

PA CareerLink Site Administrator – Hazelton, PATo apply go to: www.cwds.state.pa.us

Job Order Number: 674406
Posting Date: 1/22/2010
Job Title: PA CareerLink Site Administrator
Job Order Category: Regular
Job Summary: The CareerLink Administrator is responsible for directing and coordinating all functions and operations of the CareerLink site in alignment with the State Workforce Investment Board's strategic plan, the Luzerne/Schuylkill County Workforce Investment Board's strategic plan and the CareerLink Site plan. Position requires a bachelor's degree with at least four years of experience in the workforce development field. This position requires excellent leadership, organization, communication and computer skills and the ability to work within a team structure. Salary based on education and experience.

Is this Job Opening 'American Recovery and Reinvestment Act' funding related?: No

Is this job opening considered to be a 'Green Job'?: No

City: Hazleton
State: PA
Zip Code: 18201-5985

Match Requirements

Education Level: Bachelor's Degree or Equivalent
Minimum Salary: Competitive Salary
Maximum Salary: Competitive Salary
Shift: Day, Weekend
Workweek: Full-Time
Hours Per Week: 37.50
Duration: 151 + Days

Computer Skills

Available Computer Skills: Database Software (Oracle, Access, etc.), Personal Computers, Data Entry Terminal (SVT, Mainframe Terminal, etc.), Spreadsheet Software (Lotus, Excel, etc.), Networking/LAN Software (Novell, etc.)

Language Skills

Language(s): English

Driver's License

License Type: Class C - Standard Drivers License
State: PA