Weekly Job Posting List
February 15-February 21, 2019

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.

<table>
<thead>
<tr>
<th>Available positions</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator of Federal Funds – Financial Aid</td>
<td>2</td>
</tr>
<tr>
<td>CNC Machine Operators</td>
<td>4</td>
</tr>
<tr>
<td>Tire Maintenance Technician</td>
<td>4</td>
</tr>
<tr>
<td>Eastman Co-Op Opportunities</td>
<td>5</td>
</tr>
<tr>
<td>Communications Technician</td>
<td>7</td>
</tr>
<tr>
<td>Bristol, TN Parks and Rec Openings</td>
<td>8</td>
</tr>
<tr>
<td>Lab and Field Service Manager</td>
<td>9</td>
</tr>
<tr>
<td>Safety Manager</td>
<td>10</td>
</tr>
<tr>
<td>Entry Level Network Support Technician</td>
<td>12</td>
</tr>
<tr>
<td>Construction Materials Technician/Driller Assistant</td>
<td>13</td>
</tr>
<tr>
<td>Zaxby’s</td>
<td>14</td>
</tr>
</tbody>
</table>
Coordinator of Federal Funds – Financial Aid

General Employee Responsibilities

- Comply with local, state, and federal guidelines and laws.
- Comply with Northeast State Community College and Tennessee Board of Regents policies, procedures, and guidelines
- Comply with SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) standards and guidelines
- Promote and maintain College and TBR Mission, Vision, and Guiding Beliefs
- Promote and comply with Northeast State Community College SAFE Campus programs.
- Lead/promote College and TBR initiatives as they relate to the Financial Aid Office.
- In all duties assigned, show a commitment to quality, customer service, and Northeast State Community College: to include students, College employees, and the community served by Northeast State.
- Be an active and contributing part of the Northeast State Team
- Follow professional code of conduct and ethics; maintain professional dress in compliance with expectations of the position.
- Maintain files accurately, in paper and electronic programs
- Willingness to work flexible hours as deemed necessary by supervisor
- Travel to state and local meetings and workshops as required to perform job duties
- Handle the release of confidential information and assure proper documentation of student financial aid records
- Perform other duties as assigned by the Director of Financial Aid

Specific Role and Responsibilities

- Works closely with Director on regulatory and compliance issues. Provides leadership for the annual planning process for Financial Aid.
- Responsible to reviewing and understanding federal regulations from the Department of Education.
- Conducts monthly reconciliation of the Federal Pell Grant, Federal Work Study Program and Federal SEOG
- Finalizes the aid year reconciliation of the Federal Pell Grant, Federal Work Study Program and Federal SEOG
- Serves as the supervisor for the FWS program. Conducts annual student worker evaluations.
- Assists with planning and ensuring compliance on federal requirement issues such as Constitution Day and Voter registration drives
- Manages the creation of FWS contracts and student placement on and off campus
- Responsible for placing America Reads tutors in local schools
- Responsible for monitoring the quality of FWS timesheets
- Responsible for communicating with FWS supervisors regarding requirements and deadlines
- Monitor Federal Pell grant files to COD
- Serve as the backup for Transfer Monitoring processes required by the Department Of Education
- Handles certain aspects of testing and implementation of Banner updates and batches
- Manages the method of information transfer with the Federal Software
• Works with the Business Office to ensure the Financial Aid records and BO records match for SEOG and FWS
• Works with Human Resources to ensure that federal hiring laws are adhered to with the FWS program
• Responsible for collaborating with Computer Services to create and manage various electronic reports
• Assists with the creation of policy to handle and implement the processing and reconciliation of the funding for multiple federal programs
• Monitoring student issues and concerns and evaluating federal database information as necessary
• Works with students to help resolve higher level student concerns
• Serves on internal and external committees as needed
• Perform other duties as assigned.

Requirements of the Position
Minimum Qualifications and Education Requirements
• Education and Experience – Associates degree required from a regionally accredited institution; Bachelor’s degree preferred
• Professional working experience in Financial Aid required
• Technology Skills – required Proficient with MS Office suite; experience with digital records management system preferred; Knowledge of Pell reconciliation is preferred; BDMS and Banner experience preferred

Preferred Skills
• Accuracy and Attention to Detail
• Strong Communication Skills
• Ability to maintain effective working relationships with faculty, staff, students and external contacts
• Efficiently organize, make decisions, prioritize multiple tasks, meet deadlines and work independently and as a team player within a highly computerized environment and with frequent daily interruptions
• Ability to work independently and manage time effectively
• Working knowledge of regulations governing federal, state and institutional policies regarding the administration of financial aid

Compensation: $28,733 - $34,484 annual salary dependent on education and experience.
Contract Type: Fiscal, Full-Time Regular
Location of Position: Northeast State,
2425 Highway 75
Blountville, Tennessee, 37617
United States

Open Until Filled: No

Requisition Number: req2241
How to Apply
Visit: https://www.tbr.edu/hr/institution-jobs
CNC Machine Operators

Snap-on Tools, a leading global manufacturer of professional tools, equipment, diagnostics, repair information and systems solutions, is looking for CNC Machine Operators.

Job specifications required the ability to operate a variety of CNC machines to accomplish turning, threading, tapping, drilling, knurling, stamping, broaching and all other operations necessary to transform bar stock to semi-finished product. Must have high school diploma.

The job offers competitive wage, excellent working environment and benefits package to include medical, dental, vision, 401(k), pension plan, paid vacation and holidays.

How to Apply
Interested candidates fulfilling the requirements should apply on-line at https://careers-snapon.icims.com/jobs/8325/job

2195 Stateline Road
Elizabethton, TN

Tire Maintenance Technician

Bridgestone Retail Operations, LLC employs over 22,000 teammates in North America and operates more than 2,200 company-owned stores. Our locations include Firestone Complete Auto Care, Tires Plus, and Wheel Works. With 2,200 locations across America and over $3 billion in tire and auto service sales, Bridgestone Retail Operations is the right place to build a career. Learn more!

TIRE MAINTENANCE TECHNICIAN - Kingsport, TN

Responsibilities:

- Learn how to diagnose and repair basic systems to become certified in a minimum of 5 areas with a preference for brakes, alignments, suspensions, cooling and electrical
- Change oil and/or transmission fluid and filters
- Install batteries and checks electrical systems
- Install and perform tire maintenance
- Install parts which include shock absorbers and exhaust systems
- Road test vehicles

Requirements:
• Demonstrate the ability to learn basic mechanical tasks
• You'll also need a high level of motivation, energy and a customer-focused attitude.
• Must have a valid driver's license.
• Pre-employment drug test/physical/background check will help assure we build teams of people who can best work with others and serve customer needs.
• If you meet the qualifications listed above, possess a can do attitude and have a desire to progress in your career with the automotive service industry leader who puts their mechanics/auto technicians first, please apply today!

We Promise to Care
We understand that we offer more than just car service. We rescue people from bad days and we offer solutions for difficult situations. We are people of integrity and we believe that fundamental honesty is the keystone of our business. We are committed to doing the hard work necessary to earn the loyalty of our teammates and our customers by providing a positive experience every time. We are proud and passionate to represent the brand of Bridgestone. Every day, in every store, with every teammate and every customer.... We promise to care!

Our Purpose: To be the most trusted provider of automotive care in every neighborhood we serve.

Benefits, Privileges and Growth Opportunities
We offer over 31 Benefits and Privileges to include medical, dental, vision, 401k, cash balance retirement plan and more.
We are An Equal Opportunity Affirmative Action Employer, in fact, "One of our strengths is found in our commitment to serve a diverse customer population with diverse teams of teammates. Over 100 years of success in both the tire and auto repair industry.

Mark Walker - 312-840-6147

How to Apply
Apply today to learn more about why Bridgestone Retail Operations is the right place to build your career!

https://bebridgestone.com/
Or Text
Bridgestone to 97211

Eastman Co-Op Opportunities

June 2019 Eastman Co-Op Opportunities

June 2019
Northeast State & Eastman Trainee Programs

The requisitions will be posted February 25th – April 12th
Starting pay rate: $14.48/hour
• Electromechanical - #25201
• Metal Fabrication/Welding - #25200
• Machine Tool - #25199

Things to Remember:
• Practice for the NCRC/WorkKeys Assessment
• If you don’t have access to the WorkKeys practice material, call 423-354-5520.
• You may not be allowed to take the assessments without completing the practice assessment.

• Apply on-line at careers.eastman.com
• The position will be posted through April 12, 2019

• Take the WorkKeys Assessments. Assessments can be scheduled on campus or by visiting www.northeaststate.edu/testing and clicking on “schedule now”.
• More information will be sent once your completed application is received.
• All assessments must be completed by April 12.

• Interviews will be conducted in April.
• Selected Trainees will report to work in June 2019.

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

Email Amy Stacy-Litz astacy-litz@eastman.com with questions.

How to Apply
• Apply on-line at careers.eastman.com
Communications Technician

HOLSTON ELECTRIC COOPERATIVE

POSITION: COMMUNICATIONS TECHNICIAN
REPORTS TO: DIRECTOR OF BROADBAND OPERATIONS

JOB DESCRIPTION:
The Support Technician performs site surveys on businesses and Multiple Dwelling Units to determine how to fulfill the broadband needs of the site. Utilizing a deep understanding and experience of Broadband, Wi-Fi, and telephone the support technician will assist the sales team with analyzing needs and best methods of providing a level of service that exceeds the customers’ expectations. In conjunction with the engineering team they will implement the installation method that is best suited for the customer.

EDUCATION AND EXPERIENCE:
• High school diploma or GED required.
• Minimum of 2-4 years of troubleshooting experience in the telecommunications or broadband industry required.
• Proven ability to understand and follow written and oral directions.

TECHNICAL SKILL REQUIREMENTS:
• Proficiently use fiber tools and fiber optic test equipment including fusion splicer, power meter, OTDR, CAT5/6.
• Knowledge of applicable electronic equipment and specialty tools.
• Ability to troubleshoot damaged fiber and data cable effectively and efficiently.
• Be available for 7 days / 24 hour stand by periods as needed.
• Basic computer skills including working knowledge of Microsoft Word and Excel.
• Must be able to record and organize paperwork via hardcopy and electronic format.
• Organized with a strong attention to detail and capable of working with minimum supervision.
• Understanding of POTS, Business phone, SIP, PRI and ability to troubleshoot.
• Perform other related duties as required.

OTHER SKILLS:
• Ability to read, comprehend and carry out instructions.
• Strong organizational, interpersonal, verbal and written communication skills.
• Ability to motivate, lead, teach and train on proper work and safety procedures.
• Strong customer focused service mentality.
• Experience working in a team-oriented, collaborative environment.
• Must display willingness to learn new skills and initiative to present new ideas.

REQUIREMENTS AND WORK CONDITIONS:
• Must be in good physical condition with the ability to stoop, crawl, bend at the knees and waist, squat and lift 75 lbs.
• Must be able to stand for long periods of time on varied surfaces.
• May be required to work long and unpredictable hours, including work after normal business hours in the event physical restoration of fiber plant is needed.
• On-call availability is essential.
• Position requires working outdoors in all types of weather.
• Climb and use ladders on poles for accessing aerial fiber plant.

OFFICE HOURS: Monday through Friday from 8:00 am to 5:00 pm.
May be required to work long and unpredictable hours, including work after normal business hours in the event physical restoration of fiber plant is needed.

HOURLY RATE: $15.00 Commensurate with experience / Excellent Benefit Package.

MUST POSSESS AND BE ABLE TO MAINTAIN A DRIVER’S LICENSE:
MUST BE INSURABLE BY HECC INSURANCE CARRIER.
APPLICANT MUST PASS DRUG SCREEN AND PHYSICAL.
APPLICANT MAY BE REQUIRED TO TAKE JOB RELATED PRE-EMPLOYMENT TESTS.
A BACKGROUND CHECK MAY BE REQUIRED.

APPLICATIONS WILL BE ACCEPTED THROUGH FEBRUARY 25TH.

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, NATIONAL ORIGIN, DISABILITY OR VETERAN STATUS.

How to Apply
Visit: holstonelectric.com/employment
Bristol, TN Parks and Rec Openings

Now hiring for:
Recreation Worker
Concession Worker
Sports Field Maintenance
Steele Creek Park Attendant
Custodial Maintenance
Steele Creek Express Operator
Nature Center Staff
Golf Shop Attendant
Lifeguard
Grounds Maintenance/Landscape
Train Depot Attendant

How to Apply
Go to bristoltn.org to apply

Use the City of Bristol Job Openings tab to search through the employment opportunities!

If you need assistance, please call 423-989-5500 ext. 2052
Lab and Field Service Manager

Fostoria Process Equipment Division

a Division of TPI Corp.

JOB DESCRIPTION Lab and Field Service Manager, Fostoria Process Div of TPI Corporation February 2019

JOB REQUIREMENTS:
- 4-Yr Engineering degree, or at a minimum, a technical degree in electrical/electronics or HVAC
- Preferable experience in sales and engineering of industrial heating equipment
- Experience with testing, troubleshooting and repair of industrial heating equipment
- Excellent interpersonal skills with both internal and external customers

FIELD SERVICE REQUIREMENTS:
- Ability to read complex electrical and structural drawings, and apply that information toward industrial heating equipment, in terms of:
  - Installation
  - Diagnosis and troubleshooting; problem solving
  - Repair and replacement of components
  - Field testing and maintenance
- Experience with hand tools, power tools, electrical instruments and diagnostic equipment
- Ability to travel, many times at short notice

Primary Responsibilities:

PH Lab Manager
- Manage and maintain the Fostoria Process Heat Lab
- Set up and perform lab tests to determine best methods and applications for customer proposals and eventual orders
- Analyze test results and make project design recommendations to PH sales engineers
- Provide test data as needed
- Recommend the purchase of tools and equipment needed to maintain an up-to-date test lab
- Perform troubleshooting with respect to equipment or application problems
- Maintain all equipment and the general appearance of the lab
- Perform R&D testing and provide input, data and recommendations on those R&D projects
- Assist with other company projects if and when the lab facilities are needed

In-House Engineering
- Perform system de-bug, troubleshooting and run-off prior to the system shipment, and work with employees and customers to achieve successful sign-off of equipment.
- Make recommendations regarding equipment design and performance during the manufacturing and assembly processes
- Provide design input and engineering data as needed by sales, mechanical and electrical engineers
- Perform customer service functions relating to troubleshooting or technical issues that can be handled remotely

Field Service Manager
- Perform field installation supervision, start-up of systems, and operator training as needed at customer facilities
- Perform field service and troubleshooting and recommend preventative maintenance on existing oven systems

The Fostoria Process Equipment Division of TPI Corp., Johnson City, TN  (800) 495-4525

www.fostoriaprocessequipment.com
Safety Manager

T E C Industrial has been building a team for more than 60 years, we are a growing Industrial Maintenance and Construction specialty contractor focused on the safety of our employees, integrity of our operations, and the solutions achieved for our customers. Our company is a welcome home for individuals who take pride in their work, who enjoy working on a strong team, and who keep our customer’s needs in mind. T E C Industrial is recognized in the industry as leader in providing comprehensive solution to our customers, and we do it with a strong group of dedicated employees.

We are proud to offer our employees:

Medical, Dental
Vision
STD
LTD
Group Life
Accidental Death and Dismemberment
Voluntary Life
401k plan with company match
Supplemental options: Accident plan, Critical Illness plan, Whole life insurance, FSA

We are a growing organization seeking committed candidates to help us serve our clients. Currently we have an opportunity for a Safety Manager.

Job Description

- Ensure all aspects of employee safety.
- Identify best practices and lead continuous improvement initiatives to reduce work process risks, raise safety awareness, and improve safe work practices
- Audit workers and work processes.
- Schedule and train employees in safe work practices.
- Conduct or coordinate worker training in areas such as safety laws and regulations, hazardous condition monitoring, and use of safety equipment
- Maintain all safety and health records including OSHA 300 Log.
- Write, review and update safety policies and procedures.
- Promote awareness of safety practices.
- Investigate all accidents as well as near misses.
- Perform safety audits and inspect facilities, machinery, and safety equipment to identify and correct potential hazards, and to ensure safety regulation compliance
- Investigate industrial accidents, near-miss incidents, and occupational injuries to determine causes, install preventive measures, and manage return-to-work activities
- Perform root cause analyze in an effort to determine cause of incidents and correct them.
- Write and maintain reports of incidents.
- Conduct weekly safety meetings to aid in the education of all employees.
- Supervise the inspection, maintenance, and issuance of safety equipment.
- Investigate and address employee safety concerns including follow up on all identified hazards.
- Transport injured employees to and from appointments.
- Review all related billings for mistakes and overcharges.
Perform casework with injured employees.
Maintain written logs for each claim case from start to finish.
Perform other duties as necessary.

Requirements
- Ability to build trust and confidence with management and supervision
- Strongly prefer CHST, OSHA 500, advanced Degree in Health and Safety, or equivalent combination of certifications and experience.
- Strategic thinking and leadership skills
- Ability to communicate with employees at all levels
- Thorough knowledge of applicable regulations (OSHA, ANSI, NFPA)

The overall nature of the position requires constant light physical exertion with minimal physical effort frequently required.

There is constant exposure to environmental noises and hazards, frequent exposure to extreme cold, extreme heat, temperature changes and wet conditions, and occasional exposure to humidity and other atmospheric conditions.

The occasional physical demands of the position are standing, walking, sitting, climbing, stooping, kneeling, crouching, reaching, handling, grasping, feeling, and eye/hand/foot coordination.

Physical Profile Requirements:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The job requires occasionally remaining on one’s feet in an upright position without moving for long periods of time, occasionally moving about on foot for long periods of time, remaining in a seated position for long periods of time, and/or climbing stairs, step-ladders, extension ladders and scaffolding ladders. The job also requires the ability to raise or lower an object of approximately 5-50 pounds from one level to another, the ability to transport an object of up to 50 pounds a distance of up to 10 yards, usually holding it in the hands or arms, or on the shoulder, the ability to exert up to 50 pounds of force occasionally, 20 pounds of force frequently and a negligible amount of force constantly so that an object moves away from the force, and/or the ability to exert up to 50 pounds of force occasionally, 20 pounds of force frequently and a negligible amount of force constantly so that an object moves toward the force

Must be capable of operating a standard 1/2 ton pick-up for occasional delivery and pick-up of materials and personnel and hold a valid, unrestricted motor vehicle operator's license issued by the state of residence, and the manual dexterity necessary to operate a standard desktop computer keyboard.

T E C Industrial is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.

How to Apply
Visit: https://bit.ly/2BLz1BX
Entry Level Network Support Technician

Entry Level Network Support Technician (Evenings and Overnights)

Summary
Title: Entry Level Network Support Technician (Evenings and Overnights)
ID: 1010
Location: Bristol, VA
Department: Operations

Description
Ground floor opportunity to join a fast-paced technology company!

Network Support Technician

POSITION OBJECTIVE:
Provide exceptional customer support and service to our customers
Respond to customer requests via telephone, email and chat communication channels
Troubleshoot and resolve customer service outages and problems in an effective manner, (Tier 1)
Work with other team members to coordinate response to network disruptions, including gathering information by contacting customers
Monitor and respond to network alarms, escalating as prescribed by procedures
A successful employee in this position has the opportunity to obtain the position of Network Support Specialist (Tier 2) after meeting experience, knowledge and performance requirements.

RESPONSIBILITIES
Responsible for responding to requests from Sunset customers for all services offered
Responsible for opening, updating and closing trouble tickets to track customer requests and issues
Responsible for troubleshooting customer issues and attempting to resolve them
Responsible for escalating discovered outages or abnormal network conditions following established escalation chain
Responsible for documenting monitoring activities including shift summaries and shift-change hand-off communication
Responsible for striving to provide first touch resolution
Responsible for providing exceptional customer service
Responsible for meeting individual performance metrics designed to ensure exceptional customer service and support
Responsible for performing other tasks as required to assist the company in carrying out its customer service mission, goals, and objectives, as circumstances may dictate. This includes the short-term assignment to a wide range of other job functions and responsibilities which may be needed in situations where the loss of service to the company’s customers is threatened or restoral of service is required.

POSITION QUALIFICATIONS AND REQUIREMENTS
High school diploma or equivalent required. Two-year college degree preferred in a related field.
Experience supporting Internet, telephone and or cable TV services is a plus. Experience in a service-provider industry is a plus.
KNOWLEDGE AND ABILITIES
Ability to communicate clearly and concisely, both in written and verbal formats. Ability to effectively navigate recent Microsoft Windows operating systems and Microsoft Office. Ability to focus on work for extended periods while working alone. Ability to stay alert and engaged during evening and night shift hours.

SHIFT:
Shift may vary from time to time. Shifts will primarily be late evening and night shift. This position has a 50 cent per hour shift-differential available.

WORKING CONDITIONS:
This position requires work indoors. Work requiring lifting of up to 25lbs may also be necessary on occasion.

How to Apply
Visit: https://pointbb.applicantstack.com/x/detail/a2dkn12ahpkf

Construction Materials Technician/Driller Assistant

Job Description
Construction Materials Laboratory (CML) was founded in 1943 in Knoxville, ... A full service branch laboratory was opened in Johnson City, Tennessee in 1973.

Seeking experienced Construction Materials Technician/Driller Assistant for residential, forensic, commercial, earthwork and landfill CQA/CQC projects. Must enjoy working outdoors and traveling. This position is an hourly position located in our Johnson City, Tennessee, reporting to our Construction Engineering Department Manager.

Duties and Responsibilities
- Interact with clients and contractors
- Prepare field inspection / testing reports
- Perform field/lab inspections and materials testing (concrete, masonry, grout, soil)
- Provide technical support for construction quality control activities.

Preferred Qualifications
- Excellent communication and organizational skills
- ACI certification and Nuclear Density Gauge certification is a plus.
- CDL License is a plus.

Working conditions:
- Office and field environment
- Requires walking, moderate to heavy lifting (50+ lbs.), infrequent climbing, and exposure to temperature, and noise
- Procedural and process-oriented structure, due to strict regulatory requirements
- Must be able to work some weekends, holidays, and overtime as needed
- Periodic travel
- Periodic on-call duties
- Must use own vehicle (truck), will be reimbursed for mileage
Compensation based on experience and certifications. Valid state driver’s license and clean driving record.
Construction Materials Laboratory is a drug-free work environment
Job Type: Full-time
Job Location:
• Johnson City, TN

How to Apply
Kathy J. Matney
Business Development
Construction Materials Laboratory
423-914-0608

Zaxby’s

Zaxby’s at the Pinnacle in Bristol, TN is hiring for Cook and Cashier positions starting at $8.50/hr. Part-time and full-time positions are available.

How to Apply
Seth Stanley
General Manager
Store: 423 764 4007
Bristol001c9@zaxbys.com