

2022-2023

CAREER PLANNING GUIDE

*CAREER PLANNING RESOURCES
FACULTY/STAFF DIRECTORY
JOB & INTERNSHIP DIRECTORY*



TABLE OF CONTENTS

A Guide for First & Second Year Students	2
Employer Networking Opportunities	4
Major & Career Exploration	5
Exploring Values	7
Maximize Your Job Shadow Experience	8
Soft Skills Employers Seek	9
Writing a Cover Letter	10
Sample Cover Letter	11
Basics of Resume Writing	12
Resume Sample	13
Creating Your Reference Page	14
Tips to Ace the Job Interview	15
Practice Interviewing with Big Interview	16
Dress for Success	17
Professional Dress: “Career Closet”	18
The Art of Writing Thank You Letters	19
How to Sell Yourself at a Job Fair	20
Penn Highlands Online Job Board & Resources	21
Social Media in Your Job Search	22
Penn Highlands Faculty/Staff Directory	23
Employer Directory	31

A GUIDE FOR FIRST YEAR STUDENTS

CONNECT

CONNECT with your college community by participating in educational, cultural, and recreational programs outside the classroom. Students who become involved with campus life perform better academically.

- **Academic Advising:** Schedule to meet with your academic advisor to discuss and create a plan to reach your academic goals.
- **Athletics:** Capture your school spirit by attending athletic competitions.
- **Career Exploration:** Begin self-discovery through assessment of skills, interests, personality types, and values. Utilize programs like “Career Coach” to explore and learn more about careers that are consistent with your skills, interests, values, and goals. Meet with a career counselor to discuss results.
- **Disability Services:** Reasonable accommodations and support services are available for students with documented disabilities that are based upon the student's disability documentation and functional limitations. For more information, contact the *Student Success Center*.
- **Email:** Check your email regularly. Instructors will email you with important updates. Penn Highlands will send out reminders for upcoming events and announcements that you do not want to miss out on.
- **Library:** Make the most of a comfortable and quiet study area, advanced research resources, and professional staff.
- **myPEAK & BrightSpace:** Log on regularly. You can find your class information and schedule, and you can access most information that you may need.
- **Personal Counseling:** Meet our personal Counselor in a confidential and welcoming setting to discuss issues including time management, stress maintenance, self-esteem, relationships, and more. To set up an appointment, please contact the *Student Success Center*.
- **Student Activities:** Step out of your comfort zone and get involved in campus life. Explore Student Senate, clubs, educational, recreational events, and get involved in community service.
- **LinkedIn:** Begin creating your profile now on one of the most highly used professional recruiting social media sites. Promote your credentials as you gain them.
- **Mentoring:** Ask for a mentor who can serve as your “go to” person for advice and help. Visit the *Student Success Center* for additional information.
- **Tutoring:** If you find yourself struggling in class, you may want to request a tutor through the *Student Success Center*. Professional and peer tutors are available for students in English, mathematics, and reading classes only.

CONSULT

CONSULT with a career counselor and explore career options that would be a good fit with your skills, interests, and values. Meet with your assigned advisor to develop an educational plan that fits your needs and fulfills degree requirements. Talk with your advisor about transfer opportunities and to ensure you are completing credits that transfer to the college/university you plan to attend.

- **Major Selection:** Still undecided or thinking of changing majors? Utilize all information given from your advisor and individual research to make an informed decision. Confirm your choice of major with your advisor.
- **Free Elective Courses:** Meet with your advisors to select a range of free elective classes that will allow you to explore a variety of subjects to assist in making the best choice of major. If your major is already selected, choose electives to best enhance your career goals.
- **Informational Interviews:** Meet online or in person with professionals in your field with a prepared list of questions to learn more about potential career choices.
- **Job Shadow:** If you want to learn more about a specific occupation, consider “shadowing” an individual in the field to learn more and experience a typical workday in that career.

A GUIDE FOR SECOND YEAR STUDENTS

CONSULT (continued)

- **Job/Internship Fairs:** Attend recruiting and networking events.
- **Interview Skills:** Attend a workshop to learn proper interviewing skills.
- **Resume/Cover Letter Writing:** Attend a workshop to learn proper resume/cover letter writing techniques.
- **Summer Job:** Obtain a summer job that relates to your field of study to gain transferable experience.
- **Transfer Opportunities:** Have you considered transferring to obtain a bachelor's degree? Talk with your academic advisor as soon as possible to start planning a successful transfer.

CULTIVATE

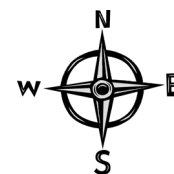
CULTIVATE your skills by experiencing the real world. Identify and participate in meaningful, professional, career-related opportunities like internships and networking events.

- **Goals:** Write them down. Do whatever it takes to make them a priority.
- **Marketability:** Engage in activities that will sharpen your professional skills.
- **Skills:** Practice and refine your verbal and written communication, interpersonal, and technical skills.
- **Leadership:** Continue to develop leadership experience by taking part in campus and community activities and continue to maintain a strong GPA. Consider becoming a tutor or mentor to a new student; applications can be obtained from the *Student Success Center*.
- **Ethics:** Develop the moral principles, standards of behavior, and values that are expected in the workforce.
- **Practical Experience:** Identify and learn about hands-on experience opportunities with your advisor and career counselor.

COMMENCE

COMMENCE with a successful career from Penn Highlands by integrating all of your experiences in academics, volunteer activities, leadership, employment, and internships into a plan for post-graduation success.

- **Alumni Connections:** Develop opportunities to begin your transition and form lifelong partnerships as alumni of Pennsylvania Highlands Community College.
- **Graduation Preparation:** Students preparing to graduate from Pennsylvania Highlands must complete a Graduation Application in order to alert the College and to request an evaluation of coursework. Application deadlines are noted in the College's Academic Calendar each year. Graduation Applications are available in the Registrar's Office or online.
- **Networking/Recruitment Events:** Review regional job/internship fairs list early in the year to determine those of individual needs and interests. Plan accordingly and attend *Western Pennsylvania Association of Career Services (WestPACS)*, *Cambria County Career Fair*, on-campus job/internship fairs, and any other appropriate fairs on the list.
- **Transfer:** Consider the option of continuing your education to obtain a bachelor's degree.



JOB & INTERNSHIP FAIRS

Job Fairs are a great place to explore career opportunities, discover jobs and internships, practice your networking skills, and establish connections for the future.

→ The College holds an annual job fair event for students and alumni to connect with regional employers. This is typically held in the spring semester.

→ Penn Highlands is part of the Western PA Career Services Association, which is made up of 50+ regional schools. Most member schools allow students/alumni from participating member institutions to attend their scheduled Job Fair events. This opens the door for you to access numerous off-campus job fair opportunities.

→ Please see page 20 for quick tips on "How to Sell Yourself at a Job Fair". In addition, you will find information in this booklet on how to dress appropriately, basic networking guidance, and resume writing and interviewing which you can use in preparation for the fair.



FALL '22 & SPRING '23 EVENTS



- ❖ Community Calendar on myPEAK
- ❖ Upcoming Events section on main webpage
- ❖ College Events emails

As a reminder, please frequently check your Penn Highlands email to stay up to date with what's happening.

MAJOR & CAREER EXPLORATION

NEED HELP FINDING A MAJOR?

The first step in the career exploration process is to understand yourself by identifying your interests, personality, skills, talents, and values through career assessments. We are pleased to offer the Career Coach interest assessment and the YouScience aptitude assessment. Our career counselors can help you gather information about career choices and devise a plan to prepare for your career.

CAREER COACH

By completing the Career Coach assessment, you can start to link your interests and skills to possible careers that may be a good fit for you. The assessment is also helpful if you are a current Penn Highlands student and want to explore changing majors or other career fields.

You can navigate to the site by going to the Penn Highlands main webpage (www.pennhighlands.edu) selecting "Quick Links" and then clicking on "Career Coach".

If it is your first time accessing the website, please "Sign Up" and complete the profile section. If you are a returning user, please "Login" using your email and the unique password you created when signing up for the account.

To optimize your use of Career Coach, be sure to:

1. Complete the "60 Question" Assessment.
 2. Review your assessment results and spend ample time exploring your "Top Major & Career Matches".
 3. Schedule an appointment with a Career Counselor to review your results and identify options.
-

YouScience

The YouScience assessment includes a series of engaging "brain-games," where students can learn their natural strengths and how they can leverage these talents in college and beyond.

The assessment is 90-minutes; however, students do not have to complete the entirety in one sitting. It must be taken from a computer or laptop device with a stable, high speed internet connection. Results will be available 24 hours after the completion of the last assessment. The results include a review of personal strengths, suggested work environments, detailed information on possible careers that match the student's skills and interests, majors that map to those careers, and much more.

To request a free account profile, contact the Career Pathways Specialist at bmostoller2@pennhighlands.edu. An email invitation will then be sent to your college email to get started.

CAREER EXPLORATION (continued)

EXPLORE YOUR POSSIBILITIES

Research:

- Use Career Coach to research careers, you can search by occupation title or search by career sectors (<https://pennhighlands.emsicc.com>)
- Learn about careers from the Occupational Outlook Handbook (www.bls.gov) and O*Net (www.onetonline.org).
- Check out the list of majors and degrees offered at Penn Highlands.
- Utilize the free “Grab & Go” material or visit the website to access additional resources including “What Can I Do With A Major In?”. This page has information on common career areas that students can enter with a particular major, typical employers that hire students in a field, and strategies designed to maximize career opportunities.

Job Shadowing:

Spend a half or full day with an employer to get a first-hand understanding of potential careers on your short list. If you need help getting started with identifying potential employers, please see page 31 to view the “Employer Directory”, which lists external employers from our local community. The directory contains employer job, internship, and job shadow information. This can be a great resource to learn about local companies and find job shadowing leads that match your career interests.

Conduct an Informational Interview:

Schedule a brief meeting that can be held in person or via telephone to learn about the real-life experience of someone working in a field or company that interests you. The purpose of the meeting is to collect information that can assist you in making your career decision. A helpful place to get started is the “Penn Highlands Staff/Faculty Directory” on page 23, which lists college employees by career sectors. The college employs a wide variety of talented individuals ranging in careers from Accounting to Information Technology. This could be a great starting point to identify professionals working within your field of interest and easily connect for a brief informational interview.

When planning a job shadow or informational interview, it will be most helpful to brainstorm and prepare a handful of questions prior to your meeting, that way you can make the most of your conversation with the professional. Think about what you really want to know and if you have any unanswered questions or concerns in relation to the career. You can work with a career counselor to develop a list of helpful questions or see page 8 for a listing of possible questions you could ask during a job shadow or informational interview.

After you learn more about yourself, explore the many different career opportunities, talk with a career counselor, and establish your career goals. We then recommend scheduling an appointment to meet with your academic advisor or an advisor at the *Student Success Center* as they can assist you with making the necessary changes to your class schedule, completing the change of major form, discussing transfer options, and reviewing your academic plan.

EXPLORING VALUES

Values highlight what's most important to you. Some questions you want to ask yourself when considering values and your career are:

- Do you want to work for a large or small organization/company?
- Is working with other people more appealing than working alone?
- Do you like your responsibilities to be well defined or do you like some room for creativity?

The list below describes values and attitudes related to job satisfaction. Check off all the work values you consider important. Return to your selection and choose 4 to 5 most important values. If there are other work values that are not included in this list that you feel are important, please add them to your list. Once you come up with values that are currently the most important to you, keep them in mind as you consider different career paths.

- Help Society:** Do something that contributes to improving the world we live in
- Help Others:** Involved directly helping people either individually or in small groups
- Public Contact:** Have a lot of day-to-day contact with people
- Work with Others:** Work as a team member towards common goals
- Affiliation:** Be recognized as a member of a particular organization
- Make Decisions:** Have the power to decide on courses of action and policies
- Work Alone:** Do projects on your own with minimal contact with others
- Competition:** Engage in activities that clearly compare my abilities to others
- Power and Authority:** Oversee and delegate work activities of other people
- Work Under Pressure:** Time pressure and deadlines are prevalent
- Influence on People:** Be in a position to change attitudes or opinions of other people
- Fast Pace:** Work in situations where there is a lot of activity and tasks must be completed quickly
- Excitement:** Experience a high or frequent level of excitement in the course of my work
- Adventure:** Have work duties that require frequent risk taking
- Profit:** Have a strong likelihood of earning a substantial salary from work
- Recognition:** Be acknowledged publicly for the quality of my work
- Independence:** Determine the nature of my work without significant direction from others
- Moral Fulfilment:** Feel that work contributes to a set of morals that I feel is important
- Location:** Find a place to live, which is conducive to my lifestyle
- Community:** Live where I can participate in community affairs
- Time Schedule:** Be able to work according to my own schedule
- Knowledge:** Engage in the pursuit of knowledge and truth
- Intellectual Status:** Become an expert in a given field
- Artistic Creativity:** Engage in creative work related to the arts
- General Creativity:** Create new ideas for programs, written materials, and organization
- Aesthetics:** Study or appreciate the beauty of objects and ideas
- Supervision:** Have a job in which I am directly responsible for the work of others
- Change and Variety:** Have work responsibilities which frequently change
- Precision Work:** Work in settings where details are important and there is little margin for error
- Stability:** Have duties and work routines that are highly predictable
- Security:** Be assured of keeping my job and a reasonable financial reward

Adapted from University of Pennsylvania Career Services "Exploring Values" worksheet.

QUESTIONS TO ASK EMPLOYERS

JOB SHADOWS • INFORMATIONAL INTERVIEWS • JOB SEARCHING

This list can be used if you are unsure what types of questions you should ask employers during a job shadow, informational interview, or when job searching. The questions below can be tailored to fit your needs and area of interest. Please note, you do not have to ask all the questions listed on this page. Consider selecting 5-10 questions from the list below. Take a notebook along with you the day of the shadow, so you can take notes. Also, be prepared with a list of questions you want to ask.

1. How long have you been working in this field/department?
2. How did you get into this occupation?
3. What were the jobs you had previously that helped you get your current job? What steps did you take?
4. How long did the job search process take for you? In what kind of job market? What were some of the things you learned during that process?
5. Are there other areas in your industry that you find yourself interested in/that relate to your areas of expertise?
6. How do you see jobs in this area changing over the next few years? What can I do to prepare myself to keep up with these changes?
7. What type of education and/or training was required for this job?
8. How did you get your job with this company? Did you complete an internship?
9. How does this job support your way of living in terms of income, working hours, continuing education, and leisure time?
10. What is the top soft (transferable) skill needed to be successful in this field?
11. What is the most desirable hard (technical) skill employers seek in candidates in this field?
12. What is a typical day like for an intern with your company?
13. What do you enjoy most about your job? What do you like least about your current job?
14. What is the most important experience(s) you would recommend listing on a résumé?
15. Do you think there is a greater emphasis on GPA (grade point average) or student involvement outside the classroom?
16. What is the preference for the length of a resume for an entry level candidate in this field?
17. How much value do you place on the cover letter? What makes an effective cover letter in your opinion?
18. What kinds of experiences would you recommend in order to become a more marketable candidate?
19. What type of elective courses would you recommend students of any major to take?
20. What are the traits and skills that make you more likely to advance within your company?
21. What do you consider in today's market to be basic computer skills?
22. How does your company structure interviews? Do you use Skype, telephone, or other technology?
23. Do you feel that social media has a significant impact on the recruiting and screening process for candidates in this field?
24. Can you give an example of a good follow-up question that a candidate can ask an interviewer?
25. If you could give one tip to someone who is considering applying to your company, what would it be and why?
26. What are the most common challenges in this department/occupation?
27. What kind of personal satisfaction do you receive from your job?
28. What professional associations are there in this industry? In your occupation?
29. Are there some websites that you suggest I explore? What journals or magazines would you recommend I read?
30. Who else should I talk to about this occupation?

WHAT EMPLOYERS REALLY WANT



CRITICAL THINKING/ PROBLEM SOLVING

- Exercises sound reasoning
- Obtains, interprets, and uses knowledge, facts, and data
- Demonstrates originality and inventiveness



PROFESSIONALISM/ WORK ETHIC

- Demonstrates effective work habits and personal accountability
- Demonstrates integrity and ethical behavior
- Able to learn from mistakes



ORAL/WRITTEN COMMUNICATIONS

- Clearly articulates thoughts and ideas
- Able to express ideas to others
- Writes effectively and clearly



DIGITAL TECHNOLOGY

- Leverages existing digital technologies
- Adapts to new and emerging technologies

**ARE YOU
CAREER
READY?**



LEADERSHIP

- Leverages the strengths of others to achieve common goals
- Uses interpersonal skills to coach and develop others
- Organizes, prioritizes, and delegates work



TEAMWORK/ COLLABORATION

- Builds collaborative relationships with colleagues and customers
- Able to work within a team structure
- Can negotiate and manage conflict



GLOBAL/ INTERCULTURAL FLUENCY

- Values, respects, and learns from diverse cultures, races, ages, genders, sexual orientations, and religions
- Demonstrates openness, inclusiveness, sensitivity and the ability to interact respectfully with all people and understand individual differences



CAREER MANAGEMENT

- Articulates personal skills, strengths, knowledge, and experiences
- Identifies areas necessary for professional growth
- Takes the steps necessary to pursue opportunities

Adapted from NACE

COVER LETTER WRITING

First and Last Name

Address
City, State Zip

Phone number
Email address

Date (Month, Day, Year)

Contact Name (If known)
Contact Title (If known)
Company Name
Company Address Line 1
Company Address Line 2

Dear Ms., Mrs., or Mr. Last Name: (If unknown use "Hiring Manager")

Paragraph 1: Reveal why you are writing this letter. Name the position or type of position you are applying for. Mention any sources you received information from regarding this organization or opportunity. Connect your skills with the requirements of the job. Capture the reader's interest.

Paragraph 2-3: State your current educational status and how you feel it has prepared you for this opportunity. Cite any practical experience you may have obtained outside the classroom, on or off campus. Mention how all your past work experience has allowed you to develop certain marketable skills and describe them. Be sure to include both hard (technical skills learned in your field) & soft (transferable skills, i.e., communication, problem-solving, teamwork) skills. Do some research on the organization so that you can state your genuine interest in this particular employer and why it is a good fit for you, not how it will help you. Try to match your skills and experiences with the needs of the employer. Avoid repeating your resume and use the cover letter to elaborate on points highlighted in your resume.

Paragraph 4: Offer an available time to meet in person to further discuss your qualifications. Mention the enclosed resume. Provide a phone number that you can be reached at if the employer wants to reach you. Thank the employer for their time.

Sincerely,

Your Signature

Your typed name
Enclosure

SAMPLE COVER LETTER

1225 Hampton Boulevard
Norfolk, VA

March 14, 2018

Ms. Diane C. Strand
Manager of Human Resources
Atlantic Coast Industries, Inc.
2900 Virginia Beach Boulevard
Virginia Beach, VA 23464

Dear Ms. Strand:

I am applying for the position of Systems Analyst which was advertised on March 11 with career services at Old Dominion University. The position seems to fit very well with my education, experience, and career interests.

Your position requires experience in computer systems, financial applications software, and end-user consulting. With a major in management information systems, I have training on mainframes, minicomputers, and microcomputers as well as with a variety of software programs and applications. My practical experience in my university's computer center as a programmer and as a student consultant for system users gave me valuable exposure to complex computer operations. Additionally, I worked as a cooperative education student in computing operations for a large bank where I gained knowledge of financial systems. My enclosed resume provides more details on my qualifications.

My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Atlantic Coast Industries.

Thank you in advance for your time and consideration. Please don't hesitate to contact me if you need further information. I look forward to hearing from you.

Sincerely,

(Written signature)

James D. Young

Come to the point. Reveal your purpose and interest. Identify the position and your source of information. Introduce your themes.

Outline your strongest qualifications that match the position requirements based on themes you selected. As much as possible, provide evidence of your related experiences & accomplishments.

Convince the employer that you have the personal qualities and motivation to perform well in the position. **SELL YOURSELF!**

Show appreciation to the reader for his/her time and consideration.

Suggest an action plan. Request an interview and indicate that you will call during a specific time period to discuss interview possibilities.

ACTION VERBS

<p>ACCOMPLISHED ACHIEVED ACQUIRED ADJUSTED ADMINISTERED ADDRESSED ADVISED APPROVED ARRANGED ASSEMBLED ASSESSED ATTAINED BUDGETED BUILT CALCULATED COACHED COLLABORATED COLLECTED COMMUNICATED COMPILED COMPLETED DELEGATED</p>	<p>DELIVERED DEMONSTRATED DESIGNED DETECTED DETERMINED EFFECTED ELIMINATED EQUIPPED ESTABLISHED EVALUATED EXAMINED EXPEDITED FACILITATED FOLLOWED FORMULATED FOSTERED GATHERED GENERATED IDENTIFIED IMPLEMENTED IMPROVED INCORPORATED</p>	<p>INCREASED INITIATED LOCATED LOGGED LOWERED MAINTAINED MANAGED MODIFIED MONITORED MOTIVATED NEGOTIATED NOTIFIED OPENED OPERATED ORDERED ORGANIZED PARTICIPATED PERFORMED PERSUADED PLANNED PREDICTED PREPARED</p>	<p>RECEIVED RECORDED REDUCED REFERRED REORGANIZED REPORTED RESEARCHED SECURED SELECTED SOLICITED SORTED STANDARDIZED STRATEGIZED SUPERVISED TABULATED TAUGHT TRAINED TRANSFERRED TRANSLATED UPGRADED UTILIZED WROTE</p>
--	---	---	---

RESUME WRITING

The following heading categories comprise the areas of experience employers most value. While you most likely will not possess all of them, be sure to review the entire list, so you don't overlook great resume builders within your own background. This worksheet is designed to assist students in creating a draft resume.

First and Last Name

Address
City, State Zip

Phone number
Email address

EDUCATION

(Include **Full Name of Degree**, i.e., **Associate of Science, Accounting**, Name of School, City, State, and date of graduation. Do not list high school information unless a college freshman.)

HONORS/ AWARDS

(May include areas such as, **Academic**: cumulative GPA, dean's list, honor society, academic scholarships. **Work**: achievements, attendance, work ethic. **Community**: same.)

INTERNSHIP

(Include Site, City, State, Dates, and be sure to list specific duties and achievements. Always write in action verb format... "Trained new employees," rather than, "I trained.")

WORK EXPERIENCE

(List work beginning with most recent and then back chronologically, including **Job Title**, Company Name, City, State, and Dates. Use bullet or narrative format to list duties, skills, and achievements. Continue with good descriptive action verb format and don't forget soft skills: teamwork, problem solving, leadership, communication, etc.)

LEADERSHIP

(May include experiences outside of work such as athletics, community club/committee officer level position. As always, must provide **Title**, Organization, City, State, and Date.)

CO-CURRICULAR

(May include activities outside the classroom that are primarily pursued for individual professional growth and development, i.e. club/committee member. Be sure to include: **Name of Activity**, Organization, City, State, and Date.)

VOLUNTEER

(Defined as using skills/time to benefit others, while often gaining and improving the soft skills employers seek. Be sure to include: Name of Organization, City, State, and Date.)

COMPUTER

(List areas of proficiency for all computer skills. For example: Proficient in Microsoft Word, Microsoft PowerPoint, Adobe Premier, and AutoCAD 2017.)

CERTIFICATIONS

(Does not have to be related to field. Demonstrates broad interests and abilities. Examples may include CPR/First Aid, Computer, Leadership, Training, etc. Must list **Full Name of Certification**, Sponsoring Body, City, State, and Date.)

RESUME SAMPLE

James D. Young

888 Any Street ■ Johnstown, PA 15901 ■ (814) 222-1111 ■ jyoung18@gmail.com

EDUCATION: **Associate of Applied Science, Criminal Justice,**
Pennsylvania Highlands Community College, Johnstown, PA, May 2021.

HONORS: Sigma Alpha Pi- National Society of Leadership and Success, GPA: 3.4/4.0

INTERNSHIP: **Pennsylvania State Department of Corrections,**
Summer in the City/Prison Project, Philadelphia, PA, June-July 2020.

- Job shadowed parole officers on ride along.
- Participated in seminars including; sentencing guidelines, prison gang tattoos, inmate manipulation and sanction guidelines.
- Explored the role of a prison chaplain as well as faith-based prison efforts through interactive round table discussions and individual interviews.
- Immersed in a 24-hour homeless experience simulation.

WORK

EXPERIENCE: **Store Clerk,** Save A Lot, Johnstown, PA, April 2012-Present.

- Maintain consistently outstanding job performance reviews from supervisor in areas including attendance, customer service, and work ethic.
- Responsible for product/price data entry and merchandise receiving, and product oversight.
- Train new employees in the areas of customer service, health and safety procedures, and operational procedures.

Sales Associate, Garden Nursery, Johnstown, PA, April 2008- April 2012.

- Developed exceptional customer service and communication skills in a fast-paced retail environment.
- Demonstrated collaborative abilities as part of a team in completing individual client landscape projects with attention to detail, quality, and efficiency.
- Established a strong work ethic at an early age with punctuality, overtime hours, and effective time management.

LEADERSHIP: **Vice President of Student Government,** Pennsylvania Highlands Community College, Johnstown, PA, June 2019-Present.

CO-CURRICULAR: **Psychology Club,** Pennsylvania Highlands Community College, Johnstown, PA, February 2019-Present.

VOLUNTEER: No Walls Homeless Ministry, Pittsburgh, PA, April 2015-Present.

COMPUTER: Proficient in Microsoft Office Software: Word, Excel, PowerPoint, and Publisher.

CERTIFICATION: **CPR & First Aid,** American Red Cross, Johnstown, PA, May 2020.

REFERENCES

This worksheet is designed to assist students in creating a reference sheet. References need to be on a separate page from the resume document. Include 3 to 5 Professional References. Do not include friends, relatives, or parents as references. Use professionals who can give you a positive review. Make sure you have permission to use an individual for a reference. Also, keep them up to date when you apply and interview for positions, so they can be prepared when they receive a call from an employer.

Address
City, State Zip

First and Last Name

Phone number
Email address

REFERENCES

Contact Name
Contact Title
Company Name
Company Address Line 1
Company Address Line 2
Contact Phone
Contact Email

Contact Name
Contact Title
Company Name
Company Address Line 1
Company Address Line 2
Contact Phone
Contact Email

Contact Name
Contact Title
Company Name
Company Address Line 1
Company Address Line 2
Contact Phone
Contact Email

INTERVIEW TIPS

Interviews are your chance to sell your skills and abilities. Preparation is vital as it will help to build confidence. The tips below can be used to help you prepare in advance for the interview.

Before the Interview:

- Know the company and the position you are interviewing for.
- Use resume as a study guide to identify multiple examples of your skills/experience.
- Write an effective list of your most positive attributes and hard/soft skills and provide examples.
- Practice.
- Have your questions prepared.

On the day of the interview, remember to:

- Go by yourself and plan your schedule so you arrive 10 to 15 minutes early.
- Bring a notebook and pen.
- Take extra copies of your resume and a list of references.
- Look professional. Dress in a manner appropriate to the job (see professional dress & "Career Closet" information on the following pages).
- Leave your MP3 player, coffee, soda, or backpack at home or in your car.
- Turn off your cell phone.
- Have a winning attitude:
 - Be enthusiastic. By being upbeat and having a positive attitude, you'll show the job interviewer within the first few seconds that you are a "can-do" person who will be an asset to their organization.
 - Be determined. You have to make it clear that you want this job more than anything else.
 - Be informed. You need to know about the company and what they'll expect you to do for them.

During the interview:

- Display confidence during the interview.
 - Shake hands firmly, smile, maintain eye contact, and good body posture.
- Listen carefully. Welcome all questions, even the difficult ones, with a smile.
- Give honest, direct answers.
 - Develop answers in your head before you respond. If you don't understand a question, ask for it to be repeated or clarified. You don't have to rush, but you don't want to appear indecisive.
- Respond with answers based on STAR (Situation/Task, Action, Result) for behavioral style questions:
 - What was a situation or task you faced?
 - What action did you take to solve it?
 - What was the result?

End the interview with a good impression:

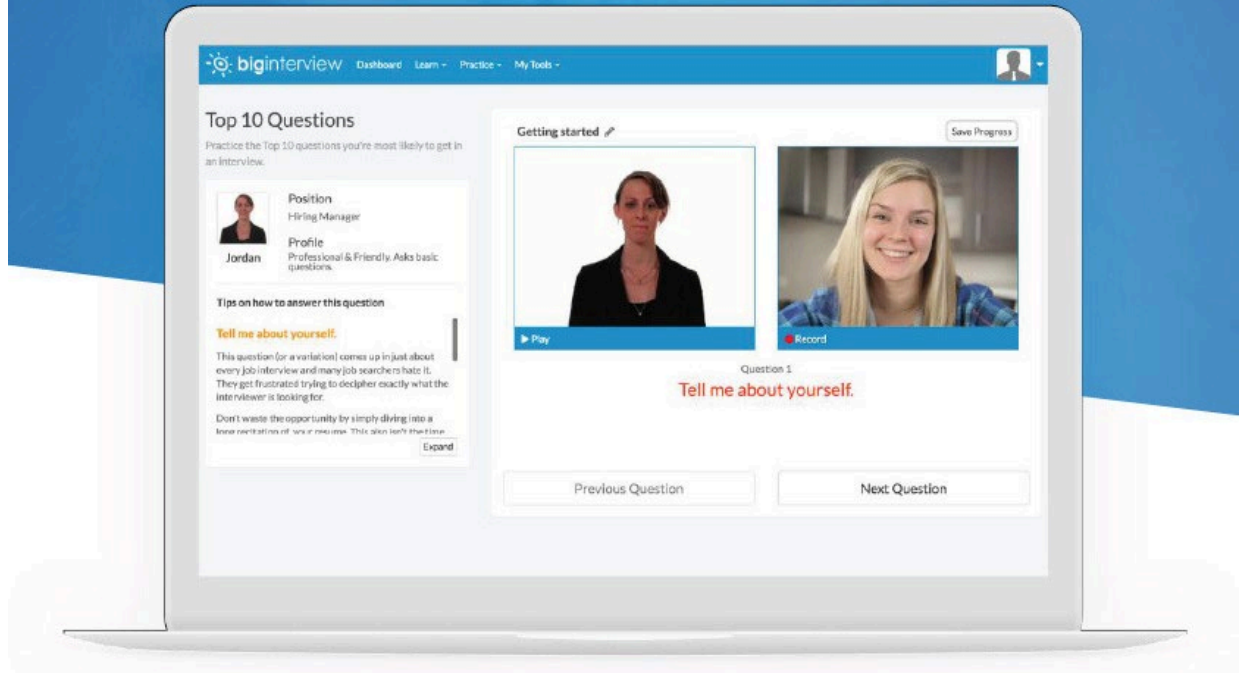
- Restate any strengths and experiences that you might not have emphasized earlier. Mention a particular accomplishment or activity that fits the job.
- Ask 2-3 follow-up questions that will demonstrate your interest in the job and the company. This might include commenting on the news you learned from the company website, and then asking a question related to it.
 - Find out if there will be additional interviews. Ask when the employer plans to make a decision. Indicate a time when you may contact the employer to learn of the decision. Thank the interviewer for their time and ask for their business card.

After the interview:

- Don't forget to send a thank you note or letter after the interview. See page 19 for more details and a sample letter.



Simple Software for Better Interview Skills



WHAT IS BIG INTERVIEW?

Big Interview gives you both "FAST TRACK" and "MASTERY TRACK" systems of lessons and virtual Interview practice – to get you ready.



Learn

Find out exactly what interviewers are looking for and learn how to anticipate and properly answer the toughest questions.



Practice

Once your answers are planned and refined, use our Practice tool to make your delivery confident and natural.



Analyze

Use our built-in feedback tools to get objective analysis on your progress from mentors, professors, coaches, or friends.

To create your free account please visit: <https://pennhighlands.biginterview.com/> and select "Register". You will need to enter your Penn Highlands email address, your first name, and your last name and create a password.

DRESS FOR SUCCESS

Dress for Success: Women and Men

What do you wear to a career fair?
To a job interview?
To your first day on the job?



Look professional—first impressions count. **HERE'S WHAT TO WEAR:**

What to Wear: Women



SUIT: Wear a conservative suit or conservative dress in black, navy, or dark gray. Skirt length should fall just at or barely above the knee. Pants should be hemmed to skim the top of your shoes.



SHIRT: Pair your suit with a white or light colored blouse, a nice sweater, or a shell.



HOSIERY AND SHOES: Hosiery should be plain or neutral. Shoes should be a closed-toe pump or low-heeled shoe that matches your suit.



ACCESSORIES: Wear a minimum amount of jewelry: small earrings, a watch, a ring.



GROOMING: Have a well-groomed hairstyle and wear minimal and natural-looking makeup. Your fingernails should be clean. Wear a light polish or no polish.



WHAT NOT TO WEAR: Short skirts, shorts, see-through or low-cut shirts, sandals, clanking or large jewelry

What to Wear: Men



SUIT: A conservative, two-piece suit in black, navy, or dark gray is appropriate. Khakis, if business casual is called for.



SHIRT: Pair it with a long-sleeved white or light blue tailored shirt



TIE: Choose a conservative tie. Look for something with stripes or a small pattern.



SHOES: Wear polished dress shoes, dark socks, and a belt to match your shoes.



ACCESSORIES: Wear a minimum amount of jewelry: a watch, a ring.



GROOMING: Have a well-groomed hairstyle and clean fingernails.



WHAT NOT TO WEAR: Shorts, jeans, t-shirt, wild tie



PENNSYLVANIA
HIGHLANDS
COMMUNITY COLLEGE

CAREER CLOSET

The Career Closet is a great opportunity for students, allowing those in need of an interview or workplace outfit to have a year-round option to choose professional attire.



WHAT IS THE CAREER CLOSET?

The **Career Closet** is a free service that provides Penn Highlands students with the opportunity to acquire professional dress items and assemble an outfit to wear at interviews and job fairs.

To access this resource and obtain complimentary interview attire, visit the **Transfer & Career Planning Office** during normal operating hours. *No appointment is necessary.*

HOW DOES IT WORK?

DO I HAVE TO RETURN THE ITEMS?

No. The items you select from the Career Closet are yours to keep.

ARE THERE ANY CHARGES OR FEES FOR USING THE CAREER CLOSET?

No. This is a service that is completely free to Penn Highlands students.

DO I NEED AN APPOINTMENT?

No appointment is necessary.

ABOUT CAREER PLANNING

The Transfer and Career Planning Office can help students explore, create, and finalize a plan for after they complete their program of study at Penn Highlands. Students who are planning to enter the workforce following graduation can access help with developing their career plan by contacting the Career Pathways Specialist. This specialist will help students explore career and job opportunities.



Questions? Contact us today!
Transfer & Career Planning // 814.262.6457 // bmostoller2@pennhighlands.edu

THE ART OF WRITING THANK YOU LETTERS

The thank-you letter is one of the most important, yet least used tools in a job search. It is used to establish goodwill, express appreciation, and/or strengthen your candidacy. Consider this: If your application and interview are equal to that of another candidate, the person sending the thank-you letter gets the recruiter's attention one more time.

When used to follow up on employment interviews, thank-you letters should be sent within 24 hours to everyone who interviewed you. (Not possible or appropriate to send a thank-you letter to everyone you met during the interview? Send a thank you to your host and ask that he or she extend your appreciation to the group.) It is helpful to ask each interviewer for his or her business card. You'll walk away with important information. You'll have the recruiter's full name, spelled correctly, e-mail address, street address, and other contact information.

Thank-you letters are concise and personalized. The key is making a connection to the person and reiterating an idea discussed during the interview. Here are some simple steps to get started:

- Express your sincere appreciation.
- Re-emphasize your strongest qualifications. Draw attention to the good match between your qualifications and the job requirements.
- Reiterate your interest in the position. Use the opportunity to provide or offer supplemental information not previously given.
- Restate your appreciation.

SAMPLE THANK-YOU LETTER

Ms. Nina McVay
Recruiter – XYZ Financial Services
500 Main Street
Johnstown, PA 15901

Dear Ms. McVay,

Thank you very much for speaking with me yesterday about the financial planner position currently available at XYZ Financial Services. Our conversation confirmed my interest in this position.

As we discussed during the interview, a successful financial planner must possess a solid understanding of the industry as well as strong communication skills to discuss options with clients. The internship I completed with NMO Bank this past summer afforded me the opportunity to develop the skills and knowledge I can bring to XYZ Financial Services. The insight you provided about XYZ Financial's focus on customer service helped me understand your company's commitment to its clients. This is the type of company I hope to work for.

Please let me know if I can provide further information. In the meantime, I look forward to hearing from you.

Sincerely,

Ashley Ingalls

Adapted from the National Association of Colleges and Employers

HOW TO SELL YOURSELF AT A JOB FAIR

A job/ internship fair is a great place to gather information about potential employers and make contacts that can lead to your first job. Here's some advice on how to make the most of your time.

5 THINGS TO TAKE TO THE JOB FAIR

1. Information about the organizations attending. Gather information as you would for a job interview on organizations you're interested in talking to. To maximize the brief time, you have with each employer, you need to know how your skills and interests match their needs. And don't just concentrate on the "big names." There are often great opportunities with smaller companies or those with which you are not familiar.
2. A 30-second "sales pitch." Share basic information about yourself and your career interests like this: "Hello, I'm Carrie Jones. I'm a senior here at Wonderful University and I'm majoring in English. I'm very interested in a marketing career. As you can see on my resume, I just completed an internship in the Marketing Division of the ABC Company in Peoria. I've taken some courses in business marketing. I'm very interested in talking with you about marketing opportunities with your organization."
3. Copies of your resume (10 to 15, depending on the size of the event). Be sure it represents your knowledge, skills, and abilities effectively. It needs to look professional—easy to read format on plain white or cream-colored paper—and be free of typos. If you are looking at several career options, you may want to have two or more targeted resumes with different career objectives!
4. A smile, a strong handshake, and a positive attitude. First impressions are important. Approach an employer, smile, and offer your hand when you introduce yourself.
5. Energy! Career fairs require you to be on your feet moving from table to table for an hour or so. Each time you meet someone, be at your best!

5 THINGS NOT TO DO AT THE JOB FAIR

1. Don't "wing it" with employers. Do your homework! Research the companies just as you would for an interview. Focus on why you want to work for the organization and what you can do for them.
2. Don't cruise the booths with a group of friends. Interact with the recruiters on your own. Make your own positive impression!
3. Don't carry your backpack, large purse, or other paraphernalia with you. Carry your resume in a professional-looking portfolio or a small briefcase. It will keep your resume neat and handy and gives you a place to file business cards of recruiters that you meet. Stow your coat, backpack, or other gear in a coatroom.
4. Don't come dressed casually. A career fair is a professional activity—perhaps your first contact with a future employer.
5. Don't come during the last half hour of the event. Many employers come a long distance to attend the fair and may need to leave early. If you come late, you may miss the organizations you wanted to contact!

5 THINGS TO TAKE HOME FROM THE JOB FAIR

1. Business cards from the recruiters you have met. Use the cards to write follow-up notes to those organizations in which you are most interested.
2. Notes about contacts you made. Write down important details about particular organizations, including names of people who may not have had business cards. Take a few minutes after you leave each table to jot down these notes!
3. Information about organizations you have contacted. Most recruiters will have information for you to pick up, including company brochures, computer diskettes or CD's, position descriptions, and other data. You won't have time to deal with these at the fair!
4. A better sense of your career options. If you have used the event correctly, you will have made contact with several organizations that hire people with your skills and interests. In thinking about their needs and your background, evaluate whether each company might be a match for you.
5. Self-confidence in interacting with employer representatives. A career fair gives you the opportunity to practice your interview skills in a less formidable environment than a formal interview. Use this experience to practice talking about what you have done, what you know, and what your interests are.

Courtesy of the National Association of Colleges and Employers.

JOB/INTERNSHIP SEARCHING

Job postings can be found online at College Central Network:

www.collegecentral.com/pennhighlands

This site is free for all Pennsylvania Highlands Community College students. Instructions to activate your account:

1. Upon accessing the page, first-time users can select **"Students"** and then select **"Pre-registered? Activate your account!"** to get started.
2. Your User ID is your Penn Highlands Student ID number. If your ID number is less the 6 digits, please add a "0" before your ID number to make it 6 digits. For example, if your 5-digit Student ID is 55555, you will need to place a 0 before the ID number, so you will enter 055555.
3. Then enter your Penn Highlands school email address and click the "Activate Account" button.
4. You will be prompted to create your own unique password and finish your registration.

The screenshot shows a purple header with the text "Visit our online Job Board" and "Your job search starts here!". Below the header is a list of features and benefits, each preceded by a circular icon with a plus sign. At the bottom, there are two buttons: "JOB SEEKERS: LOG IN NOW!" and "TAKE CHARGE OF YOUR FUTURE!". The website name "CollegeCentral.com" and the slogan "Go here. Get jobs." are also visible.

Visit our online Job Board
..... Your job search starts here!

CollegeCentral.com/pennhighlands.edu

- SEARCH OUR EXCLUSIVE JOB LISTINGS AND SET UP YOUR JOB AGENT TODAY!
- CREATE YOUR ONLINE RÉSUMÉ. IT'S **EASY** WITH OUR RÉSUMÉ BUILDER!
- BUILD, UPDATE, AND FORWARD YOUR ONLINE CAREER PORTFOLIO TO EMPLOYERS!
- READ OUR CAREER-RELATED ANNOUNCEMENTS!
- CHECK OUT AND REGISTER TO ATTEND OUR LATEST CAREER EVENTS!
- DOWNLOAD OUR SCHOOL'S FREE CAREER ADVICE DOCUMENTS AND PODCASTS!
- READ HUNDREDS OF FREE CAREER-RELATED ARTICLES!
- VIEW AND APPLY TO JOBS ON THE NATION'S LARGEST ENTRY-LEVEL JOB BOARD!

JOB SEEKERS: LOG IN NOW! TAKE CHARGE OF YOUR FUTURE!

CollegeCentral.com Go here. Get jobs.

HireOwl is a resource that connects you to a variety of employers through projects, short-term jobs, and internships that can work with your busy schedules. HireOwl gives you the ability to select opportunities, connect with employers, and earn money in a single location.

If you're interested, it's easy to get started! Head to www.HireOwl.com, register with your school email and fill out your profile. You will start receiving alerts about resume-building projects and job opportunities.

The screenshot shows the HireOwl logo at the top, which features a blue graduation cap with an owl's face. Below the logo is a grid of five light blue boxes, each containing an icon and a brief description of a benefit. The bottom box is wider than the others.

HireOwl

- Minimum \$10/hr. Often \$25/hr+.
- Work experience to boost your resume.
- Grow your professional network.
- Exposure to multiple industries, including startups.
- 100% free to join.

SOCIAL MEDIA IN YOUR JOB SEARCH

Social media is a great way to stay in touch with friends and relatives, but it also can be a useful tool in your job search. Employers are using social media sites like LinkedIn, Twitter, Facebook, and YouTube to both promote their organizations and connect with potential job candidates. While social media can help you research employers (critical to your job-search success), be sure to use it more actively—as a way to connect with potential employers. By following a few basic tips, you can use social media to get in front of hiring managers.

Get Noticed. There are a few key points to keep in mind when using social media as a job-search tool.

Create a Profile That Gives a Positive Impression of You. Think of it as your online resume: What do you want it to say about you? Hiring managers can get a stronger sense of who you are, and if you're a potentially good fit for their company, through your profile.

Be Aware of the Keywords You Include in Your Profile. This is particularly true for sites focused on professional networking, such as LinkedIn. Many employers do keyword searches to find profiles that contain the skill sets they're seeking in potential hires.

Don't Include Photos, Comments, or Information You Wouldn't Want a Potential Employer to See. Don't Mix Personal with Professional. The social media you use in your job search has to present you as a potential employee—not as a friend. Follow the rules for writing a resume.

Make Sure Your Profile Is Error-Free. You wouldn't offer up a resume rife with misspellings, would you?

Choose Appropriate Contact Information. Your e-mail address or Twitter handle should be professional—a simple variation on your name, perhaps—rather than suggestive or offensive.

Connect. Many organizations have embraced social media as an extension of their hiring practices and provide information that you can use to research the organization and connect with hiring managers and recruiters.

- Check your college/university's social media groups; many times, employers join such groups.
- Check social media groups that are focused around your field of interest or career.
- Search for the social media pages, profiles, and videos of organizations that interest you. Many organizations post job descriptions, information about salaries, and more.
- Ask questions. Even something as broad as "Is anyone hiring in [industry]?" may bring responses and asking questions about a specific organization— "What's it like to work at Company X?" can give you insight into the organization and its culture.

Stay Connected. Keep in touch with recruiters or other decision makers you may interact with in cyberspace. There may not be an available opportunity at their organization right now, but that could change, and you want to be considered when it does. In addition to maintaining your network, use social media to build your network. Don't just establish a social media presence—work it. Reach out. Interact. You will get out of social media what you put into it.

BUILDING A STRONG LINKEDIN PROFILE

- Use keywords in your summary statement. Many employers search by keyword, so use keywords—technical terms and skills—from your field. Not sure what your best keywords are? Find profiles of people who hold the job you'd like to get and see which keywords they use.
- Write short text. Describe your skills and abilities in short bursts of keyword-rich text. Use bullets to separate information.
- List all your experience. LinkedIn, like other social media, helps you connect with former colleagues and networking contacts who may be able to help you find a job opportunity. It also gives an employer searching to fill a job a description of your expertise.
- Ask for recommendations. Collect a recommendation or two from someone at each of the organizations where you've worked. Don't forget to get recommendations for internships you've completed.
- Refresh your news. Update your status about major projects you've completed, books you're reading, and professional successes you've had, at least once a week. This lets your professional contacts know what you are doing and serves as a sign of activity for potential employers.

Begin creating your profile now on one of the most highly used professional recruiting social media sites. Promote your credentials as you gain them. Go here to get started on your free account: www.linkedin.com.

Courtesy of the National Association of Colleges and Employers.

**faculty/staff
directory**

Penn Highlands Faculty/Staff Directory

Informational Interviewing

Conduct a one-on-one interview with a college employee to broaden career exploration and assist with a career choice.

The directory is categorized by career sectors. You will find the name, title, and contact information for the faculty/staff in the second column. You can also look at the listed degree, area of study, and certifications for each professional to determine if it is a match for your interests. You can contact the listed professionals by the number and/or email address listed to schedule a brief meeting to learn more about their career background.

To make the most out of the experience, plan to make a list of potential questions you might want to ask in order to help you find the information you want. If you need help brainstorming questions to ask, please see page 8 "Questions to Ask Employers".

Career Sector	Title, Name, & Contact Info.	Degree Area of Study Certification
Arts, Audio/Video Technology, & Communications	Adjunct Instructor - Patrick Baney 814.330.5115; pbaney@pennhighlands.edu	Bachelor's, Master's BS: Sociology/Anthropology MA: Adult Education PhD (ABD): Communications Media 7-12 PA Cert. Social Studies; 7-12 PA Cert English/Language Arts
	Adjunct Instructor - Elijah J. Bremer 814.977.7397; ebremer@pennhighlands.edu	Bachelor's, Master's, License The Humanities: Philosophy, Western Civilization
	Adjunct Instructor - William Wandersee 814.327.8570; wwandersee@pennhighlands.edu	Certificate, Associate, Bachelor's, Master's English Communications Science & Technical Communication
	Associate Professor, Communication and Media Studies - Dr. Richard Bukoski C219A; 814.262.6493; rbukoski@pennhighlands.edu	Bachelor's, Master's, Ph.D. Communication, Adult Education
	Executive Assistant to the President - Beth Freedline B134; 814.262.6448; bfreedline@pennhighlands.edu	Bachelor's Communication
	Student Engagement Specialist - Adrienne Kuhar Student Activities Office; 814.262.3840; akuhar@pennhighlands.edu	Associate, Bachelor's Liberal Arts & Science Communication
Business, Management, & Administration	Adjunct Instructor (Business) - Mark Parfitt 814.404.3144; mparfitt@pennhighlands.edu	Associate, Bachelor's, MBA Business Administration/Management & Marketing
	Adjunct Instructor - Charles J. Hamonko 814.255.4313; chamonko@pennhighlands.edu	Bachelor's, Master's Business and Economics, Master's degrees in Personal Administration and in Labor Relations
	Assistant Director of Student Financial Services <i>Mary Hattaway</i> 814.262.6435; mhatt@pennhighlands.edu	Associate, Bachelor's Business/Human Resources
	Assistant to Administrative Operations <i>Kathleen Edmiston</i> Business Office; 814.262.3810 kedmis@pennhighlands.edu	Associate Management/Communication
	Associate Vice President of Administration <i>Susan R. Fisher</i> 814.262.3833; sfisher@pennhighlands.edu	Bachelor's, Master's Human Resources SPHR
	Director, Blair Center - Chris Farrell Blair Center, Office # 231, Altoona, PA 814.631.9633; CFarrell@PennHighlands.edu	Bachelor's, Master's Business Management, Accounting, Finance, International Business, Communication, and Marketing
	Professor, Business Management - Sandy Schrum C217; 814.262.6416; sschrums@pennhighlands.edu	Associate, Bachelor's, Master's Business Administration, Management, Human Resource Management, Labor Relations, Adult and Continuing Education, Organizational and Leadership Studies
	Procurement Services Manager - Shannon Miller Business Office; 814.262.6438 SMiller1@pennhighlands.edu	Bachelor's Organizational Development DAWIA
	Somerset Center Assistant - Brenda Brewer Somerset; 814.443.2500 bbrewer@pennhighlands.edu	Bachelor's Business Administration

Career Sector	Title, Name, & Contact Info.	Degree Area of Study Certification
Education & Training	ADA Specialist/Head Coach, Men's and Women's Bowling - Michael Lucas B125; 814.262.6468; mlucas@pennhighlands.edu	Bachelor's, Master's Elementary Education Special Education
	Adjunct - Allegra Slick 814.659.9612; aslick@pennhighlands.edu	Bachelor's, Certificate, Master's, PA Director Credential Math, Early Childhood Education Secondary Ed Math, PA and NC
	Adjunct - Trudi Stasko 814.243.2280; tstasko@pennhighlands.edu	Master's Elementary Education Reading Specialist
	Adjunct Instructor - Matt Sernell 814.525.3471; jsernell@pennhighlands.edu	Bachelor's, MBA Geography, Homeland Security, Master of Business Administration
	Adjunct Instructor - Rachel Thomas-Kimmel 814.248.1670; rkimmel@pennhighlands.edu	Bachelor's, Master's Communications, English, Education Grades 7-12 Pennsylvania English Education
	Assistant Professor, Early Childhood Education Morgan Dugan 814.262.6417; mdugan@pennhighlands.edu	Master's Education MED
	Assistant Professor, Mathematics - Robin Hughes C231; 814.262.6412; rhughes@pennhighlands.edu	Bachelor's, Master's, MBA Mathematics, Mathematics Education, Business Administration
	Assistant to the Vice President - Sally Tiracave C233; 814.262.6475; stiracave@pennhighlands.edu	Bachelor's Social Studies/Secondary Education
	Associate Dean of School Partnerships Kay-Leigh Malzi C202; 814.262.3859; kmalzi@pennhighlands.edu	Bachelor's, Master's B.S. - Secondary Education, Social Studies MED - Alternative Education Social Studies 7-12 Grade Instruction; English 7-12 Grade Instruction
	Associate Professor of Physical Science - Sherri Slavick C219A; 814.262.6411; sslavick@pennhighlands.edu	Bachelor's, Master's Science Education In PA I hold 3 teaching certifications issued by PDE, Biology, General Science and Earth and Space Science
	Dean of Enrollment Services & Registrar Michelle Stumpf A107M; 814.262.6439; mstumpf@pennhighlands.edu	Bachelor's, Master's Secondary Education - Biology/General Science and Student Affairs and Higher Education
	Dean of Faculty - Erica Reighard C234B; 814.262.6440; ereighard@pennhighlands.edu	Bachelor's, Master's Philosophy, Human Resources
	Director, Huntingdon Center - Marissa Davis Huntingdon; 814.506.8318; mdavis@pennhighlands.edu	Associate, Bachelor's, Master's, Education Specialist (ED.S.) Leadership in Higher Education
	Director of Student Activities and Athletics - Sue Brugh A110N; 814.262.6463; sbrugh@pennhighlands.edu	Bachelor's Mathematics
	History/Cultural Studies Instructor - Robert Lamkin 814.421.4764; rlamkin@pennhighlands.edu	Master's History
	Instruction & Online Services Librarian Alexander Kirby Library; 814.262.6484; akirby@pennhighlands.edu	Bachelor's, Master's History, and Libraries
	Instructor - Dr. Stephenie Schroth Blair; 814.505.8601; sschroth@pennhighlands.edu	Bachelor's, Certificate, Doctorate, Master's Education and Training, Information Technology Instructional Technology Specialist
	Instructor, English - Lance Harshbarger C203A; 814.262.6419; lharsbarger@pennhighlands.edu	Bachelor's, Master's English
Instructor, Mathematics - Wayde Simington Blair; 814.631.9643; wsimington@pennhighlands.edu	Bachelor's, Master's Applied Mathematics, Pure Mathematics, Secondary Education Mathematics Mathematics	
Instructional Designer - Jamie Petrilla Richland #221A; 814.262.6431 jpetrilla@pennhighlands.edu	License, Diploma, Bachelor's, Master's, Doctoral Education, Curriculum & Instruction, Ed Technology, Elementary Education, Adult Education	

Career Sector	Title, Name, & Contact Info.	Degree Area of Study Certification
Education & Training continued	KEYS Program Coordinator - Deanna Jodon-Ickes B119; 814.262.6465; djodon-ickes@pennhighlands.edu	Bachelor's Education ESL Program Specialist
	President - Steve Nunez 814.262.3846; snunez@pennhighlands.edu	Doctoral Biology, Education
	Professor of Business Management - Joe Slifko jslifko@pennhighlands.edu	Bachelor's, Master's Business Economics and Industrial Relations and Human Resources Management
Finance	Associate Professor of Accounting - Melissa Boback C217A; 814.262.6471; mboback@pennhighlands.edu	Associate, Bachelor's, Master's Accounting
	Staff Accountant - Katie Markum B137C; 814.262.6455; kmarkum@pennhighlands.edu	Bachelor's, License Accounting CPA
	Student Accounts Manager - Heidi Hasse A110H; 814.262.6478; hhasse@pennhighlands.edu	Bachelor's Accounting
Health Science	Adjunct Biology Teacher - Mark Barnes 814.695.0700; mbarnes@pennhighlands.edu	Bachelor's, Doctor of Chiropractic Biology
	Adjunct Faculty - Andrea Criswell 814.243.0683; acriswell@pennhighlands.edu	Registered Dietitian, Master's, Bachelor's, License Food and Nutrition ServSafe Food Safety
	Adjunct Faculty - Simone Flesik, D.C. 814.467.5528; simoneflesikdc@gmail.com	Bachelor's, Doctor of Chiropractic Biology, Chiropractic
	Adjunct Instructor - Shannon Nicoloff 651.894.2916; snicoloff@pennhighlands.edu	Doctoral Psychology, Ethics, Philosophy Doctor Psychology, National Register of Health Service Provider's in Psychology, Registered Play Therapist
	Adjunct Instructor - Karen McCabe 814.619.5817; kmccabe@pennhighlands.edu	Bachelor's, Master's, License Nursing
	Adjunct Instructor - Michelle Billings 814.243.3537; mbillings@pennhighlands.edu	Bachelor's, Master's, Certificate, Certification Business, Professional Counseling, Medical Coding, Medical Billing Certified Professional Coder
	Associate Professor, Biological Sciences Michelle Myers C219; 814.262.6494; mmyers@pennhighlands.edu	Bachelor's, Master's Biology, Agriculture, Administration and Leadership for the Nonprofit and Public sectors
	Instructor Health Sciences/Patient Care Technician Program Coordinator - Laura Gaunt C225-Richland & 234-Blair Center; 814.262.6496; lgaunt@pennhighlands.edu	Diploma, Bachelor's, License Nursing
	Professor of Health Sciences/Department Chair of Health Sciences - Gaynelle Schmieder 814.262.6488; gscmieder@pennhighlands.edu	Bachelor's, License, Master's Nursing & Education NCMA
	Temporary Full-time Instructor - Theresa Sewalk 236-Blair Center; 724.400.6766 tsewalk@pennhighlands.edu	Bachelor's, Master's, Doctorate Bachelor's in Biology, Master's in Human Nutrition & Functional Medicine, and Doctorate of Chiropractic

Career Sector	Title, Name, & Contact Info.	Degree Area of Study Certification
Human Services	Adjunct Instructor - Kacy Crowley 724.427.5611; kcrowley@pennhighlands.edu	Bachelor's, Master's, Doctorate Criminology Sociology Administration & Leadership Studies. Military Police, US Army (Veteran)
	Adjunct Instructor - Jessica Peacock, Ed.D 814.421.5105; jpeacock@peerstarllc.com	Bachelor's, Master's, Doctorate Bachelor's and Master's in Psychology/Counseling. Doctorate in Community Care and Counseling Focusing on Trauma.
	Adjunct Professor - Kristie Jo King 814.330.0457; Kristiejoking@gmail.com	Master's Social Work License Social Worker, Certified Dementia Practitioner, End of Life Death Doula. Additional positions/experience include private practice therapist at Be Free Counseling, Regional Social Worker for Presbyterian Senior Living, President of the National Association of Social Workers- Pennsylvania Chapter
	Career Pathways Specialist - Benjamin Mostoller B127; 814.262.6457; bmostoller2@pennhighlands.edu	Associate, Bachelor's Liberal Arts and Science Social Work
	Counselor - Bridget Hall B125A; 814.262.6467; bhall@pennhighlands.edu	Bachelor's, Master's Social Work
	Director, Student Success Center - Mindy Nitch B125; 814.262.6433; mnitch@pennhighlands.edu	Bachelor's, Master's Psychology, Counseling
	Instructor - Christine Butterbaugh 814.932.0893; cbutterbaugh@pennhighlands.edu	Bachelor's, Master's, Certificate Professional Counseling Certified Alcohol and other Drug Counselor
	Professor, Human Services - Daniella Cope C205; 814.262.6489; dcope@pennhighlands.edu	Bachelor's, Master's Psychology, Counseling
	Professor of Social Work - Yvette Madison C207A Richland; 814.262.6408 ymadison@pennhighlands.edu	Bachelor's, Master's Psychology, Social Work
	Transfer Services Specialist - Cara Moyer B127; 814.262.3844; cmoyer@pennhighlands.edu	Bachelor's Psychology
Vice President of Student Services - Trish Corle A107J; 814.262.3841; tcorle@pennhighlands.edu	Bachelor's, Master's Criminology, Health and Human Service Administration	
Information Technology	Application Support Analyst - Rob Obetts robetts@pennhighlands.edu	Associate Information Technology/Computer Network Systems
	Chief Information Officer - Matt Hoffman B101; 814.262.3826; mhoffman@pennhighlands.edu	Bachelor's, Master's Information Technology
	Instructor, Information Technology - Leisa Zuccolotto C215A; 814.262.6482; lzuccolotto@pennhighlands.edu	Bachelor's Information Technology CompTIA A+, Network+, Project+, Security+ CIW Javascript Specialist, CIW Professional, CIW v6 Associate, CIW v5 Database Design Specialist, Web Design Specialist, Web Foundations Associate, Certified to instruct CCNA and Security Cisco Network Academy
	Senior Systems Analyst - Diane M. Smith B111; 814.262.3836; dsmith@pennhighlands.edu	Associate, Bachelor's Computer Science & Business
	Web Applications Analyst - John C. Zlater B103; 814.262.3823; jzlater@pennhighlands.edu	Bachelor's, Master's IT Project Management, Computer Systems Management, Organizational Leadership, Network Administration Network+

Career Sector	Title, Name, & Contact Info.	Degree Area of Study Certification
Law, Public Safety, Corrections & Security	<p>Associate Professor - Dennis Miller Office 9 Ebensburg, C200 Richland; 814.262.6443; dmiller3@Pennhighlands.edu</p>	<p>Master's Criminology Pennsylvania Municipal Police Officer - Municipal Police Academy, Federal Law Enforcement Officer - Federal Law Enforcement Training Academy, Glynco, Ga; Federal Hostage Negotiator, Discipline Hearing Officer, Federal Corrections Training Academy, Cyber-Crime Investigator, and Certified Special Needs Specialist</p>
	<p>Assistant Director of Security and Safety/ Adjunct Criminal Justice Instructor/Police Simulator Facilitator <i>Cory Fairman</i> B-139; 814.262.3838; cfairman@pennhighlands.edu</p>	<p>Certificate, Associate, Bachelor's, Master's Criminal Justice with concentrations in Police Administration and Operations and Public Safety Administration Act 120 Certified - Pennsylvania Municipal Police Officer Municipal Police Academy, Act 235 Certified - Pennsylvania Lethal Weapons Training Act, CIT Certified - Crisis Intervention Team (CIT) Certified Police Officer for the Laurel Highlands Region, Certified ALICE Instructor - Active Shooter Response</p>
	<p>Director of Security - Cregg Dibert B-139; 814.262.3837; cdibert@pennhighlands.edu</p>	<p>Bachelor's; Associate; Certificate Business Mgt. Basic Police Academy, Field Training Officer, Firearms Instructor, Defensive Tactics Instructor, Active Shooter First Responder Instructor, Basic Academy Instructor, Basic SWAT Instructor</p>
	<p>Professor, Criminal Justice & Social Sciences Assistant Director, Johnstown Regional Police Academy <i>Dr. Robert M. Clark</i> C205-A; 814.262.6409; rclark@pennhighlands.edu</p>	<p>B.A. - Sociology (Applied Social Research) with a minor in Theater and concentrations in Anthropology, French, and Psychology. M.A. - Sociology (Human Services) with a concentration in Substance Abuse & Addictions. Ph.D. - Administration & Leadership Studies with concentrations in Human Services, Sociology, Leadership, Theory, and Ethics</p> <ul style="list-style-type: none"> • Current/Related Professional Experience - Law Enforcement/Criminal Justice - ACT 120 Certified Municipal Police Officer, ACT 235 Certified Lethal Weapons Training, CIT (Crisis Intervention Team Police Officer for the Laurel Highlands Region), ILO - Intelligence Liaison Officer (PaCIC), Certified Diplomate Child Forensic Interviewer (NACCFI), Certified Cybercrime Investigator (IFCI), Cambria County Child Death Review Team, Somerset County Child Death Review Team. • Paralegal Studies (educational concentrations) - Torts & Contract Law, Legal Studies, Ethics, Legal Research & Writing • Current research (several national and international presentations) - "Perceptions of Victim Precipitation and Offender Responsibility". <p>Prior/Related Professional Experience - Legal & Medical Advocate for sexual assault victims, Child Welfare County Supervisor, Children Services Family Preservation Specialist, Juvenile Justice & Probation Alcohol Diversion Instructor, Juvenile Detention Facility Case Manager</p>

Career Sector	Title, Name, & Contact Info.	Degree Area of Study Certification
Marketing, Sales, & Service	Director of Recruiting and Admissions <i>Matthew Bodenschatz</i> A107H/Richland; 814.262.6456; mbodenschatz@pennhighlands.edu	Bachelor's, Master's B.A. in Journalism, M.A. in Educational Administration: Adult and Higher Education
	Financial Aid Specialist - Linda Wess 814.262.6480; lwess@pennhighlands.edu	Bachelor's Marketing
	Strategic Communications Coordinator <i>Andrew Podolak</i> A110; 814.262.6485; apodolak@pennhighlands.edu	Bachelor's, Certificate Business Certified Program Planner
Science, Technology, Engineering, & Mathematics	Adjunct Instructor - Jessica L Hanes, Ed. D jhanes@pennhighlands.edu	Bachelor's, Master's, Doctorate, Instructional Technology Instructional Technology Specialist
	Associate Professor of Mathematics - Marie Polka Ebensburg; 814.471.0015; mpolka@pennhighlands.edu	Bachelor's, Master's Mathematics
	Instructor of Computer Technology - Gregory Paonessa C221; 814.262.6481; gpaonessa@pennhighlands.edu	Bachelor's Computer Science, Computer Technology, Information Technology, & Cybersecurity

**employer
directory**

Employer Directory

Jobs / Internships / Job Shadowing

The **Penn Highlands Community College** Employer Job, Internship, and Job Shadow Directory is issued annually to provide employment, internship, and job shadowing leads for Penn Highlands' students.

The directory includes employers who have expressed an interest in recruiting Penn Highlands' students and graduates.

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
1ST SUMMIT BANK Jocelyn Sauter HR@1stsummit.bank	125 Donald Lane Johnstown, PA 15904 814.262.4000 Fax: 814.262.4105	Primary Customer Service Representative (teller) During the school year, we provide flexible work hours that adjust around the student's class schedule at approximately 16 hours per week. Full time hours over the summer months and holiday breaks. Great resume builder. Competitive pay @ \$11.00 per hour. We provide our own training. Customer service experience preferred but not required. Visit "About Us" at www.1stsummit.bank and see why we have been selected one of the "Best Places to Work in Pennsylvania" twenty straight years!" <hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>
365 Hospice Diane McCall or PJ Shell diane.mccall@365hospice.com patrick.shell@365hospice.com	119 South Main St. Carroltown, PA 15722 814.419.4901 814.934.9491	CNA's, Social Workers, RN's <u>Internship Description:</u> Volunteer, Social Worker <hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>
Adelphoi Village Lisa Dysert lisa.dysert@adelphoi.org	310 Ligonier St. Latrobe, PA 15650 724.804.7117 Fax: 724.539.7060	Counselors to work in residential setting. Master's level Therapists in our Community Based programs. Teachers in our schools. <hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>
Advanced Office Systems Stephanie Brant sbrant@aosi.us	841 Oak Street Johnstown, PA 15902 814.266.9531 1.800.452.0897 Fax: 814.266.4071	Field Service Technician – Positions available in Greensburg, PA, Johnstown, PA and Northern PA. Perform preventative maintenance and repairs on digital copiers, and printers in a connected environment. The ideal candidate will possess: solid computer proficiency, professional communications skills, associate degree in electronics or equivalent work experience, good mechanical skills are a must, dedication to personal growth and A+, Net+, or MCSE a plus. Outside Solutions Consultant (Sales) - Manage and grow current customer base, maintain consistent customer/prospect interaction, implement solutions for our customers/prospects, handle all leads generated within your territory. The ideal candidate will possess: solid computer proficiency, professional communications skills, ability to work with top-level executives, and dedication to personal growth. Website: aosi.us , online store: https://store.aosi-aoe.com <hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Alleghenies Unlimited Care Providers Helen Cannonie hcannonie@alucp.org	119 Jari Drive Johnstown, PA 15904 814.262.9600 www.alucp.org	Please visit our website and click on the "Work with Us" tab for current positions available. <u>Internships:</u> HR, Accounting, Office Positions <hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Allegheny Lutheran Social Ministries Karen Barr karen.barr@almsm.org	998 Logan Blvd. Altoona, PA 16602 814.696.4571	RN, LPN, CNA, Personal Care Aide, Culinary, Childcare Instructor, Childcare Instructional Assistant, Childcare Team Leader, Home Care Aide, RN Assessment Nurse, Service Coordinator. <hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
Altoona Center for Nursing Care	1020 Green Avenue Altoona, PA 16601 814.946.2700	RN; LPN; CAN; PCA; Activity Aide; Dietary Aide; Housekeeper; Maintenance
		<i>Internships: No</i> <i>Job Shadowing: Yes</i>
Altoona Lung Specialists Sherri L. Stayer, Practice Manager sherris@altoonalungspecialists.com	800 Chestnut Avenue Altoona, PA 16601 814.946.2845 x 200 thelungspecialists.com	Medical Assistants; Medical Billing & Coding; Health Information Technology are all position for which we hire employees.
		<u>Internships:</u> Medical Assistant; Health Information Technology <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Ameriserv Financial Tobie Gunby tgunby@ameriserv.com	216 Franklin Street Johnstown, PA 15901 800.837.2265 www.ameriserv.com/	Banking, Financial, and Accounting.
		<i>Internships: Yes</i> <i>Job Shadowing: No</i>
Apex Companies, LLC Greg Walker greg.walker@apexc.com	975 Georges Station Road Suite 100 Greensburg, PA 15601 724.672.4800 Ext 4835	Internships: Surveying, Construction, and Site Development.
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Appalachian Youth Service Robert Kelly rkelly@aysnet.org	150 Sanborn Lane Box 878 Ebensburg, PA 15931 814.471.0422 Fax: 814.471.0433	Child care worker
		<u>Internship Description:</u> Interns are introduced to entry levels corrections. They will receive multiple trainings and work directly with the individuals we serve. Internships can lead to full time employment if they are able to display satisfactory work. <i>Internships: Yes</i> <i>Job Shadowing: No</i>
Arbutus Park Retirement Community Julie Hassan Human Resources Manager jhassan@arbutusparkmanor.com	207 Ottawa Street Johnstown, PA 15904 814.262.2173 Fax: 814.262.4288	Certified Nurse Aide (C NA), Licensed Practical Nurse (LPN) Registered Nurse (RN), Dietary Aide Maintenance, Activities Aide, Laundry/Housekeeping Aide
		<i>Internships: No</i> <i>Job Shadowing: No</i>
Arcadia Homecare & Staffing Corie Shawley cshawley@arcadiahomecare.com	903 Old Scalp Ave. Suite 273 Johnstown, PA 15904 www.addus.com/careers/	Personal Care Aide/Home Health Aide
		<i>Internships: No</i> <i>Job Shadowing: No</i>
AseraCare Hospice Brittany Ohler Brittany.Ohler@Amedisys.com	100 CTC Drive Johnstown PA 814.269.4172 Fax: 814.269.4177	Student interns in fields of sociology, psychology, social work, and nursing as well as students studying business office procedures are welcome. Students wanting volunteer hours are also encouraged. Hours are flexible to fit schedule within reason.
		<u>Internship Description:</u> All interns and volunteers must pass background check, and two step TB test, all provided by AseraCare. Also required; two character references, copy of driver's license, and current automobile insurance and an 8-10 hour training course. <i>Internships: Yes</i> <i>Job Shadowing: No</i>
Atlantic Broadband Stan Wozniak swozniak@atlanticbb.com	120 Southmont Blvd. Johnstown, PA 15905 814.534.8399	Technical Support Technician, Customer Care Representative
		<i>Internships: No</i> <i>Job Shadowing: No</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
Barnes, Saly & Company, P.C. Becky Berkey bberkey@barnessaly.com	637 Ferndale Avenue Johnstown, PA 15905 814.288.1544 Fax: 814.288.4999	CPA, Senior Accountant, Staff Accountant, IT, Bookkeeping/Payroll, Administrative Office help <u>Internship Description:</u> 4-year degree level, February through April 15 th , accounting major, tax courses. <hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Bedford-Somerset DBHS (Developmental and Behavioral Health Services) Jen Georg, Human Resources Analyst Jennifer.georg@dbhs.co	245 West Race St. Somerset, PA 15501 814.443.4891 Fax: 814.443.4898 www.dbhs.co	A local county government agency providing services in Bedford and Somerset Counties. For over 50 years, DBHS has been dedicated to being the leader in the administration, coordination, and delivery of services and supports to individuals and family members. Clerk Typists, Fiscal Technician/Assistant, Accountant, County Caseworkers, Program Specialists, IT Generalist, Psychological Services Associate, LPN, RN, CRNP, Physician's Assistant Psychiatrist, Therapeutic Activities Aide, Maintenance Repairman, Custodial Worker (part-time only) <u>Internship Description:</u> Interns: Associate, Bachelor-level, or Master-level <hr/> <i>Internships: Yes</i> <i>Job Shadowing: Considered</i> <i>Considered</i> <i>on a case by case basis</i>
Beginnings, Inc. Paula Eppley-Newman pnewman@beginningsinc.org	111 Market Street Johnstown PA 15901 814.539.1919 Fax: 814.539.1308	Early Education Home Visitor: The Home Visitor in the Parents as Teachers program is responsible for designing the learning activities that promote the acquisition of skills aimed to enhance child development and promote early literacy and school achievement. Home Visitors share age-appropriate child development information with parents, help them learn to observe their own child, address their parenting concerns, and engage family in activities that provide meaningful parent/ child interaction in a home setting. This opportunity is available as needed. <u>Internship Description:</u> Early Education Internships, Juvenile Justice Internships, Nonprofit Management Internships <hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Blair County Chamber of Commerce Linda Stotler VP-Communications/Marketing lstotler@blairchamber.com	3900 Industrial Park Dr. Suite 12 Altoona, PA 16602 814.943.8151	<u>Internship Description:</u> Marketing, Business Administration, Business Management Majors <hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Blue Knob All Seasons Resort Caitlin Wiley, Human Resource Manager humanresources@blueknob.com	1424 Overland Pass Claysburg, PA 16625 412.239.5111	Lift Operations, Ski School Instructor, Ski Patrol, Bartenders, Cooks <hr/> <i>Internships: No</i> <i>Job Shadowing: Yes</i>
Bolger Brothers, INC Shawn Campbell IT Director scampbell@bolgerbrothers.com	1028 Burns Ave Altoona, PA 16601 814.313.1733 www.bolgerbrothers.com	Electrical installers, General worker to perform installation of site electrical components. Accounting, performing invoicing and other accounting related items. Skilled trades, anything related to general construction. <hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Cambria Care Center	429 Manor Drive Ebensburg, PA 15931 814.472.8100	RN; LPN; CAN; PCA; Activity Aide; Dietary Aide; Housekeeper; Maintenance <hr/> <i>Internships: No</i> <i>Job Shadowing: Yes</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
Cambria County Adult Probation Mark Ledford mledford@co.cambria.pa.us	401 Candlelight Drive Suite 250 Ebensburg, PA 15931 814.472.4410 Fax: 814.472.5005	<u>Internship Description:</u> Probation Officer-Attend hearings, write reports, interact with offenders. Internships are available for spring and fall semesters. <i>Internships: Yes Job Shadowing: No</i>
Cambria County Child Development Corporation Gina Adams gadams@cccdc.us	300 Prave Street Suite 101 Ebensburg, PA 15931 814.472.6341 x 27 Fax: 814.472.6460 www.cccdc.us	CCCDC offers high-quality preschool, early childhood, child and school-age care programs. Positions include: teachers, assistant teachers, aides. <i>Internships: Yes Job Shadowing: No</i>
Cambria County Human Resources Amy Glessner aglessner@co.cambria.pa.us	401 Candlelight Dr. Ebensburg, PA 15931 814.472.1610 Fax: 814.472.1457	Caseworkers, Clerical, Correctional Officers, Maintenance, Probation Officers, Sheriff Deputies, & Telecommunicators <i>Internships and Job Shadowing: Vary between departments</i>
Cambria County Prison Deputy Warden Descavish cdescavish@co.cambria.pa.us	425 Manor Drive Ebensburg, PA 15931 814.472.7330 Fax: 814.472.1036	Internships, part-time correctional officers, full-time correctional officers, correctional counselors, administrative positions, and clerical positions. <i>Internships: Yes Job Shadowing: No</i>
Cambria County Transit Authority Jenn Gojmerac Human Resources Assistant jobs@camtranbus.com	502 Maple Avenue Johnstown, PA 15901 814.535.5526 Fax: 814.536.5951	- Administrative: Management, Accounting, Marketing, Human Resources, Purchasing, Customer Service - Operations: Bus Operators, Dispatchers, Management, Safety/ Security - Maintenance: Vehicle & Facilities <i>Internships: Yes Job Shadowing: No</i>
Cambria Library Association Ashley N. Flynn, Director flynna@cclsys.org Joel E. Koss, IT koss@cclsys.org Leah Johncola, Youth Services johncolal@cclsys.org	248 Main Street Johnstown, PA 15901 814.536.5131 Fax: 814.536.6905	Information Technology/Network Administration, Maintenance/Custodial, Youth Services/Early Education, Marketing/Public Relations <u>Internship Description:</u> Internships available for positions listed. Please provide resume and cover letters. Those interested require associated clearances. <i>Internships: Yes Job Shadowing: No</i>
Cambria Residential Services Kari Ricotta kricotta@cambriares.org	338 Bloomfield St. Johnstown, PA 15904 814.266.1829 Fax: 814.262.0423	Substitute Aides, Residential Service Workers, Part-time and Full time available. For more information and to apply log on to www.cambriaresidentialservices.org <i>Internships: No Job Shadowing: No</i>
Carnegie Science Center Kelly Gascoine, Program Manager Michelle Bachy, Assistant Coordinator VolunteerPrograms@carnegiesciencecenter.org	One Allegheny Ave. Pittsburgh, PA 15212 412.237.1621 or 412.237.3302 Fax: 412.237.3375	List of available internships can be found at www.carnegiesciencecenter.org/join/internships-list <u>Internship Description:</u> Please visit www.carnegiesciencecenter.org/join/internships-list for descriptions & www.carnegiesciencecenter.org/join/internships for a list of qualifications. All majors accepted. <i>Internships: Yes Job Shadowing: No</i>
Center for Hearing & Deaf Services Robert D. Macik rmacik@hdscenter.org	1011 Old Salem Road Suite 102 Greensburg, PA 15601 724.832.7600 Fax: 724.852.7602	Sign Language Interpreter, Human Service <u>Internship Description:</u> Intern must have knowledge of sign language. Human service or psychology paired with sign language knowledge is a bonus. <i>Internships: Yes Job Shadowing: Yes</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
Central States Manufacturing, Inc. Marlee Clevenger, HR Business Partner mclevenger@csmi.co	402 Corporate Blvd. Claysburg, PA 16625 877.931.2764 Fax: 814.626.8683	Production Technicians, Route Drivers, Sales <hr/> <i>Internships: No</i> <i>Job Shadowing: Possibly</i> <i>Student Tours</i>
Centre County District Attorney's Office Mark S. Smith, Esquire mssmith@co.centre.pa.us	Courthouse Annex Room 302 106 East High Street Bellefonte, PA 16823 814.355.6735 Fax: 814.355.6756	Office Supervisor 2, Paralegal 2, Paralegal 1, Receptionist, Department Clerk <u>Internship Description:</u> Internships are only available to Certified Legal Interns. <hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>
Chartwells Higher Education/UPJ Foodservices Buddy Roth walter.roth@compass-usa.com	450 Schoolhouse Road Johnstown, PA 15904 814.269.2010 Dineoncampus.com/upj	Food Service Supervisors, Food Service Workers, Dishwashers, Cooks, and Catering Staff. <hr/> <i>Internships: No</i> <i>Job Shadowing: Yes</i>
Children's Behavioral Health Michael Mondì michael.mondi@pathways.com	1001 Broad St. Suite 210 Johnstown, PA 15906 814.262.0768 ext. 253 Fax: 814.262.0795	Therapeutic Support Staff, Behavioral Specialist Consultants, Licensed Behavioral Specialist Consultant, Mobile Therapist, Case Managers, Mental Health Workers, Administrative Assistant, Office Manager. Visit our website for a complete list: www.pathwaysofpa.com <hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>
CJL Engineering Brenda Szelong bszelong@cjlengineering.com	232 Horner Street Johnstown, PA 15902 814.536.1651 Fax: 814.536.5732	Revit/AutoCAD Drafters <u>Internship Description:</u> Possible internships for Revit modelers and CAD Draftsmen. <hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Clark Metal Products Company estarry@clark-metal.com	100 Serell Drive Blairsville, PA 15717 724.343.4015 Fax: 724.459.9369	Clark Metal Products is an award winning light gauge sheet metal fabricator located in Blairsville, PA. We recruit based on work demand, with the most frequent openings being for Welders, Grinders, Press Brake Operators, CNC Machinists, and Powder Coaters. All production positions requires strong blue print reading skills. All applicants must pass a background check, drug screen and written blue print assessment. Some positions also require a hands-on skills test. <hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>
Community Action Partnership of Cambria County Rita Wasnick rwasnick@capcc.us	516 Main Street Johnstown, PA 15901 814.536.9031 Fax: 814.539.5813	Teachers, Teaching Assistants, Teaching Aids. Cooks, Assistant Cooks, Aides, Family Services Specialist, Caseworkers, Administrative, Custodians, Nutrition Aides, and Substitutes for most positions. <u>Internship Description:</u> Resume; must have Child Abuse History, PA State police Background Check, and FBI Fingerprinting Clearances; Driver's License, Car Insurance, Liability Insurance <hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
Community Arts Center of Cambria County Angela R. Godin agodin@cacc.org	1217 Menoher Blvd. Johnstown, PA 15907 814.255.6515	<p>Art Instructors: Should have an art degree (preferred) or equivalent experience is accepted. All artist mediums are accepted, and we welcome new faces. Must have clearances.</p> <p><u>Internship Description:</u> Summer Internships. These internships are an unpaid, on the job experience in the areas of Arts Management & Marketing, Social Media & Design, and Art & Education. Internship requirements are a 28-35 hours work week (4 days per week for a 12-week period). Although unpaid, interning participants that fulfill the requirements of the internship are eligible to receive a stipend (\$1,750, \$1,500, or \$1,200). To apply for an internship, please send your cover letter, resume, and one letter of recommendation to Angela R. Godin, Executive Director at agodin@cacc.org. The cover letter must define your interest in the internship regarding your future career and current education or skillset.</p> <hr/> <p><i>Internships: Yes</i> <i>Job Shadowing: Sometimes</i></p>
Community LIFE Jodi Page Recruiter pagej2@upmc.edu	2400 Ardmore Blvd #700 Pittsburgh, PA 15221 412.229.5503	<p>Community LIFE - Dignity. Independence. Quality of life. For nearly two decades, Community LIFE has been dedicated to helping older adults lead healthy lives and continue to live at home. Community LIFE is an all-inclusive care program tailored to the specific needs of seniors. Participants in Community LIFE receive comprehensive individual care in our Health and Wellness Centers, in-home services, and convenient transportation.</p> <p>We have centers located in Bedford and Somerset, PA; as well as six centers located in the Pittsburgh area</p> <p>Positions: RNs, LPNs, CNAs/HHAs, Drivers, MSW, PT, OT, SLP, COTA, PTA, NPs, Dining Services, Medical Assistants, Unit Secretaries, Maintenance, Marketers, Intake Specialists, Healthcare Management & More! See www.commlife.org for our current opportunities!</p> <hr/> <p><i>Internships & Job Shadowing: Check due to Covid restrictions.</i></p>
Conemaugh Health System Linda Fox lfox@conemaugh.org	1086 Franklin Street Johnstown, PA 15905 814.534.3738 Fax: 814.534.3856	<p>Various clinical, professional, technical, clerical and service positions available and can be viewed on our website at www.conemaugh.org.</p> <p><u>Internship Description:</u> Internship opportunities are posted on our website twice a year in the fall and spring. Application can also be found on our website at www.conemaugh.org</p> <hr/> <p><i>Internships: Yes</i> <i>Job Shadowing: No</i></p>
County of Blair Katherine Swigart, Human Resources Director kswigart@blairco.org	423 Allegheny Street Suite 36 Hollidaysburg, PA 16648 814.693.3000 www.blairco.org	<p>Opportunities exist at entry level, administrative, technical, management, and executive titles within departments such as Adult Parole and Probation, Assessment, Children and Youth Services, Controller/Finance/Treasurer, Court Administration, District Attorney or Public Defender, Elections, Emergency Management and 911, GIS, Juvenile Probation, Prison, Prothonotary, Records Management, Register and Recorder, and Sheriff.</p> <p><u>Internship Description:</u> Please contact Human Resources to learn more about internship opportunities in areas such as administrative support, attorney, and historic site tour guide.</p> <hr/> <p><i>Internships: Yes</i> <i>Job Shadowing: Yes</i></p>
Crown American Associates Brittny Weaver bweaver@crownamerican.com	1 Pasquerilla Plaza Johnstown, PA 15901 814.533.4671 Fax: 814.254.4691	<p>Hotel management, maintenance, housekeeping, security.</p> <hr/> <p><i>Internships: Yes</i> <i>Job Shadowing: No</i></p>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
Croyle-Nielson Therapeutic Associates Loedicia Marguccio dicia@c-nta.com	328 Budfield Street Johnstown, PA 15904 814.266.2244 Fax: 814.266.6296	Direct Support Professionals, Behavior Support Specialists, Behavior Support Specialists, and licensed Mental Health Therapists. Submit resume to jobs@c-nta.com
		<i>Internships: Yes</i> <i>Job Shadowing: No</i>
Damin Printing Suzanne Sakmar ssakmar@daminprinting.com	122 S. Locust St. Ebensburg, PA 15931 800.427.5050	Graphic Designers, Sales, Marketing
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Department of Corrections SCI-Huntingdon Tim Straight CCPM (Corrections Classification Program Manager): tstraight@pa.gov SCI-Smithfield Joy Johnson, CCPM jjohnson@pa.gov	1100 Pike Street Huntingdon, PA 16652 814.643.2400 x1127 1120 Pike Street Huntingdon, PA 16654 814.643.6520 x7360	Typical types of positions: Civil Service based. <u>Internship Description:</u> Qualified applicants will be screened.
		<i>Internships: Yes</i> <i>Job Shadowing: No</i>
Diocese of Altoona-Johnstown Lynette McEvoy, PHR, SHRM-CP Director of Human Resources lmcevoy@dioceseaj.org	2713 West Chestnut Ave. Altoona, PA 16601 814.695.5579 Fax: 814.949.8234	Various positions in the areas of accounting, administrative support, communications, maintenance, program coordination, and teaching. Website: https://www.dioceseaj.org/employment <u>Internship Description:</u> Unpaid internships & job shadowing will be considered
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Distinctive Human Services, Inc. Alyssa Sunseri, Director asunseri@dhspa.org	406 Main St. 4th Floor Johnstown, PA 15901 814.792.2758 dhspa.org	Human Services Support Coordinator <u>Internship Description:</u> Case Management, Record Management
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Drive DeVilbiss Healthcare Christine Lingenfelter, PHR, SHRM-CP HR Generalist Christine.Lingenfelter@DeVilbissHC.com	100 DeVilbiss Drive Somerset, PA 15501 814.443.7681 Fax: 814.443.7563	Engineering, Business, Marketing, Sales, Human Resources, Finance, Technical, Information Technology, Supply Chain, Customer Service and Administrative, Assembly <u>Internship Description:</u> We are currently only offering internships for engineering
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
East Hills Engineering Associates LLC Rebecca Berkey Administrative Assistant RebeccaB@easthillseng.com	541 Main Street Windber, PA 15963 814.467.6877	Computer Aided Drafting Technician <u>Internship Description:</u> Limited availability on an annual basis.
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
EMB Computing Eric Brocious, CEO ebrocius@embcomputing.com	982 Philadelphia St. Indiana, PA 15701 724.463.0356 Fax: 724.801.8380	IT Support Specialist, Remote IT Support Specialist, Web Page Design & Social Media Specialist
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i> Job shadows and internships are offered on a limited basis.
Enterprise Ventures Corporation (EVC) Patrick Callahan callahap@ctc.com	100 CTC Drive Johnstown, PA 15904 814.262.6934 careers.evc.ctc.com	IT, Assemblers, Technicians, Welders, Machinists <u>Internship Description:</u> Internships have been available in business and IT departments.
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Event Guru Software Mark Williams info@eventgurusoftware.com	239 Main Street Suite 100 Johnstown, PA 15901 814.792.8054	Future opportunities with Event Guru Software include Project Managers, Inside Sales/Marketing, and Product Trainers
		<i>Internships: Yes</i> <i>Job Shadowing: No</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
Farmer's Insurance – Billie Jo Friday Agency Billie Jo Friday, Owner bfriday@farmersagent.com	5 W 10 th Street Tyrone, PA 16686 814.682.7669 agents.farmers.com/pa/tyrone/billie-jo-friday	Insurance Agent (Account Executive) - assist with walk-in and phone-in clients, write new/renewal business, insurance quotes and consultations Customer Service Rep - 1st point of contact, file claims, maintain sales records and insurance data <u>Internships:</u> Customer Service Rep or Insurance Agent (Account Executive) <i>Internships: Yes Job Shadowing: Yes</i>
Federal Bureau of Prisons - FCI Loretto John Davenport, Recruiter jdavenport@bop.gov	772 Saint Joseph St. Loretto, PA 15940 814.471.1672	Correctional Officers <i>Internships: No Job Shadowing: No</i>
Forever Media Bobbi Castellucci bcastellucci@forevermediainc.com Bethany Hildebrand bhildebrand@forevermediainc.com	109 Plaza Drive Johnstown, PA 15905 814.255.4186 Fax: 814.255.6145	Sales, Technical, Business persons <u>Internship Description:</u> Internships and job shadows not available at this time. <i>Internships: No Job Shadowing: No</i>
Frank J. Pasquerilla Conference Center Vincent Arnone varnone@crownamerican.com Joe Resick jresick@crownamerican.com	301 Napoleon Street Johnstown, PA 15901 814.535.7777 ext. 107 814.361.2605	Banquet bartenders, banquet event servers, banquet event set-up, line cooks, dishwashers <i>Internships: Yes Job Shadowing: No</i>
Fulton County Medical Center Melanie Myers mmyers@fcmcpa.org	214 Peach Orchard Rd. McConnellsburg, PA 17233 717.485.6330 Fax: 717.485.6176	<u>Internship Description:</u> Radiologic Tech-need background checks and set up agreement between hospital/school. - Unpaid internships <i>Internships: Yes Job Shadowing: Yes</i>
Galliker Dairy Company Human Resources	PO Box 159 Johnstown, PA 15907 814.266.8702 Fax: 814.266.2146	<u>Internship Description:</u> Marketing, Human Resources, Accounting. Course of study in the internship areas. <i>Internships: Yes Job Shadowing: No</i>
Giant Eagle Kyle Tomko, Recruiter Kyle.Tomko@gianteagle.com	701 Alpha Drive Pittsburgh, PA 15238 412.584.5498 Fax: 412.968.9414	Cashiers, Pharmacy Technicians, Bakery Clerks, Deli Clerks, PPF-Clerks (Prepared Foods), Meat Cutters/Meat Wrappers, Cake Decorators, Bakers, Fuel Attendants, Grocery Clerks and Produce Clerks <u>Internship Description:</u> Apply online at jobs.gianteagle.com . Positions are filled by September for the following Summer. Internships are in the Pittsburgh Area <i>Internships: Yes Job Shadowing: No</i>
Global/SFC Valve Corporation sabel@globalsfc.com	160 Cannery Road Somerset, PA 15501 814.445.9671	Assemblers, Machinist, Engineers, Accounting, IT, Quality Assurance <u>Internship Description:</u> We hire both Engineering and IT interns. We do a lot of on the job training as well as formal classroom environments <i>Internships: Yes Job Shadowing: Yes</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
Girl Scouts of Western Pennsylvania April Johns ajohns@gswpa.org	612 Locust Street Johnstown, PA 15901 800.248.3355 Fax: 724.543.6313	Summer camp employment: Camp Director, Health Supervisor, Office Aid, Waterfront Director, Lifeguard, Cook, Program Director, Nature Instructor, Activity Specialist, Counselors <i>Internships: Yes Job Shadowing: No</i>
Goodwill of The Southern Alleghenies Holly Stitko jobs@gogoodwill.org	540 Central Ave. Johnstown, PA 15902 814.792.7158	Retail positions at our stores. Job coaching - working in the community supporting our mission. <u>Internship Description:</u> Human Resources <i>Internships: Yes Job Shadowing: No</i>
Hershey Entertainment & Resorts David Gongora, Senior Manager of Recruitment dagongora@hersheypa.com	27 W. Chocolate Ave. Hershey, PA 17033 717.520.5739 www.hersheyjobs.com/	We're a leader in the entertainment/hospitality industry offering Sweet Opportunities to add to our team. We offer Part-Time/Seasonal/Full-Time/& Internships and the opportunity for development/professional growth. <u>Internship Description:</u> Accounting/Business/Leadership/Hospitality/Culinary/Corporate/HR <i>Internships: Yes Job Shadowing: No</i>
H.F. Lenz Company Chad Manippo Human Resources Manager cmanippo@hflenz.com	1407 Scalp Avenue Johnstown, PA 15904 814.269.9371 Fax: 814.269.9400	CAD/REVIT Technicians utilizing AutoCAD; Revit software applications for HVAC, Electrical, Plumbing, Fire Protection, and Security systems design. CAD/REVIT Technicians Description: Minimum Associate Degree in Building Systems Technology or equivalent education with knowledge of mechanical, electrical, plumbing, Civil or Structural design concepts and working knowledge of AutoCAD, REVIT and Civil 3D software applications. Must be able to work collaboratively with other technical professionals and possess the desire and ability to meet deadlines with a strong attention to detail. <i>Internships: Yes Job Shadowing: Yes</i>
Holiday Inn Express & Suites Melissa Bird mbird@crownamerican.com	1440 Scalp Avenue Johnstown, PA 15904 814.266.8789	Maintenance, housekeeping & laundry, front desk (reservationists & night auditor), and Breakfast Bar Attendant. <i>Internships: Yes Job Shadowing: No</i>
Hollidaysburg American Legion Ambulance Jessica Sorge, Executive Director jsorge@halasems.org	801 Scotch Valley Road Hollidaysburg, PA 16648 814.695.1421 www.halasems.org	1. Office Medical Billing - Emergency Billing office 2. Non-Emergency Van Transport Personnel 3. Emergency Medical Technicians 4. Paramedics <u>Internship Description:</u> Medical Billing , Paramedic, Administration <i>Internships: Yes Job Shadowing: Yes</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
Huntingdon County Child & Adult Development Corporation Gretchen Payne Human Resources Manager gpayne@hccadc.org	52 Juniata Avenue Huntingdon, PA 16652 814.643.5199 Fax: 814.643.6664	Human Service organization – We provide early childhood education (Head Start, Early Head Start & PA Pre K), Adult Basic Education, Daycare Services, Child Care Information Services, Food Service (for our programs), and General office work. <u>Internship Description:</u> Depends upon program, but we mostly have areas in Elementary & Early Childhood Education, Human Services, and Business <hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Huntingdon County Children Services Nicole Leturgey nleturgey@huntingdoncounty.net Lori Deline ldeline@huntingdoncounty.net	430 Penn Street Huntingdon, PA 16652 814.643.3270 Fax: 814.643.7323	Fiscal: Fiscal assistant needs associate degree in accounting or business administration. Fiscal tech is one year as a fiscal assistant. Works on eligibility of children for federal funding, applications of children’s benefits, contracting and invoicing. Administrative Assistant: High school diploma required. Clerical work such as filing, answering phones and basic office duties. Social Service Aide: High school diploma required. Works with families on various services such as budgeting, cleaning home, medical and dental appts., transportation, getting records, housing. Caseworker: 4 year bachelor’s degree with 12 credits in social service field. Provides investigation, assessment and case management to families in the county regarding possible child abuse and neglect. Supervisor: 2 years as a caseworker. Provide guidance to caseworker and help in decisions regarding child abuse and neglect. Program Specialist: 2 years of experience in Children and Youth and a bachelor’s degree. Provide guidance to caseworkers and help in decisions regarding child abuse and neglect. Assist the Administrator with working on budget and creating policies. *Civil Service Test is required for all positions for hire. <u>Internship Description:</u> Internships & Job Shadowing available in all positions. <hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
In-Shore Technologies, Inc. Jessica Young, Project Coordinator jessica.young@inshorettech.com	239 Main Street Suite 210 Johnstown, PA 15901 814.361.3610 x105 Fax: 814.361.3613	PC Technician <u>Internship Description:</u> Internships available in summer only. Basic PC Troubleshooting skills; knowledge of Microsoft Windows environment. <hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Integrity C&W Andrea Dixon info@compareintegrity.com	1520 E. Walton Ave. Altoona, PA 16602 814.942.9571	Event Staff - Marketing - Public Relations - Installation - Sales & Customer Service <u>Internship Description:</u> Marketing, Business, periodically <hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Interim Healthcare Steven White, Regional HR Manager swhite@interim-health.com	1798 Plank Road Suite 302 Duncansville, PA 16635 814.695.1242 www.interim-health.com	Home Health Aides- Working with Pediatrics to geriatric patients needing extra help with day-to-day activities. Personal Care Aides- Providing services to patients who need extra help and companionship, Registered Nurses- Providing in-home, hands-on care to patients who need skilled nurses. Administrative Professionals- Working and keeping our offices running daily by answering phones, order supplies, assisting staff with their daily needs, communicating with all departments within the organization. <u>Internship Description:</u> Medical Assistant, Business Management, & Human Resources <hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
Johnstown Area Heritage Association Shelley Johansson, Communications Director sjohansson@jaha.org	PO Box 1889 814.539.1889 www.jaha.org	Museum docents at the Johnstown Flood Museum and Heritage Discovery Center serve as guides and run the gift shops. Museum docents in the Johnstown Children's Museum help our young visitors and their families enjoy the museums. <i>Internships:</i> Museum Docents and Curatorial Work <hr/> <i>Internships: Yes Job Shadowing: Yes</i>
Johnstown Galleria Monica Peterman mpeterman@spinosoreg.com	500 Galleria Drive Suite 300 Johnstown, PA 15904 814.266.8775 Fax: 814.269.3944	Security Guards positions for students majoring in Criminology <u>Internship Description:</u> Patrolling the property (interior and exterior), securing the property; Security Reporting, knowledge of laws concerning shoplifting, loitering, disorderly conduct, et cetera. <hr/> <i>Internships: Yes Job Shadowing: No</i>
Johnstown Tomahawks Derek Partsch derek@johnstowntomahawks.com	326 Napoleon Street Suite 115 Johnstown, PA 15901	Sales & Marketing, Communications & Public Relations Other Positions Available According to Candidate Experience <u>Internship Description:</u> Internships available during season and off-season. Range of opportunities available for candidates interested in communications, marketing, sales, advertising, graphic design, video production, management, health and physical fitness, public relations, event planning, and other fields. Internships are for credit only but could lead to paid opportunities. <hr/> <i>Internships: Yes Job Shadowing: Yes</i>
Kaleidoscope Family Solutions Danielle Collavo dcollavo@kfamilyolutions.org Rachel Nordby rnordby@kfamilyolutions.org	600 North Bell Ave. Building 2, Suite 190 Carnegie, PA 15106 412.506.8030	Direct Care Workers, Community Inclusion, Behavioral Specialist www.kfamilyolutions.org <u>Internship Description:</u> Location: Carnegie, PA Home and Community Professional Internship: See complete description on College Central Network. <hr/> <i>Internships: Yes Job Shadowing: No</i>
Keystone Investigation Security Specialist LLC INC. Bernard L Chatman Director of Operations Keystoneinvestigation1@gmail.com	PO Box 313 Hollidaysburg, PA 16648 814.944.4004 Fax: 814.944.4022	Uniform Security Guards Blair and Centre Counties Area <u>Internship Description:</u> Standing watch guards and patrolling grounds while protecting property and fans during school events. <hr/> <i>Internships: Yes Job Shadowing: Yes</i>
Kongsberg Protech Systems USA Melissa Helman recruit@kdaus.kongsberg.com	210 Industrial Park Rd. Johnstown, PA 15904	Accounting, administrative support, contract administration, production planning and forecasting, purchasing, IT, quality assurance, production, warehouse, engineering, human resources. www.kongsberg.com/careers <hr/> <i>Internships: Yes Job Shadowing: No</i>
Lampire Biological Laboratories, Inc. Gregory F. Krug hr@lampire.com	PO Box 270 Pipersville, PA 18947 215.795.2838 Fax: 215.795.0237	See http://www.lampire.com/about/jobs.php for jobs. Inquire for internships and job shadowing opportunities. <hr/> <i>Internships: Yes Job Shadowing: Yes</i>
Laurel View Village Rebecca Christ, HR Manager rchrist@lvv1.com	2000 Cambridge Dr. Davidsville, PA 15928 814.288.2724	CNA, LPN, RN, Maintenance, Dietary Aide, Activities Aide, Housekeeping, Wait staff <u>Internship Description:</u> The internship would be based on the position, which could include Marketing, Administration, etc. <hr/> <i>Internships: Yes Job Shadowing: Yes</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
Laurelwood Care Center	100 Woodmont Road Johnstown, PA 15905 814.255.1488	RN; LPN; CAN; PCA; Activity Aide; Dietary Aide; Housekeeper; Maintenance <i>Internships: No Job Shadowing: Yes</i>
Leonardo DRS Laurel Technologies Amy Sharp amy.sharp@drs.com Jennifer Hall Jennifer.Hall@drs.com	246 Airport Road Johnstown, PA 15904 814.534.8900 Fax: 814.534.8731	<u>Internship Description:</u> Engineering, Supply Chain, Program Management, Finance <i>Internships: Yes Job Shadowing: No</i>
LifePoint Health Business Services Sharon Rizzo sharon.rizzo@lpnt.net	One Tech Park Drive Suite 3400 Johnstown, PA 15901	Analyst opportunities relating to medical insurance billing, claims follow up, customer service and accounting. LifePoint Health Business Services, located in Johnstown, PA, is a centralized revenue cycle service center supporting multiple hospitals in the LifePoint Health network. <i>Internships: No Job Shadowing: No</i>
Lockheed Martin AeroParts, Inc. Carolyn Younker Carolyn.m.younker@lmco.com Linda Yoder Linda.k.yoder@lmco.com	211 Industrial Park Rd. Johnstown, PA 15904 814.262.3000	Accounting, Administrative Support, Contract Administration, Engineering, Environmental & Safety, Human Resources, Information Systems & Technology, Procurement, Production Scheduling & Planning, Quality Assurance. For a listing of current openings please visit: www.lockheedmartinjobs.com <i>Internships: Yes Job Shadowing: Yes</i>
L.R. Kimball Richard Holes, Director of Aviation and Civil Engineering Services rick.holes@lrkimball.com	615 West Highland Ave. Ebensburg, PA, 15931 814.419.7874 www.lrkimball.com	CAD Technician <u>Internship Description:</u> The job would include drafting plans, technical drawings, and details for aviation and civil projects. They will work with our Engineers and Senior CAD designer on various aspects of projects utilizing Autodesk Civil 3D. <i>Internships: Yes Job Shadowing: Yes</i>
Matthew Campagna Allstate Matthew Campagna mcampagna@allstate.com	927 West High St. Ebensburg, PA 15931 814.472.8800 Fax: 814.472.0802	Customer Service and Sales <i>Internships: No Job Shadowing: No</i>
McAneny Brothers, Inc. Shawn Kaufman shawn.kaufman@mcaneny.biz	470 Industrial Park Rd. Ebensburg, PA 15931 814.472.9800 Fax: 814.472.9828	Class A CDL Drivers, Entry Level Warehouse Selectors, Sales, Retail Positions (Cashier, Deli, Grocery in Blair County) <u>Internship Description:</u> Human Resources, Accounting, Sales, Marketing <i>Internships: Yes Job Shadowing: Yes</i>
McDonald's Julie Coyle julie.coyle@us.stores.mcd.com	164 Colgate Ave. Johnstown, PA 15905 814.615.3078	Management, Crew <i>Internships: No Job Shadowing: No</i>
Med-Van Transport James Smith jimsmith@med-van.com	1311 Philadelphia Ave. N. Cambria, PA 15714 814.948.6170 ext. 313 Fax: 814.948.6184	Medical Transportation occupations, EMT, Paramedic and Paratransit Drivers, Management and Marketing, IT and Computer Programming, Dispatching and Billing. <u>Internship Description:</u> Resume needed with good job references. Driver and Medical staff positions require clean criminal record and a good driver history. Management and office staff as well as the IT and computer programming must have a good job history, preferred experience or have outstanding class performance if no previous employment history. <i>Internships: Yes Job Shadowing: Yes</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
New Pig Wendy Divins, Recruiting Manager wendyd@newpig.com	1 Pork Avenue Tipton, PA 16684 814.684.0101	Full-Time positions – Varies. All depts listed below may hire FT at any point during the year, however, we always consistently have Customer Service, Inside Sales, and Manufacturing needs to fill. <u>Internship Description:</u> Creative & Analytical Marketing, eCommerce, Insights/Social Media, Online Marketplaces (Graphic Design/Web Merchandising), Product Development, Video Production, Industrial Engineering for Manufacturing, Cost Accounting for Manufacturing, Accounting (State & Local Tax, Accounts Payable, Accounts Receivable), Outside Sales/Reseller Division, Government Sales/Federal Division, IT Project Management, IT Data Engineering, IT Software Development Engineering, IT Operations/Help Desk, and more! <i>Internships: Yes Job Shadowing: No</i>
Northwest Bank Kathleen Gibson kathleen.gibson@northwest.com	100 Liberty St. Warren, PA 16365 814.728.7652 Fax: 814.728.7720	Tellers, Personal Bankers, Summer Associates, Management Trainee. <u>Internship Description:</u> Summer Associate positions. Internships: Yes Job Shadowing: No
NPC, Inc. Sherri L. Steward Sherri.steward@npcweb.com	13710 Dunnings Hwy. Claysburg, PA 16625 814.239.8787 Fax: 814.239.5758 npcweb.com/employees	Management, Maintenance/Engineering, Finance/Accounting, IT, Human Resources, Sales, Warehousing, Machine Operators <i>Internships: Yes Job Shadowing: Yes</i>
Omni Bedford Springs Resort & Spa Udeni Perera Udeni.perera@omnihotels.com	2138 Business 220 Bedford, PA 15522 814.624.5617	Culinary, Front Desk/Housekeeping, Recreation <i>Internships: Yes Job Shadowing: No</i>
Outside In School of Experiential Education, Inc. Skip Eicher seicher@myoutsidein.org Ernest Williams-Recruiter ewilliams@myoutsidein.org	196 Hamill School Road Bolivar, PA 15923 Skip: 724.238.8441 ext. 142 Ernest: Ext 125 Fax: 724.441.1004	Outside In began providing innovative programs in 1985 and now offers a continuum of care that includes residential substance abuse treatment, outpatient substance abuse treatment including Multidimensional Family Therapy, Residential juvenile justice programs, in-home family services and an innovative sanction program. Outside In is licensed through the Pennsylvania Department of Human Services, the Department of Education, and the Department of Drug and Alcohol Programs. Outside In is accredited by the Commission on Accreditation for Rehabilitation Facilities (CARF) and the American Camp Association. Outside In is also a partner with the Monongahela National Forest. Our Mission is to help those in need “understand what is right and choose what is best, living life to the fullest!” We hire staff from all kinds of majors and need them to at least be 21 years of age. Positions we hire for include: Youth Care Workers (live in positions - 7 days on 7 days off), Counselors, Teachers, Therapists and Therapist Assistants. <i>Internships: Yes Job Shadowing: Yes</i>
PA Army National Guard SFC John Oakley john.a.oakley.mil@mail.mil SGT Tyler Landis tyler.s.landis3.mil@mail.mil	554 Airport Road Johnstown, PA 15904 814. 533.2353	We offer over 100 job descriptions in the state of Pennsylvania. Internships: No Job Shadowing: Yes

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
PA CareerLink® - Bedford County Gwen Fisher gfisher@gogoodwill.org	One Corporate Drive Suite 103 Bedford, PA 15522 814.623.6107 https://www.pacareerlink.pa.gov/jponline/	PA CareerLink® offers no-cost, personal services that help job seekers get ready for and find employment. We help employers post jobs and find the right candidates -- let us help you make the connections! <i>Internship Description:</i> PA CareerLink® connects intern seekers to area employers in all professions. Internships are generally paid, short term, and available all year round <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
PA CareerLink® - Blair County Gwen Fisher, Site Administrator gfisher@gogoodwill.org	1600 5th Ave. Suite 200 Altoona, PA 16602 814.940.6200 https://www.pacareerlink.pa.gov/jponline/	PA CareerLink® offers no-cost, personal services that help job seekers get ready for and find employment. We help employers post jobs and find the right candidates -- let us help you make the connections! <i>Internship Description:</i> PA CareerLink® connects intern seekers to area employers in all professions. Internships are generally paid, short term, and available all year round. <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
PA CareerLink®- Cambria County Jeff Dick jedick@pa.gov	248 Main Street Suite 100 Johnstown, PA 15901 814.534.2500	Summer Paid Work Experience available. For a list of job openings in Cambria county go to www.pacareerlink.pa.gov <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
PA CareerLink®- Somerset County Jeff Dick jedick@pa.gov	6022 Glades Pike Suite 100 Somerset, PA 15501 814.445.4161	Summer Paid Work Experience available. For a list of job openings in Cambria county go to www.pacareerlink.pa.gov <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
PA Dept. Human Services/Ebensburg Center Nicole Ferrebee-Phillips, Facility Director nferrebeep@pa.gov	4501 Admiral Peary Hwy Ebensburg, PA 15931 814.472.0201	Direct care staff, nursing, therapeutic, food service, maintenance workers, clerical, administrative. <i>Internships: No</i> <i>Job Shadowing: Yes</i>
PA. Dept. of Human Services/Youth Forestry Camp #3 Chad Ayers - Transitional Services Coordinator cayers@pa.gov	4534 Tar Kiln Rd. James Creek, PA. 16657 814.658.3492	Youth Development Aids/Trainees & Counselors, Food Services, Maintenance. YFC #3 is located in Huntingdon Co, supports positive change through a multi-program approach in a safe and open environment. Two distinct living and treatment units are available; the B-Dorm Residential program and the First Step program. Cognitive Behavioral Therapy (CBT) is the core of YFC3 programming. <i>Internships: Yes</i> <i>Job Shadowing: No</i>
PA Health Management Shelley Rositer-Program Specialist shelley.rositer@pahm.org	4512 Peach St. Suite 1 Erie, PA 16509 814.249.0514 pahm.org	Direct Support Professionals for individuals with intellectual and developmental disabilities <i>Internships: No</i> <i>Job Shadowing: Yes</i>
PA State Police TPR. Abby Blazavich ablazavich@pa.gov	35 Fenton Road, Indiana PA 15701 717.614.7971	Troopers <i>Internships: Yes</i> <i>Job Shadowing: No</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
Pandya Computers, Inc. Dr. Himanshu Pandya pandya@pandyausa.com	129 W. High Street Ebensburg, PA 15931 814.472.6685 Fax: 814.472.7460	Marketing and Sales, IT Tech support <hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>
Peerstar LLC Christine Butterbaugh cbutterbaugh@peerstarllc.com	214 College Park Plaza Johnstown, PA 15904 814.421.4750	PT or FT Certified Peer Specialist are individuals with a history of mental health disorders who use their own lived experience to assist individuals who are struggling with mental health and/or substance use disorders. To qualify: • Must have a history of involvement with the behavioral health system. • Have a GED or high school diploma, have at least 1. • Have at least 12 months out of the last 36 months of employment, or have at least 30 college credits in the past year. • Reliable transportation and a valid driver's license <hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>
PennCrest BANK Linda DeAngelis, Staff Services Director ldangelis@PennCrestbank.com	1201 12th Street Altoona, PA 16601 814.944.2011 www.PennCrest.bank	Bank Tellers <hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>
Pennsylvania Mountain Service Corps (AmeriCorps) Carol Overly pmsc@pmsc.org	119 Park Street Ebensburg, PA 15931 814.472.7690 Fax: 814.472.5033	Members serve their communities in the areas of education, environment, public safety and human services and receive a living stipend, education monies and a wealth of experience. 100 positions open up each June. <hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>
Problem Solutions Nikolaus Hruska nhruska@problemsolutions.net	210 Industrial Park Road Suite 120 Johnstown PA 15904 866.413.9883 Fax: 866.413.9883	See: http://www.problemsolutions.net/jobs <u>Internship Description:</u> We accept resumes for internships from sophomore, juniors, and seniors for an exciting opportunity to learn latest programming tools and techniques. <hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>
Puchko Financial Associates, Inc. Kayla Puchko Stephenson KPuchko@puchkofinancial.com	515 Main Street Johnstown, PA 15901 814.539.8661 Fax: 814.535.1079	Internships, part-time and full-time <u>Internship Description:</u> Are you a friendly and responsible person that possesses a strong work ethic, moral character, and a positive attitude with a passion for helping people? A college graduate with a background in finance or economics who is looking to make their mark in the industry. A business professional who is looking for a more entrepreneurial career change or looking for a career opportunity with a fresh perspective. A current financial professional who has become disenchanted in their captive position or hit the glass ceiling. If you knew how to help your clients find the money to do what they want, without sacrificing their lifestyle, would a career in Financial Services be of interest to you? <hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Pyramid Healthcare Jesse Hertzler - HR Recruiter JHertzler@Pyramidhc.com	271 Lakemont Park Blvd Altoona, PA 16601 814.327.8420 Pyramidhealthcarepa.com	Behavioral Health Technician, Cook, Student Support Assistant, Medical Assistant <u>Internship Description:</u> Varies opportunities available. <hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
Quality Living Home Care LLC. Kristin Miller KMiller@QLhomecare.com	Main Office: 1789 Pine Hollow Rd. Suite 3B Kennedy Twp., PA 15136 Greensburg Office: 501 South Main St. Greensburg, PA 15601 724.810.1884 Fax: 412.206.0963	NOW HIRING! Apply today at www.qlhomecare.com/careers Position: Caregiver/DCW/HHA. Pay Rate: \$11-\$17/hour. Locations: Cambria, Indiana, Westmoreland and Somerset Counties. Requirements: Must have a vehicle. Must be caring, willing to help and assist clients in their home, have a good attitude and a positive outlook. Benefits: \$250 bonuses for your 1st 1000 hours worked, \$100 bonus every 1000 hours after that, employee paid supplemental health insurance, company paid TB tests, flexible schedules, great work environment. Up to \$17/hr. for fill in shifts. Job description: providing non-medical home care services which may include personal care, assistance using restroom, incontinence care, assistance with bathing, meal prep, laundry, cleaning, errands, transportation to doctors. <i>Internships: No Job Shadowing: Yes</i>
Respective Solutions Group, Inc. Chelsea Brink chelsea@respectivesolutions.com	948 Ben Franklin Hwy Ebensburg, PA 15931 814.472.2225 ext.4 Fax: 814.472.2228 <i>Serves in the following school districts:</i> Blacklick Valley-Cambria Heights-Central Cambria-Glendale-Harmony Area-Northern Cambria, Portage, Saint Michael	Part-time Program Coordinator: Responsible for running after-school programs, overseeing staff, keeping students safe, etc. Part-time Program Staff: Responsible for helping with daily program activities, keeping students safe, homework help, etc. Program Volunteer: Assists program coordinator and staff with daily activities, crafts, projects, homework, etc. <u>Internship Description:</u> Internships involve working in our after-school programs to: design and implement a Service-Learning project, facilitate curriculum, or design and implement an original curriculum. Our programs focus on: STEM/STEAM education, cultural activities, physical fitness, and more. Internships can be tailored to students' interests and majors. Please call for more information. <i>Internships: Yes Job Shadowing: Yes</i>
Richland Family Health Center Victoria Black, HR Manager vblack@hyndmanhealth.org	203 College Park Plaza Johnstown, PA 15904 814.961.3500 https://www.hyndmanhealth.org/	LPN, Patient Services Representative, Certified Medical Assistant, Nurse Practitioner <u>Internship Description:</u> HR, Accounting, LPN, RN, Nurse Practitioner <i>Internships: Yes Job Shadowing: Yes</i>
Richland Woods Assisted Living Maria Bonitz, LPN mariab@walsdc.com	3324 Elton Road Johnstown, PA 15904 814.266.7113 Fax: 814.266.5883	Richland Woods is a unique assisted living community, and we routinely hire Caregivers, CNAs, and LPNs on all shifts. We offer a competitive pay rate, a weekend differential of an additional \$2/hr., health/dental/vision insurance, 401(k) with a matching plan, Paid Time Off (PTO), coverage bonuses, free meals, free parking, free uniforms, and MORE! <i>Internships: No Job Shadowing: No</i>
Riggs Industries Amber Gindlesperger Human Resources Assistant afd@jibodies.com	2478 Lincoln Highway Stoystown, PA 15563 814.629.2172 Fax: 814.629.2233	Welder, Mechanic, Painter, CAD Drafter, Accounting <u>Internship Description:</u> Relevant coursework in specific field. <i>Internships: Yes Job Shadowing: Yes</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
Safari Contract Cleaners Lauren LaMantia, Recruiting & Retention Manager llamantia@safaricontractcleaners.com	111 Roosevelt Blvd. Johnstown, PA 15906 Cell: 814.288.8667 Office: 814.533.5758 Ext. 120	Various positions in the Johnstown and surrounding areas. We offer a variety of flexible work schedules in safe and secure locations. Convenience and stability are two main factors to consider when choosing Safari. We have been Western Pennsylvania's premier cleaning company for over 45 years now. All supplies, equipment, and training provided. <i>Internships: Yes Job Shadowing: No</i>
Senior LIFE of PA Katie Hastie KHastie@PACE-CS.com	401 Broad Street Johnstown, PA 15906 412.449.0520	Senior LIFE is an alternative to nursing homes, designed to help seniors live their best lives at home. Through Senior LIFE services, members are able to access the health care and support they need—and still have the independence they want. Positions: RNs, CNAs, HHA, Drivers, AP/AR, MSW, PT, OT, SLP, COTA, PTA NPs, Maintenance, Healthcare Management <i>Job Shadowing: Yes</i>
Seven Springs Mountain Resort, Inc. Jimmy Singer jsinger@7springs.com	777 Waterwheel Drive Seven Springs, PA 15622 814.352.7777	Seasonal, full-time, and part-time – food and beverage, hotel operations, housekeeping, culinary, reservations, activities & more year round adventures <i>Internships: Yes Job Shadowing: No</i>
Skeletonex Chiropractic & Rehabilitation Dr. Robert Leichliter, DC Dr.leichliter@skeletonex.com	927 W High St. # 5 Ebensburg, PA 814.419.8277 Fax: 814.419.8285	<u>Internship Description:</u> Marketing / Public Relations / Communications - we are looking for highly enthusiastic individuals to help us market our practice through social media, in person meetings and presentations and advertising. These internship positions will work closely with the doctor and the office manager to create marketing strategies for the business. Health Information Systems - we are looking for individuals who have great customer service interaction to help us with scheduling patients, obtaining patient authorization and healthcare benefits as well as checking in and checking out patients. <i>Internships: Yes Job Shadowing: Yes</i>
Smith, Bertocchi, Arbaugh, & Hall P.C. Jason R Barnett jason@sbahpc.com	PO Box 975 Kittanning, PA 16201 724.548.1541 Fax: 724.545.9130	Accounting Paraprofessional, Accountants <u>Internship Description:</u> Varies with skill and ability of the applicant. Basic bookkeeping, payroll, and tax functions. <i>Internships: Yes</i>
Smith Transport, Inc. Lynette Dellinger ldellinger@smithtransport.com	153 Smith Transport Rd. Roaring Spring, PA 16673 814.224.5155 Fax: 814.224.6939	Internships <i>Internships: Yes Job Shadowing: No</i>
Somerset Trust Company Melissa Platt, AVP & Sr. HR Officer platt@somersettrust.com	PO Box 777 Somerset, PA 15501 814.443.9200 Fax: 814.443.9227	Full-time and/or Part-time Teller; Call Center Representative; Lending; Information Systems; Marketing; Accounting; Audit; Training; Human Resources; Trust & Investments Management; and others as needed. <u>Internship Description:</u> Internship or Job Shadowing requests in any of our departments are welcomed and will be considered on a case-by-case basis. <i>Internships: Yes Job Shadowing: Yes</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
Sourcereer James Selapack James.Selapack@Sourcereer.com	656 Industrial Park Rd. Ebensburg, PA 15931 814.418.7580	Software Developers, IT, Business, Marketing, Finance/Accounting <u>Internship Description:</u> It varies dependent upon the position we have open, as our open positions change and vary constantly. In general, we require a great can-do attitude, motivated to succeed in life, doesn't settle for the status-quo, has delusions of innovation grandeur, and has a hard work ethic like non other. Also needs to know how to have a good time, enjoys life, and laughter is part of their day. <i>Internships: Yes Job Shadowing: Yes</i>
Stoystown Tank & Steel Co. Zach Zufall, President zzufall@stoystowntank.com	235 Reading Mine Road Stoystown, PA 15563 814.893.5133 www.stoystowntank.com	Welder / Fabricator, General Laborer <i>Internships: No Job Shadowing: No</i>
Superior Human Services, Inc. Katherine Carnevali katie@superiorhumanservices.com	4105 Crawford Ave. N. Cambria, PA 15714 814.420.8019 ext.306 Fax: 814.420.8279	Residential Support Workers <u>Internship Description:</u> Internships for Health Field Students (Social Workers, Psychology, Physical Therapists, etc.) <i>Internships: Yes Job Shadowing: No</i>
Tableland Services, Inc. Jennifer Hemminger jhemminger@capfsc.org	535 East Main Street Somerset, PA 15501 814.445.9628 Fax: 814.445.3690	Family/Consumer Science, Office Administration, Early Childhood Education, Bookkeeping, Accounting Technology, etc. <u>Internship Description:</u> Career related. See above for position types available. <i>Internships: Possibly Job Shadowing: Yes</i>
Teeter Group April Ressler, President aressler@teetergroup.com	1400 Eisenhower Blvd. Suite 102 Johnstown, PA 15904 814.944.5900 www.teetergroup.com	We're an independent insurance agency offering a comprehensive suite of insurance solutions to protect your business and your life from the unexpected. <i>Internships: No Job Shadowing: Yes</i>
The Learning Lamp Kayla Balamuta Kbalamuta@thelearninglamp.org	2025 Bedford Street Johnstown, PA 15904 814.262.0732 Fax: 814.262.0837	Child Care Staff, Before & After School Staff, Paraprofessionals, Preschool Teachers, Substitute Teachers, Personal Care Aides, Custodians, Special Education Teachers, Directors & many more! <i>Internships: Yes Job Shadowing: Yes</i>
UpStreet Architects, Inc. Tanya Hodak, Administrator, thodak@upstreetarchitects.com	541 Philadelphia St. Indiana, PA 15701 724.349.3601 Fax: 724.349.5779	Architectural Drafter <u>Internship Description:</u> Internship includes drafting of architectural plans in AutoCAD and Vectorworks. <i>Internships: Yes Job Shadowing: Yes</i>
U.S. Air Force Recruiting Service Staff Sergeant Derek Jimenez derek.jimenez@us.af.mil	500 Galleria Drive Suite 254 Johnstown, PA 15904 814.591.3600	U.S. Air Force offers over 140 career fields. <i>Internships: No Job Shadowing: Yes</i>
U.S. Customs & Border Protection Scott Merlo scott.merlo@cbp.dhs.gov	1215 Manor Dr. Mechanicsburg, PA 17055 717.554.2883	Customs and Border Protection Officer, Border Patrol Officer <i>Internships: No Job Shadowing: No</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
Unique Venues Alyson Salem, Director of Marketing alyson@uniquevenues.com	1405 Eisenhower Blvd Suite 202 Johnstown, PA 15904 814.792.8039	<p><u>Internship Description:</u> An intern will be responsible for aiding the Unique Venues Sales, Marketing, & Technology Team with weekly tasks as well as special projects. The role of the intern is to assist in the sales process and to grow our business through marketing efforts. The candidate must be proficient in customer service and possess strong business communication and organizational skills.</p> <hr/> <p><i>Internships: Yes</i> <i>Job Shadowing: Yes</i></p>
UPMC Altoona & UPMC Bedford Leslie Price pricel5@upmc.edu	620 Howard Avenue G Building, Suite 255 Altoona, PA 16601 814.889.7317	<p>Healthcare related: Patient Care Tech, Radiology, Medical Assistant, Billing & Coding, Patient Access, Unit Secretary</p> <p><u>Internship Description:</u> Interested students must search for internships on career webpage and apply. For job shadowing individuals need to contact the facility they are interested in.</p> <hr/> <p><i>Internships: Yes</i> <i>Job Shadowing: Yes</i></p>
UPMC Somerset Heather Lichvar, Recruiter lichvarhr@upmc.edu (814)443-5003 *Applications can be submitted at https://careers.upmc.com/	225 S. Center Avenue Somerset, PA 15501 814.443.5003	<p>Patient Care Tech, Nursing Assistant, Medical Imaging, Respiratory Therapy, Medical Assistant, Billing & Coding, Patient Access, Information Technology, Electrical, HVAC</p> <p><u>Internship Description:</u> Interested students must search for internships on career webpage and apply. For job shadowing, individuals need to contact the facility they are interested in.</p> <hr/> <p><i>Internships: Yes</i> <i>Job Shadowing: Yes</i></p>
UPS Jennifer Butler jbutler@ups.com	150 Donald Lane Johnstown, PA 15901	PT Local Sort Supervisor, PT Preload Supervisor, PT Package Handler. <hr/> <p><i>Internships: No</i> <i>Job Shadowing: No</i></p>
ViaQuest Hospice Kim DiPiazza/Volunteer Coordinator kimberly.dipiazza@viaquestinc.com	607 Georgian Place Somerset PA 15501 724.292.7696 Fax: 724.258.2245	Volunteers are the heart of hospice and play a vital role in the total care of the patient at ViaQuest Hospice. Volunteering is a great way to give back to the community and give companionship and support to fellow veterans. Volunteering can open doors to all sorts of new opportunities - personally, professionally and academically. Serving as a hospice volunteer is an excellent way to fulfill course service requirements for a wide range of majors, gain experience in a chosen field or explore a new field, boost a resume, build a network and to grow as a person. Volunteers can help at times that are convenient for them. There are no minimum or maximum hour limits, with visit times available during mornings, afternoons, early evenings, weekdays and weekends. When volunteering, students will help provide emotional support, companionship, and practical support to patients and their families. Volunteers have the opportunity to share kindness and their company with those who truly appreciate it most. Training and ongoing support are provided! <hr/> <p><i>Internships: No</i> <i>Job Shadowing: Yes</i></p>
Victim Services, Inc. Stephanie Rex Counseling & Advocacy Supervisor srex@cambrasomersetvs.org	638 Ferndale Avenue Johnstown, PA 15905 814.288.4961 Fax: 814.288.3904 433 W. Patriot St Somerset, PA 15501 814.443.1555 www.victimservicesinc.org	Sexual Assault and Violent Crimes Counselor, Prevention Education Coordinator, Victim Witness Manager <p><u>Internship Description:</u> Direct Services - must be working on a degree in psychology, social work, or a related field; able to obtain Act 33 and 34 clearances.</p> <hr/> <p><i>Internships: Yes</i> <i>Job Shadowing: No</i></p>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
Walmart Distribution Center Amy Brandt amy.tercek@walmart.com	181 Walmart Road Bedford, PA 15522 814.624.5221	Oder fillers, power equipment operators, area managers, asset protection associates, quality assurance associates <u>Internship Description:</u> 4-year degree – preferably in business management or supply chain related discipline <i>Internships: Yes</i> <i>Job Shadowing: No</i>
Weatherization, Incorporated Becky S. Beck, Executive Director Bbeck@weath.onmicrosoft.com	917 Mifflin St. Huntingdon PA 16652 814.643.2343	We are currently hiring Energy Auditors to inspect client homes and prepare work orders for issue to our subcontractors. A background in a construction related field is helpful, and basic computer skills are required. <i>Internships: No</i> <i>Job Shadowing: No</i>
Webify, LLC Andy Barrows, CEO andy@webifyplatform.com	726 Scalp Ave. Johnstown, PA 15904 814.244.1003	Junior Web Designer, Web Developer, Customer Success Associate, Business Relations, Accounting, Marketing, Graphic Design, Sales <u>Internship Description:</u> All positions are available for internships <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Wessel & Company Chris Britton, SHRM-CP, JCDC, JCTC HR Director cbritton@wesselcpa.com	Johnstown Office 215 Main Street Johnstown, PA 15901 814.536.7864 Fax: 814.535.4332 Ebensburg Office 120 West High Street Ebensburg, PA 15931 Cranberry Office 1667 Route 228 Suite 301 Cranberry Twp, PA 16066 Bedford Office 100 East Pitt Street Bedford, PA 15522	Accounting: Both 2-year and 4-year track Internships: Both 2-year and 4-year track Administrative <u>Internship Description:</u> 4-year degree. <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Wheeler Bros., Inc. Tina Devers Director, Human Resources tdevers@teamwbi.com	409 Drum Avenue Somerset, PA 15501 814.443.7031 Fax: 814.443.7109	Sales, marketing, warehouse, accounting <u>Internship Description:</u> Qualifications vary depending on area. <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
Windber Medical Center Amy Hoopes ahoopes@windbercare.org Jennifer Blazosky jblazosky@windbercare.org Jamie Brock, SPHR jbrock@windbercare.org	600 Somerset Ave. Windber, PA 15963 814.467.3416 Fax: 814.467.3453	RN, LPN, Medical Lab Tech, Phlebotomist, Patient Accounting Rep, Coding, Surgical Tech, Medical Assistant, Radiology Tech, CT Tech, and other healthcare related positions. <u>Internship Description:</u> Internships must be coordinated through the College with Jen Blazosky. She can be reached at 814.467.3416. Our most common internships are phlebotomy, patient accounting, coding, physical therapy, etc. *Must be 18 & enrolled in school to job shadow. <i>Internships: Yes</i> <i>Job Shadowing: Yes*</i>
Zamias Services Inc. Tammy Forish, Office Manager tforish@zamias.net	PO Box 5540 Johnstown, PA 15904 814.535.3563 Fax: 814.536.5969	Accounting Coordinator (Accounts Payable/Receivable), Billing Analysts, Administrative Assistants, Marketing <i>Internships: No</i> <i>Job Shadowing: No</i>

STAFFING AGENCIES

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internship Description
Aerotek Steph Vojtko svoitko@aerotek.com	1 Corporate Drive Suite 107 Bedford, PA 15522 814.285.3702 Fax: 814.285.3790	Recruiter/Sales Trainee, Welders, Laborers, Administrative Assistants, Customer Service, Industrial Painters, Machine Operators, Assemblers
		<i>Internships: No</i> <i>Job Shadowing: Yes</i>
Manpower, Inc. Ashley Reams ashley.reams@manpower.com	248 Main St. Johnstown, PA 15901 814.266.2364 Fax: 814.254.4096	Administrative, Food Production Workers, Laborer's, Warehouse Workers.
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
QNS Recruiting Jodi Page jpage@qnsrecruiting.com	429 Manor Drive Ebensburg, PA 15238 814.471.2030	RNs, LPNs, CNAs, PCAs, Social Work, Therapy, PA's, Dietary, Activities, Marketing, Housekeeping, Accounting, Maintenance, Healthcare Management, PT, OT, ST
Sargent's Personnel Agency Inc. Angelica McAfee personnel@sargents.com	210 Main Street Johnstown, PA 15901 814.536.7877	Typists, general clerical, labor work, etc.
		<i>Internships: No</i> <i>Job Shadowing: No</i>
Spherion Staffing Madeline Wolf Regional Operations and Business Development Manager madelinewolf@spherion.com	1397 Eisenhower Blvd. Johnstown, PA 15904 814.266.2816 Fax: 814.262.9399 www.spherionpajobs.com	Manufacturing, Administrative, Professional Placements.
		<i>Internships: Yes</i> <i>Job Shadowing: No</i>

DISCOVER YOU

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
2022-2023 CAREER PLANNING GUIDE

