1.11.18 Payroll Accountant

 Successful candidate will be a highly motivated and professional individual with:

         Bachelor’s degree in accounting required, CPA preferred

         Minimum of three years recent payroll experience

         GAAP financial experience

         Strong attention to detail and ability to learn new programs quickly

         Experience with general ledger reconciliations

         Proficient with Microsoft Excel.

Duties and Responsibilities include:

         Efficiently process high volume payroll

         General Ledger analysis, reconciliations, and researching exception items

         Prepare budget work papers

         Post payroll journal entries

         Bank reconciliations

         Primary contact for 403(b) audit inquiries

         Balance payroll runs, producing federal, state and local tax payments

         Provide ongoing support to staff regarding payroll procedures

         Current knowledge of ACA reporting requirements & State and Federal wage and hour laws

Email resume to:

**Beth Shepherd, CPA** | Chief Financial & Administrative Officer

BShepherd@wendellfoster.org

**Wendell Foster**

815  Triplett Street, P.O. Box 1668

Owensboro, KY 42302-1668

270-852-1425 (phone)| 270-852-1490 (fax)

[www.wendellfoster.org](http://www.wendellfoster.org/)



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1.9.18 <https://www.usajobs.gov/> Jobs and internships across the nation.

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1.9.18

**Earle C. Clements Job Corps Academy**

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

**Morganfield, KY 42437**



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1.9.18 OMU is taking applications for an Electronic Systems Technician



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1.8.18





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1.5.18 The City of Owensboro is hiring for:

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12.22.17 **Associate/Assistant Director of Admissions**

Kentucky Wesleyan College seeks applicants for the full-time Associate/Assistant Director of Admissions to assume a leadership role within the Admissions Office. Reporting to the Vice President of Admissions and Financial Aid, the Associate/Assistant Director assists in mentoring and developing the Admissions staff, managing the Student Ambassador Program, and helping to monitor the admissions process from inquiry to registration. Specific responsibilities include:

* Assisting with the development and implementation of a comprehensive recruitment and travel program.
* Providing leadership for all admissions counselors in developing territory specific recruitment strategies.
* Assisting the V.P. of Admissions and Financial Aid in researching, analyzing, interpreting, and developing admissions policies and strategies.
* Developing and managing a comprehensive Student Ambassador Program.
* Assuming general admissions responsibilities such as travel for recruitment purposes, reviewing admissions files, and giving admissions presentations on and off campus.
* Assisting with the planning and execution of admissions events.
* Building and supporting relationship between the College and incoming students, counseling staff members (e.g., at high schools, community colleges), and other relevant parties.

Qualifications

Applicants must have a bachelor’s degree and at least three years of admissions experience (five years is preferred). Qualified applicants must value teamwork and innovation and demonstrate the ability to function independently with a high level of accountability. Excellent communication, organization, and computer skills are required, as is the ability to travel periodically.

Benefits

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 the 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. Review of applications will begin January 9, 2018 and will continue until the position is filled. Kentucky Wesleyan College is an equal opportunity employer.

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12.20.17 Soon to graduate or recent graduate? Eventually like to own your own business?

Don’t mind a little labor and being outside in the elements? Travel regionally? Physically able to climb around and over barges? Curious?

A local business owner, Jim Barton, is wanting to retire within the next few years. He is looking for someone to apprentice over the next 2-3 years to learn his grain inspection business. Farming background would be a plus.

Barton’s Grain Inspection Service is the business and you could become a licensed grain sampler. His business contracts with the Department of Agriculture. Travel as far as Chattanooga work between 5 river ports on the Ohio and Green Rivers. <https://www.gipsa.usda.gov/fgis/svc_provid/oa-fee-schedules/Barton.pdf>

<https://www.manta.com/c/mmgl66y/barton-grain-inspection-service>

Questions: Call Jim Barton 270-929-7620

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12.20.17

A Fortune 200 financial giant in the Owensboro area is looking to boost their staff for the new year! If you are looking to add to your resume, gain experience in a financial setting, or are just looking to get some extra money in your pocket for the new year, send your resume to Hanna at [hanna.waugh@modis.com](mailto:hanna.waugh@modis.com) for consideration.

Hours and pay vary based on experience and education.

Operations Associates: Reviews loan documents and other records for a specific loan. Performs input of modification terms and specific system coding to loan records.  Should have high attention to detail and must be accurate in data entry skills.  May perform other clerical duties. High school diploma required.

Management Support Associate: Responsible for providing a broad variety of administrative, operational and staff support services for an assigned group(s) or manager(s). Actively engaged in report, writing, tracking and compiling; data entry, record keeping, and data maintenance. Responsible for ensuring proper application of and compliance with internal and regulatory standards, guidelines, and procedures. May perform reviews and evaluations of work quality and productivity standards for assigned product line and/or work area. May have responsibility to review and finalize loan modifications, documentation and other policies and procedures to promote quality execution of the loan workout process. May be responsible for overseeing the decentralized vendor management unit within the loan workout department. Uses PC based software packages for word processing, graphics, spread sheets, etc. Specified job duties may vary by area.  Recent college grads and those getting ready to graduate are welcome.

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12.18.17

Workforce Development

Kentucky Career Center

Office of Employment and Training

3108 Fairview Drive

Owensboro, KY 42303

Phone (270) 686-2551



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12.15.17

The following recurring job order is sent to you courtesy of BCS on behalf of the listed station.

If you can identify a prospective applicant, please follow the contact information listed below.

Company: Townsquare Media

Title: Account Executive

Details:

The Account Executive is the individual who will be responsible for selling advertising for his/her specified stations to local businesses in the Tri-State area.

Mission:

Our mission is to attract and retain talented loyal employees. We want Regent to be not only a good place to work but also a good place to grow. We feel this is the key to the sucess of our organization.

Benefits:

WE PROVIDE GREAT STATIONS, ONGOING

TRAINING, COMPETITIVE COMPENSATION AND BENEFITS THAT PUT YOU ON TOP.

Contact Info:

Steve Cooke

[steve.cooke@townsquaremedia.com](mailto:steve.cooke@townsquaremedia.com)

or

Traci Davis

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

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12.14.17 The VISTA service **opportunity at ORR is** back up on the [www.my.americorps.gov](http://www.my.americorps.gov) site.  Please share.  To apply they must go to the [www.my.americorps.gov](http://www.my.americorps.gov) site, search the Americorps VISTA listings for Kentucky, and our position is on the 3rd page of listings.  If someone wants to apply and they have questions please have them call me.



# Sarah Adkins, BS, MS, LCADC Owensboro Regional Recovery Center 4301 Veach Road Owensboro, Ky. 42303 Office 270-689-0905 ext. 2113 Cell 270-302-5729 Fax 270-689-0903

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# 12.11.17

Kentucky Career Center

Office of Employment and Training

3108 Fairview Drive

Owensboro, KY 42303

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# 11.22.17 At Transamerica Agency Network-Career Agency we aren’t just insurance professionals, we are Tomorrow Makers®.

For more information contact (270) 478-5178

To apply now go to: <http://www.transamericaagencynetwork.com>

Tomorrow Makers with Transamerica Agency Network-Career Agency help make things that matter. Things like peace of mind and steady incomes. For us, tomorrow is about more than insurance policies. It’s about providing expert

dance and innovative solutions to individuals and businesses to help meet their financial goals and objectives. Above all, it’s about making tomorrow worth looking forward to for our growing customer base.

What does your tomorrow look like?

Tomorrow at Transamerica Agency Network-Career Agency is about helping create a better financial future for our customers while continuing to grow in size and strength. Our Insurance Representatives fulfill this mission by:

• Playing a vital role in helping individuals, families and businesses realize their financial dreams.

• Providing a diverse portfolio of financial products to help meet short and long-term goals.

• Working with new and current clients to help them reach their protection, savings and retirement goals by using our proven financial strategies.

• Networking with individuals throughout the community and continuously prospecting.

Additional responsibilities include:

• Participating in mentor-led appointments

• Asking clients for referrals

• Engaging in personal observation throughout the community

• Participating in community activities

• Continuing professional education as needed

• Supporting the company’s mission, vision and values statement

**Your tomorrows are worth more.Being an Insurance Representative with Transamerica Agency Network-Career Agency means a tomorrow worth more-a tomorrow where there’s unlimited income potential and job satisfaction.**

Plus, our eligible Insurance Representatives enjoy these valuable benefits:

• Competitive compensation

• Monthly / annual bonus programs

• Guaranteed level introductory pay

• Comprehensive benefits – medical, vision, dental, paid time off

• Company matched 401K and pension plan

• Established client base

• Professional training and development programs

• Personalized one-on-one training for the first 8 weeks

• Significant opportunities for growth and advancement through our Leadership Development Program

• Technology based sales presentations and productivity tools

• Opportunity for trips around the world

• Points-based reward program

Are you a Tomorrow Maker?

Transamerica Agency Network-Career Agency has the opportunity of a lifetime for the right person, regardless of prior occupation. Our ongoing comprehensive training program prepares our Insurance Representatives for a meaningful and rewarding future designed for long-term success. We’re looking for individuals with the following values:

• Is honest and has integrity

• Has leadership skills

• Is success driven, results focused

• Wants to build a business for themselves, not by themselves

• Can or has overcome adversity

• Is competitive

• Wants to grow themselves by helping others

• Enjoys building long-term relationships

Are you ready to Transform Your Tomorrow®?

For more information contact (270) 478-5178

To apply now go to: <http://www.transamericaagencynetwork.com>

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# 11.20.17

# Kentucky Career Center

# Office of Employment and Training

# 3108 Fairview Drive

# Owensboro, KY 42303

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# 11.20.17

# Earle C. Clements Job Corps Academy

# 2302 Us 60 East

# Morganfield, KY 42437

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# 11.15.17 Ireland Home Based Service LLC is hiring several positions including:

**Case Worker (Bachelor’s Degree) Evansville, IN**

Job Information CASE MANAGEMENT / SOCIAL WORK

COMMUNITY / HOME BASED SERVICES

Openings in the Counties of Vanderburgh, Warrick, Dubois, Knox, and 31 other Southern Indiana Counties.

Bachelors level staff needed to join our team of over 200 professionals providing cutting edge multi-modal interventions in Family Preservation and Social Work. Services provided to adolescents, children and families in the client’s homes. This opportunity could include working with youth on probation.

Generous pay and benefits including health, vision and dental insurance, retirement plan and paid time off starting at 90 days. Full time openings, hours will include evenings and potentially some weekends. Bachelors level staff work a 5 day schedule that includes a mandatory weekend day.

The base office for this location would be in Evansville. You would be required to travel to multiple counties per week. We currently offer mileage reimbursement and use of a company car after 6 months of employment.

EOE M/W/Vets/Disabled

**Licensed Therapist Evansville, IN**

Job Information Licensed or temporarily licensed therapists in LSW, LMHC, LMFT needed to join our team of over 200 professionals providing cutting edge multi-modal interventions in Family Preservation and Social Work. We are also seeking those without a degree but experience working in Human/Social Services. Services provided to adolescents, children and families in the client’s homes. This opportunity could include working with youth on probation.

Flexible schedule, extremely generous pay and benefits, including health and dental insurance, retirement plan, company provided tablet and cell phone, paid holiday and paid time off offered after 90 days of employment. Part and full time openings, hours will include evenings.   Supervision for licensure available.

Openings in the Counties of Vanderburgh, Warrick, Dubois, Knox, and 31 other Southern Indiana Counties.

The base office for this location would be in Evansville. You would be required to travel to multiple counties per week. We currently offer mileage reimbursement and use of a company car after 6 months of employment.

If you are interested “Building Positive Behavioral Change With Those We Serve!” please apply today.

Amanda Rice

Recruiting/Staffing Coordinator

Ireland Home Based Services

3231 N. Green River Rd

Evansville, IN 47715

812/454-0214

<https://www.linkedin.com/in/amanda-rice-49950474/>

[www.ihbs.us/jobs](http://www.ihbs.us/jobs)

[www.facebook.com/IrelandHomeBasedServices](http://www.facebook.com/IrelandHomeBasedServices)

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# 11.14.17 Owensboro Police Dept. is starting a hiring cycle.

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# 11.14.17

## Kentucky Career Center

## Office of Employment and Training

## 3108 Fairview Drive

## Owensboro, KY 42303

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# 11.14.17

# The Hampton by Hilton Owensboro-South is looking for smiling faces for both a 2nd (3-11) and 3rd shift (11-7) Front Desk position. Please apply in person at 615 Salem Drive (In-between Enterprise and All About You Salon & Spa). We offer competitive pay, travel discounts, and you’ll get to work with a fantastic team! \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 11.13.17

# Earle C. Clements Job Corps Academy

# 2302 Us 60 East

# Morganfield, KY 42437

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# 11.9.17 The City of Owensboro is hiring.

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# 11.9.17

# The Henderson Police Department is starting a hiring cycle. The majority of hiring processes for law enforcement take a minimum of four months so this is a great time for graduating seniors to apply.

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# 11.6.17

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# 10.28.17

# The following job vacancy at AEP’s Rockport Plant:

# Title: Chemist Sr through Chemist Prin (Job Family)

# Req ID: 17110BR

Minimum qualifications are found on the job description. This job will be open for a minimum of ten (10) calendar days. To apply for this job, please go to www.aep.com and search for job openings under the “Careers” tab. 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

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10.27.17



T h e a t e a m i s a n a m e r i c o r p s p r o j e c t , c o m m i t t e d t o s e r v i n g

E l e m e n t a r y , m i d d l e , a n d h i g h s c h o o l s t u d e n t s o f k e n t u c k y i n

P a r t n e r s h i p w i t h s u p p o r t i v e s c h o o l s a n d i n v o l v e d

C o m m u n i t i e s t o p r o v i d e t u t o r i n g a n d m e n t o r i n g a s s i s t a n c e .

P o s i t i o n s A v a i l a b l e:

9 0 0 , 6 7 5 , 4 5 0 , a n d 3 0 0 h o u r P o s i t i o n s i n:

D a n v i l l e I n d e p e n d e n t S c h o o l s ;

Li v i n g s t o n C o u n t y S c h o o l s ;

M a y f i e l d I n d e p e n d e n t S c h o o l s ;

M e t c a l f e C o u n t y S c h o o l s ;

O w e n s b o r o P u b l i c S c h o o l s ; a n d

P u l a s k i C o u n t y S c h o o l s .

B e n e f i t s:

L i v i n g a l l o w a n c e

E l i s e g a l E d u c a t i o n A w a r d

S t u d e n t L o a n D e f e r m e n t

A n d a c c r u a l

Want to

KNOW MORE?

CONTACT INFO:

SHANNON BAILES 270.316.1005

shannon.bailes@owensboro.kyschools.us

DONNA MORGAN 270.404.1201

donna.morgan@barren.kyschools.us

AmeriCorps Is a cost effective solution to America's toughest problems, expands education and economic opportunity

Strengthens the impact of our nations nonprofits. The Corporation for National and Community Service (CNCS) is the federal agency

created to connect all Americans with an opportunity to serve their communities and their country, in partnership with state service

commissions. AmeriCorps provides thousands of Americans of all ages and backgrounds with intensive opportunities

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10.27.17

**Find Teaching Jobs in Kentucky-** [https://jobs.teacher.org/jobs/state/kentucky/](https://jobs.teacher.org/jobs/state/pennsylvania/)

I hope this helps! Would you be kind enough to include the above on: <https://intranet.kwc.edu/career-development/employment-opportunities/>?

Note: There are no associated costs. We simply work to enable and encourage teachers.

Let me know if you have any questions. I look forward to hearing from you either way.

Kindly,

Ally Thompson

Outreach Coordinator

[ally@teacher.org](mailto:ally@teacher.org)

cid:TeacherLogo.JPG@1508962800.3693

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10.23.17 **Visiting Assistant Professor of Teacher Education**

**(Elementary Education emphasis)**

Kentucky Wesleyan College, a private four-year, liberal arts college located in Owensboro, is seeking a dynamic and talented **Visiting Assistant Professor of Teacher Education (with an emphasis in elementary education**) for AY 2018-2019.  This position has the potential to become a tenure-track position after the initial year.

**Responsibilities**

* Coordinating course offerings and classroom observation experiences with local school districts to ensure that Teacher Education majors are able to fulfill all academic requirements related to teacher education.
* Teaching a variety of courses related to elementary education and/or common foundations of education courses including but not limited to courses in: Foundations of Education, Educational Psychology, Methods and Materials courses, literacy content courses, and Subject Area Methods and Materials courses.
* Advising students in elementary education and P-12 education major tracks.
* Engaging in service learning activities, leadership, and professional development.
* Working with students on PRAXIS tests.
* Working on national and state accreditation materials.
* Supervising student teachers.
* Representing the teacher education program at recruitment events.

**Qualifications**

* A terminal degree of PhD or EdD in Teacher Education with an emphasis in elementary education preferred; additional emphasis in literacy would be desired.
* Teaching expertise required in educational fields including educational foundations and elementary education as well as classroom instructional methods subjects including but not limited to literacy, language arts, mathematics, science, and/or social studies.
* A commitment to undergraduate teaching.
* Enthusiastic and dynamic personality.
* Ability to interact professionally with a diverse community including the local school districts.
* Drive and desire to develop a strong, high-quality program in elementary education that will expose students to a variety of educational opportunities.

Please submit a letter of application, curriculum vitae, statement of teaching philosophy, transcripts, and names and contact information for references to Cindy Sublett in Human Resources at [csublett@kwc.edu](mailto:csublett@kwc.edu).

Application review will begin immediately and continue until the position is filled.  Questions may be directed to Dr. Paula Dehn, VPAA, at [pdehn@kwc.edu](mailto:pdehn@kwc.edu).

**Visiting Assistant Professor of Teacher Education**

**(Middle Grades emphasis)**

Kentucky Wesleyan College, a private four-year, liberal arts college located in Owensboro, is seeking a dynamic and talented Visiting Assistant Professor of Teacher Education (with an emphasis in middle grades education) for AY 2018-2019.  This position has the potential to become a tenure-track position after the initial year.

**Responsibilities**

* Coordinating course offerings and classroom observation experiences with local school districts to ensure that Teacher Education majors are able to fulfill all academic requirements related to teacher education.
* Teaching a variety of courses related to middle grades education and/or common foundations of education courses including but not limited to courses in: Foundations of Education, Philosophy and Organization of Middle Schools, Methods and Materials courses, and Subject Area Methods and Materials courses.
* Advising students in middle grades education and P-12 education major tracks.
* Engaging in service learning activities, leadership, and professional development.
* Working with students on PRAXIS tests.
* Working on national and state accreditation materials.
* Supervising student teachers.
* Representing the teacher education program at recruitment events.

**Qualifications**

* A terminal degree of PhD or EdD in Teacher Education with an emphasis in middle grades education preferred.
* Teaching expertise required in educational fields including educational foundations and middle grades education as well as classroom instructional methods subjects including but not limited to literacy, language arts, mathematics, science, and/or social studies.
* A commitment to undergraduate teaching.
* Enthusiastic and dynamic personality.
* Ability to interact professionally with a diverse community including the local school districts.
* Drive and desire to develop a strong, high-quality program in middle grades education that will expose students to a variety of educational opportunities.

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10.23.17

Earle C. Clements Job Corps Academy

2302 Us 60 East

Morganfield, KY 42437

Phone: 270-389-5579

Fax: 270-389-5374

wolfe.miranda@jobcorps.org

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10.23.17 **Associate/Full Professor Criminal Justice and Criminology and**

**Division Chair Social and Behavioral Sciences**

Kentucky Wesleyan College’s Criminal Justice, Criminology and Law program is seeking a visionary leader who is energetic, collegial, enjoys significant faculty/student interaction, and is committed to developing a highly interactive teaching/learning environment that engages students in scholarly work.  The Criminal Justice, Criminology and Law program is a premier program at Wesleyan.  Expectations include maintaining and enhancing the local and regional reputation of the program and college, working with the community to expand service learning opportunities for students, and developing the future direction of the program.  The Division Chair for Social and Behavioral Sciences oversees faculty in CJC, Psychology, Exercise Science, and Political Science and History.  The Division Chair provides leadership in all areas of the administration of the academic division.  This is a nine month, tenure track position with a start date of August 15, 2018.

**Responsibilities and Duties:**

As the leader of the Criminal Justice program, duties include teaching core and elective courses, scholarly activity and publication, student advisement, assessment, and active participation in college committees.  Some instruction may be online.

The Division Chair is responsible for the overall strength and vitality of divisional programs, the support and guidance of divisional colleagues, and the academic well-being of the students enrolled in the divisions’ courses and programs.

**Minimum Qualifications:**

* A Ph.D. in Criminal Justice, Criminology, or closely related discipline.
* Scholarly record commensurate with appointment to Associate Professor.
* Leadership skills that will allow the candidate to work with various constituencies to continue the success of the program.
* Ability to foster creative methods of improving student outcomes.
* Supervisory/teaching experience in higher education.
* A strong commitment to teaching, mentoring, and working with undergraduate students.
* An active, independent research program that involves students.
* A desire to be of service to the college and to the external community.
* Effective communication skills.
* Ability to work collaboratively.

**To Apply:**

Applicants should submit a letter of interest, a detailed vitae listing qualifications and experience, transcripts, and names and contact information of references to Cindy Sublett in Human Resources at [csublett@kwc.edu](mailto:csublett@kwc.edu).  If possible, please submit all materials electronically in a single pdf document.  The college will not sponsor applicants for work visas.

Please contact Dr. Paula Dehn, VPAA, at [pdehn@kwc.edu](mailto:pdehn@kwc.edu) if you have questions.

Application review will begin immediately and will continue until the position is filled.

Kentucky Wesleyan College is an equal opportunity employer.

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10.23.17





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10.17.17

Kentucky Wesleyan College seeks applicants for a **full-time, hourly Bursar.** The Bursar is responsible for processing cash and electronic financial receipts for the College and for providing customer service for those conducting cash and deposit transactions with the College.

Responsibilities

Major responsibilities include but are not limited to:

* Receiving and recording payments in a variety of forms and from a variety of sources.
* Maintaining charges, refunds, and adjustments within current campus software systems.
* Processing student bills and refund checks.
* Preparing bank deposits for all cash activities campus-wide.
* Providing excellent customer service to students, parents, employees, and external agencies about student accounts and related financial activities.
* Preparing reports, analysis, and reconciliations for accounts.
* Managing the payment and collections process for student accounts.
* Managing the College’s petty cash fund.

Qualifications

Applicants must have an associate degree in accounting, finance, or a closely related field (bachelor’s degree preferred) and at least two years of previous experience in accounting and/or cash handling (or an equivalent combination of education and experience). Strong organizational, conflict-resolution, and computer skills are necessary, as is the ability to work independently and amid interruptions. Applicants must have a basic knowledge of accounting and be able to handle confidential information appropriately. Previous experience with accounting software is a plus.  Interpersonal communications skills and attention to detail are critical.

Benefits

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, a resume, and the contact information for at least 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.

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10.12.17 Kentucky Legend is seeking a Sales Operation Analyst. Can be recent grad or December grad.

Description below. Submit resume and introduction to:

**Brooklyn Maple**

Brand Manager

Kentucky Legend®

*(a division of Specialty Foods Group, LLC)*

6 Dublin Lane

Owensboro, KY. 42301

[bmaple@kentuckylegend.com](mailto:bmaple@SFGTrust.com)

Direct: 270.926.2324 ext. 373

Cell:      270.244.4220



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10.10.17

**Career Opportunities**

KHC has the following positions available! Join us in helping Kentuckians find safe, quality, affordable housing.

**Contract Management Specialist I**  
Housing Contract Administration  
Salary Range: $37,908 - $47,384  
Please respond no later than **Friday, October 20, 2017**.  
   
Full details are available on [KHC's website](http://r20.rs6.net/tn.jsp?f=0019M-79h25Kmx0r3xS-9gWSuZFpuyZAa-Iw-WMjr3on1toI48g3HnvQ0lFWbfFU79WyHT3nyqWhLlHsHuZCxpjwuk789M2LxjfFRFUyk67SGAxhhC1TCcxLYnSUnouZSyYVrlgfx_XClM5kE-ZJZZ4XX3GcoldHLsFw1F74BJy4_8=&c=FkzfgLBIXdI_P9GRY6_JlVqCpU63IFnU3_7h7VvVJYipls-j0l0UCg==&ch=mrTbw-CfztDc_TGQ5BeqTTV6ZW5j60YCRfIAFAgIDzRg0lGMDGJfrw==), under About, [Careers](http://r20.rs6.net/tn.jsp?f=0019M-79h25Kmx0r3xS-9gWSuZFpuyZAa-Iw-WMjr3on1toI48g3HnvQw2_avGjpMX4KMLozKajV5wKif4hvkGD73PfNaSbmx_TmUHF1bOBWmrD2P6RD1u2oZ1ev74-Z60QIIW2CTYdnxD3TOAzQzyruzRNRKRBdBFvCbmrrp96j6HWPoN-KaVQ3Y5OwCJ9aRAzqbk5Qx-2THA=&c=FkzfgLBIXdI_P9GRY6_JlVqCpU63IFnU3_7h7VvVJYipls-j0l0UCg==&ch=mrTbw-CfztDc_TGQ5BeqTTV6ZW5j60YCRfIAFAgIDzRg0lGMDGJfrw==), Job Opportunities.

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10.10.17

**Owensboro ATT Retail Store Priority Hiring**

5115 Frederica Street, Owensboro, KY 42301

Thursday October 26, 2017

10am - 2pm (central)

**$1000 sign on bonus**

<http://work.att.jobs/OwensboroRetailHiring>

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10.09.17 Kentucky Career Center



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10.4.17 **KWC** **Head Wrestling Coach**

Kentucky Wesleyan seeks applicants for the **full-time, year-round position of Head Wrestling Coach.** Wrestling is being established as new sport at Kentucky Wesleyan, slated to begin competition in Fall 2018, and the successful candidate will establish and develop this program. Reporting to the Director of Athletics, the coach will provide leadership and be responsible for the coaching and management of the wrestling program. Kentucky Wesleyan College is an NCAA Division II institution and member of the Great Midwest Athletic Conference (G-MAC).

The Head Wrestling Coach is responsible for all phases and activities associated with operating a successful NCAA Division II program. Major responsibilities include but are not limited to:

* Instructing and coaching student athletes.
* Recruiting and retaining student participants.
* Scheduling, organizing, and conducting practices and competitions.
* Overseeing student-athletes’ academic progress.
* Budgeting and fundraising.
* Maintaining compliance with NCAA, G-MAC, and Kentucky Wesleyan rules and regulations.

Qualifications

Applicants should have prior experience as a student-athlete or coach in the sport of wrestling; a demonstrated knowledge and understanding of skills, techniques, and strategies of the sport; experience with recruiting student-athletes, fundraising, and budgetary management; a bachelor’s degree; and excellent communication and interpersonal skills.  College-level coaching experience and a master’s degree are preferred.

Benefits

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, a 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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10.4.17





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9.26.17

The Owensboro Sportscenter announced the addition of a new professional basketball team coming to the Sportscenter this winter in the NAPB (North American Premier Basketball League). They will be looking to hire someone as their **Director of Business Operations** who will handle their ticket and sponsorship sales along with promotions, public relations, etc.

If you have recent KWC graduates in sports management or marketing who would like the opportunity to interview with a professional sports team, please feel free to email me their resumes.

Thank you, in advance, for your assistance!

Jim Riggs

Director

Owensboro Sportscenter

Cell: 270-315-3047

Managed by Spectra

[James\_Riggs@comcastspectacor.com](mailto:James_Riggs@comcastspectacor.com)

<http://owensborosportscenter.com/>

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9.26.17

Owensboro Grain Company has a full time position for an entry level accounting position in accounts payable. This is a day time position. A Bachelor’s degree in Accounting preferred. Competitive wages based on experience. Health insurance, 401k plan and other benefits are available. Interested applicants can email their resume to [Jobs@owensborograin.com](mailto:Jobs@owensborograin.com).



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9.26.17 **Substance Abuse Program Director**

Henderson County Detention Center - Henderson, KY 42420



Ofc Kurt Wiesen

Human Resources Supervisor

Henderson County Detention Center

[kwiesen@hendersonky.us](mailto:kwiesen@hendersonky.us)

270-830-3140

C: 270-844-9881

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9.26.17 City of Owensboro is taking applications for: **Deputy Director of Public Works**.



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9.26.17 AT&T has a few upcoming events in KY for anyone that might be interested. All of these locations include a $1,000 Sign-On bonus if hired by 10/31/17 (see attached)

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Owensboro Retail Store Hiring Event

5115 Frederica Street, Owensboro, KY

Thursday September 28, 2017

10am - 2pm (central)

Louisville Retail Store Hiring Event

3014 Bardstown Road, Louisville, KY 40205

Monday October 2, 2017

10am - 2pm (eastern)

Lexington Retail Store Priority Hiring

3098 Richmond Road, Lexington, KY 40509

Wednesday October 11, 2017

10am - 2pm (eastern)

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9.26.17 Evansville Police Department is taking applications.

Closing date is Oct 30. $46,000 starting and every degree is $500 extra.

<http://evansvillepolice.com/careers/benefits>

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9.26.17 To,

New Job listing from Lexington,KY

Local Sales Assistant

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. Sinclair owns and operates, programs or provides services to more television stations than anyone and has affiliations with all major networks. Sinclair 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 a detail-oriented Sales Assistant who has strong written and oral communication skills.

Full Time

Closing Date:

10/25/2017

<http://www.wdky.com> **Responsibilities include:**

• Creation of PowerPoint presentations, database management, and sales report maintenance

• Efficiently work with the team of Marketing Consultants/management team

• Assist with support on local and national business

• Various administrative duties and contract management

• Other responsibilities as assigned

**Requirements:**

• Skilled with Microsoft Excel, PowerPoint, and Word duties

• Able to utilize Wide Orbit, Wide Orbit Sales, Matrix, MediaLine, Outlook, and multi-line phone system

• Great attention to detail is essential

• Strong analytical ability

• Ability to meet strict deadlines while maintaining accuracy

**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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9.20.17 Paducah, KY and Madison, WI are hiring police officers

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9.19.17

WTVQ-TV

6940 Man O’ War Blvd.

Lexington, KY  40509



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9.19.17



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9.18.17





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9.15.17 *CITY OF OWENSBORO*

*Seeks qualified applicants for the following Full-time, Non-civil service position:*

**OFFICE MANAGER**

Administrative position responsible for managing the office for the Transit Department. The position is also a safety sensitive position regulated under the Dept. of Transportation. Primary essential functions include, but are not limited to: Conducts administrative, secretarial, and clerical work from basic to considerable difficulty level, such as but not limited to: typing; computer work; processing and administration of various paperwork; preparation of correspondence, reports, spreadsheets; answering phone and screening and relaying messages; files and maintains records in secured fashion; assists with the coordination, controlling, and monitoring of all programs mandated by the Federal Transit Administration. Starting pay $16.69/hr. Provided benefits include but are not limited to; health insurance, group life insurance, and wellness program. Paid time off including; vacation, sick time, and holidays (for eligible employees).

**QUALIFICATIONS *(Required at time of application):***

Associates Degree in Business Administration, Office Administration, or similar position, **or** 3 yrs. experience as secretary, office manager, or similar position (preferably to a top level position). Equivalent amount of education and/or experience is acceptable. Valid driver’s license required.

**TO APPLY:**

Applications must be received no later than **Friday, October 6, 2017.** The City reserves the right to accept applications after the deadline, at its discretion. Applications are available at **www.owensboro.org.** Click on “Employment Opportunities;” Click position; Follow directions on how to apply (in upper right corner, click “Download Application” to complete electronically; Save; Click arrow in very upper left corner to go back to previous page; Click “Submit Application;” Complete required information; Click Submit; You should get a message confirming if your application was submitted successfully). If you experience difficulty, you may also email your application and any related documentation directly to **timmelme@owensboro.org**. Applications also available by calling (270) 687-8540; toll-free (888) 616-8540; TDD/Voice (270) 687-4459. If you prefer, you can mail paper applications to *Elaine Timmel, City of Owensboro Personnel Dept., PO Box 10003, Owensboro, KY 42302-9003.* Resume alone is NOT sufficient*.* To confirm receipt of your application, please call the above number(s) **prior to** application deadline.

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9.15.17 **KHEAA/KHESLC Seek Outreach Counselor – Immediate Opening**

The Kentucky Higher Education Assistance Authority (KHEAA) and the Kentucky Higher Education Student Loan Corporation (KHESLC) have an immediate opening for an Outreach Counselor **position in the Far Western KY region**. This position will serve 13 counties in Far Western Kentucky **including: Ballard, Caldwell, Calloway, Carlisle, Crittenden, Fulton, Graves, Hickman, Livingston, Lyon, Marshall, McCracken and Trigg Counties.**

The position represents KHEAA and KHESLC through outreach contacts to increase awareness about financial aid programs, resources, publications and services. The counselor will represent KHEAA and KHESLC at college nights, career fairs, workshops, professional student financial aid meetings and training sessions, providing free information about career choices, postsecondary options and financial aid opportunities to students and families. The counselor will help administer Kentucky College Application Campaign, Close the Deal and College Decision Day in their region and serve as agency liaison with KY College Coaches Program representatives, as applicable. They will promote kheaa.com and KHEAA’s ILP and Getting the Facts tools. In addition to explaining how, when and where to apply for student financial aid, the counselor will assist students and families with the financial aid application and admissions processes and promote a variety of agency tools and resources.

Candidates must be a graduate of a college or university with a bachelor’s degree and must have three years’ experience in student financial aid, the student loan industry, client relations, marketing, educational administration, public administration, college and career counseling, college admissions or financial administration. Excellent public speaking, diplomacy, interpersonal and time management/scheduling skills are required, along with the ability and willingness to travel frequently.

Minimum starting salary is $35,823, plus health insurance, retirement and other benefits. Related prior work experience will be evaluated to determine the final salary amount offered to the successful candidate.

**Resumes should be submitted by close of business Wednesday, September 27, 2017 to** [**hr@kheslc.com**](mailto:hr@kheslc.com) **.**

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9.15.17 **Substance Abuse Program Counselor**

**Henderson County Detention Center - Henderson, KY 42420**

**Henderson County Detention Center is seeking a Counselor for a female substance abuse program.**

Candidate must have at a minimum:

At least 21 years of age

A Bachelor’s degree in a social service field with clinical experience in substance abuse treatment and/or counseling.

Preferred candidates would have a BA, BS, BSW and/or CADC.

Must have a valid driver’s license

This is a full time, 40 hours per week position with county benefits.

**Applicants may:**

**Mail, email, or fax:**

Henderson County Detention Center,

Attn: Human Resources Supervisor

P.O. Box 979 Henderson, KY 42419

Phone: (270) 827-5560 ext: 140

Fax: (270) 827-0890

Email: [kwiesen@hendersonky.us](mailto:kwiesen@hendersonky.us)

**Application deadline: 4:00 pm CDT September 29, 2017**

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9.15.17

Company: Townsquare Media has 2 opportunities!

**Title: Account Executive**

Details:

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

**Position: Receptionist/Traffic Coordinator**

Company: Townsquare Media

Station(s): WBKR-FM, WOMI-FM

Job Type: fulltime

Job Description:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

• This position will be supporting our Owensboro, KY location

• Monday – Friday 8am – 5pm

General Office Duties

• Answer phone and be able to handle multiple incoming calls at one time

• Maintain supply room including ordering supplies, organize and keep tidy

• Open, Scan and distribute Mail to appropriate departments and associates

• Process and maintain STD inventory and orders

• Order entry and revisions and other general traffic duties

• Generate, edit and download daily commercial logs

• Assist programming and promotions with giveaway’s and promotional items as needed

• Greet customers and clients as they arrive

• Fill daily prizes and maintain prize log spreadsheet

• Other general office duties as needed

Monthly Projects

• Sorting, stuffing and mailing monthly invoices and statements

SUGGESTED QUALIFICATIONS/EDUCATION:

• Team-oriented

• Excellent computer, organizational, and interpersonal skills

• Demonstrated ability to work with minimal supervision

Benefits:

**BENEFITS:**

• Medical/Dental/Vision insurance package

• 3 weeks paid vacation and 9 paid holidays per year

• Career advancement opportunities

• Medical/Vision/Dental

• Basic & Voluntary Life Insurance/Accidental Death & Dismemberment

• 401(k) Savings Plan

• Short and Long-Term Disability

• Employee Assistance Program

• Flexible Spending Account

• Commuter Reimbursement Accounts

• Employee Referral Program

• Fun Contests – Opportunity to Win Prizes

• Great Work Environment, Great Products to Sell

**POSITION OVERVIEW:**

As an integral member of the radio station’s administrative support staff, the Receptionist/Traffic Coordinator position requires an outgoing personality and professional but friendly demeanor, with the ability to be flexible and multi-task in a busy atmosphere.

Date Available: 09/14/2017

Contact Info:

Traci Davis

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

Fax: (270)-683-1558

**Instructions: Please send resume by e-mail or drop off at the office. No phone calls please.**

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9.8.17





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9.8.17

Courtyard Marriott of Owensboro is currently looking for full time front desk agents available to work 2nd and 3rd shifts; 3PM-11PM and 11PM-7AM.

**Job Description**

As a Front Desk Agent your responsibilities will be to greet and welcome guests upon arrival. Register guests into the computer, verifying registration, address, and credit information. You will need to promote the Marriott Rewards program and provide recognition and benefits to all present members and accept payment for guests accounts both at time of registration and check out. Specifically, you would be responsible for performing the following tasks to the highest standards:

* Greet guests and complete the registration process to include, but not limited to, inputting and retrieving information from the computer, confirmation of guest information and room rate, selection of rooms, coding electronic keys, promoting marketing programs, providing a welcome packet and ensuring guest knows location of room and/or has a bell person accompany him/her
* Assist guests with check-out including, but not limited to, ensuring rooms and services are correctly accounted, using the point-of-sale system, handling money, processing credit and debit cards, accepting and recording various forms of payment, making change and processing gift certificates
* Demonstrate a thorough knowledge of hotel information including, but not limited to, room categories, room rates, packages, promotions, the local area and other general product knowledge and answer guest questions and inquiries
* Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner
* Field guest complaints, conduct research and resolve and negotiate solutions for guest satisfaction
* Receive, input, retrieve and relay messages to guests

**Stop by the hotel and fill out an application in person. 3120 Highland Pointe Dr. (off Hwy 54)**



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**8.31.17Assistant Professor of Inorganic Chemistry**

Kentucky Wesleyan College seeks a dynamic and energetic Assistant Professor of Inorganic Chemistry who is committed to both teaching and involving undergraduates in scholarly work. The successful applicant will develop a successful undergraduate research program, participate in developing Chemistry curriculum, work on developing appropriate pedagogy, and contribute to the Pre-Professional Health Science programs in the Division of Natural Sciences and Mathematics. Teaching responsibilities include General Chemistry with lab, Inorganic Chemistry, and additional advanced courses in the area of specialization, as well as courses in the General Education curriculum. Preference will be given to individuals who also can teach Physical Chemistry courses. Additional responsibilities include advising students, mentoring undergraduate research, and service. The position will start in August 2018.

**Minimum Qualifications**

* Ph.D. with specialization in inorganic chemistry or closely related field. ABD will be considered but degree must be completed prior to the start of the 2018 Fall semester.
* A strong commitment to teaching, mentoring, and working with undergraduate students and a passion for providing an exceptional classroom experience for our students.
* An interest in involving undergraduates in relevant scholarly work.
* Effective communication skills.
* Ability to work collaboratively.
* A desire to contribute your professional expertise to the college and larger external community.

**Preferred Qualifications**

* Ability to teach Physical Chemistry.
* Post-doctoral experience in inorganic chemistry, or closely related field.
* Evidence of successful collegiate teaching experience.

**To Apply**

Please submit a letter of application, a curriculum vitae, a statement of teaching philosophy, a plan for undergraduate research, unofficial transcripts, and a list of references to Cindy Sublett, Human Resources, at [csublett@kwc.edu](mailto:csublett@kwc.edu) or mail to Kentucky Wesleyan College, 3000 Frederica Street, Owensboro, KY 42301. Please submit application materials in a single PDF file when applying via email. The College will not sponsor applicants for work visas.

Review of applications will begin **September 18, 2017** and will continue until the position is filled.

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# 8.30.17 Graphic Designer-

[**Liquor Barn**](https://www.ziprecruiter.com/c/Liquor-barn)**in**[**Louisville, KY USA**](http://maps.google.com/?q=Louisville%2C%20KY%2C%20USA&z=9)

As a Graphic Designer for LSNA, you will develop the overall layout, and production design for various media based on the needs of the business including signage, newspaper flyers, magazines, direct mail pieces and online as needed. This role will allow for much collaboration with the Marketing and Merchandising teams, and reports to the U.S. Marketing Coordinator located in the Store Support Centre in Louisville KY.

The ideal candidate is a creative and detailed professional with an acute ability to determine the message a design should portray and then create images that convey that same message to captivate our customers.

**Primary Responsibilities:**

* Develop layouts and designs for print flyers and other printed materials.
* Will work with the U.S. Marketing Coordinator on all briefs and creative initiatives
* Partner closely with Marketing and Merchandising teams to ensure cohesion with brand messaging across the business.

**Job Requirements:**

* Bachelor's Degree in Marketing or Graphic Design.
* 1-3 years of Graphic Design experience in a corporate environment.
* Must possess superb communication skills as a personable and professional spokesperson for the brand.
* Ability to meet tight deadlines and balance multiple priorities simultaneously, while executing against key deliverables with excellence.
* Strong interpersonal and collaboration skills to work effectively with employees across all levels of the organization.
* Demonstrated interest in the industry.

\* This role is a 6-month temporary full time position, which will be reassessed for permanency near the end of this period.

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8.28.17   
The following department has announced that it

is recruiting:

|  |
| --- |
| **For Complete Position Details Visit:  Police Officer**<http://www.theblueline.com/feature/ILchicago1.html> |

Chicago Police Department  
Chicago, IL  
  
  
Application Deadline: 10/16/17

Salary: $48,078 ($72,510 after 18 months)

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8.28.17

**Want to know more about the positions below?**

Go to focuscareer.ky.gov and log in with your email and password 1. Click "Search for Jobs"

2. Click "Start or Continue a Job Search Without a Resume"

3. Input the Job Number in the "Job ID" Box





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8.28.17

Earle C. Clements Job Corps Academy

2302 Us 60 East

Morganfield, KY 42437



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8.28.17 The Pearl Club is seeking a full time chef. Apply to:

[Terry@tpcowensboro.com](mailto:Terry@tpcowensboro.com)

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8.22.17



**Mary Beth Monroe, *Talent Acquisition***   
***Remedy Intelligent Staffing***  
1030 Monarch Street Suite 300 • Lexington, KY 40513  
859.224.4455 office • 859.396.9346 cell • 859.223.2979 fax

[marybeth.monroe@remedystaff.com](mailto:marybeth.monroe@remedystaff.com)

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8.22.17

New Job listing from Lexington,KY

Category: Management

Position/Title: Digital Sales Manager

WDKY-TV is seeking a Digital Sales Manager who will ensure that all digital objectives, including internet and mobile, maintain or exceed company revenue growth goals.

Vacancy Type: Full Time

Date Posted: 8/22/2017

Closing Date: 9/22/2017

City: Lexington

State: Kentucky

URL: <http://www.wdky.com>

Responsibilities:

• Meet with staff regularly to provide digital platform training, support and innovative integrations and develop new growth and revenue for Sinclair markets

• Maintain high level communications with all station and corporate management, sales staff, as well as vendors

• Execute training for sales management, account executives and content producers

• Meet with vendors and potential vendors to improve existing and develop new programs as well as find and develop new initiatives and programs to advance the digital team

• Assist with implementation of programs and create revenue streams as opportunities arise

• Gather new media technology and content information and research to provide the station with the most competitive advantage

Requirements:

• Ability to lead, train and direct professionals successfully

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

• Five years management experience, preferable in a TV sales environment

• Strong organizational, written and communication skills

• Hands on experience developing new business as a skilled negotiator and motivator

• TV background or digital management experience a plus

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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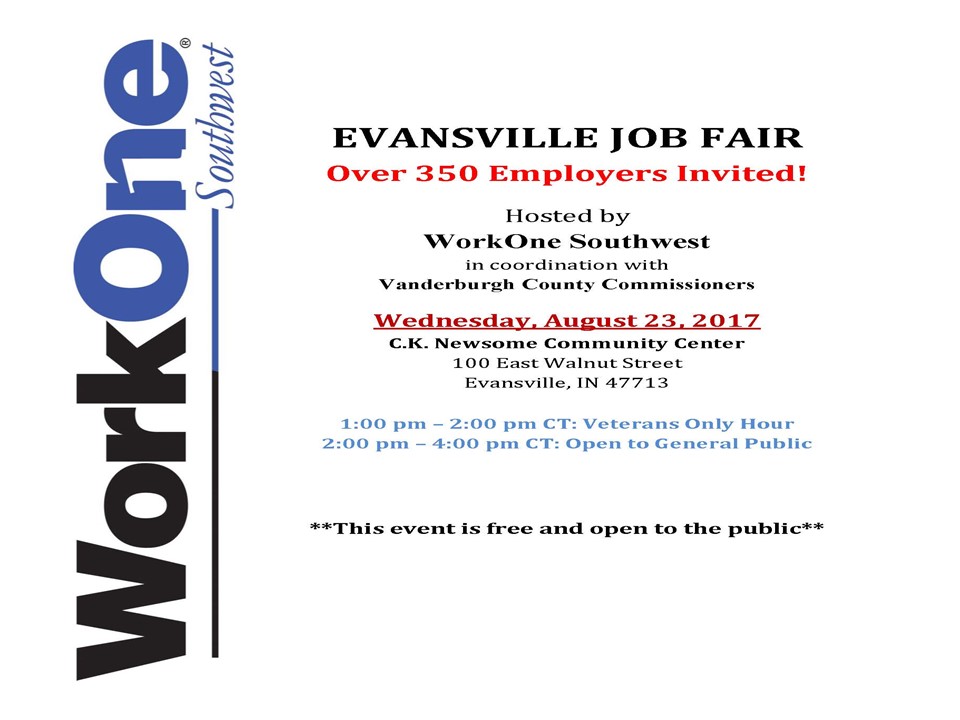
8.22.17 The City of Owensboro is giving exams and taking applications for police officer and Evidence Collection Unit Technician.

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8.22.17 **Alumni!**

Career Fair tomorrow in Evansville, IN .

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8.22.17

**Want to know more about the positions below?**

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2. Click "Start or Continue a Job Search Without a Resume"

3. Input the Job Number in the "Job ID" Box





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8.22.17 Daramic will be hiring a recent chemistry major for a lab position. It has not been publicly posted yet. If interested contact:

“ My husband's company here in town, Daramic, is hiring a chemistry major for a position. If you have any recent graduates who are looking for a job let me know and I will get the details from him.”

Naomi Golovin

Access Services Librarian

Kentucky Wesleyan College

270-852-3262

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8.14.17

DESK SIDE SUPPORT TECHNICIAN

**Owensboro Grain Company has a full time position for a Desk Side Support Technician**. This is a day time position. Work experience and/or Associates Degree in **Computer Science** required.

Competitive wages based on experience, health insurance, 401K plan and other benefits available. Interested applicants can email their resume to [Jobs@owensborograin.com](mailto:Jobs@owensborograin.com) E.O.E.

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8.817 **Ashley Home Store is hiring for CSR.** Can be part time or full time. Will work around class schedule if student. Process sales, paperwork, phone, and other office responsibilities. $10/hour. Must have availability during the following times, M-TH 10-7; Fri & Sat 10-8; Sun 12-5; Evenings and weekends expected. Stop in store to apply or go online to Indeed.com Call Kim Hendricks with questions 812-471-2090

Als**o has FT sales position available.**

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8.8.17 Mary Kendell Campus is having open interviews for Youth Care Workers





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8.8.17 City of Owensboro is taking applications for:

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8.8.17



**Want to know more about the positions below?**

Go to focuscareer.ky.gov and log in with your email and password 1. Click "Search for Jobs"

2. Click "Start or Continue a Job Search Without a Resume"

3. Input the Job Number in the "Job ID" Box



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8.4.17 Mentor Kids has an opening:



**Contact:**

Maria Shyver

Mentor Coordinator

MentorKids KY

2815 Veach Road

Owensboro,KY 42303

Phone: [(270) 926-6893](tel:%28270%29%20926-6893)

Fax:[(270) 926-3783](tel:%28270%29%20926-3783" \t "_blank)

[mariashyver@mentorkidsky.org](mailto:mariashyver@mentorkidsky.org)

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8.4.17 Earle C. Clements Job Corps Academy is hiring



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8.4.17 KYUMH/Mary Kendall Campus is hiring.



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8.4.17 Swedish Match has a FT/ Temporary/Intern Lab position through December.



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8.3.17





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8.3.17 The City of Owensboro is hiring.

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8.3.17 Multiple AmeriCorps openings with Louisville Metro Parks



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8.3.17 Audubon Area Locations/Community Groups/Employment Offices is hiring:

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8.2.17

**Director of Student Involvement**

Kentucky Wesleyan College seeks applicants for a full-time Director of Student Involvement. The Director is responsible for working with the Student Services staff to plan, implement, oversee, and assess the effectiveness of student programming and Greek life. Major responsibilities include:

* Managing all aspects of student activities for the College.
  + Advising the Student Activities Programming Board and managing its budget.
  + Working collaboratively with campus program entities to ensure holistic programming.
  + Coordinating the collection and organization of information for various student-related materials.
* Managing all aspects of Greek Life for the College.
  + Advising and assisting to the five national Greek organizations and one local sorority.
  + Coordinating Greek Week events and functions.
  + Promoting Greek Life at Kentucky Wesleyan.
* Working to engage commuter students.
  + Developing, recruiting, and advising the Commuter Student Association.
  + Planning, implementing, and overseeing activities designed to engage commuter students.
* Serving as a positive role model for and being accessible to students.

Qualifications

* Bachelor’s degree (master’s degree in a related field preferred).
* Previous experience with Greek life.  One to two years of professional experience in Student Activities and Leadership Development is preferred.
* Knowledge of the literature in Student Affairs and the ability to use theory to guide practice.
* Excellent communication skills with the ability to relate to a variety of groups.
* Ability to independently organize and manage multiple tasks and responsibilities.
* A high level of energy and a sense of humor.

Benefits

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 the names and contact information for at least three professional references to Cindy Sublett in Human Resources at [csublett@kwc.edu](mailto:csublett@kwc.edu) or mail to Kentucky Wesleyan College, Cindy Sublett/HR, 3000 Frederica Street, Owensboro KY 42301. 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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8.2.17 CocaCola Bottling Company Owensboro Branch

Has the following positions:

We have **two** openings for Merchandisers.

One is a nightshift position (3:00PM-11:00PM Mon-Fri);

One day shift. Hours vary. Weekends required.

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8.2.17 Menards of Owensboro Professional Building Estimator position has come open.

The Professional Estimator will be responsible for estimating everything for building projects including suggesting materials the Guest did not specifically request to make their project run smoothly. Menards can supply the entire project and every estimate should reflect the broad line of products Menards has to offer. Our professional estimator must possess computer and building trades knowledge. Previous experience estimating residential and light commercial projects a plus. Anyone being considered for the Estimator position must take and pass the Estimator Eligibility Exam.

Apply in person at the Owensboro Menards 3001 Heartland Crossing Blvd, Owensboro, KY 42303

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7.21.17

**YOUTH CARE WORKER POSITIONS**

**OWENSBORO CAMPUS (MARY KENDALL) OF KY UNITED METHODIST HOMES FOR CHILDREN AND YOUTH**

A Youth Care Worker provides nurturing, therapeutic support and supervision of our children and youth throughout the course of all daily activities and responsibilities.

We are currently hiring for full-time and substitute positions.

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7.21.17

Owensboro Digital • Hancock Communications •

1115 Tamarack Road, Suite 500 • Owensboro, KY 42301 •



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7.21.17





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7.20.17 Owensboro Regional Recovery is taking applications.



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7.20.17 City of Bowling Green’s Human Resources Department will begin accepting applications on **Friday, July 21** for the following positions at the Police Department:

* **Police Officer  – Application Deadline: Friday, August 11**
* **Communications Dispatcher -** **Application Deadline: Friday, August 18**
* **Communication Center Supervisor -** **Application Deadline: Friday, August 18**

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.

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7.13.17 **Director Institutional Effectiveness and Research**

Kentucky Wesleyan College seeks a strategic-minded Director of Institutional Effectiveness and Research who will provide leadership in supporting institution-wide data collection and analysis used in decision-making. Reporting to the Vice President of Academic Affairs, this full-time position will be charged with

* Overseeing the institutional data and analytics infrastructure.
* Creating college dashboards and reports.
* Benchmarking.
* Handling all internal and external requests for institutional data, including governmental agency reporting requirements, ranking entities, IPEDS and all other accrediting or reporting agencies.
* Working with faculty to create a culture of continuous improvement of undergraduate student learning outcomes assessment and degree program evaluation.
* Working with vice presidents and the president to plan, assess, and achieve the college's strategic plan.
* Assisting with the Southern Association of Colleges Commission on Colleges reaffirmation of accreditation of the College.
* Assist in the program evaluation process reviews of academic programs.
* Managing an assessment system to document, monitor, and evaluate the productivity and effectiveness of student learning outcomes.
* analysis for institutional areas such as staffing patterns, planning, process improvement, services review, student and staff characteristics, enrollment management, data integrity, and applying quantitative and qualitative research designs.
* Filling a critical role in linking planning, budget, and assessment within academic affairs, enrollment management, student affairs, external affairs, and athletics.

Minimum Qualifications:

* A bachelor’s degree (master’s degree in an appropriate academic discipline preferred).
* At least five years of experience in higher education administration, preferably institutional effectiveness, research, and/or planning.
* Personal integrity and a strong work ethic.
* Experience with standard statistical procedures relating to sampling, correlation analysis, projections, instrument design, quantitative and qualitative measures applied to educational and social research.
* Demonstrated ability to multi-task and prioritize projects.
* Exemplary written, verbal, and presentation skills, that results in an ability to communicate data driven information to internal and external audiences in both informative and engaging manner.
* Strong interpersonal skills and an ability to establish and maintain excellent working relationships across College constituencies.
* Demonstrated ability to work independently.
* Demonstrated ability to meet deadlines.
* Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
* Working knowledge of a variety of Microsoft software applications (Word, Excel, Access, and PowerPoint) and knowledge of or ability to learn College specific programs.
* Ability to work with continuous attention to detail in composing, typing, and proofreading material.

To apply, please submit a letter of application, curriculum vitae/resume, transcripts, and the names and contact information for references in a single PDF file to Cindy Sublett in Human Resources at [csublett@kwc.edu](mailto:csublett@kwc.edu) or mail to Kentucky Wesleyan College, Attn: Cindy Sublett, 3000 Frederica Street, Owensboro, KY  42301. The College will not sponsor applicants for work visas.

The anticipated start date is August 14, 2017.  Application review will begin immediately and will continue until the position is filled.  Questions may be directed to Dr. Paula Dehn, VPAA, at [pdehn@kwc.edu](mailto:pdehn@kwc.edu).

Kentucky Wesleyan College is an equal opportunity employer.

Please visit [www.kwc.edu](http://www.kwc.edu) for additional information about the College.

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7.13.17



Want to know more about the positions below?

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3. Input the Job Number in the "Job ID" Box



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7.2.17

The Kentucky College Coaches program is seeking to fill full-time vacancies at the following high schools throughout Kentucky.  Do you mind to post the vacancies on the KWC’s career services page?  Attached is a detailed description of the positions.

* Anderson County High School
* Calloway County High School
* Christian County High School
* Casey County High School
* Fleming County High School
* Gallatin County High School
* Grant County High School
* Holmes High School
* North Bullitt High School
* Marion County High School
* McCracken County High School
* McCreary Central High School
* Ohio County High School
* Pendleton County High School
* West Carter High School
* Whitley County High School

**AmeriCorps Service/Job Opportunity Information for Host Schools**

**Position Title:** Kentucky College Coach

**Location:** Varying

**Duration:** September 1, 2017 – June 30, 2018 (10 months)

**Living Allowance/Pay:** $1,210 per month, depending on start date for term of service, in living allowance, less FICA and other applicable taxes

**Benefits:** AmeriCorps healthcare and childcare eligibility, education award at the end of contract (approx. $2900), federal student loan forbearance eligibility, professional development, college access, and mentoring training events

**Minimum Qualifications:** Bachelor’s degree, excellent communication and organizational skills, mentoring experience

**Application Process:**

1. Create a My AmeriCorps account and Application [HERE](https://my.americorps.gov/mp/login.do).
2. Apply for the KCC position [HERE](https://my.americorps.gov/mp/listing/viewListing.do?id=57564&fromSearch=true).
3. Required Screening Survey: <https://www.surveymonkey.com/r/CTTB675>
4. Email a professional resume to Summer Gortney ([sgortney@kheaa.com](mailto:sgortney@kheaa.com)) and Megan Morris ([megan.morris@kycompact.org](mailto:megan.morris@kycompact.org)).

**Position Description:**

Kentucky College Coaches are AmeriCorps State service members tasked with assisting high school students to think, apply for and get accepted to college. This will involve doing whole-school activities, as well as one-on-one mentoring with core students from each grade level (9th-12th grade) designated by the member’s school-site supervisor. These priority students will be students who 1) will likely get through high school, but who are unlikely to go to college; 2) who would be first-generation college attendees; and/or 3) who are from low-income families.

Thanks,

Summer

**Summer Gortney, MPA**

Kentucky College Coaches Program Advisor

Kentucky Higher Education Assistance Authority

 PO Box 798 | Frankfort, KY  40602

 502-330-4711|  502-696-7458

 [sgortney@kheaa.com](mailto:sgortney@kheaa.com)

[www.kheaa.com](http://www.kheaa.com)

[www.kygoestocollege.com](http://www.kygoestocollege.com)

[AmeriCorpsKENTUCKY logo](https://www.facebook.com/kentuckycampuscompact)Get Social!

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7.2.17

Earle C. Clements Job Corps Academy

2302 Us 60 East

Morganfield, KY 42437



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6.29.17

Henderson Family Court has an immediate job opening as a Court Case Manager which we would like to publicize to persons with degrees (Associates at a minimum) in human services, counseling, sociology or psychology. Apply: courts.ky.gov



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6.26.17

**Want to know more about the positions below?**

1. Go to focuscareer.ky.gov and log in with your email and password 1. Click "Search for Jobs"

2. Click "Start or Continue a Job Search Without a Resume"

3. Input the Job Number in the "Job ID" Box



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6.22.17 The City of Owensboro is taking applications for police officers:



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6.19.17





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6.19.17 Franey’s Markets at 3611 Frederica (Lee Franey) and 215 East 25th Street ( Calvin Payne) are taking applications for the 1-7PM and 4-11PM (midnight on Fri & Sat) PT and FT shifts. If interested pick up application at either location.

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6.16.17

**Earle C. Clements Job Corps Academy**

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

**Morganfield, KY 42437**

**Phone: 270-389-5578 Human Resources**

**Fax: 270-389-5374**

**Website: http://earlecclements.jobcorps.gov**

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

**External Postings: 6/19/2017**



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6.16.17

The 1 year temporary

**Park Ranger position with possibility of an extension for a second year.....opens TOMORROW on June 13th and will be open until the 17th at** [**https://www.usajobs.gov/GetJob/ViewDetails/471944700**](https://www.usajobs.gov/GetJob/ViewDetails/471944700)

**USAJOBS - Job Announcement**

[www.usajobs.gov](http://www.usajobs.gov)

This position is located in **Mammoth Cave National Park**, in the Division of Interpretation and Visitor Services. Please visit find a park for additional park information.

This position is a Full-Time, Temporary appointment not-to-exceed one year with potential to be extended for an additional one year, for a maximum of two years based on agency needs and potential funding.

Travel, transportation, and relocation expenses will not be paid. All travel, transportation, and relocation expenses associated with reporting for duty in this position will be the sole responsibility of the selected employee.

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6.16.17

Position: Receptionist/Traffic Coordinator

Company: Townsquare Media

Station(s): WBKR-FM, WDKS-FM, WGBF-AM, WGBF-FM, WJLT-FM, WKDQ-FM, WOMI-FM Job Type: fulltime

Hours: Full-Time Owensboro, KY

Compensation: Open / year

Job Description:

The duties of the receptionist vary according to the size of the station. This position is ideal for understanding all the aspects of how a station operates.

Benefits:

BENEFITS:

• Medical/Dental/Vision insurance package

• 3 weeks paid vacation and 9 paid holidays per year

• Career advancement opportunities

• Medical/Vision/Dental

• Basic & Voluntary Life Insurance/Accidental Death & Dismemberment

• 401(k) Savings Plan

• Short and Long-Term Disability

• Employee Assistance Program

• Flexible Spending Account

• Commuter Reimbursement Accounts

• Employee Referral Program

• Fun Contests – Opportunity to Win Prizes

• Great Work Environment, Great Products to Sell

Education Required:

SUGGESTED QUALIFICATIONS/EDUCATION:

• Team-oriented

• Excellent computer, organizational, and interpersonal skills

• Demonstrated ability to work with minimal supervision

Experience Required:

BACKGROUND:

Townsquare Media Group is a diversified media, entertainment, and digital marketing services company that owns and operates radio, digital, and live event properties. The Company specializes in creating and distributing original entertainment, music, and lifestyle content. Our assets include 312 radio stations and over 325 local companion websites in 66 small to mid-sized markets, a national portfolio of music and entertainment digital properties reaching over 50 million US unique visitors monthly, including Taste of Country, Diffuser.fm, Ultimate Classic Rock, Loudwire, The FW, GuySpeed, ScreenCrush and PopCrush, and approximately 600 live music and non-music events annually, including the Taste of Country Music Festival, Mountain Jam, and Country Jam. Funds managed by Oaktree Capital Management are the Company’s largest equity holder.

More information is available at: [www.townsquaremediagroup.com](http://www.townsquaremediagroup.com)

Other Requirements:

ABOUT US

Townsquare Media Group is a diversified media, entertainment and digital marketing services company that owns and operates radio, digital and live event properties. The Company specializes in creating and distributing original entertainment, music and lifestyle content. Its assets include 312 radio stations and over 325 local companion websites in 66 small to mid-sized markets, making it the third largest owner of radio stations, a national portfolio of music and entertainment digital properties reaching over 50 million US unique visitors monthly, including Taste of Country, Diffuser.fm, Ultimate Classic Rock, Loudwire, The FW, GuySpeed, ScreenCrush and PopCrush, approximately 500 live music and non-music events annually, and Seize the Deal, an E-commerce business.

Date Available: June 26, 2017

Contact Info:

Traci Davis

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

Fax: (270)-683-1558

**Instructions: Please send resume by e-mail or drop off at the office. No phone calls please.**

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6.16.17

I’m pleased to announce that we have posted the following job vacancy at AEP’s Rockport Plant:

**Title**: Human Performance Specialist   
**Req ID**: 16104BR

Minimum qualifications can be found on the job description.  This job will be open for a minimum of three (3) calendar days. To apply for this job, please go to [www.aep.com](http://www.aep.com) and search for job openings under the “Careers” tab.

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/>

Your help in sending qualified candidates is deeply appreciated!

*Laura M. Fischer, PHR . Administrative Associate Sr., HR  .  AEP Rockport Plant . Phone: 812-649-6528 . Fax: 866-201-4254*

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6.16.17

The following recurring job order is sent to you courtesy of BCS on behalf of the listed station.

If you can identify a prospective applicant, please follow the contact information listed below.

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)

or

Steve Cooke

Steve Cooke [steve.cooke@townsquaremedia.com](mailto:steve.cooke@townsquaremedia.com)

Fax:

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6.16.17

The Kentucky Career Center in Owensboro is looking to fill a Workforce Development Specialist position. Please read below for more information. Applicants can apply through Focus Career **focuscareer.ky.gov** through the **Job ID KY0917954**. Please let me know if you have any questions.

Job locations:

Owensboro, Daviess, KY (42301)

Job description:

\* Interview job seekers to determine training and qualifications.

\* Provide assistance to job seekers in need of intensive services.

\* Enroll job seekers into special programs and monitor their progress.

\* Interview and assess job seekers to determine employment services needs, such as testing, counseling, job development and training.

\* Make referrals to other local one-stop partners for services.

\* Assist job seekers in obtaining labor market information.

\* Assist customers with finding suitable employment through various job search programs (mainly Focus Career).

\* Ensure customers' Focus Career account is acceptable, providing resume preparation assistance.

\* Provide career guidance.

\* Assist customers with filing claims on the internet.

\* Ensure Unemployment customers are fully registered with Focus Career.

\* Provides administrative support services to unemployment insurance claimants, employers and job seekers.

\* Informs applicants, claimants, participants and employers of their rights, responsibilities and program services under provisions of the Workforce Investment Act, Wagner-Peyser Act, Unemployment Insurance and other workforce programs, laws and regulations; and performs other duties as required.

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have two years of experience in reviewing, monitoring, determining eligibility for and/or administering employment service or unemployment insurance programs, or experience in education, public administration, military or human resources.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Work experience in workforce programs such as WIA, employment services, unemployment insurance, education, public administration, military or human resources will substitute for the required college on a year for year basis.

This is a Federally Funded Time Limited Position.

Job requirements

\* Applicants preferred to have at least a Bachelors degree or equivalent

\* Applicants are preferred to have had at least 2 years experience

\* Applicants preferred to hold a Regular Operator (Class D) driving license

\* Applicant must have two years of experience in reviewing, monitoring, determining eligibility for and/or administering employment service or unemployment insurance programs, or experience in education, public administration, military or human resources.

Job salary and benefits

\* Actual salary $2427.44 monthly

\* Normal working days: weekdays

\* 37.5 hours per week

\* Normal work shifts: First (day)

\* The hours for this role are Full-time, Regular

\* Leave benefits include Paid holidays, Vacation/paid time off and Sick

\* Retirement benefits include 401K

\* Insurance benefits include Health and Life

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6.16.17 Southern Recycling LLC is currently seeking a full time position as a cashier.

Cindy Kasinger

General Manager

Southern Recycling LLC

2401 Grimes Ave.

Owensboro, Ky. 42303

Office (270)926-6611

Cell (270) 392-5654

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6.16.17



**Want to know more about the positions below?**

1. Go to focuscareer.ky.gov and log in with your email and password 1. Click "Search for Jobs"

2. Click "Start or Continue a Job Search Without a Resume"

3. Input the Job Number in the "Job ID" Box



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6.16.17

City of Bowling Green’s Human Resources Department will begin accepting applications on **Friday, June 16, 2017** for the following full-time position:

* ***Firefighter***

**APPLICATION DEADLINE:**  **Friday, July 21, 2017**

Please see attached documents for additional information.

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



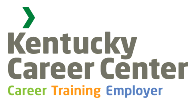
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6.16.17 City of Owensboro is now hiring an accounting clerk.



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6.10.17





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6.10.17

Cincinnati Police Department, Recruitment and Background Squad is excited to announce that we are currently accepting applications to take the upcoming Police Recruit Exam.  The exam will be held on Saturday, August 19th, at the Duke Energy Center located in the heart of downtown Cincinnati. criminal justice students and alumni that are looking for a career in law enforcement.

The position of Cincinnati Police Recruit is a highly sought after title and the hiring process is extremely competitive.  So having an advantage, such as a certificate or degree, will certainly make an applicant stand out!  I have attached the job announcement and information about upcoming open houses for you to get to your students.

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6.10.17

**Administrative Assistant**

Kentucky Wesleyan College seeks applicants for a full-time Administrative Assistant in the Teacher Education Department. This is a 10-month per year position that will be off work during June and July.

Responsibilities

Primary responsibilities include office management and administrative support, serving as a liaison between the Wesleyan Teacher Education Department and area principals and teachers, preparing and submitting reports and forms, managing the departmental database and information management system, and maintaining files.

Qualifications

Applicants must have at least two years of previous experience as an administrative assistant and/or equivalent experience in the public school setting; an associate’s degree (bachelor’s degree preferred); proficiency with MS Office including Word, Excel, and Access; and excellent organization and communication skills. Applicants must be self-motivated and have the ability to work independently and with close attention to detail.

Benefits

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

To Apply

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

Review of applications will begin June 19, 2017.

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6.10.17

**Financial Aid Counselor**

Kentucky Wesleyan College invites applications for a full-time Financial Aid Counselor. Reporting to the Director of Financial Aid, the Counselor supports the day to day operations of the Financial Aid Office and assists students and their families with the financial aid process.

Responsibilities

Major responsibilities include but are not limited to:

* Assist new and continuing students and their parents with the financial aid process and completing the Free Application for Federal Student Aid.
* Build and adjust financial aid packages according to the policies of the College and funding requirements.
* Manage and support various financial aid programs (e.g., Federal Work Study Program, Direct Loan Program, loan certifications, ISIRS).
* Learn and remain current with federal, state, and institutional financial aid regulations.
* Assist with various events when requested by the Director of Financial Aid (e.g., high school visits, College Goal Kentucky, financial aid audits).

Qualifications

Applicants should have a bachelor’s degree and previous experience working in higher education. Previous experience in financial aid is preferred.  Excellent interpersonal, communication, and organizational skills are required, as is proficiency with all Microsoft Office Suite software. Applicants must be self-motivated and able to handle confidential information appropriately and with discretion.

Benefits

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 the contact information for three professional references to Cindy Sublett in Human Resources at [csublett@kwc.edu](mailto:csublett@kwc.edu). Review of applications will begin immediately and will continue until the position is filled. Kentucky Wesleyan College is an equal opportunity employer.

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6.10.17

**Earle C. Clements Job Corps Academy**

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

**Morganfield, KY 42437**

**Phone: 270-389-5578 Human Resources**

**Fax: 270-389-5374**

**Website: http://earlecclements.jobcorps.gov**

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

**External Postings: 6/9/2017**



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6.7.17 **Admissions Counselor**

Kentucky Wesleyan College seeks applications for a full-time Admissions Counselor. The Admissions Counselor assists in the development and implementation of a comprehensive marketing and recruitment program. Responsibilities include but are not limited to:

* Traveling to and recruiting students from a specific region through school visitations, college fairs, personalized communications, etc.
* Interviewing, counseling, and assisting prospective students and their families on admission-related matters, including the admissions process, financial aid and scholarship opportunities, housing options, and co-curricular activities.
* Developing and nurturing relationships within the recruiting areas.
* Actively participating in Admissions’ events.

Applicants must have excellent communication and interpersonal skills, the ability and willingness to travel extensively, and strong organizational and computer (MS Office) skills, as well as a bachelor's degree, the ability to work independently, and a valid driver's license. Social media experience is preferred. Applicants must be able to work some evenings and weekends.

To apply, please submit a cover letter and resume 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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6.2.17

**Visiting Assistant Professor Teacher Education (middle grades emphasis)**

Kentucky Wesleyan College, a private four-year, Liberal Arts College located in Owensboro, is seeking a dynamic and talented Visiting Assistant Professor of Teacher Education (with an emphasis in middle grades education) for AY 2017-2018.  This position has the potential to become a tenure-track position after the initial year.

Kentucky Wesleyan currently serves approximately 700 students and provides a challenging and supportive academic experience that produces highly qualified graduates who become successful professionals in their careers and valuable members of their communities.

Prospective candidates should have a Ph.D. or Ed.D. in Teacher Education with an emphasis in middle grades education.  A commitment to both teaching and scholarship is essential.  The successful candidate will teach an array of courses related to middle grades education and/or common foundations of education courses including but not limited to courses in: Foundations of Education, Philosophy and Organization of Middle Schools, Methods and Materials courses, and Subject Area Methods and Materials courses.  The successful candidate will establish and maintain a program of professional/scholarly work in collaboration with undergraduates.  The teaching load is eight courses (24 credit hours) per year.  Additional responsibilities include advising students and service both within and outside the college community.  The anticipated starting date is August 15, 2017.

**Responsibilities**

* Coordinate course offerings and classroom observation experiences with local school districts to ensure that Teacher Education majors are able to fulfill all academic requirements related to teacher education.
* Teach a variety of courses related to middle grades education and/or common foundations of education courses including but not limited to courses in:  Foundations of Education, Philosophy and Organization of Middle Schools, Methods and Materials courses, and Subject Area Methods and Materials courses.
* Advise students in middle grades education and P-12 education major tracks.
* Engage in service learning activities, leadership, and professional development.
* Work with students on PRAXIS tests.
* Work on national and state accreditation materials.
* Supervise student teachers.
* Represent the teacher education program at recruiting events.

**Qualifications**

* Ph.D. or Ed.D. in Teacher Education with an emphasis in middle grades education (ABDs will be considered).
* Teaching expertise required in educational fields.  Preferences will be given to candidates with experience in areas of educational foundations and middle grades education as well as classroom instructional methods subjects including but not limited to literacy, language arts, mathematics, science, and/or social studies.
* A commitment to undergraduate teaching.
* An enthusiastic and dynamic personality.
* Ability to interact professionally with a diverse community including the local school districts.
* Drive and desire to develop a strong, high-quality program in Middle Grades education that will expose students to a variety of educational opportunities.

Additional information about Kentucky Wesleyan and the Owensboro community may be found at

* <http://www.KWC.edu>/
* <http://www.owensboro.org/>
* <http://edc.owensboro.com/>

To apply, please submit a letter of application, curriculum vitae, statement of teaching philosophy, transcripts, and contact information for references to Cindy Sublett in Human Resources at [csublett@kwc.edu](mailto:csublett@kwc.edu).  The College will not sponsor applicants for work visas.  Application review will begin immediately and will continue until the position is filled.  Kentucky Wesleyan College is an equal opportunity employer.

Questions may be directed to Dr. Leah Hoover, co-chair of the Professional Studies Division, at [lhoover@kwc.edu](mailto:lhoover@kwc.edu).

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