

Off-Campus Employment Opportunities  
Updated 2/2/2012

Date	Employer	Position	Due Date	Contact Information
2/2/2012	SCI, Lic	Administrative Assistant	N/A	<a href="http://careermatrix.com/Seeker/Search/print_full_job.asp?Inf=220770">http://careermatrix.com/Seeker/Search/print_full_job.asp?Inf=220770</a>
2/2/2012	Worldwide Christian Schools	Accounting Assistant	N/A	Email <a href="mailto:khilverda@wwcs.org">khilverda@wwcs.org</a>
2/2/2012	Home Repair Services	Accounting Clerk	N/A	Email <a href="mailto:mwatkins@homerepairservices.org">mwatkins@homerepairservices.org</a>
2/2/2012	Armstore Corporation	Engineering Assistant	N/A	Email <a href="mailto:hr@armstore.com">hr@armstore.com</a>
2/2/2012	Hart Public Schools	Varsity Boy's Gold Coach	2/13/12	Send letter of interest, resume and at least 3 references to: Mr. Steven Hlady, Interim Athletic Director Hart High School 300 W. Johnson Street Hart, MI 49420
2/2/2012	Michigan Church Supply	Retail	N/A	Call 616-245-2251
2/2/2012	PRGX	Audit Assistant	N/A	Email <a href="mailto:renee.fitzgerald@prgx.com">renee.fitzgerald@prgx.com</a>
2/2/2012	Wyoming Public Schools	Part-Time Bus Driver	2/8/12	Email <a href="mailto:goffj@wyomingps.org">goffj@wyomingps.org</a>
2/2/2012	Wyoming Public Schools	Part-Time Media Paraeducator	2/7/12	Email <a href="mailto:goffj@wyomingps.org">goffj@wyomingps.org</a>
2/2/2012	Maple Creek	Lead Resident Aide	N/A	Email <a href="mailto:mcjobs@lssm.org">mcjobs@lssm.org</a>
2/2/2012	Vector Distribution	Human Resource and Bookkeeping Associate	N/A	Send resume and salary history to <a href="mailto:imprintevolve@vectordist.com">imprintevolve@vectordist.com</a>
2/2/2012	City of Grand Rapids	Code Compliance Officer II	2/6/12	<a href="http://www.grcity.us/human-resources/Pages/default.aspx">http://www.grcity.us/human-resources/Pages/default.aspx</a>
2/2/2012	Lapeer County Intermediate School District	CTE Paraprofessional - Digital Media Arts (Part-time; Special Assignment)	Until Filled	<a href="http://www.geneseeisd.org/index.aspx?NID=37">http://www.geneseeisd.org/index.aspx?NID=37</a>
2/2/2012	Lansing School District - Willow	Special Education Assistant - EI	2/7/12	<a href="http://www.lansingschools.net">www.lansingschools.net</a> (Click on the Employment Opportunities Link)
2/2/2012	Lansing School District - Elmhurst Elementary	1 on 1 Special Education Assistant - ASD	2/7/12	<a href="http://www.lansingschools.net">www.lansingschools.net</a> (Click on the Employment Opportunities Link)
2/2/2012	Lansing School District - Forest View	ECSE Specialized Assistant Bilingual 1 on 1 & ECDD	2/9/12	<a href="http://www.lansingschools.net">www.lansingschools.net</a> (Click on the Employment Opportunities Link)
2/2/2012	Employer Not Listed in Description	Merchandising Specialist - Kalamazoo, MI - 1200267	N/A	<a href="https://amerch.taleo.net/careersection/2/joblist.ftl">https://amerch.taleo.net/careersection/2/joblist.ftl</a> (Click All Jobs)
2/2/2012	Kent County	Client Services Representative	2/10/12	<a href="http://www.accesskent.com/jobs">www.accesskent.com/jobs</a>
2/2/2012	Kent County	Warehouse Coordinator	2/10/12	<a href="http://www.accesskent.com/jobs">www.accesskent.com/jobs</a>
1/27/2012	Cancer and Hematology	Clinical Research Associate	N/A	Email <a href="mailto:rbrockie@chcwm.com">rbrockie@chcwm.com</a>
1/27/2012	Trinity Lutheran Church	Custodial Assistant	N/A	Email <a href="mailto:jane.barsema@tlcgr">jane.barsema@tlcgr</a>
1/27/2012	St. Ann Catholic Church	Part-Time Preschool Teacher	N/A	Call 269-731-0295
1/27/2012	Cancer and Hematology	Clinical Research Nurse	N/A	<a href="http://www.chcwm.com">www.chcwm.com</a>
1/27/2012	Frito-Lay	Route Sales Representative	N/A	<a href="http://www.fritolayemployment.com">www.fritolayemployment.com</a>
1/27/2012	Frito-Lay	Detailer	N/A	<a href="http://www.fritolayemployment.com">www.fritolayemployment.com</a>
1/27/2012	Frito-Lay	TDD Picker	N/A	<a href="http://www.fritolayemployment.com">www.fritolayemployment.com</a>
1/27/2012	Fournier Household	Driver	N/A	Email <a href="mailto:pam@equity-ltd.com">pam@equity-ltd.com</a>
1/27/2012	Fernandez Household	Errand Runner	N/A	Email <a href="mailto:amandafernandez10@live.com">amandafernandez10@live.com</a>
1/23/2012	Kellogg	Billing Coordinator	N/A	<a href="http://www.appone.com/MainInfoREq.asp?R_ID=589592&amp;Lo">http://www.appone.com/MainInfoREq.asp?R_ID=589592&amp;Lo</a>
1/23/2012	The Anchor Bar	Bartender/Server	N/A	Email <a href="mailto:jenknuth1@hotmail.com">jenknuth1@hotmail.com</a>
1/23/2012	Pizza Hut	Part-time	N/A	Call Richard at 616-942-9944
1/19/2012	Hesperia Community Schools	Long Term Substitute	N/A	Email <a href="mailto:haasej@hesp.net">haasej@hesp.net</a>
1/19/2012	SquareU	College Representative	N/A	Apply at <a href="https://squareup.com/jobs/os40VfwZ">https://squareup.com/jobs/os40VfwZ</a>
1/19/2012	Community Church of Douglas	Youth Ministry Leader	N/A	Email <a href="mailto:Carol.mollett@ccofdouglas.org">Carol.mollett@ccofdouglas.org</a>
1/19/2012	Community Church of Douglas	Director of Children's Ministry	N/A	Email <a href="mailto:Carol.mollett@ccofdouglas.org">Carol.mollett@ccofdouglas.org</a>
1/19/2012	Midwest communications	Entry Level Marketing Consultant	N/A	<a href="mailto:lansingjobs@mwcradio.com">lansingjobs@mwcradio.com</a>
1/19/2012	Modern Woodmen of America	Financial Advisor	N/A	Email <a href="mailto:carrier.s.smith@wmich.edu">carrier.s.smith@wmich.edu</a>
1/19/2012	HealthPort	Medical Records ROI Specialist	N/A	Email <a href="mailto:Shakira.Soto@HealthPort.com">Shakira.Soto@HealthPort.com</a>

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1/19/2012	United Airlines - Grand Rapids	Customer Service Representative - Line Station/Ramp Duties - Part-Time	N/A	<a href="https://ual-pro.taleo.net/careersection/10140/jobdetail.ftl">https://ual-pro.taleo.net/careersection/10140/jobdetail.ftl</a> Search "All Jobs" or Search by its job number code (GRR00000001-SR)
1/18/2012	YRC - Worldwide (Grand Rapids, MI)	Supervisor-City	N/A	<a href="http://www.yrcw.com/careers/">http://www.yrcw.com/careers/</a>
1/18/2012	Kent County	Sheriff Department - Park Police Officers	Until Filled	Download application at <a href="http://www.accesskent.com">www.accesskent.com</a>
1/18/2012	Express Employment Professionals	Various Job Opportunities	Varies	Complete an online application at <a href="http://grandrapidsmi.expresspros.com/">grandrapidsmi.expresspros.com/</a>
1/13/2012	Dwelling Place	Maintenance	N/A	Please Send Resume and Letter of interest to: Dwelling Place of Grand Rapids, Inc. 101 Sheldon Blvd. SE, Suite 2 Grand Rapids, MI 49503
1/13/2012	Dwelling Place	Property Manager Assistant	N/A	Please Send Resume and Letter of interest to: Dwelling Place of Grand Rapids, Inc. 101 Sheldon Blvd. SE, Suite 2 Grand Rapids, MI 49503
1/13/2012	CRCNA	Web Developer	2/17/12	<a href="http://www.crcna.org/jobs">www.crcna.org/jobs</a>
1/13/2012	Family and Futures Posting	Communication and Development Specialist	N/A	<a href="http://www.familyfutures.net">www.familyfutures.net</a>
1/13/2012	Sunset Association	Administrative Assistant	N/A	Email <a href="mailto:hr@sunsetmanor.org">hr@sunsetmanor.org</a>
1/13/2012	Modern Woodmen of America	Financial Advisor	N/A	email <a href="mailto:carrie.s.smith@wmich.edu">carrie.s.smith@wmich.edu</a>
1/12/2012	Orlando Magic - Orlando Florida	Ticket Sales Representative	N/A	<a href="http://www.orlandomagiccareers.com">www.orlandomagiccareers.com</a>
1/6/2012	Express Employment Professionals	Various Job Opportunities	Varies	<a href="http://grandrapidsmi.expresspros.com/">grandrapidsmi.expresspros.com/</a>
1/6/2012	Porter Hills Retirement Communities & Services	Receptionist	N/A	Send resume to: <a href="mailto:hr-corp@porterhills.org">hr-corp@porterhills.org</a>
1/6/2012	Porter Hills Retirement Communities & Services	Resident Assistant	N/A	Send resume to: <a href="mailto:hr-corp@porterhills.org">hr-corp@porterhills.org</a>
1/6/2012	Porter Hills Retirement Communities & Services	Homemaker/Companion	N/A	Send resume to: <a href="mailto:hr-corp@porterhills.org">hr-corp@porterhills.org</a>
1/6/2012	Porter Hills Retirement Communities & Services	Private Duty Resource Pool	N/A	Send resume to: <a href="mailto:hr-corp@porterhills.org">hr-corp@porterhills.org</a>
1/6/2012	Porter Hills Retirement Communities & Services	Private Duty Aides	N/A	Send resume to: <a href="mailto:hr-corp@porterhills.org">hr-corp@porterhills.org</a>
1/6/2012	Porter Hills Retirement Communities & Services	CNA	N/A	Send resume to: <a href="mailto:hr-phv@porterhills.org">hr-phv@porterhills.org</a>
1/6/2012	Porter Hills Retirement Communities & Services	Resident Assistant	N/A	Send resume to: <a href="mailto:hr-phv@porterhills.org">hr-phv@porterhills.org</a>
1/6/2012	Kellogg Company	RQT Material Specialist	N/A	<a href="http://www.appone.com/MainInfoReq.asp?R_ID=5848695&amp;Lo">http://www.appone.com/MainInfoReq.asp?R_ID=5848695&amp;Lo</a>
1/6/2012	Allure Hair Boutique - Cascade Hair Salon	Part-time Receptionist (Tuesday, Wednesday, & Thursday evenings 5pm - 8pm)	N/A	Apply in person at Allure Hair Boutique 1144 East Paros SE
1/5/2012	Progressive Commerce	Accounting Clerk	N/A	<a href="http://www.careermatrix.com">http://www.careermatrix.com</a> <a href="http://www.progressive-commerce.com">www.progressive-commerce.com</a>
1/5/2012	Kellogg Company	Plant IT Coordinator	N/A	<a href="http://www.appone.com/MainInfoReq.asp?R_ID=586795&amp;Lo">http://www.appone.com/MainInfoReq.asp?R_ID=586795&amp;Lo</a>
1/5/2012	Web Traffic Partners, Inc.	Graphic Designer	N/A	Submit your resume and samples of your work to: Chris Thomas, Founder and President <a href="mailto:chris@webtrafficpartners.com">chris@webtrafficpartners.com</a>
1/5/2012	Web Traffic Partners, Inc.	Back-End Web Developer	N/A	Submit your resume and samples of your work to: Chris Thomas, Founder and President <a href="mailto:chris@webtrafficpartners.com">chris@webtrafficpartners.com</a>
1/5/2012	Home Again Childcare - Richland, MI	Part-time Teacher Assistant (Education credits and/or experience in Early Education required)	N/A	Send resumes to: <a href="mailto:homeagainchildcare@hotmail.com">homeagainchildcare@hotmail.com</a>
1/5/2012	International Republican Institute	Resident Country Director - Djibouti	N/A	<a href="https://home2.eease.adp.com/recruit/?id=2006222">https://home2.eease.adp.com/recruit/?id=2006222</a> . Please write your cover letter in the Enter Text Resume space and upload a word document into the Attach Resume area.
1/5/2012	Experience Inc.	Various Internships and Job Opportunities	Varies	<a href="http://aquinas.experience.com/er/security/login.jsp">http://aquinas.experience.com/er/security/login.jsp</a>
1/5/2012	Padnos Iron and Metal Company	Purchasing Student Position	N/A	Email Melanie at <a href="mailto:melanie.kamminga@padnos.com">melanie.kamminga@padnos.com</a>
1/5/2012	ADP	401k Sales Hunter Job	N/A	<a href="http://www.michiganjobnetwork.com/">http://www.michiganjobnetwork.com/</a>
1/5/2012	ADP	Internet Administrator- Night Shift Job	N/A	<a href="http://www.michiganjobnetwork.com/">http://www.michiganjobnetwork.com/</a>

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1/5/2012	William Wrigley Jr. Company	TSM - Detroit MI (Southwest)	N/A	<a href="http://www.michiganjobnetwork.com/">http://www.michiganjobnetwork.com/</a>
1/5/2012	Liberty Mutual	Sales Associate	N/A	<a href="http://www.michiganjobnetwork.com/">http://www.michiganjobnetwork.com/</a>
1/5/2012	Allegan County Area Technical and Education Center	Math Learning Lab Facilitator	Until Filled	<a href="http://www.alleganaesa.org">www.alleganaesa.org</a>
1/4/2012	Covenant Development - Grand Rapids	Part-Time Sales Assistant	N/A	Email resume and cover letter to: covdevjob@hotmail.com

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