

Weekly Job Posting List

Week of January 30 – February 3, 2017

The Office of Career Services acts as a clearinghouse for job opportunities and is not involved in the screening or placement of any Northeast State Community College student. The college expects all sponsoring organizations to comply with all state and federal laws and regulations, including but not limited to Title VII, Equal Employment Opportunity laws, Fair Labor Standards, Workers' Compensation laws, and the American with Disabilities Act.

Northeast State Community College does not make representations or the guarantee of any position posted. It is the responsibility of the job seeker to research the integrity of companies in which they are applying. Please take all necessary precautions into consideration when applying, interviewing, and/or accepting positions from employers. Northeast State Community College and the Career Services staff assume no liability for acts of omissions by third parties or for material supplied by them.

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Full Time Director

WJHL News Channel 11

WJHL News Channel 11 has an immediate opening for a Full-Time Director. The responsibilities of position include, but are not limited to:

- training staff
- directing news broadcast shows using Grass Valley Ignite
- editing news and non-news content using Grass Valley Edius and Adobe Premier non-linear editing software
- preparing the studio for news and commercial production
- maintaining working order and cleanliness of the studio
- floor directing
- interacting with clients and guests of the station and shows
- microphone placement on guests and clients
- prompter operation
- light replacement
- posting content to the WJHL website
- other duties as assigned by the Production Supervisor

This position requires previous experience using Grass Valley Ignite Automation.

Additional requirements include:

- strong leadership skills
- working knowledge of Grass Valley Edius and Adobe Premier non-linear editing equipment
- television experience
- ability to lift 50lbs
- ability to climb ladders
- solid grammar skills
- interpersonal skills
- strong verbal and written communication skills
- Advanced computer skills, including a strong working knowledge of Microsoft Office Suite and Adobe Premier, are mandatory for this position

The candidate must be willing to work flexible hours including weekends and holidays in a fast paced and sometimes stressful environment. The candidate must be able to adapt to changing situations while displaying professionalism and attention to detail while working together as a team or individually. This position will have leadership responsibilities.

Experience

2-5 yrs. of experience.

Qualified candidates must be a high school graduate, legally able to work in Tennessee, have a valid driver's license and good driving record.

B.A. or B.S. from an accredited school in a broadcast field such as Communications, Broadcast or Mass Media is preferred, but not required.

How to Apply

Qualified applicants can apply online at www.mediageneral.com.

EOE/M/F/D/V pre-employment background check and drug test are required.

Post Date: 01/30/2017

Seasonal Merchandisers

Plant Partners

Plant Partners is now accepting applications for seasonal merchandisers to work in garden centers of major retailers this spring.

Duties include unloading fresh plants from vendor carts and organizing them into attractive displays. The ideal candidate has merchandising or gardening experience, but training is provided for hardworking individuals with a desire to learn. If you are self-motivated, cordial, and friendly, and enjoy working outdoors, consider joining the Plant Partners team!

How to Apply

To learn more about our company and to apply for these positions please visit www.plant-partners.com.

Post Date: 01/30/2017

Student Night Dispatcher

Bristol Tennessee Essential Services

BTES is currently recruiting for a student night dispatcher.

Education

Four years of high school. Must be enrolled in an accredited college, preferably as a freshman or a sophomore.

Experience

None

Job Knowledge

Basic knowledge of general office records and good communication skills. Must learn to read computer printouts, understand System's maps and dispatch board and be familiar with service area. Some knowledge of roads within System area would be helpful.

Abilities & Skills

Must have considerable skill in dealing with people including ability to deal with irate customers. Requires tact, judgment and courtesy at all times.

Special Conditions

Must be able to respond to call-out events within 5 minutes for outages, other system events and job related responsibilities. May live in dorm room at Service Center on off-hours (see schedule).

This job is considered a work-study program and will terminate when the individual graduates or quits school.

Objectives

- To operate the two-way radio system to provide for effective and accurate communication between field personnel and others.
- To receive and record customer calls and determine and dispatch proper personnel and notify supervisor when necessary in order to provide prompt service and restoration of service.
- To maintain a record of activities during off-duty operation.
- To handle customer service requests and to operate SCADA and PORCHE electronic outage reporting system per supervisor's instruction.

Responsibilities & Authorities

- Monitoring of the radio and relaying telephone, paging and radio messages as required.
- To answer telephone calls, take appropriate action and properly record information.
- To properly post and maintain information as pertains to the System.
- To maintain service records concerning meters and street lights and customer services.
- To monitor and respond to the PORCHE electronic outage reporting system.
- To prepare maps to accompany engineers work orders on a daily basis as work orders are generated.
- Other miscellaneous duties as assigned, including but not restricted to miscellaneous record keeping, paper work and vehicle cleaning.

Personal Contact

General contact with the public and customers in relaying telephone calls and handling customer service. Requires normal courtesy and requires tact and judgment in emergencies.

Performance Measurement

- Ability to relay messages to proper personnel accurately and promptly.
- Ability to determine with the help of field personnel to what extent emergencies exist.
- Accuracy of posting System information.
- Accuracy of all service records.

SCHEDULE FOR OFF-HOURS DISPATCHERS-

Please see attached job description for a more detailed job schedule.

On-duty schedule is when the employee will be working from the dispatching room answering the telephone, dispatching the information, keeping the records, etc. During this schedule, the employee will be paid by the hour.

If calls are received at times when the employee is not scheduled to be On-duty, they would be paid for time worked. A minimum of fifteen (15) minutes call out pay shall be allowed when dispatcher is called to work during the Call-out duty schedule.

Two employees (A,B) will be required for this job. The employee who is scheduled for on-duty or call-out will be responsible for the time assigned. If it becomes necessary for the two employees (A,B) to exchange schedules, the Supervisor must be notified. The schedule is subject to change, as necessary, by the Supervisor.

POLICY AFFECTING OCCUPANTS OF BTES SERVICE CENTER DORMITORY ROOM

- The drinking or possession of alcoholic beverages will NOT be permitted on the Service Center premises.
- The keeping of animals as pets, other than pets such as fish or turtles, will NOT be permitted.
- Overnight guests will be permitted only by advance permission of the Supervisor of Electric Engineering at BTES.
- Occupants will be required to keep Dormitory Room neat, clean and orderly at all times.
- Occupants will be responsible for any damages to the room or furniture during occupancy.
- Radio, televisions, computers and other such electronic devices will be permitted in the dorm room. Antennas of any type outside the dorm room will require approval of the Director of Operations.
- All cooking or food storage will be limited to the concessions areas of the Service Center. The storage of food or the use of hot plates will not be permitted in the dorm room. Occupants must use only those grocery supplies which he/she provides for himself/herself, or those which the company provides for a charge. Those using the facilities must keep the area clean.
- All college campus rules will apply to occupants of Service Center Dorm Room.
- A minimum of fifteen (15) minutes call out pay shall be allowed when dispatcher is called back to work after having been released from the regular day's work unless the dispatcher works past regular quitting time without being released from duty, then only the actual time worked shall be allowed.

How to Apply

To apply please visit: <http://www.btes.net/index.php/about-us/employment-opportunities/>

Or complete a paper application in person at

2470 Volunteer Parkway

Bristol, TN 37620

Post Date: 02/01/2017

Network Tech

Network Tech

Crown Laboratories

Crown Laboratories in Johnson City, manufacturer of Blue Lizard Australian Sunscreen, is looking for a high energy, techno-geek who wants to serve the more technically-challenged among us. This position involves daily technical support and training for Crown team members and the opportunity to install and configure the company's network infrastructure and application components. After the initial training phase, the successful candidate will perform a variety of tasks with minimal supervision as a key member of the Crown IT Team.

Primary Duties and Responsibilities:

- Responds to inquiries from team members to provide technical assistance and support.
- Administers computer systems, including individual computers, servers, firewalls, switches, routers, phones, and MFPs.
- Troubleshoots network hardware and software applications, telephone and security systems.
- Keeps area neat and orderly.

Qualifications:

- The technical aptitude to learn and master our computer environment.
- Strong desire to help others.
- Quality driven with good attention to detail.
- Able to work in a fast-paced environment.
- Problem solving, analytical and troubleshooting skills.
- Associates degree in Networking or nearing completion.
- CompTIA A+ Certification preferred, but not required.

How to Apply

If you meet the above requirements and are interested in joining the Crown team, please send resume & contact information to: Smcneil@crownlaboratories.com.

Post Date: 02/02/2017

Instrument Control Technician/Electrician

Lux Enterprises, Inc.

Summary of Duties

Perform a variety of technical functions involving detailed mechanical, electrical and electronics work in the calibration, repair and modification electronic or electrical instrumentation controls, and computer controlled equipment. Will investigate electrical or electronic malfunctioning or failures in production units and recommend screening and corrective action. Make up various schematics, diagrams and layouts. Record inspection and test data, prepare standardized reports and maintain records.

How to Apply

Please send your resume along with salary requirements to hr@aerusonline.com.

Post Date: 02/03/2017

Eastman Chemical & Northeast State Trainee Program

Eastman Chemical & Northeast State Trainee Programs

We are now accepting applications for new trainees in the following areas:

- Electromechanical - #9303
- Machine Tool - #9301
- Metal Fabrication/Welding - #9302

Things to Remember:

- *Study KeyTrain!*
- If you don't have access to KeyTrain, call Kim Tipton in the Technical Education office @ 279-7639 to request access today!

You may not be allowed to take the assessments without first completing the KeyTrain practice.

First - Apply on-line at www.eastman.com.

The position will be posted *thru March 31, 2017*.

- Take the WorkKeys Assessments. Assessments will be available by appointment only thru the Alliance for Business & Training or other agency.
- More information will be sent once your completed application has been received.
- All assessments must be completed before Thursday, April 13, 2017.
- Interviews will be conducted during the last week of April.
- Selected Trainees will report to work in June 2017.
- Call or email Melissa if you have questions – mbryant@eastman.com or 423-229-6153

Eastman Chemical Company is an equal opportunity employer. M/F/Disability/Vet

Eastman Chemical Company is an E-Verify employer.

Post Date: 02/03/2017

Eastman Operations Positions

NOTICE: MANUFACTURING OPERATIONS POSITION FOR EASTMAN WILL BE AVAILABLE ON MONDAY, FEBRUARY 6, 2017!!!

Please be advised that Eastman will be opening the Manufacturing/Operations Entry Level Position on MONDAY, FEBRUARY 6TH. Applicants MUST have already completed the WorkKeys assessments at the time they apply.

Please be advised that only a limited number of applications will be accepted and the job could be un-posted at any time.

To apply visit www.eastman.com.

Post Date: 02/03/2017