

The Job Spotlight

Week of November 21 to November 25, 2022

Seasonal Opportunities
Amazon Military
ASAP Medical Staffing
Boldly
Colorado Department of Corrections
City of Pueblo
Cox Enterprises Manheim
Child and Youth Services
Fountain Fort Carson School District 8
Gazette
Goodwill
Greiner
Myron Stratton Home
Premier Research
The Vanguard School
The Resource Exchange
University of Colorado Colorado Springs
USA Jobs Fort Carson
USA Jobs Remote Vacancies





SEASONAL JOB OPPORTUNITIES

****Click on the company name to access the announcement**

- **Lowe's**: Retail Associates, Stocking & Receiving, Cashiers
- **The Home Depot**: Warehouse Support/Warehouse Associate, Cashier, Store Support, Department Supervisor, Freight/Receiving, Customer Service/Sales
- **Kohl's**: Retail Sales Associate, Stockroom Operations Associate
- **Target**: Guest Advocate, General Merchandise Fulfillment, Front of Store Attendant, Food & Beverage
- **Scheels**: Seasonal Retail Web Store Associate
- **Macy's**: Store Associate
- **UPS**: Driver Helper, Seasonal Personal Vehicle Package Driver
- **USPS**: Mail Handler Assistant, Mail Processing Clerk
- **City of Colorado Springs**: Ice Support Staff, Parks Maintenance Worker, Resource Technician
- **Duluth Trading Company**: Retail Sales Associate
- **Michaels**: Seasonal Team Member
- **Bass Pro Shops**: Seasonal Cashier & Events Associate
- **Amazon**: Various Positions

Visit us @ <https://carson.armymwr.com/programs/acs/employment-readiness-program>
or call (719) 526-0452

Follow Us on Facebook for More Seasonal Opportunities

www.facebook.com/FtCarsonACSERP





Amazon Military Opportunities

Redefining what's possible is never easy.
Are you up for a challenge?

f facebook.com/amazonmilitary

@ [@amazonmilitary](https://twitter.com/amazonmilitary)

O [amazonmilitary](https://amazonmilitary.com)

O [Amazon Military Affairs](https://amazonmilitary.com)

Military Status

Any Military Status & Spouses	amazon.jobs/military
Workforce Staffing	amazon.com/militaryjobs
Active Security Clearance Student	amazon.jobs/AWSClearedVets
Veterans	amazon.com/university-ops

Amazon Partners and Featured Roles

Mentorship	veterati.com/amazon or acp-usa.org
Amazon Military Skill Bridge	Fellowship opportunity for transitioning military: amazonmilitaryskillbridge.splashthat.com
Hiring Our Heroes Corporate Fellowship Program	Fellowship opportunities for service members & spouses: hiringourheroes.org/fellowships
Delivery Service Partners	Start your own business: logistics.amazon.com
Veteran & Spouse Entrepreneurs	Sell on Amazon: services.amazon.com
Reliability, Maintenance, & Engineering	Apply: amazon.jobs/reliability-maintenance-engineering-na
Warehouse Associates and Whole Foods Shoppers	Hourly roles, full-time, part-time, and flex schedules apply: amazon.com/militaryjobs
Amazon Pharmacy	amazondelivers.jobs/about/amazon-pharmacy-jobs

Additional Resources and Information

Military Affairs Webinars	amazonmilitarywebinarseries.splashthat.com
AWS Educate	aws.amazon.com/education/awseducate/veterans

Cohort-Style Training Programs

Amazon Technical Apprenticeship	amazon.jobs/mil-apprentice
Veteran Business Leaders Program	amazon.com/vblp

WE ARE HIRING MEDICAL PROFESSIONALS!

QMAP's, CNA's, LPN's, RN's

BENEFITS:

- COMPETITIVE PAY
- WEEKLY PAY (EVERY FRIDAY)
- FLEXIBLE SCHEDULE
- PRN INCENTIVES
- CONTINUING EDUCATION
REIMBURSEMENT

Denver Metro Area, CO,
Castle Rock, CO
Monument, CO
Colorado Springs, CO

DREW TERRY
MEDICAL RECRUITER
PHONE: 719-375-2568
EIAAII: ANDREW.T@ASAP-MEDICALSTAFFING.COM

ASAP
MEDICAL STAFFING



Executive Assistant (Remote)

For more information about our company culture and to hear from team members about their experience in roles filled with variety and new learning—visit our jobs page at <https://boldly.com/jobs/>

About the position

This is a rewarding long-term career opportunity to work alongside established Fortune 500 companies, senior-level executives, and successful business owners of small and medium size businesses as they make a greater impact in the world. As an executive assistant, you will have the opportunity to choose the companies that you support based on company values and your preferences, and to create long-term partnerships with the executives that you support as you develop new skill sets and get exposure to a variety of industries. You will join our team as a part-time employee with the opportunity to become full-time in due course, based on performance. Starting pay at \$23 an hour (£18 in the UK) with regular pay raises throughout your tenure

As an executive assistant you'll apply your professional skills in a wide range of tasks including:

- Maintaining appointment schedules and calendar.
- Planning and scheduling meetings, conferences, and travel.
- Making travel arrangements including flight and hotel bookings.
- Maximizing the executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating phone calls on their behalf.
- Email management.
- Creating PowerPoint presentations.
- Managing expenses.
- Conducting research on various topics.
- Providing customer/supplier support.
- Other executive admin responsibilities as needed.

Your Skills and Experience:

- A minimum of **7 years**, direct hands-on experience in a role related to executive assistance and administration.
- Ability to multitask and prioritize work as needed.
- Excellent time management skills.
- Knowledge of online tools and software such as Google Workplace, Outlook and Zoom.
- Ability to learn new tools quickly.
- Excellent interpersonal communication.
- Strong writing skills.
- Highly organized.
- A team player who is proactive, flexible, results-oriented and comfortable in a rapidly changing environment.
- Ability to work independently and under the pressure of deadlines.

For more information and to apply, please visit: <https://boldly.com/milso-jobs/executive-assistant/>



Legal Assistant (Remote)

For more information about our company culture and to hear from team members about their experience in roles filled with variety and new learning—**visit our jobs page at <https://boldly.com/jobs/>**

About the position

This is a rewarding long-term career opportunity to work alongside established Fortune 500 companies, senior-level executives, and successful business owners of small and medium size businesses as they make a greater impact in the world. As a legal assistant, you will have the opportunity to choose the companies that you support based on company values and your preferences, and to create long-term partnerships with the executives that you support as you develop new skill sets and get exposure to a variety of industries. You will join our team as a part-time employee with the opportunity to become full-time in due course, based on performance. Starting pay of \$23 an hour with regular pay raises throughout your tenure.

As a legal assistant you'll apply your professional skills in a wide range of tasks including:

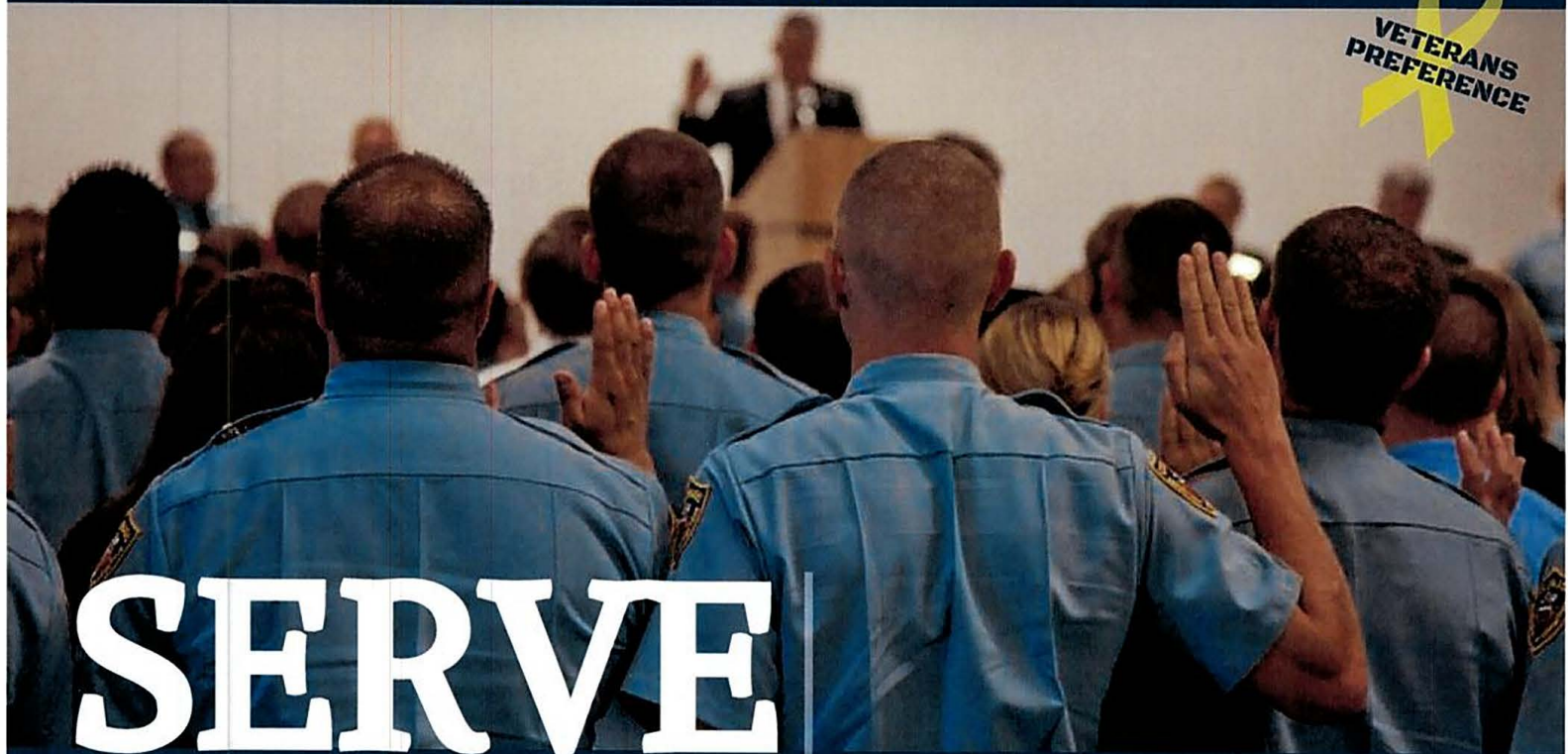
- Maintaining appointment schedules and calendars.
- Planning and scheduling meetings, conferences, and travel.
- Organizing travel arrangements including flight and hotel bookings.
- Supporting legal firms or corporate/non-profit legal departments with administrative tasks as needed.
- Maximizing the executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating phone calls on their behalf.
- Email management.
- Creating PowerPoint presentations.
- Managing expenses.
- Conducting research on various topics.
- Providing customer/supplier support.
- Other executive admin responsibilities as needed.

Your Skills and Experience:

- A minimum of 7 years of experience in a role related to executive assistance and legal administration.
- Ability to multitask and prioritize work as needed.
- Excellent time management skills.
- Advanced knowledge of online tools and software such as Google Drive, Outlook, and Zoom.
- Ability to learn new tools quickly.
- Excellent interpersonal communication.
- Strong writing skills.
- Highly organized.
- A team player who is proactive, flexible, results-oriented and comfortable in a rapidly changing environment.
- Ability to work independently and under the pressure of deadlines.

For more information and to apply, please visit: <https://boldly.com/jobs/legal-assistant/>

Now Hiring Throughout Colorado



**SERVE
PROTECT**
Succeed



Scan for
more info



**Apply
online:
cdoc.jobs**

Buena Vista - Canon City - Crowley
Delta - Denver - Limon - Pueblo
Rifle - Sterling - Trinidad

Mental Health Professionals
Parole Officers Teachers
**Correctional
Officers**

**Medical Staff Food Service
Supervisors**

Licensed Trades

Dental Professionals

**&
more!**

We offer...

- tuition reimbursement & loan forgiveness
- health insurance
- paid training
- paid time off
- retirement
- paid holidays
- flexible work arrangements **& more!**

**ARE YOU
AT LEAST
18 YEARS
OLD?**



**START YOUR
CAREER
WITH US!**



**CNA/CLIENT CARE
AIDE II--\$2,737/MO**



**MEDICAL RECORDS
TECH I--\$3,369/MO**



**LICENSED PRACTICAL
NURSE--\$3,654/MO***

*Earn \$1,000 Sign-On Bonus!



**CORRECTIONAL
OFFICER--\$4,241/MO***

NO EXPERIENCE NECESSARY
WE WILL TRAIN YOU!! *Earn 7.5-20%
Extra, with Shift Differential Pay!

**The Colorado Department of Corrections
is looking for people...who care about people...
who want to make a difference in their lives!**

We Embrace and Celebrate Diversity--Join Us!

Our Benefits Package Includes:

- Medical, Dental, and Life Insurance Plans
- Retirement Funds
- Generous Paid Time Off
- College Tuition Reimbursement
- Career Advancements
- Excellent Work/Life Balance Programs, such as Flexible Schedules, Paid Training, and More!

**THESE
POSITIONS
REQUIRE YOU TO BE
18 YRS OLD & HAVE
A HIGH SCHOOL
DIPLOMA OR G.E.D.
OTHER REQUIREMENTS MAY APPLY**

**APPLY ONLINE @
[CDOC.JOBS](https://cdoc.jobs)**





Hiring a Wastewater Utility Worker:

The City of Pueblo is hiring a Wastewater Utility Worker, an entry-level position that performs a variety of unskilled and semi-skilled manual labor duties and tasks to supporting the Wastewater Collection division. This position assists with the cleaning, maintenance and repair of sanitary and storm sewers, manholes, drains and catch basins at city facilities.

This full-time position offers the successful candidate a [variety of benefits](#) that provide a great work/life balance, a rewarding work environment, and a competitive annual salary of \$36,263.76 - \$64,346.76. Applications will be received from November 18, 2022 – December 14, 2022. [Click Here](#) for access to the complete job description and apply. Go to www.pueblo.us/jobs to see all open positions with the City of Pueblo.



Find Great City Jobs at www.pueblo.us/jobs.





We'd like to thank you

for your service with an
incredible career opportunity.



Great career opportunities available for service members, veterans & military spouses.

- Parts Installer II / R202211878 / Maple Grove, MN
- Recon Estimator - Service Advisor II / R202211877 / Maple Grove, MN
- Manager, Reconditioning Service / R202211222 / Maple Grove, MN
- Automotive Technician I / R202211498 / Hattiesburg, MS
- Auto Maintenance Technician II / R202211652 / Bridgeton, MO
- Parts Coordinator / R202206409 / Aurora, CO
- Auto Maintenance Technician II / R202210569 / Slidell, LA
- Parts Installer - Float / R202210799 / Grove City, OH
- Auto Body Shop Prepper / R202210358 / Dallas, TX
- Sr Auto Maintenance Technician / R202207933 / Dallas, TX

Why you'll love Manheim:

- Sign-on bonuses (available now!), competitive pay plus spot bonuses
- 30+ days of paid vacation and company holidays
- Great health care benefits from day 1
- 401(k) retirement plans with company match
- 10 days of free child or senior care
- Up to \$1,500 in free tools for our new auto techs
- Career training, GED reimbursement, free ASE training and certification, and more
- Flexible work schedules
- Employee discounts on hundreds of items



Apply online: jobs.manheim.com

Scan the code to join our talent community and stay connected to our recruiters.
Contact Us: Peter.Mahmood@coxinc.com

PART OF THE COX FAMILY OF BUSINESSES



Cox is an Equal Opportunity Employer

Sponsorship does not imply Army or DoD endorsement

**"A DIFFERENT WAY TO SERVE"
AT FORT CARSON**



NOW OFFERING FOR CYS DIRECT CARE EMPLOYEES

50%

DISCOUNT ON YOUR CHILDCARE

**+ Priority One Care (GUARANTEED CHILDCARE, NO WAIT LIST)
Offer available to new & existing CYS Direct Care Employees.
Save over \$6,000 per year!**

An average family on Fort Carson pays \$547 per child, per month, for full-day care; with two kids, this means \$1,094 per month. The CYS Discount program for Direct Care employees reduces this cost by 50% – which equates to an annual savings of \$6,564 per year!

*Savings will vary by category income classification. The CAT 6 example above is an average based on a combined household income of \$75,000 per year.

CURRENTLY HIRING

At \$16.70/hr to start

With new discount saving, this means an average of \$20.10/hr* with 2 kids in childcare!

**Ah
Yiwkj**

ch1LD&WLn#SEiv1cES

\$17.70/hr after 6 months

\$18.91 /hr after 1 year

*Averages based on a 40 hr work week

**To get start
Scan Here**





TODAY'S MISSION: LOVE YOUR JOB

*At Fountain-Fort Carson School District 8, we are on a mission. We have a diverse team with different strengths, skills and roles. But each of us arrives each day knowing that we are part of one powerful purpose: **Working together to support kids and families, where they are today.***

You help kids. We help you.

Regardless of position or title, you can help our students learn, grow and thrive. And we keep good people by treating our employees as professionals — and caring for them as people.

- Insurance and benefits
- Resources for physical and mental wellbeing
- Paid training
- Family-friendly culture
- Committed to safety in every school

Our team members are more than a number, an assignment or a timesheet. They are people with talents, interests and relationships — the fabric of our school system. And together, we make a difference.

Who we are.

We are a public school district developing world-class learners in the Fountain and Fort Carson communities. Our schools are home to Colorado's most diverse learning community, including military families and children. We are committed to meeting the needs of each student, and we are known as a trusted partner to families who have children with special needs.

YEAR-ROUND OPENINGS

All year long, we need great people. Bus drivers, food service workers, paraprofessionals, custodians, substitutes — each of these roles is mission critical.

TEACHER OPENINGS

In addition to hiring licensed teachers from March to July, we also fill open teaching positions throughout the school year.

Apply Today:

Learn more and
submit your application at

ffc8.org/careers





DISTRIBUTION MANAGER – Gazette Warehouse

The Distribution Manager will oversee the operation of the newspaper distribution department. This position is responsible for goals and objectives development, leadership, day-to-day management, and performance of the delivery department through their direct reports and warehouse personnel. This position helps develop and implements strategies to support home delivery and single copy revenue, volume growth, timely distribution, and retention, while managing to budget for all major aspects of distribution and service performance. The Distribution Manager will report to the Director of Circulation Operations.

Essential Job Duties and Responsibilities:

- Responsible for motivating, coaching, training, developing, and supervising, Area managers, and the staff below those positions to effectively carry out the functions of Distribution including distribution of home delivery, single copy, and related ancillary products.
- Oversees all contracting of independent contractors ensuring that deliveries occur in accordance with contract terms, that subscriber requests are met and adherence to CPM goals are achieved.
- Defines, develops and interprets home delivery circulation and service goals and objectives, policies, procedures and all related budgets.
- Managing performance metrics for distribution operation.
- Manages the verification process for single copy returns.
- Works alongside the Director of Circulation Operations with the development and implementation of effective distribution programs.
- Maintains relationships with partner publications delivered by The Gazette including the Denver Post, USA Today, NYT, WSJ, and other publications as they arise.
- Responsible for timely and quality distribution of the newspaper in order to achieve world class customer service.
- Responsible for meeting budgets in the area of circulation operations and assisting entire circulation leadership team achieve both volume and revenue objectives.
- Helps plan, develop, and administer departmental staffing, training, and development consistent with the business plan for Circulation.
- Ensures and establishes policies, standards, and practices for Circulation Delivery Operations personnel in accordance with Circulation and company policy.

- Maintains knowledge of developments in the area of Circulation Operations and incorporates new technological developments.
- Reviews current reports and statements to determine progress and status in attaining objectives and revises objectives and plans in accordance with current conditions.
- Oversees preparations of departmental reporting to ensure it is done accurately and timely
- Helps the Director of Circulation Operations oversee/manage the warehouse facility and vehicle fleet
- Responsible for managing trucking and distribution from the print facility to necessary drops in an efficient manner including both internal and external (print partner) methods of distribution
- Other duties as assigned

Knowledge, Skills and Abilities Required:

- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills
- Ability to adjust quickly to changing business needs
- Ability to deal effectively with internal and external customers.
- Must be able to read, write and speak English
- Must be proficient in Microsoft Office
- Must be able to work night/early morning shifts
- Must be able to work in excess of 40 hours per week
- Must have a valid driver's license in good standing and vehicle insurance.

Minimum Education & Work Experience Requirements

- Minimum of high school diploma or equivalent. Bachelor's degree preferred.
- Five plus years of previous management experience at a department level. 3-5 years of Customer Service experience and 1-2 years of data entry experience.
- Previous newspaper knowledge preferred.
- Experience negotiating contracts and working with independent contractors required.

Physical Demands

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 60 pounds.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms, stoop, kneel, crouch, or crawl.

Visit our Career Link – www.gazette/workforus.com



ADMINISTRATIVE/TECHNICAL POSITIONS

- Account Executive, GSS (FT) \$50-\$54k
- IT Service Desk Manager (FT) \$70-\$75k
- Billing Coordinator (FT) \$17-\$19
- Purchasing Manager, Temp (FT) \$70k

PROGRAM/CLIENT/CAREGIVER POSITIONS

- Community Activities Liaison (FT) \$15
- Program Support Assistant, Possibilities (FT) \$15
- Program Support Assistant, Journeys (FT) \$15.50
- Specialist, Community Programs-PLYW (FT) \$17
- Caregiver, I.H.S.S. Attendant (PT) \$15
- Caregiver/Personal Care Provider – El Paso County/Monument - (FT & PT) \$15
- PCP-ILS Trainer/Certified Brain Injury Specialist (PT) \$16
- Dispatcher, GoodWheels (FT) \$16
- Driver, Van - GoodWheels (FT) \$15
- Sr Move Associate (FT) \$15
- Driver, USAFA Passenger Van (PT) \$16.52

JANITORIAL/CUSTODIAL/LAUNDRY POSITIONS

- Site Manager, USAFA (FT) \$56,306
- Site Manager, CSU (FT) \$50k
- Lead IV Janitor, Contracts (FT) \$16.60
- Janitor, Contracts (PT & FT) \$15-\$16.30 depending on location
- Janitorial Floor Tech (FT) \$16.50
- Janitor, Retail Stores (FT) \$14
- Case Manager, Contract Lead (FT) \$18
- Maintenance Tech Laundry (FT) \$18-\$25
- Material Handler, Evans (FT) \$16

RETAIL/OPERATIONS POSITIONS *(Full & Part-Time Positions–Review Postings for Locations)*

- Donation Services Assoc. (16+) \$14.50 Chapel Hills Mall, Circle & I-25
- E-Commerce Photographer Associate (15+) \$14.00 Garden of the Gods & Centennial
- E-Commerce Listing Associate (15+) \$14.00 Garden of the Gods & Centennial
- E-Commerce Listing/Tagging Associate (18+) \$14.00 Hancock & Academy
- Janitor, Retail Stores (17+) \$14 Floater, Monument
- Retail Generalist Assoc. (18+) \$15.15 Circle & I-25, Monument
- Retail Production Associate (16+) \$14.00 Chapel Hills Mall, Circle & I-25, Powers & Constitution
- Retail Sales Associate (15+) \$14.00 Austin Bluffs & Academy, Chapel Hills Mall, Circle & I-25, Powers & Constitution
- Outlet Associate (18+) \$13.50 Hancock & Academy

Supervisor & Management Opportunities (Full-Time)

- Retail Center Manager – Denver Metro/Colorado Springs - \$65k + DOE (up to \$18k potential annual bonus)
- Retail Center Assistant Manager – Denver Metro - \$52K+ DOE
- E-Commerce Shift Supervisor (18+) \$17 – Garden of the Gods and Centennial
- Retail Center Shift Supervisor (18+) - \$18.00 Woodland Park

Apply online at GoodwillColorado.org/jobs



Thank you for your interest in joining the Goodwill of Colorado team.
It's a great day to go to work!



Goodwill of COLORADO

**GOODWILL
BELIEVES IN
THE POWER
OF WORK**



GOODWILL OF COLORADO IS MORE THAN A STORE

Goodwill of Colorado is one of the oldest and largest nonprofit organizations in Colorado. We are best known for our nearly 50 stores and outlets across the Centennial State, but we are much more than that! We help people with disabilities and other barriers to employment go to work by providing jobs, training, and educational opportunities. In 2020, we served more than 105,000 Coloradans in 63 counties, including placing 4,738 people in jobs and up-skilling more than 7,310 individuals.

Goodwill of Colorado employs 3,000 team members across the state among our three operating divisions: Retail, Contracts, and Workforce Development/Community Programs. We offer over 30 programs for people with an intellectual or developmental disability, seniors, economically challenged individuals, youth, and veterans. Our contracts division, including our AbilityOne team, employs individuals with a documented disability.

As a valued team member, you will become an important part of Goodwill's success and continued growth as we look to expand our mission impact. Goodwill offers growth and advancement opportunities for its employees so they may continue to grow both personally and professionally.

So, if you have a "Head for Business and a Heart for Mission" and qualify for one of our roles, please apply online at GoodwillColorado.org/jobs. Pre-employment drug screen with background check and Motor Vehicle Records may be required. Goodwill of Colorado is an Equal Opportunity and Affirmative Action Employer.

Apply online at GoodwillColorado.org/jobs



Thank you for your interest in joining the Goodwill of Colorado team.
It's a great day to go to work!

Proudly supporting those
who serve!



Hiring Now!



Scan here to
learn more!



Our Greiner team has some exciting
opportunities to grow!
We are looking for talented and
motivated individuals to join
our Colorado Front Range and
Jackson, WY teams!



At Greiner Electric, we're a career orientated
company that believes in investing in our employees.
We offer:

- Full Health Benefits
- Competitive Pay
- Paid Apprenticeship Program - Earn While You Learn!
- Paid Time Off
- 401(k) Retirement Plan



If you are interested and want to
learn more, please contact
hr@greinerelectric.com, or call
Bill Bicket at (303) 470-9702.
If you are looking for an exciting
and rewarding career,
come join our team today!



All levels of experience are eligible to apply!

MULTIPLE JOB OPPORTUNITIES NOW!



Come Join Your Neighbors

We're right off Hiway 115 and Lake Ave.

Go here: <https://www.myronstratton.org/about-us/employment/>

We routinely accept inquiries for the following full or part-time positions:

- Certified Nurse's Assistants for Our Spry Assisted Living Residents (No HILTS)
- QMAPS
- Hospitality Aides
- Dining Service Aides
- Dining Service Cooks (No one works past 6PM in the kitchen!)
- Housekeepers
- Maintenance/Grounds (Like tractors?)

Questions? Email cgardnersmith@myron.org with your completed application. Call or text CGS with any questions you may have. Let's talk! 719-661-0586. (Direct cell phone line)

We are initiating an employee tuition reimbursement program. Continue or pay for your education with our help and support. The Myron Stratton Home is an equal opportunity employer. Join the team on our campus that serves 109 residents in assisted and independent living. Enjoy the strong teamwork, beautiful facilities and grounds. We provide competitive wages, 3 weeks of vacation, holiday and sick leave, and low premium medical and dental insurance for you and your family. Life insurance and a 401k retirement plan are also available.

Transitioning into a Clinical Research Career

Premier Research is a contract research organization that supports highly innovative biotech and specialty pharma companies in transforming ideas into reality. We help amazing science become life-changing therapies for those in critical need.

Find a purpose as a part of our team

Whether you're transitioning from the military, a veteran, or a military spouse searching for a new role, you can find a purpose as part of the Premier Research team. When our team does their best work, the world becomes a healthier place. And we believe that our colleagues do their best work when they are inspired and nurtured. We thrive by bringing together a diverse team committed to promoting respect, cooperation, and flexibility.

We recognize the invaluable skills and adaptability that a military background can provide. Our Boots to Biotech program is designed to support you in reaching your full potential as you transition into a new career.

Are you ready to join us?

Current openings

- Business Systems Engineer II (Remote)
- Senior Quality Assurance Project Manager (Remote)
- Medical Informatics Analyst (Remote)

Premier Research At-A-Glance

**A contract research organization Built for BiotechSM,
changing ideas into life-changing treatments**

- Employees: >2,000
- Headquarters: Morrisville, North Carolina
- Global presence: 20 countries
- Focus areas: Analgesia, Diagnostics, Neuroscience, Oncology, Pediatrics, Rare Diseases, and Women's Health
- Cultural Anchors: Caring & Empathy, Aspiration, Empowerment, One Team



The Vanguard School provides excellent career opportunities for Teachers and Staff by guiding students through a classical education.

Teachers (K-12)

Elementary, Junior High, and High School Aides

Latin / Language Arts Teacher

Secondary Assistant Teachers in English, Math, and Science

Elementary Math/Reading Teachers (Small Groups)

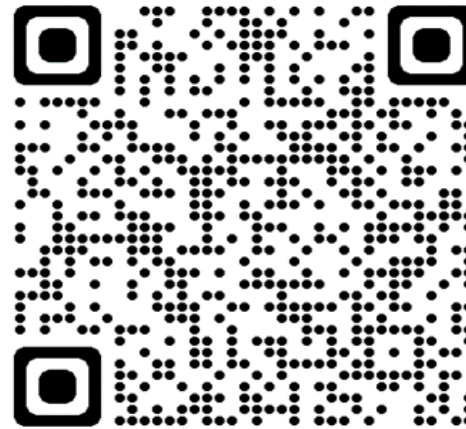
High School / Junior High Basketball & Tennis Coaching Positions

Substitute Teachers

Special Education Assistants

Business Assistant Specialist

and more...



To apply for any of our rewarding teacher positions, use the **QR Code** or visit <https://cmca.tedk12.com/hire/index.aspx>

1605 S. Corona Avenue • Colorado Springs, Colorado 80905 •
Phone: 719.471.1999
www.TheVanguardSchool.com





Join
Team TRE!



We're looking for YOU!

www.tre.org/careers

The people we serve come from all walks of life and backgrounds. YOU can make a difference in their lives and meet the growing needs in our community!

Here's what you can expect when you join Team TRE:



Competitive salaries to attract, and keep, top-quality talent.



Valuable benefits start after 30 days; Medical premiums paid up to 90%, Dental, Life, Pet insurance and more; 401k eligibility and employer match after 90 days.



Generous PTO plus 10 paid holidays per year and enjoy your birthday off, paid!



Flexible work environment with the ability to create your own schedule, half-day Fridays, and the tools to succeed in a mobile workspace.



Collaborative workplace culture with employee-led committees from Gardening to Diversity, Equity, and Inclusion; employee appreciation giveaways, contests, peer recognition, and more.



If you are looking for a rewarding career and have a heart for people, please visit www.tre.org/careers and apply today!



Get to know us on
TRE Instagram!



Scan QR Code to visit
our Careers Page!

Empowering People. Strengthening Families. Building Inclusive Communities.



TRE-The Resource Exchange

Non-Profit Organization Apply at: www.tre.org/careers A I here

Current Openings

eech language athologist art time \$ 2,24 \$ 0, 0 / r
oordinator \$1 . \$20.4 /hr
ase Aide \$1 .2 \$1 . /hr
ase anagement ervice oordinator \$1 . \$20.4 /hr
oordinator Intake and ursing acilit eams \$1 . \$20.4 /hr
u ort oordinator \$1 . \$1 . /hr
nrollment oordinator \$1 . \$20.4 /hr
redentialing, Authori ation, and illing ecialist \$20. \$21.42/hr

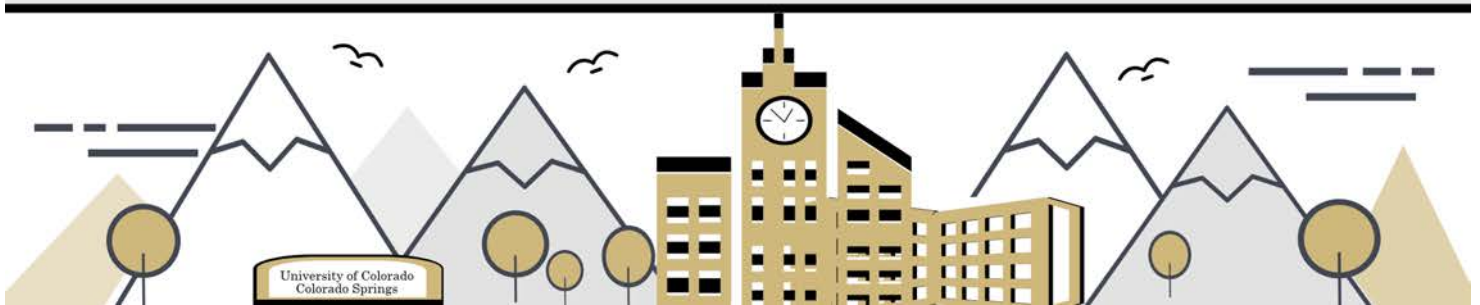


FIND YOUR CAREER AT UCCS

**Seeking to Hire:
Career Coach**

Apply online for posting # **26016**
www.cu.edu/cu-careers

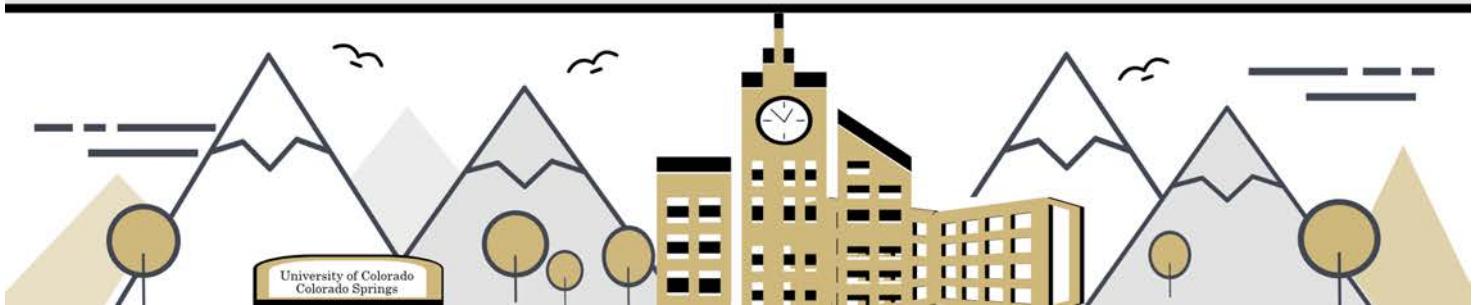
This position will assist the director and career center team in the delivery of services of a comprehensive career services program for students and alumni. This position will assist students and alumni on all career-related topics, including exploring majors and careers through a life design lens and philosophy, internship and job-search related coaching and graduate school preparation via direct, individual coaching and group programs. Also, the career coach will manage our responsive programming, including class presentations and internal departmental programming. Additional responsibilities as a collaborator include proactive programming led by others in the office and shared responsibility around employer relations.





Seeking to Hire:
Graduate School Administrative Assistant
Apply online for posting # 27892
www.cu.edu/cu-careers

This position is supports the administrative and student services functions of the Graduate School by serving at the front desk and working with all graduate school constituents. Work involves integrating, applying, and sharing knowledge related to the Graduate School at a professional level, as well as working with community members, graduate students, faculty, the Graduate School Dean, other Graduate School staff, and campus offices that collaborate with the Graduate School to accomplish its mission. Serve as the primary point of contact and professional support for supervisor, faculty, staff, prospective students, current students, outside agencies, and others regarding inquiries about the department. Provide administrative support for the Graduate School. Provide support for prospective students, current students, and alumni.





Seeking to Hire:
Marketing Coordinator - Remote
Apply online for posting # 27062
www.cu.edu/cu-careers

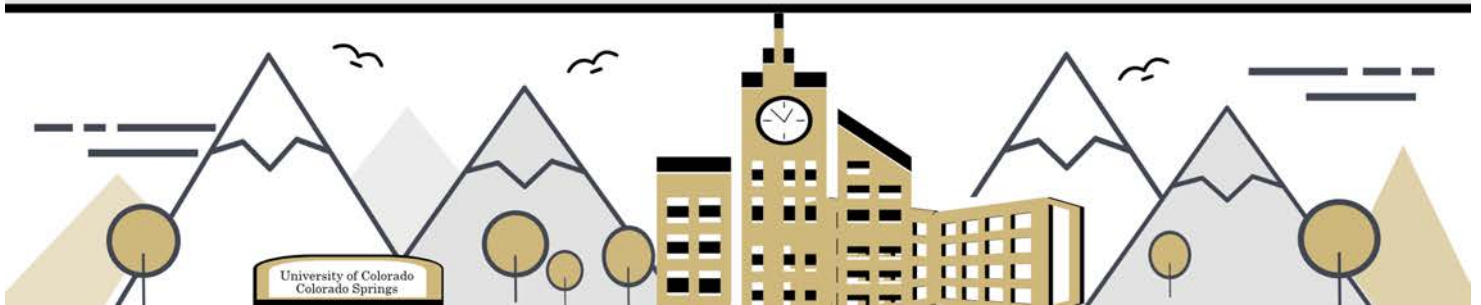
Reporting to the Executive Director of Online Initiatives, as a Marketing Coordinator for on-line education, you will support the University's mission by providing support to the UCCS Online Programs that are responsible for assisting in the planning, development, and implementation of strategic marketing initiatives, including media placement and planning, for designated UCCS Online campaigns. This position's main objective is to assist in the creation of innovative and compelling marketing campaigns that will drive enrollment in a variety of undergraduate, graduate, and professional degrees and programs. This position works in collaboration with graphic designers, marketing managers, developers, social media specialists, and various positions across the university.





Seeking to Hire:
Medical Receptionist
Apply online for posting # **27733**
www.cu.edu/cu-careers

The Medical Receptionist will serve as a liaison between patients, providers, and the community; meet patient and patient family needs; take responsibility for a patient's safety, satisfaction, and clinical outcomes; and use appropriate interpersonal techniques to resolve difficult patient situations and regain patient confidence. The Medical Receptionist will create a positive impression for each patient, family member, visitor, and staff while performing registration tasks. This includes obtaining the demographic and financial information required to complete the patient registration process. Under minimal supervision, performs a variety of clerical duties. Pre-register patients for scheduled services. Determines the correct account type for registration according to service. The goal is to assist and maintain an effective working relationship and good customer service with all Lane Center Clinics. The job scope requires critical thinking skills, decisive judgment, and the ability to work with minimal supervision. The Medical Receptionist must be able to work in a fast-paced environment and take appropriate action. This person is a resource for staff, clinic providers, and the community. They work with a multidisciplinary team of nurse practitioners, licensed professional counselors, and registered dietitians. This position is responsible for front office clinical activities that include scheduling patient appointments, answering the telephone, providing responsive customer service, collecting co-payments, following billing and collection procedures, and maintaining/verifying patient demographic information in the EHR (Electronic Health Record), including current active insurance and collecting and entering office visit transactions.

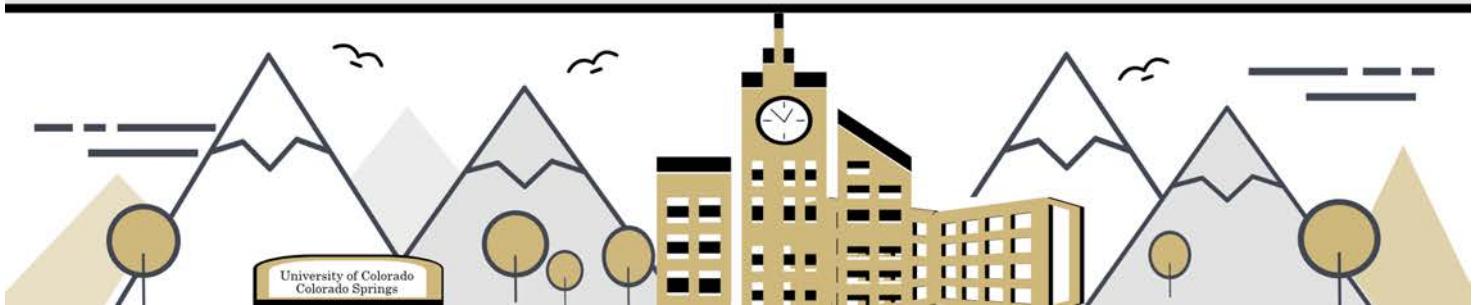




FIND YOUR CAREER AT UCCS

Seeking to Hire:
Student Aid Counselor
Apply online for posting # **26544**
www.cu.edu/cu-careers

The Financial Aid student aid counselor is a full-time position, which supports the Office of Financial Aid, Student Employment and Scholarships. The Financial Aid office provides over \$117 million dollars of federal, state, institutional and private funds to over 9,000 undergraduate and 1,800 graduate students. The primary responsibility of this position is to support and maintain all functions of the administration and coordination of the federal, state and institutional aid programs at UCCS. This position maintains a thorough and current working knowledge of all Title IV Federal, State of Colorado, and institutional rules, regulations and procedures to ensure accurate programming so that our awards are in compliance.





FIND YOUR CAREER AT UCCS

Seeking to Hire:
Student Success Coordinator
Apply online for posting # **27564**
www.cu.edu/cu-careers

The Student Success Coordinator directly serves enrolled and potential military-affiliated students as an academic mentor, coach, and adviser who is focused on services and programs to promote academic success, well-being, and retention and to facilitate student success and student development at the University of Colorado Colorado Springs. Assists the Director, Veteran and Military Affairs (VMA) and staff in the general day-to-day operations of the Student Veteran Center. Supports the Director and staff in coordinating and conducting objectives of VMA and the Student Veteran Center. Partners with Assistant Director to manage and execute the day-to-day operations of the Student Veteran Center. Provides reports to VMA Director and staff on Student Veteran Center usage to include number of visits, reasons for visits, and notable trends.





[Advanced Practice Nurse](#)

Closes 11/28/2022

[Sexual Assault Sexual Harassment Prevention and Response Specialist](#)

Closes 11/28/2022

[Diagnostic Radiologic Technologist](#)

Closes 11/28/2022

[Medical Instrument Technician](#)

Closes 11/28/2022

[Web Content Program Specialist](#)

Closes 11/28/2022

[Supervisory Medical Support Assistant](#)

Closes 11/28/2022

[Program Analyst - Training & Exercise](#)

Closes 11/28/2022

[Engineering Technician](#)

Closes 11/28/2022

[Telecommunications Specialist](#)

Closes 11/28/2022

[Animal Health Assistant](#)

Closes 11/28/2022

[Store Associate](#)

Closes 11/28/2022

[Calibration Assistant](#)

Closes 11/28/2022

[Office Automation Assistant](#)

Closes 11/28/2022

[Aviation Safety Inspector - General Aviation Ops](#)

Closes 11/28/2022

[Cyber Operations Analyst](#)

Closes 11/28/2022

[Orbital Analyst](#)

Closes 11/28/2022

[Health Technician](#)

Closes 11/28/2022

[Military Pay Technician](#)

Closes 11/29/2022

[Accountant](#)

Closes 11/29/2022

[Physician - Gynecology Surgery](#)

Closes 11/29/2022

[Equipment Specialist](#)

Closes 11/29/2022

[Supervisory Health System Specialist PEBLO](#)

Closes 11/29/2022

[Security Specialist - Information](#)

Closes 11/30/2022

[Supervisory Human Resources Specialist](#)

Closes 11/30/2022

[Transportation Security Specialist](#)

Closes 11/30/2022

[Protocol Specialist](#)

12/1/2022

[IT Specialist](#)

Closes 12/1/2022

[Licensed Professional Mental Health Counselor](#)

Closes 12/15/2022

Click on the job title to access the announcement Additional Fort Carson/Colorado Springs area positions: [USAJOBS Ft. Carson](#)



Remote Vacancies

[Public Health Analyst - Policy & Issue Management](#)

Closes 11/26/2022

[Human Resources Specialist](#)

Closes 11/26/2022

[Financial Management Specialist](#)

Closes 11/28/2022

[HR Assistant - Benefits](#)

Closes 11/28/2022

[Budget Analyst](#)

Closes 11/28/2022

[*Contract Specialist](#)

Closes 11/28/2022

[Supervisory HR Specialist - HR Development](#)

Closes 11/28/2022

[Management and Program Analyst](#)

Closes 11/28/2022

[Clinical Laboratory Scientist](#)

Closes 11/28/2022

[Human Resources Specialist](#)

Closes 11/28/2022

[Education Program Specialist](#)

Closes 11/28/2022

[IT Specialist](#)

Closes 11/28/2022

[Medical Records Technician - Coder Inpatient](#)

Closes 11/29/2022

[Medical Records Technician - Coder Auditor](#)

Closes 11/29/2022

[*Finance and Loan Analyst - Housing](#)

Closes 11/29/2022

[Supervisor Legal Administrative Specialist](#)

Closes 11/29/2022

[Program Support Assistant](#)

Closes 11/29/2022

[*Human Resources Assistant](#)

Closes 11/29/2022

[Staff Assistant](#)

Closes 11/30/2022

[Public Affairs](#)

Closes 11/30/2022

[Equal Opportunity Specialist](#)

Closes 11/30/2022

[Emergency Management Specialist](#)

Closes 11/30/2022

[*Program Analyst - Data Analytics](#)

Closes 11/30/2022

[*Administrative Officer](#)

Closes 11/30/2022

[*HR Specialist - Worker's Compensation](#)

Closes 11/30/2022

[Grant Support Specialist](#)

Closes 12/1/2022

Click on the job title to access the announcement.

*Announcement will close at a specified number of applications which can be sooner than the close date.