paperwork, and file/maintain records.**

**QUALIFICATIONS AT TIME OF APPLICATION:**

1) High School diploma or GED OR 6 months experience in a job related field, such as Clerical

2) Valid driver’s license

**TO APPLY:**

To ensure your application will be considered, it must be received no later than the **application**

**deadline of November 4, 2016**. The City reserves the right to accept applications after deadline, at its

discretion. Applications available at www.owensboro.org**;** Scroll down to “Employment Opportunities”;

Click the position and follow the directions on how to apply (i.e., in upper right hand corner, click

"Download Application" to download and complete application electronically; Save; Click arrow in very

upper left-hand corner to go back to previous page; Click "Submit Application" and complete required

information; Click Submit. You should receive a message telling you if your application was successfully

submitted). If you experience difficulty, you may also email your job application and any related

documentation directly to **halljd@owensboro.org**. Applications can also be obtained by calling (270)

687-8861; or toll-free: (888) 616-8540. Hearing impaired, call TDD/Voice (270) 687-4459. If you prefer,

you may mail paper applications to Jo Hall, Owensboro Police Dept., 222 East 9th Street, Owensboro,

KY 42303. Resume alone is not sufficient. Job application required. To confirm receipt of your application,

please call 270-687-8861 prior to the deadline.

**APPLICATION DEADLINE IS NOVEMBER 4, 2016**

***The City of Owensboro is an Equal Employment Opportunity Employer.***

**EEO/AA– M/F/V/D**

**ADA accommodations may be requested by calling 270-687-8542.**

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10.20.16

[**Logan Aluminum Inc.**](https://www.facebook.com/loganaluminum/?hc_ref=NEWSFEED) ·

WE ARE CURRENTLY RECRUITING FOR OPERATING TECHNICIANS.   
Start pay is $19.13/hour and top out pay is $27.77/hour.   
 <https://rn22.ultipro.com/LOG1001/JobBoard/JobDetails.aspx> … [https://rn22.ultipro.com/LOG1001/JobBoard/JobDetails.aspx…](https://rn22.ultipro.com/LOG1001/JobBoard/JobDetails.aspx?__ID=%2A0B13A152CB7E5740)se visit our website for more information and to submit your application.

[https://rn22.ultipro.com/LOG1001/JobBoard/JobDetails.aspx…](https://rn22.ultipro.com/LOG1001/JobBoard/JobDetails.aspx?__ID=%2A0B13A152CB7E5740)

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10.19.16

Communication Services Assistant

**Position Overview**

A newly created**, full-time, hourly paid, staff position with the Greater Owensboro Realtor® Association**. This person will help promote interest and active participation in Association activities, events, and programs to membership and the general public. The employee will use various communication and marketing methods such as newsletters, email (Outlook & Mail Chimp), internet based social and main-stream media channels, direct US mail, digital photography, etc.

Acts as staff liaison to the Public Relations Committee assisting the Chairman with meeting agendas and minutes, facilitates communication with Association members and the general public about various events including the Home Ownership Matters Fair, and Golf Scramble events. Supports the Aid the Homeless, Inc. Board of Directors in the communication and promotion of their annual fund raising Benefit, and other occasional fund raising activities.

Also assists other Association staff in support of various operations activities including, but not limited to National Organization Standards certification requirements, meetings scheduling and coordination, data base management, housing statistics, lock box and key maintenance, receipt of over-the-counter bill payments, and incoming phone calls.

Qualified candidates must have extensive MS Office Suite and social media experience.

Send resume only by email to [lindakaylor@owensbororealtors.com](mailto:lindakaylor@owensbororealtors.com)

**Reference: Communication Services Assistant in the subject line.**

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10.18.16

WTVQ-TV has the following employment opportunities available.

**MULTI-MEDIA JOURNALIST**: **WTVQ Lexington** is in search of a Multimedia Journalist to join our team. This is a “one-man-band” position that requires the applicant to enterprise stories shoot, write, edit, and present those stories both live and pre-record. All applicants must have a minimum of one-year of employment at a broadcast television or cable station is required. Candidate must have the technical and mechanical abilities associated with use of digital video camera / recorders, Edius non-linear editors, and Dejero live units. You must have a valid driver’s license. EOE M/F/D/V pre-employment background screen required. WTVQ is a drug free environment and we reserve the right to administer random drug testing as deemed necessary. Please send resume to: Human Resources, P.O. Box 55590, Lexington, KY 40555 or email [hr@wtvq.com](mailto:hr@wtvq.com) .

**PRODUCTION TECH: WTVQ Lexington** is seeking a part-time morning Production Tech to join our team. This position is up to 29-hours per week. Applicant will work in all aspects of news production including but not limited to studio camera operation, audio board operation, and graphic creation for Good Morning Kentucky and Good Day Kentucky. This position requires a valid driver’s license and a clean driving record. EOE M/F/D/V pre-employment background screen required. WTVQ is a drug free environment and we reserve the right to administer random drug testing as deemed necessary. Please send resume to: Human Resources, P.O. Box 55590, Lexington, KY 40555 or email [hr@wtvq.com](mailto:hr@wtvq.com) . No phone calls please.

WTVQ-TV is an Equal Opportunity Employer M/F/D/V

Pre-employment background check required.

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10.18.16 Kentucky Career Center—(Henderson and Owensboro)

Office of Employment and Training

 

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10.14.16 American Airlines is hiring flight attendants

<http://galleytalk.me/2016/10/american-hiring-flight-attendants-multiple-bases-across-united-states/>

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10.13.16

**Graduate Assistantships – Coupled natural-human systems**

1 MS and 1 PhD position at NC State University

Starting January or Fall 2017 (flexible)

Graduate opportunities in Fish and Wildlife Conservation with the Department of Forestry & Environmental Resources for self-motivated and hardworking students interested in the social and ecological dimensions of avian stewardship on residential lands. The graduate students will conduct research that leverages citizen science projects associated with the Cooper lab, which includes Sparrow Swap (<http://scistarter.com/sparrowswap/>), Sound Around Town (launching this winter in collaboration with the National Park Service’s Dark Skies and Natural Sounds division), and the Raleigh site for the Smithsonian’s Neighborhood Nestwatch. Possible research directions include, but are not limited to, management of invasive house sparrows, mapping environmental contaminants based on their levels of bioaccumulation in house sparrow eggs, and the influence of soundscapes and lightscapes on avian and human wellbeing.

Students will be expected to engage with the activities of the university-wide cluster on Leadership in Public Science (<https://facultyclusters.ncsu.edu/clusters/leadership-in-public-science/>) which offers unique intellectual focus and professional development in the realm of citizen science, open science, and science communication. The students will spend time in the Biodiversity Research lab at the North Carolina Museum of Natural Sciences (<http://naturalsciences.org/research-collections/biodiversity-lab>) where they will have opportunities to develop their science communication skills.

Minimum qualifications:   
BS (MS for PhD opening) degree in ecology, wildlife, natural resources, conservation or related discipline with coursework in social sciences   
GPA of 3.4 or higher  
GRE scores near or above 160 in verbal and quantitative areas   
Demonstrated research experience (data collection, analysis, and writing)   
Background in natural resource management, conservation, or urban ecology   
Interest in interdisciplinary (social and biological) research   
Commitment to public science

Excellent verbal and written communication skills

Preferred qualifications:   
Experience with citizen science

Experience in science communication   
Advanced geospatial and quantitative skills

To apply, submit a pre-application to Dr. Cooper at [cbcoope3@ncsu.edu](mailto:cbcoope3@ncsu.edu) by Nov 7.  Submit pre-application as a single PDF file attached to an email introducing yourself with “Coupled Human Natural Systems graduate application” in the email subject line.:   
1) cover letter summarizing interest in the position, qualifications, and experience, as well as research and career goals   
2) Curriculum Vitae   
3) academic transcripts (can be unofficial)   
4) GRE scores (can be unofficial)   
5) Names and contact information for three professional references   
  
Selected applicants will also need to apply to the Dept of Forestry & Environmental Resources at North Carolina State University before acceptance.

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10.13.16  **Forest Service Hoosier National Forest**

The outreach for our two new GS-1001-4/5 Visitor Services Information Assistant positions is now live -- <https://fsoutreach.gdcii.com/?id=1F39B2C8DADC4587ABA1018200139652>. It will be up until October 27th. Please share this opportunity to anyone who might be interested.

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10.12.16

Kentucky Career Center—(Henderson and Owensboro)

Office of Employment and Training

 

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10.11.16 There is a **position open in the Office of Communications at the National Institute of Justice.**

The job title is “Writer/Editor (Web Design)” but I encourage a wide-range of folks to check out the description. This position involves content strategy and creation among a number of other fun things to work on.

<https://www.usajobs.gov/GetJob/ViewDetails/452900400/>

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10.7.16



invites you to attend our

**Lab Interviewing Event**

**Norton leaders interviewing for our Laboratories:**

Norton Hospital, Kosair Children’s Hospital, Audubon Hospital, Norton Women’s & Kosair Children’s Hospital, Norton Brownsboro & CPA Lab

**Norton leaders interviewing for our Laboratories:**

Norton Hospital, Kosair Children’s Hospital, Audubon Hospital, Norton Women’s & Kosair Children’s Hospital, Norton Brownsboro & CPA Lab

Confirm your participation by applying online at

[www.mynortoncareer.com](http://www.mynortoncareer.com/) to job posting 2431

**Lab Interviewing Event**

**224 East Broadway Louisville, KY40202**

**Suite 200**

Contact Cara Hobbs at (502) 629-5295 or email

[Cara.Hobbs@nortonhealthcare.org](mailto:Cara.Hobbs@nortonhealthcare.org) for additional information.

Free Parking in Garage

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# 10.7.16 Owensboro Convention Center is hiring!

# Absolutely! We currently have 3 full-time openings. The Event Manager opening has not been posted yet to our career portal, but should be up early next week. I’ve attached job descriptions for all 3 along with a link to our Comcast-Spectacor Careers portal to apply:

# <https://careers-comcastspectacor.icims.com/jobs/search?ss=1&searchLocation=12781-12801-Owensboro>

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# 10.7.16

# Fastenal provides companies with the fasteners, tools, and supplies they need to manufacture products, build structures, protect personnel, and maintain facilities and equipment.

# Guided by a motto of "Growth Through Customer Service," our local teams work closely with customers to keep needed supplies flowing, provide supply chain solutions and expertise, and drive business improvements that help them compete and thrive. Simply put, we don't just make a sale — we align with our customers to make them more successful.

# View our Employment Opportunities on

# careers.fastenal.com

# Equal Opportunity Employer–

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# 10.6.16

# ARC AUTOMOTIVE, INC.

Production Associate

POSITION SUMMARY:

* Assist in the production of inflators.

POSITION MINIMUM REQUIREMENTS:

Education/Training: High school diploma or GED.

Experience in production environment preferred but not required.

The Bureau of Alcohol Tobacco and Firearms requires that all employees be a U.S. Citizens or a lawful Permanent Resident of the United States.

Must be able to pass a background check.

Must be able to pass a drug screening.

Essential Functions:

* Observe and adhere to all safe work practices as required
* Lift up to 40 lbs.
* Stand minimum of 8 hrs. or more.
* Perform repetitive motion work every 15 seconds or less (i.e. twist and/or turn @ waist, flex at wrist, finger, elbow, shoulder or neck)
* Grip an object weighing 0-10 lbs.
* Regular attendance
* Quality consciousness at all times
* Operate production/manufacturing machines at required rate of production
* Produce parts at required quality levels
* Read, understand, and follow applicable work instructions
* Substantial overtime frequently required

1st Shift: 7:00am – 3:30pm at $10.00 per hour.

2nd Shift¬: 3:00pm – 11:30pm at $10.00 per hour plus $.35 shift premium.

3rd Shift: 11:00pm – 7:30am at $10.00 per hour plus $.50 shift premium.

Weekend Dayshift: 11:00am -11:00pm at $15.00 per hour. Saturday and Sunday.

Weekend Nightshift: 11:00pm – 11:00am at $15.00 per hour. Friday night and Saturday night.

We do offer full benefits to fulltime workers to include health care, vacation and 401k. The weekend shift associates are not entitled to the benefits package since they are part time employees. If you have any other questions please do not hesitate to contact me. I want to thank you for any help that you are able to provide in assisting us in our hiring of quality associates. At this time the only method to apply is to come to our office directly to fill out the applications. If this changes in the future I will inform you.

Thank you,

Kevin L. Roller

Recruiter/Training Coordinator

(270) 775-5126 (cell)

kevin.roller@arc-cpcn.com

ARC Automotive

1357 Veterans Hwy,

Morgantown, KY. 42261

10.6.16 **Administrator**

Well established local company. Integrity, professionalism and discretion are vital. Meticulous attention to detail is critical and computer literacy is a fundamental requirement. Interpersonal skills allow interaction with clients. Management ability will accommodate oversight of small staff. An accounting background is preferred. This is a full time position with benefits. Please submit your resume in confidence to: P O Bo 1074 c/o Messenger-Inquirer P O Box 1480 Owensboro, KY 42303.

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10.3.16

 



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9.22.16 **WTVQ-TV Lexington, KY has the following employment opportunities available.**

**PRODUCTION TECH:** WTVQ Lexington is seeking a part-time morning Production Tech to join our team. This position is up to 29-hours per week. Applicant will work in all aspects of news production including but not limited to studio camera operation, audio board operation, and graphic creation for Good Morning Kentucky and Good Day Kentucky. This position requires a valid driver’s license and a clean driving record. EOE M/F/D/V pre-employment background screen required. WTVQ is a drug free environment and we reserve the right to administer random drug testing as deemed necessary. Please send resume to: Human Resources, P.O. Box 55590, Lexington, KY 40555 or email [hr@wtvq.com](mailto:hr@wtvq.com). No phone calls please.

**MORNING NEWS ANCHOR:** WTVQ Lexington is in search of a Morning News Anchor to join our team. Candidate would join an established morning team on Good Morning Kentucky, Good Day Kentucky and ABC 36 News at Noon. This is a position that requires morning energy! If morning news and entertainment is what you live for, this job is for you! All applicants must have a minimum of one-year of employment at a broadcast television or cable station is required. Candidate must have good writing skills and be able to do guest interviews both in studio and live from remote locations. Prior knowledge of ENPS newsroom operating system is a bonus! You must have a valid driver’s license. EOE M/F/D/V pre-employment background screen required. WTVQ is a drug free environment and we reserve the right to administer random drug testing as deemed necessary. Please send resume to: Human Resources, P.O. Box 55590, Lexington, KY 40555 or email [hr@wtvq.com](mailto:hr@wtvq.com).

**MULTI-MEDIA JOURNALIST:** WTVQ Lexington is in search of a Multimedia Journalist to join our team. This is a “one-man-band” position that requires the applicant to enterprise stories shoot, write, edit, and present those stories both live and pre-record. All applicants must have a minimum of one-year of employment at a broadcast television or cable station is required. Candidate must have the technical and mechanical abilities associated with use of digital video camera / recorders, Edius non-linear editors, and Dejero live units. You must have a valid driver’s license. EOE M/F/D/V pre-employment background screen required. WTVQ is a drug free environment and we reserve the right to administer random drug testing as deemed necessary. Please send resume to: Human Resources, P.O. Box 55590, Lexington, KY 40555 or email [hr@wtvq.com](mailto:hr@wtvq.com).

**ANCHOR/PRODUCER/MULTI-MEDIA JOURNALIST:** WTVQ seeks an anchor-producer for our weekday 10pm newscast. Candidate will be responsible for solo producing and anchoring the 10pm news, as well as providing field content as an MMJ for our 530p news. A minimum of 1-year on-air experience as an anchor-reporter at a broadcast or cable station is needed to apply. Prior knowledge e of ENPS is a bonus! You must be able to work well with others under pressure and meet daily deadlines. EOE M/F/D/V pre-employment background screen required. WTVQ is a drug free environment and we reserve the right to administer random drug testing as deemed necessary. Please send your reel and resume to: Human Resources, P.O. Box 55590, Lexington, KY 40555 or email [hr@wtvq.com](mailto:hr@wtvq.com).

**MARKETING DIRECTOR/PROMOTIONS MANAGER:** The ABC Affiliate WTVQ-TV in Lexington, Kentucky is seeking an energetic marketing director that can do it all. We are looking for a brand-focused strategic planner capable of giving our advertising, marketing and community involvement direction. Experience with promotional campaign planning, social media strategy, product branding, budgeting and web site management desired. Must be able to conceptualize, write, shoot and edit on-air station promotions. Adobe Creative Cloud (Premiere, Photoshop, After Effects) knowledge a plus. College degree required. If you have outstanding creativity and a desire to make a difference, we want to talk to you about joining our team! EOE M/F/D/V pre-employment background check required. WTVQ is a drug free environment and we reserve the right to administer random drug testing as deemed necessary. Please send resume to: Human Resources, P.O. Box 55590, Lexington, KY 40555 or e-mail [hr@wtvq.com](mailto:hr@wtvq.com)

**WTVQ-TV is an Equal Opportunity Employer M/F/D/V**

**Pre-employment background check required.**

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9.21.16 **Youth Minister-**

This open Youth Minister position is a part of the Center for Youth Ministry Training's (CYMT) Graduate Residency program.  CYMT has open positions across Texas, Tennessee, Mississippi, Arkansas, Alabama, and Kentucky.

The CYMT graduate residency in Youth Ministry includes:

* All-inclusive scholarship covering tuition, books, and retreat costs
* 48 credit hour Master of Arts in Youth Ministry degree earned over the 3-year program
* Job serving as a youth director in a local church
* $1,000 per month stipend
* Housing and utilities

**About the Center for Youth Ministry Training**  
CYMT is a three-year graduate residency program in partnership with Austin Presbyterian Theological Seminary and Memphis Theological Seminary. During the program, each youth ministry resident is placed in a local church as a part-time youth minister. Each youth ministry resident receives an all-inclusive scholarship that covers tuition, books, housing, and provides a $1,000 per month stipend. Acceptance to the residency program is competitive and is limited to a cohort of 24 students per year.

**Regional Locations**  
The CYMT works with a variety of denominations. Our Nashville Regional Campus seeks to partner with churches within a 4-hour radius of Memphis where our partner seminary is located. Our Texas Regional Campus seeks to partner with churches within a 3-hour radius of Austin. Four core components of CYMT:

* Cohort - You'll be part of cohort of 12 peers. Together, you'll learn about youth ministry and theology. Your cohort is part of a dynamic caring community of 40+ youth workers. You will develop life-long relationships that encourage and support you in your ministry.
* Coaching - Receive regular coaching from a youth ministry veteran to help apply what you've learned and master ministry skills. Your coach will also help your church staff and congregation develop a healthy understanding of the role of youth ministry in the life of the church.
* Classroom - The coursework is designed to help you understand more than just what to do in youth ministry. You'll learn to think theologically about the ministry you lead and have the knowledge to design ministry programs that help students develop a deep, life-changing Christian faith.
* Church - Gain in-the-trenches youth ministry experience by serving 25 hours per week in a local church. Working part-time as a youth pastor during your education allows you to put all the pieces together--everything you learn from the peers in your cohort, the professors in the classroom and from your coach. The CYMT partners with local congregations.

**Qualifications**  
Given that this position requires candidates to enroll in a Master's program, a bachelor's degree is REQUIRED.

* Has felt a call to Ministry and is ready to answer that call
* Must be at least 22 years of age
* Hold a bachelor's degree, preferably in the faith-related field
* Be able to make a 35 month commitment to CYMT

**Application Process**  
The Early Admissions Deadline is November 15th, 2016. The final deadline is March 15, 2017. For more information, please visit <http://www.cymt.org/residents>. Interested candidates MUST apply thorough [www.admissions.cymt.org](http://www.admissions.cymt.org) to be considered.

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9.21.16 The United Way is looking for a **Controller/HR Specialist** who can join our team and continue our work of **Local People Helping Local People**. If you know of someone who might be interested, please pass this information along to them.

**Accounting Professional Position Summary:**

The Accounting Professional is responsible for all areas of finance including, but not limited to, A/P, A/R, payroll, all payroll monthly and quarterly tax reports, all payroll tax payments, general journal entries, bank reconciliations, reconciling accounting software to campaign software, designation and community investment reports, community investment payments, budget development and implementation, monthly financial and collection statements, monthly billing statements, A/R and adjusting entries into campaign software, pledge entries into campaign software, prepare reports and documents for audit and 990 prep.

**The Controller is also responsible for Human Resource functions** and duties including, but not limited to, maintain employee records, keep up to date on current labor laws as it pertains to staff, prepare W-2’s, and work with benefit vendors prior to open enrollment to secure the best benefits package for employees within the budget.

If you are interested or know someone who might be please send a Resume’ to [rjohnson@uwov.org](mailto:rjohnson@uwov.org)

**David L. Ross**President and CEO  
**United Way of the Ohio Valley**403 Park Plaza Drive P.O. Box 705  
Owensboro, KY 42302  
Phone: 270-684-0668 ext. 26 Fax: 270-684-6402  
Email: [dross@uwov.org](mailto:dross@uwov.org%20)

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9.20.16

9.20.16 Repost **Crandall's Home Furnishings - Owensboro, KY** is seeking a creative, highly motivated and energetic marketing

Professional to help take them to the next level. Contact Ken Crandall for details. [kcrandall@carpetsunl.com](mailto:kcrandall@carpetsunl.com)

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9.16.16





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9.16.16

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| |  |  | | --- | --- | | |  | | --- | | http://files.constantcontact.com/e7d03c4d001/e181fcd1-f39f-4633-a4e5-83ca518aa671.jpg | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **In This Issue** | | [Career Opportunities](#m_-1844077573324902866_LETTER.BLOCK11) | | [Mandatory BoS CoC Statewide Meeting](#m_-1844077573324902866_LETTER.BLOCK7) | | [Kentucky Affordable Housing Conference](#m_-1844077573324902866_LETTER.BLOCK15) | | [Partner Employment Opportunity](#m_-1844077573324902866_LETTER.BLOCK13) |  |  | | --- | |  |  |  | | --- | | **Quick Links**  [News](http://r20.rs6.net/tn.jsp?f=001Xbc8LuuQ9_qWGu5kKJ5snRzr8nh7h_pu2JThSPED0A90sAl9YnxvfPVFsV_s5Ugcf6K9T6LFNbrvk0-kvXpEyHhFPlk55UQPQsetdgZsIvEJ4Ro9Ew6m8ZMolNMF0J1jMCqLNIdQ0LUNJaVRDpcBXVlpryYfy5CnLm2XMK7SoLW3b80Qw-iLw4MmuxCTyXyIqXwpj0sqiglk402f6qLg-ZDFIcdeaf7l&c=8dImmvXrSKZYqpA3SEhb8YhsBpojeRwfJzubBO296KIvAquJ6JUWcg==&ch=X35S3wzUMMm78CUunCaBmCwB94SW69bSv4ihbysyO-5LoNSw65GXEg==)  [About Us](http://r20.rs6.net/tn.jsp?f=001Xbc8LuuQ9_qWGu5kKJ5snRzr8nh7h_pu2JThSPED0A90sAl9YnxvfPVFsV_s5UgcS78S_zXtI4m5rxuhsY4dg27YJUiredW8osKQIJebFI9HJ3ZwbtkJ7n6UpUOa_T7yxNUi_xAbG55yRdmnC_ylHB4XPRM0xM5h5Y4a-tIq8w0Y7s5dQnDYpapf-BhwkW1bCS9r9eHKapE=&c=8dImmvXrSKZYqpA3SEhb8YhsBpojeRwfJzubBO296KIvAquJ6JUWcg==&ch=X35S3wzUMMm78CUunCaBmCwB94SW69bSv4ihbysyO-5LoNSw65GXEg==)  [Multifamily Finance](http://r20.rs6.net/tn.jsp?f=001Xbc8LuuQ9_qWGu5kKJ5snRzr8nh7h_pu2JThSPED0A90sAl9YnxvfPVFsV_s5UgcXbIvZCT5mVIp62tJzZo7B36GjOSGqfEPFPt4ghphvMuXLB1Py8nKKOa2IdnxRHCoZ7K0JEXtqQBHfytnZsIL4q9Yi3NWXihBJeAU_OGtnEQ-F3Z8pQJpZ761bSrn7AlzMXPXy1UruUlTFiqhgKqV7QunNf3tbBSDBYkOIwFvalw=&c=8dImmvXrSKZYqpA3SEhb8YhsBpojeRwfJzubBO296KIvAquJ6JUWcg==&ch=X35S3wzUMMm78CUunCaBmCwB94SW69bSv4ihbysyO-5LoNSw65GXEg==) [Single-Family Finance](http://r20.rs6.net/tn.jsp?f=001Xbc8LuuQ9_qWGu5kKJ5snRzr8nh7h_pu2JThSPED0A90sAl9YnxvfPVFsV_s5Ugc5fHlNYi0rn_X92LU0MZDXfocMbfGkBcLueUOEzdyV_2KWaCilRKHpPVSs3oKFJWYYHSWmN5Wu26ZpbDGHZfr3O08qp90Teh2Rtxn00yR2Viwk3BYS54HM7dtl2hJad2lunZ5of2s5PryOhixAmdYezjrmT5nokiAMytE2yXRNmeO_c9P3xg_RQ==&c=8dImmvXrSKZYqpA3SEhb8YhsBpojeRwfJzubBO296KIvAquJ6JUWcg==&ch=X35S3wzUMMm78CUunCaBmCwB94SW69bSv4ihbysyO-5LoNSw65GXEg==) |  |  | | --- | |  |      |  | | --- | | [Like us on Facebook](http://r20.rs6.net/tn.jsp?f=001Xbc8LuuQ9_qWGu5kKJ5snRzr8nh7h_pu2JThSPED0A90sAl9YnxvfDp8TIVsAPpy2RhvIezKoAqeODmixrfxVgJoYmzCavYbGbXCmwvNu4OuFvzYX6kls1kwGmXCkC2Ew7KZphUQAEnJ4i5RuMBUV1g-I3U1YyPdGbtToQDD0w3I9pGRVfuDHg==&c=8dImmvXrSKZYqpA3SEhb8YhsBpojeRwfJzubBO296KIvAquJ6JUWcg==&ch=X35S3wzUMMm78CUunCaBmCwB94SW69bSv4ihbysyO-5LoNSw65GXEg==)  [Follow us on Twitter](http://r20.rs6.net/tn.jsp?f=001Xbc8LuuQ9_qWGu5kKJ5snRzr8nh7h_pu2JThSPED0A90sAl9YnxvfGRqYqhUOPo6TptKXnMmthXNtSIOJP8drRXC8O7j_fvem9boeOPotH6x-_S9zWhEnMNtWxQBmLJZy_v4blO83LNxBpopar3KNcr991B2MlOMVCO_NpbjU01n2BCATKACJA==&c=8dImmvXrSKZYqpA3SEhb8YhsBpojeRwfJzubBO296KIvAquJ6JUWcg==&ch=X35S3wzUMMm78CUunCaBmCwB94SW69bSv4ihbysyO-5LoNSw65GXEg==)  [View our videos on YouTube](http://r20.rs6.net/tn.jsp?f=001Xbc8LuuQ9_qWGu5kKJ5snRzr8nh7h_pu2JThSPED0A90sAl9YnxvfGRqYqhUOPo6qYjnBArbO_moyr-kTGYrOZbEXRPdzRhJOuL6bWsDptH8VXSRSpRSafNPyfUw5xHHTCVga_BWq_TUBoihsFictddpyiVsWrzqadqiq_Le8s8akIe3ZzXrwGoZ-CaK96Ig&c=8dImmvXrSKZYqpA3SEhb8YhsBpojeRwfJzubBO296KIvAquJ6JUWcg==&ch=X35S3wzUMMm78CUunCaBmCwB94SW69bSv4ihbysyO-5LoNSw65GXEg==) | | |  | | --- | |  | | |  | | --- | | **Career Opportunities**  Kentucky Housing Corporation (KHC) has the following positions currently available! Join us in helping Kentuckians find safe, quality, affordable housing.  Manager Budget and Accountability Corporate Planning and Accountability Salary range: $57,653 - $72,066 Respond by Friday, September 30, 2016  Program Funding Specialist (Part-Time) Program Accountability and Budget Services Hourly rate: $18 to $20 Respond by Friday, September 30, 2016    Full details are available on [KHC's website](http://r20.rs6.net/tn.jsp?f=001Xbc8LuuQ9_qWGu5kKJ5snRzr8nh7h_pu2JThSPED0A90sAl9YnxvfOSR2Lh0UlJk35E63hqcEYwAYpvRfABiPq6ynYe6aWGKgL7Il5Ll8ypm1hU4f_CbolTi07_G5z4ccrK6qD88lZiKCXQcGOAFLhrg0K7RVDgGKz_BwY8-Y30=&c=8dImmvXrSKZYqpA3SEhb8YhsBpojeRwfJzubBO296KIvAquJ6JUWcg==&ch=X35S3wzUMMm78CUunCaBmCwB94SW69bSv4ihbysyO-5LoNSw65GXEg==), under About, [Careers](http://r20.rs6.net/tn.jsp?f=001Xbc8LuuQ9_qWGu5kKJ5snRzr8nh7h_pu2JThSPED0A90sAl9YnxvfB536LbATwFS8r26437qgVJ3CoDerZaJvoYqAQIo5dIvgo3q6L4elT6ni57NjouJHbId01sLN84cenFc-l85727csOL_oXN39TeP-CrOtbz0D60hYcZ0WWB4dqavItdN8EmHf_4MnFNkM-wYIkKpCZU=&c=8dImmvXrSKZYqpA3SEhb8YhsBpojeRwfJzubBO296KIvAquJ6JUWcg==&ch=X35S3wzUMMm78CUunCaBmCwB94SW69bSv4ihbysyO-5LoNSw65GXEg==). |  |  | | --- | |  |      |  | | --- | | If you have any questions, please contact the [HCA Help Desk](http://r20.rs6.net/tn.jsp?f=001Xbc8LuuQ9_qWGu5kKJ5snRzr8nh7h_pu2JThSPED0A90sAl9YnxvfAcg5reFgH3rH6SS00rLkzadyxAcYwQp0IsKqP0ZCCaAvPQIGN3bAULIAbiehWlpVSGvb038mSXyMoMEBmt_Q6XrQV4zzzZaoYx-0PXdV8Kshx26jzalUC-2vg2DYddQdQ==&c=8dImmvXrSKZYqpA3SEhb8YhsBpojeRwfJzubBO296KIvAquJ6JUWcg==&ch=X35S3wzUMMm78CUunCaBmCwB94SW69bSv4ihbysyO-5LoNSw65GXEg==). |  |  | | --- | |  |      |  | | --- | |  | | |  | | | |  | | --- | |  |  |  | | --- | |  | | | |

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9.15.16 Dismas Charities is currently hiring full and part time monitors. The job provides experience that would look great on a resume. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9.15.16 Company: Townsquare Media

Title: Account Executive

Details:

The Account Executive is the person who sells advertising and works closely with marketing businesses to the station listeners

Mission:

To serve the community as a profitable and vibrant business interest.

Benefits:

WE PROVIDE GREAT STATIONS, ONGOING TRAINING, COMPETITIVE COMPENSATION AND BENEFITS THAT PUT YOU ON TOP!

Contact Info:

Traci Davis

[traci.davis@townsquaremedia.com](mailto:traci.davis@townsquaremedia.com)

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9.15.16 Job vacancy at AEP’s Rockport Plant.  We currently have one (1) opening as follows:

**Job Req: 13404BR,** Equipment Operator Jr. in the coal yard line-of-progression. Applicants can view and apply for that job online at [www.aep.com](http://www.aep.com).  Starting rate is $19.00 an hour plus benefits. It’s a great opportunity for someone just leaving school!

Job description <https://www.aep.com/careers/kenexa/jobDetails.aspx?siteID=5247&areq=13404BR>

Please encourage qualified candidates to apply online at [www.aep.com](http://www.aep.com), under the “Careers” section. Minimum qualifications can be found on the job description.

AEP is an Equal Opportunity Employer, committed to provide a safe work environment that enables all of our employees to reach their full potential.   AEP is also a member of a pilot effort to link veterans leaving military service to job openings in the energy industry. For more information on our Troops to Energy Jobs; please visit the website at: <http://www.troopstoenergyjobs.com/>

*Laura M. Fischer, PHR . Administrative Associate Sr., HR  .  AEP Rockport Plant . Phone: 812-649-6528 . Fax: 866-201-4254* [*lmfischer@aep.com*](mailto:lmfischer@aep.com)

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9.14.16





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9.14.16 **MadTree Brewing in Cincinnati currently has 3 job openings for full-time employees.**

We are currently looking for a Merchandise Manager (marketing major or business would do well) and a Quality Lab Technician (this one would be good for those who graduated with a science degree but are not currently pursuing a masters/doctorate, as they need lab experience). We will soon be posting that we are looking for a Visual Specialist.

Super great environment, the people are awesome, you can wear anything (t-shirt, shorts, etc.) to work, in the city, and we are quickly growing. We are currently building an $18M brewery right down the road because we have grown out the current space we are in, in only 3 years! Such an awesome job market to be in right now.

I hope that this could be the perfect fit for someone in our KWC network!

You can see all jobs here: <http://www.madtreebrewing.com/jobs/>

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9.14.16 OMU is holding a Civil Service Exam will be held on Monday October 17th at 5:30 pm at Apollo High School's Commons Area - 2280 Tamarack Rd, Owensboro, KY 42301 to create a list of eligibility for meter readers and other customer service positions in the Owensboro area .

Apply for the Meter Reader at Owensboro Municipal Utilities using the link below.

<http://omu.applicantpro.com/jobs/460139-83025.html>

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9.13.16 Hiring Account Executive



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9.13.16 Repost: 

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9.16

**Robert Half is currently recruiting for Mortgage Specialists and Data Entry Specialists** for a long-term project for our client, a large financial services company, in Owensboro, KY.

This project is set to begin in October and is expected to be one year in duration.

The project focuses on reconciling mortgage and loan data, as well as updating records and files. Candidates for these roles should be detail-oriented, proficient with computers, and comfortable in a high-volume production environment in which details, accuracy, and priorities are vital. Training will be provided by the client at the outset of the project and will continue throughout the project, on areas deemed necessary.

Location: Owensboro, KY

Duration: 1 year

Work Schedule: M-F, 8:00am-5:00pm

Candidate Skills:

1. Mortgage Experience

2. Analytical

3. Ability to learn something new and master it

4. Data entry abilities—focused on quality and accuracy

5. Great team player

Candidates for this position should note that a successful fingerprint/background check are required prior to placement.

The position will pay between $9-12/hour and OT may be necessary at times.

For immediate consideration, please send your resume in a MS Word attachment to [david.montenegro@roberthalf.com](mailto:david.montenegro@roberthalf.com)

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9.9.16 **Republic Finance Assistant Manager job description.**

Assistant Managers are involved in a 18 to 24 month paid training program to enhance skills and encourage internal advancement, preparing for the Branch Manager role. As an Assistant Manager, you will assist the Branch Manager with sales, overall account maintenance, credit and collections, customer service, finance and management functions.

**Duties and Responsibilities**

• Providing operational and administrative leadership for the branch team. Support Branch Manager in achieving business plan and sales goals by ensuring outstanding operational and administrative control, and service delivery.

• Developing action plans to improve operational controls, mitigate losses, ensuring consistent customer service and a superior client experience.

• Handling entire loan processing cycle; gaining experience promoting and selling services, evaluating loan applications, performing risk analysis and underwriting, making credit decisions, and administering loan closings.

• Taking a proactive approach to minimizing loan losses; responsible for all aspects of past due account adjustments, including repayment of delinquent accounts, overcoming objections and finding alternatives to delinquency.

• Acting as a loan underwriting officer, approve or deny consumer loans within lending authority limits and recommend credit decisions on loans over assigned credit limits to appropriate level of management.

• Effectively overseeing systems administration while meeting and adhering to corporate, legal, and regulatory policies, guidelines, and requirements regarding compliance.

• Performing personnel management functions including participating in recruitment of branch staff and providing training to employees regarding products, credit and delinquency decisions, difficult account problems, and servicing accounts.

**Job Requirements**

• Bachelor's degree is REQUIRED; Preferably 1- 3 years of experience in retail, customer service or a related field.

• Must pass pre-employment Assessment tests, Drug Screening, Background and Credit check.

• Relocation is REQUIRED after training is complete, and a relocation bonus to cover expenses will be paid for >25 mile move.

• The position requires frequent interaction with our customers - professional demeanor, positive attitude, strong communication and customer relations skills are a must.

• Ability to work well independently as well as a dedicated team member.

• Exceptional negotiation skills and ability to make satisfactory arrangements on delinquent accounts for future payments.

• Demonstrated ability to promote, sell, and market products/services.

• Excellent organization and time management skills. Ability to work in a fast-paced environment and manage multiple priorities.

• High level of creativity and flexibility in order to improve existing programs and develop new ones.

• Basic computer skills, familiarity with Windows and Office Suite.

**Benefits:**

It's time you joined a company that'll give you the tools to learn, grow and be what you want to be - both personally and professionally. We offer competitive compensation and benefit packages including:

• Health/Dental/Vision

• Paid Vacation

• 401 (K) and employer match

• Company provided Life Insurance & Long Term Disability

Republic Finance, LLC is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, religion, national origin, age disability or veteran status in employment opportunities and benefits. Republic Finance, LLC maintains a Drug-Free Workplace.

Got what it takes? Join our management team. Apply today! Applications are accepted in person or on Career Builder. For more information, call 270-683-9177.

If you need anymore information about the job or have any questions for me, feel free to ask.

Thanks,

Krysten Reynolds | Branch Manager | Republic Finance, LLC

1650 Starlite Dr, Ste E | Owensboro, KY 42301:(270) 683-9177 |:(270) 683-9927 : [152Owensboroky@republicfinance.com](mailto:152Owensboroky@republicfinance.com)

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9.1.16 **Assistant Registrar**

Kentucky Wesleyan College seek applicants for a full-time Assistant Registrar to assist with maintaining College records of courses, degrees, and students.  The responsibilities of the Assistant Registrar include, but are not limited to responding to inquiries from students, potential students, and employees; maintaining student records and course schedules; performing data entry; and managing the online bookstore.

Applicants should have at least three years of experience in data and/or records management and a bachelor’s degree, or an equivalent combination of education and experience.  Excellent interpersonal communication skills and computer skills are required, as are strong organizational skills and a high level of attention to detail.  A master’s degree and previous experience in a Registrar’s Office and with FERPA regulations are preferred.

To apply, please submit a cover letter, resume, and the contact information for three professional references to Cindy Sublett in Human Resources at [csublett@kwc.edu](mailto:csublett@kwc.edu).

Kentucky Wesleyan College is an equal opportunity employer.

Review of applications will begin immediately.

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8.30.16

**Administrative Assistant**

**Kentucky Wesleyan College seeks applicants for a full-time Administrative Assistant for the Student Success Center**. Major responsibilities include but are not limited to:

1. Serving as an important initial contact for Student Success Center.
2. Assisting students and others seeking information.
3. Providing administrative support for the Center, including but not limited to scheduling, word processing, maintaining files, ordering and maintaining office supplies, etc.
4. Assisting with the tutoring program, including contacting tutors and students, managing tutor timesheets, and updating the tutor list.
5. Making presentations about study skills or office services occasionally.
6. Managing confidential information in a professional manner.

Applicants must have at least two years of previous administrative assistant experience, a high school diploma or G.E.D (an associate or bachelor’s degree is preferred), and excellent office management, computer (MS Office), and communication skills. The successful applicant must be a student-centered, solution-focused problem solver.

This full-time position has access to a full range of employee benefits, including health, dental, vision, and life insurance; retirement plans; tuition plans; and a generous benefit time program. The position will be off work for one month during the summer.

To apply, please submit a cover letter, resume, and contact information for three professional references to Cindy Sublett, Human Resources, at [csublett@kwc.edu](mailto:csublett@kwc.edu).

Review of applications will begin immediately and will continue until the position is filled.

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8.30.16

**Earle C. Clements Job Corps Academy**

**2302 U. S. Hwy. 60 East**

**Morganfield, KY 42437**

**Phone: 270-389-2419**

**Fax: 270-389-5374**

**Website:** [**http://earlecclements.jobcorps.gov**](http://earlecclements.jobcorps.gov)

**JOB LINE: 270-389-5360**

**Employment opportunities for Earle C. Clements Job Corps**

* Auto Mechanic
* Security Officer
* Maintenance Mechanic
* Network Administrator
* Computer Repair Instructor
* Cook Helper
* TEAP Part Time (CADC Certified)
* Recreation Advisor Full Time
* Academic Instructor
* Student Union Snack Bar Operator
* Center Mental Health Consultant Part Time
* Driver
* Cook
* Residential Advisor
* Recreation Advisor Part Time
* CTT Plumbing Instructor
* Lead Culinary Arts Instructor
* Substitute Security Officer
* Substitute Instructor CTT
* Substitute Instructor Academics
* Substitute Residential Advisor

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8.30.16

The YMCA offers many different opportunities for career development. Check back often to see our latest job openings and internship opportunities.

**Current openings:**

**Youth Program Director**: We are currently searching for a Full-Time Youth Program Director.  The applicant must be qualified and driven to serve the community we live in.  See below for the job description.  Applicant must submit a resume and cover letter to Chad Hart via email.  Resumes and cover letters will be accepted until Friday, September 23rd at 5:00PM.  [Chad@OwensboroYMCA.org](mailto:Chad@OwensboroYMCA.org)

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8.26.16

**Career Opportunity**

Kentucky Housing Corporation (KHC) has a position currently available! Join us in helping Kentuckians find safe, quality, affordable housing.

Manager Budget and Accountability

Corporate Planning and Accountability  
Salary range: $57,653 - $72,066  
Respond by Thursday, September 1, 2016

Full details are available on [KHC's website](http://r20.rs6.net/tn.jsp?f=001w9xzttHTscrFaGHsrkzaBLBHBT2SqJb3VLiRDCohQekWBEeOF6q6OKgFoxJosnZ1e7nf_yCQqlojXjdI21pEM8w8MYJAa0UpdMAC7fKOaMtxh9KlYuwQSIikViYcioH8WtEwfW7ofjPikHeOnv_o5lTMn8C-Exyh2OrtOA3JUxQ=&c=ynarVPa8YuMJIKSujrZ2F5KTZiCpCjWqKAsVP9oSfsGhNi4x6tsYZw==&ch=wqUD-EHgZLghKWUsByza4LjJ12C_OPIamBKFG5vKO32CqKnyUalzfw==), under About, [Careers](http://r20.rs6.net/tn.jsp?f=001w9xzttHTscrFaGHsrkzaBLBHBT2SqJb3VLiRDCohQekWBEeOF6q6OMalI9-y9oqJhIdQbVBkbboZJAuijtsBxDV92TZ58e4wQT6DGUX03Vc-r4JG1ZiUTDNY_hTJgfN5kovyjJbPuwcKuUpgrGjOghqio5f0ITkUAP25Lv7DqTyNPWd007zYKyUgISEuSTsDGikPfFfY0fI=&c=ynarVPa8YuMJIKSujrZ2F5KTZiCpCjWqKAsVP9oSfsGhNi4x6tsYZw==&ch=wqUD-EHgZLghKWUsByza4LjJ12C_OPIamBKFG5vKO32CqKnyUalzfw==)

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4.25.16 **Director of Athletic Communications**

Kentucky Wesleyan College, an NCAA Division II institution and member of the Great Midwest Athletic Conference, is seeking qualified applicants for the position of Director of Athletic Communications. This is a full-time, year-round position.

Essential Duties

         Promotes the Kentucky Wesleyan athletic department and Kentucky Wesleyan College to various constituents, including fans, alumni, and prospective students.

         Maintains and keeps current the Kentucky Wesleyan athletic website.

         Performs statistical operations and reports team statistical information to the media, G-MAC, and NCAA.

         Oversees the department’s social media accounts and video streaming functions.

* Serves as the primary Kentucky Wesleyan athletics contact with local, regional, and national media.
* Writes, designs, and produces news releases, feature writing, event coverage, and athletic-related publications.
* Maintains an accurate historical archive and record book for the department.

Qualifications

         Bachelor’s degree and 3-5 years related experience or Master’s degree and 1-3 years related experience.

         Knowledge of and experience working with social media applications, basic video production, Adobe InDesign and Photoshop, StatCrew statistical software, and website software (Sidearm preferred).

         Ability to multi-task various assignments and work under deadline pressure.

         Willingness to work a flexible schedule including nights, weekends, and/or holidays during peak seasons.

To Apply

Please submit a cover letter, resume, and the contact information for three professional references to Cindy Sublett in Human Resources, at [csublett@kwc.edu](mailto:csublett@kwc.edu). The College will not sponsor applicants for work visas.

Review of applications will begin immediately and will continue until the position is filled.

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8.24.16

Recent grads with following skill sets .... **good attitude, some technical capacity, hard worker, someone looking for an opportunity to get started in the workplace.**

**Search info on the following:**

> pipe segmentation research, MAOP verification, identifying alignment issues, data entry, and helping with line stationing.

> These are the skills and abilities that you need to have: adaptable, having patience, and being persistent

> Prior knowledge of Microsoft Excel

> It is intense, tedious and accuracy was very important.

The position will last at least through the end of the calendar year, but could be extended or lead to other projects.

Hiring ASAP

If this sounds interesting to you, send your resume to:

Tony Huff, P.E., F.ASCE

President / CEO

Tony Huff & Associates

Engineering Solutions, PSC

4033 Leitchfield Road (Hwy 54)

Owensboro, KY 42303

Ph. 270.686.8525

Fx. 270.686.8227

Cell 270.993.8857

e-mail: [tony.huff@THAEngineering.com](mailto:tony.huff@THAEngineering.com)

Web: www.THAEngineering.com

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8.24.16

Category: Sales **Position/Title: Sales Account Executive**

Details: Make your mark in Broadcasting and Digital Media. Sinclair Broadcast Group and Sinclair Digital Solutions are dedicated to making Sinclair a communications powerhouse! We are the largest and most diversified television broadcasting company in the country today. Sinclair owns and operates, programs or provides services to 162 stations located in 79 geographically diverse markets and our Digital group is focused on bringing the most engaging content to web, mobile and over-the-top broadcasting to audiences all over the country! Our success is the result of extraordinary employees and an exemplary management team who believe in a vision and are dedicated ensuring a great future for our employees. Whether you are an industry veteran or a just starting out, you can find it at Sinclair! We are advancing the world of Broadcasting and we want YOU to join our winning team!

WDKY-TV is seeking an enthusiastic, highly motivated Sales Account Executive. We are looking for someone who can connect with clients and help them achieve their business objectives through effective TV and digital advertising. The ideal candidate will possess excellent communication skills, have an enthusiastic and outgoing personality, along with a drive to succeed. Most importantly - we are looking for a hard-working salespeople who want to have FUN at work, make money, and help local businesses grow.

**Vacancy Type: Full Time**

Date Posted: 8/25/2016

Closing Date: 9/25/2016

**City: Lexington**

State: Kentucky

URL: http://www.wdky.com

**Experience: Responsibilities will include:**

• Generate revenue for the station and meet monthly goals through effective outside sales techniques

• Develop new business through selling commercial advertising time and other station products by reaching out to local businesses and other advertisers

• Create and present advertising strategies and ideas for local businesses incorporating TV, online and digital mediums

• Provide input on sales promotion ideas to sales management

• Retain current business and develop new business contacts

• Attain budgeted revenue goals through effective solicitations, promotions and service

• Understand the business objectives and advertising strategies of clients and find ways to help them achieve their objectives through effective advertising

Qualifications:

• Strong organizational, written and presentation skills

• Proficient in Word, Excel, and PowerPoint

• Ability to build and maintain positive customer relationships

• Competitive, persuasive, energetic and self-motivated traits

• Ability to overcome objections

• Working knowledge of new media, digital interactive initiatives and social media required

• Outside media sales experience preferred but not required

• Enjoy a fast paced environment with a desire to win

• Professional appearance a must

**Contact:** Sinclair Broadcast Group is proud to be an Equal Opportunity Employer and a Drug Free Workplace.

Please apply online by going to: <http://sbgi.net/sbgi-careers/>

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8.23.16 **Admissions Processing Coordinator**

**Kentucky Wesleyan College seeks applicants for an Admissions Processing Coordinator.** This is a full-time, year-round position working in the Office of Admissions and Financial Aid. Major responsibilities include but are not limited to:

* Assisting with reception duties (e.g., processing phone calls and greeting and assisting visitors).
* Performing data entry, data management, and data files imports into the College’s software, Hobsons and CAMS.
* Maintaining data integrity by performing regular review and data clean-up.
* Processing incoming mail (e.g., opening, date stamping, sorting, and distributing) and outgoing mail projects.
* Processing student credentials and decision letters in application files and entering receipt of documents into the software system.
* Responding to request for admissions data.

Applicants should have a college degree (bachelor’s preferred), at least three years of data entry and/or data management experience, and excellent computer, organizational, and communication skills.  Applicants must be self-motivated and must be able to work well under tight guidelines and in a busy environment.

This full-time position has access to a full range of employee benefits, including health, dental, vision, and life insurance; retirement plans; tuition plans; and a generous benefit time program.

To apply, please submit a cover letter, resume, and contact information for three professional references to Cindy Sublett, Human Resources, at [csublett@kwc.edu](mailto:csublett@kwc.edu). The College will not sponsor applicants for work visas.

Kentucky Wesleyan College is an equal opportunity employer.

Review of applications will begin August 29 and will continue until the position is filled.

Additional information about Kentucky Wesleyan College, the Office of Admissions and Financial Aid, and the Owensboro community may be found at:

         <http://kwc.edu>

         <http://kwc.edu/admissions>

         <http://www.owensboro.org>

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8.23.16

**Salsarita's Fresh Cantina (in Owensboro) is looking to hire immediate PT or FT Food Service Workers, FT Caterer, FT Assistant Manager. They are willing to work with the schedules of College and High School students. If you have anyone interested, please have them contact me, or visit Focus Career and search the following:**

**KY0765546—Caterer/Food Prep Worker**

**KY0764616—Food Services Assistant Manager**

**KY0765541---Food Services Worker**

**Matthew B. Bartlett**

Workforce Development Manager

Kentucky Career Center—(Henderson and Owensboro)

Office of Employment and Training

212 North Water Street

Henderson, KY 42420

270-831-8434 (Office)

270-577-0135 (Cell)

270-831-2717 (Fax)

[Matthew.Bartlett@ky.gov](mailto:Matthew.Bartlett@ky.gov)

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8.23.16

Attached is a job notice for **Greens Superintendent**.  Please share this information with anyone who may be interested in this type of employment.  Thank you!



Elaine Timmel

Personnel Secretary

[timmelme@owensboro.org](mailto:timmelme@owensboro.org)

Ph: (270) 687-8540 / (888) 616-8540

Fax: (270) 687-8548

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8.23.16

City of Bowling Green’s Human Resources Department  will begin accepting application on **Friday, August 19** for:

*     **Police Officer**

Please see attached document for additional details.



**Application Deadline: Friday, September 23, 2016**

Interested applicants can apply online at [www.bgky.org/hr/jobs](http://www.bgky.org/hr/jobs) or at the computers available in Human Resources.

cid:image003.png@01D1F92F.E7D6D3D0

**Tiger Tooley*, HR Coordinator***

**City of Bowling Green**

**Human Resources**

**1001 College Street**

**Bowling Green KY 42101**

**Office: 270.393-3667**

**Fax: 270.901.3087**

[**www.bgky.org**](http://www.bgky.org/)

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8.19.16 **Career Opportunities at Nestlé Purina.** Nestlé Purina PetCare Company is a leader in the pet products industry, dedicated to improving the lives of cats and dogs through quality nutrition and care.

<https://www.nestlepurinacareers.com/career-opportunities/>

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8.17.16 **Regional Placement Coordinator (Bowling Green, Glasgow, or Owensboro)**

The Regional Placement Coordinator works as part of a team to assist in locating and identifying the most appropriate out-of home placements for state committed children. This position is housed in the Covington Department for Community Based Services (DCBS) office as part of a contract with the Cabinet for Health and Family Services. The office will be located in Owensboro, Bowling Green, or Glasgow. The Regional Placement Coordinator is a positive team player that promotes a culture of inclusion, participation, and the concept of a “Company of One.”

**Qualifications required:**

•Bachelor’s degree in social work, psychology, or other human services related field

•Valid driver’s license, reliable transportation, and proof of current auto insurance

•Good verbal and written communication skills

**Qualifications Desired:**

•Some experience working with children and families

**Major job responsibilities and essential functions:**

•Compiles information and writes placement referrals for DCBS committed youth needing out-of-home care

•Communicates with various placement agencies to identify placement options for DCBS committed youth

•Works closely with DCBS to advocate for youth

•Position does not provide direct care to youth or families

•No evenings, weekends, or on-call responsibilities

Funding is in whole from federal and Cabinet for Health and Family Services funds

“All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability.”

**Apply at** [**www.bluegrass.org**](http://www.bluegrass.org) **and it’s Req. 1376.**

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