#### **About Freedom Learning Group, LLC**

Freedom Learning Group, LLC (FLG) was founded on the unprecedented mission to provide career opportunities to underemployed Military Spouses, Veterans and their family members, empowering them to sustain relevance in their respective fields.

FLG specializes in educational content development, assessment writing, accessibility compliance, ADA/508 accessibility compliance, accuracy review, high-quality education training solutions, and organizational and strategy development.

FLG recently celebrated hiring over 200 Military Spouses or Veterans, and committed to 1000 hires by 2021!

New Opportunities:

#### Accounting Content Accuracy Review PROJECT DESCRIPTION

As part of the FLG Development Team, you will be accuracy checking supplemental content and assessments for a Client owned Accounting text and reviewing all newly revised content for quality control and accuracy.

#### WE ARE HIRING FOR THE FOLLOWING TEAM MEMBER ROLES

- ➤ Project Manager
- ➤ Assessment / Quiz Question Author
- ➤ Quality Assurance / Accuracy Checking Expert

For more information about this project, please visit <u>https://www.freedomlearninggroup.com/accounting</u>.

## Accounting Content Assessment Authoring PROJECT DESCRIPTION

As part of the FLG Development Team, you will be authoring and updating assessment items and solution manuals for a Client owned Accounting text and reviewing all newly-authored content for quality control and accuracy.

#### WE ARE HIRING FOR THE FOLLOWING TEAM MEMBER ROLES

- ➤ Project Manager
- Assessment / Quiz Question Author
- ➤ Quality Assurance / Accuracy Checking Expert

For more information about this project, please visit <u>https://www.freedomlearninggroup.com/costaccounting</u>.

#### eLearning Video Course Development

#### **PROJECT DESCRIPTION**

As part of the FLG Development Team, you will be designing 1-hour video courses, recording an instructional video, and authoring several quiz questions related to selected topic areas (business, data science, computer science and information technology). Templates will be provided to guide the developer through the development process.

NOTE: Applicants should be prepared to submit a brief screen recording where the applicant explains a topic of their choice.

#### WE ARE HIRING FOR THE FOLLOWING TEAM MEMBER ROLES

➤ Instructional Content Author

For more information about this project, please visit <a href="https://www.freedomlearninggroup.com/elearning-video-course-development">https://www.freedomlearninggroup.com/elearning-video-course-development</a>.

To view all FLG opportunities, please visit <u>https://www.freedomlearninggroup.com/career-opportunities</u>.



FT and PT Opportunities. Must be able to work any shift. Entry level | 1 year of related experience | HS diploma/GED This post represents: Sales, Customer Service, & Tech Support

> Alabama Arizona Arkansas Colorado Delaware Florida Georgia Idaho Indiana Iowa Kansas Kentucky

Louisiana Michigan Minnesota Mississippi Missouri Nevada New Hampshire New Mexico North Carolina North Dakota Ohio Oklahoma

Pennsylvania South Carolina South Dakota Tennessee Texas Utah Vermont Virginia West Virginia Wisconsin Wyoming



All positions are open until filled. To apply, visit casy.us -or- msccn.org Navigate to the job board. Search by Req#283007BR. Send questions to Melanie at mgrantham@vetjobs.org



07/21/2020



**POSITION TITLE**: Manager, Onshore Recruitment

**POSITION OVERVIEW**: The Manager, Onshore Recruitment collaborates across the institution to grow onshore international student enrollment, promoting SGU at various recruiting events, leading information sessions to increase awareness of the programs, maintaining highly personalized communications with student prospects throughout the year, and meeting with prospective applicants in one-on-one and group settings. Supporting and executing the onshore recruitment strategy across campus entities and partner schools and will develop and sustain relationships with internal staff and external partners such as agents, faculty, and health advisors.

#### **RESPONSIBILITIES:**

- Deliver regular and pertinent training to ensure agents and their staff are well-equipped to provide accurate advice to prospective students.
- Work closely with SGU's agents, making frequent visits to maintain relationships and establish new partner contacts at key levels.
- Manage feeder school network including training, application management, performance monitoring and relationship development.
- Increase portfolio of feeder schools and programs. Establish and nurture key partner contacts.
- Visit new and existing partner schools, colleges and universities as needed to maintain and build strong relationships.
- Work directly with onshore international students and admission staff to nurture the onshore international application funnel, including inquiries, application conversion and enrollment.
- Meet 1:1 with prospective students (and families/influencers where appropriate) to build relationships, gain trust, answer questions, and help move to the next steps in the student journey.
- Meet with pre-med, pre-health and international advisors to promote the SGU pathway for onshore international students.
- Promote the university at appropriate recruitment activities such as information sessions, conferences, fairs, pre-health meetings, etc.





#### **QUALIFICATIONS & SKILLS:**

- 5+ years of university admissions, higher education, or marketing experience with a proven affinity for customer service.
- Experience in international higher education and recruitment
- Bachelor's Degree required, graduate degree in related international area preferred.
- Track record of success in international student recruitment.
- Well-spoken and articulate; strong interpersonal skills with ability to communicate well both written and verbally.
- Outstanding presentation skills with experience delivering sales presentations in front of both large and small groups.
- Computer skills including MS Office suite.
- Working knowledge of customer relationship management (CRM) systems is preferred.
- Ability to transport, set up, and break down event collateral, including banners, signage, and table set up.

Apply at HERC-St. George Manager Onshore Recruitment

SKILLSTORM

# PROGRAM COORDINATOR

### A CAREER DESIGNED TO MOVE WITH YOU



We understand you may not be in one place for long, and that's ok! Build a career from anywhere in the world.



Work on your own time when it's convenient for you. Work more when you can and less when you can't!



competitive commission structure for all our program coordinators.

# Help spread the word about SkillStorm's opportunities for veterans in transition.

As a SkillStorm Program Coodinator, you will:

- Post job opportunities and events on social media
- Create, share and engage with SkillStorm's social posts
- Distribute materials to potential candidates
- Participate in online and in-person events
- Understand our job opening needs to inform potential associates
- Provide feedback to the marketing department regarding materials and support needed

#### Salary structure:

- Start of Training: \$250
- Tiered structure for end client:
  - Tier 1 (1-10 Fellows): \$250
  - Tier 2 (11-20 Fellows): \$350
  - Tier 3 (21+ Fellows): \$400

#### **About us:**

SkillStorm is one of the Nation's fastest growing IT services companies. We build and deploy IT teams with critical skills with one of our Fortune 1000 clients.

## **QUESTIONS?**

Please reach out to one of our technical recruiters at apply@skillstorm.com

TRAVELERS

Military Spouse - Customer Service



For more than 160 years Travelers has earned a reputation as a leader in personal, business and specialty insurance because we take care of our customers. When you work at Travelers, life's most important moments become your life's work. That means helping families feel secure, businesses to prosper, knowing that you've made a difference, and feeling like you belong to something bigger. It also means being part of a team comprised of 30,000 + talented and passionate people that's evolving to meet changing needs – from customer service to data science and beyond. If that's more than you imagined in an insurance career, it's time to join us at Travelers.

- Medical, dental and vision coverage from the first day of employment
- Company-funded pension plan and matching 401(k)
- Job locations across the country
- Eight Diversity Networks, including Military & Veterans
- Career development and training programs
- Over 200,000 volunteer hours in local communities
- Domestic Partner Benefits
- Adoption Assistance

Umbrella logo are registered trademarks of The

 Wellness Programs including fitness center discounts, flu shots, and more As a "Military Friendly Employer," we greatly value the dedication, discipline and skills that military spouses can bring to our company. Working with us provides the training and freedom you need to transition into a new career, the rewards you deserve for top performance, and every opportunity to succeed as part of our growing community of veterans, military members & spouses.

#### **CUSTOMER SERVICE**

Our Customer Service teams are at the heart of our promise to secure, respect and care for our customers. Whether you're giving customers the assurance they need for life's unpredictable moments, or contributing to our bottom line by assisting with policy and coverage needs... helping others will always be at the core of what you do.

As an associate, you are the "voice" of Travelers to millions of customers all over the world. When life seems to be at its worst, our customers count on us to be at our best and our representatives and associates are often the very first point of contact. You are looked to as a trusted expert who has their best interest at heart. To succeed, you'll need great communication skills, attentiveness, strong product knowledge and an ability to anticipate and resolve customer needs.

When you work in customer service at Travelers, the path forward is yours to create and we'll be there every step of the way. From extensive coaching to hands-on training, your development is a team priority. With an integrated training program that includes formalized classroom learning and job shadowing, no prior work experience is required.



With the ability to work remotely, and the availability of online training, Travelers offers plenty of opportunities for military spouses to focus on their career development."

-Ashley, Senior Insurance Representative

• If **passion, reliability**, and **discipline** are part of your DNA, this is the job for you:

Premium Audit Customer Service Associate Location: Nationwide Job ID: R-2261 Line of Business: Customer Service

#### Apply Online Now: travelers.com/salescareers

f @TravelersCareers ♥ @TRV\_Careers ☑ @travelerscareers



With a passion for excellence, Golden Key Group (GKG) helps clients solve their strategic, organizational and operational challenges to better meet their mission demands. We have serviced more than 25 Federal departments and agencies and several large commercial companies since our inception in 2002.

Golden Key Group's talented professionals, combined with our strategic partners, bring a depth of commercial and government experience and expertise. We are relentless in delivering the highest levels of services to provide tangible value and create sustainable results for our clients.

Position: Junior Level Human Resources Specialist

Place of Performance: Telework

Work Hours: between 8:00 a.m. – 5:00 p.m. EST

**Job Summary**: The Junior Level Human Resources Specialist will provide a variety of military and civilian personnel activities, serving as a clerical expert in independently processing the most complicated types of personnel actions e.g. administrative separation of a military service member from active duty.

#### Qualifications:

- Bachelor's degree required
- Minimum three (3) years of experience
- Must be able to work self-sufficiently and productively in a full-time remote environment
- Experience with MyArmyBenefits and/or MyAirForceBenefits a plus

For more information and to apply, please visit <u>https://gkgcareers.com/jobs/junior-level-human-resource-specialist-2/</u>.

#### **Sutherland Global Opportunities**

#### **Remote Mortgage Underwriters:**

**Location:** All the States Are you an experienced Mortgage Underwriter looking for work at home opportunities? We have the perfect opening for you! Join us to utilize your skills in analyzing employment profiles, credit strength, property characteristics, and all other information pertinent to the credit decision process of mortgage applications. In this role, you also get to approve and decline decisions on incoming applications consistent with internal, client, and investor policies. Apply today! <u>https://jobs.sutherlandglobal.com/ShowJob/Id/2492363/Remote%20Underwriter/?lang=en</u>

#### Work at home Inbound Sales:

#### Location: All the states

Do you have experience in sales? Do you enjoy delivering exceptional customer service? Join our Inbound Sales remote team and showcase your skills.

We offer great benefits such as health benefits, paid vacations, monthly performance incentives, internal mobility opportunities & more.

What are you waiting for? Apply now.

https://jobs.sutherlandglobal.com/ShowJob/Id/2510817/Work%20At%20Home%20%20%20Inb ound%20Sales%20Representatives/?lang=en

#### Work at home licensed Life and Health Insurance Advisor:

#### Location: All the states

Join us as a Licensed Life & Health Insurance Advisor and provide professional services over the phone to existing customers of Fortune 500 Insurance Companies. Apply today and start your career with us! \*This position is full-time and 100% work-at-home. It is only available to eligible residents of the contiguous United States who have an active Life & Health insurance license.

https://jobs.sutherlandglobal.com/ShowJob/Id/2508349/Work%20at%20Home%20%20%20Licensed%20Ulife%20%20%20Health%20Insurance%20Advisor/?lang=en

#### Work at home Customer Care Specialist:

#### Location: All the states

We have job opportunities for remote talent in some of the most innovative industries.

Join us as a Customer Care Specialist and utilize your skills to provide exceptional guidance and support to our esteemed clients. Build a career that fits your lifestyle from the comfort of your home and apply today!

https://jobs.sutherlandglobal.com/ShowJob/Id/2497520/Work%20at%20Home%20%20%20Cus tomer%20Care%20Support/?lang=en



#### **Position Description**

# POSITION INFORMATION Position Title Executive Assistant to the President and CFO Date 7/27/2020 Department Administration Reports To President/CEO and CFO

#### FLSA CLASSIFICATION

Exempt

Non-Exempt

#### PURPOSE

Increase Executive branch effectiveness through professional assistance to President/CEO and CFO. Assists the President/CEO in day to day activities, assists the CFO in various financial and committee tasks; and manages Board-related activities.

#### ESSENTIAL DUTIES/RESPONSIBILITIES

- Executive Assistant to President/CEO: Manage calendar/schedule; Answer calls; review email resolve issues and prioritize needed responses; Prepare correspondence; Assist in travel arrangements, expense tracking and expense report preparation
- Assists CFO with calendar/schedule, correspondence, travel arrangements
- Take Board, various Committee and other meeting minutes; prepare communications to Board and Committees; schedule and prepare for Board and Committee meetings; assist with tracking Board composition and term limits.
- Maintain contact lists of governmental, Board and other VIP's
- Make bank deposits and prepare daily deposit report
- Schedule and manage conference rooms

#### MINIMUM QUALIFICATIONS

Education	High School Diploma, Directly Related Training Helpful
Experience	Minimum four (4) years experience as an Executive Assistant; Experienced with Boards
Knowledge, Skills & Ability	<ul> <li>High energy self-starter with strong writing, grammar and communication skills</li> <li>Ability to prioritize and manage multiple projects/responsibilities simultaneously while meeting stringent deadlines; ability to take initiative with projects; good planning/anticipation skills.</li> <li>Detail oriented</li> <li>Professional bearing and appearance, professional communication skills</li> </ul>
	<ul> <li>Strong interpersonal skills, maturity and good judgment</li> <li>Ability to work collaboratively with co-workers, customers, clients and others</li> <li>Proficient technology skills; advanced MS Office (Word, Excel, PowerPoint &amp; Outlook), internet browser and Customer Relationship Management/database software</li> <li>Reliable, dependable, flexible and responsive; able to work outside of normal work schedule as needed/directed</li> <li>Ability to lift up to 20 pounds occasionally</li> </ul>
Working Relationships	All VCOS employees and volunteers, local business, military and governmental leaders, VCOS clients, members, and external vendors. Works with statewide tourism industry officials.

They are not intended to be an exhaustive list of responsibilities, duties and skills required.