

Off-Campus Employment Opportunities

Please Note: Details of the positions listed below are available in the Career and Counseling Services.

Date	Employer	Position Updated 3/12/2010	Due Date	Contact Information
3/12/2010	Borisch	Production Manager	N/A	www.borisch.com
		Receiving Inspector	N/A	www.borisch.com
		Test Coordinator	N/A	www.borisch.com
		Cell Leader	N/A	www.borisch.com
3/12/2010	Virginia Van Steenhuyse	House Cleaning	N/A	svansteen@comcast.net
3/12/2010	Blackmer	Customer Service Representative	3/26/10	resumes@blackmer.com
3/8/2010	Catholic Source	Pastoral Associate	N/A	aikane@potsdamcatholic.org
		Senior Vice President	N/A	chern.griffin@kornferry.com
		Music Director	N/A	gretchenincarn@qwestoffice.com
		Contemporary Worship Leader	N/A	ctyler@trurochurch.org
		Immigration Specialist	N/A	www.catholic-doc.org/hr
		Utilization Coordinator	N/A	gkrainchich@netny.net
3/8/2010	EGR Rec. Department	Track Instructor	N/A	sfasbend@eastar.org
3/8/2010	Christodora	Animal Instructor	N/A	manice@christodora.org
3/8/2010	Kalamazoo Community Mental Health & Substance Abuse Services	Program Specialist	N/A	hr@kazooocmh.org
3/8/2010	D&R International	Director of Programs	N/A	humanresources@drintl.com
3/5/2010	Sawyer Nursery	Sales Data Analyst	N/A	616-669-9310
3/5/2010	Kent County Republican Party	Campaign Manager	N/A	www.kentqop.org
3/5/2010	Data Strategy	Product Management Purchasing Assistant	N/A	www.data-strategy.com
3/5/2010	Orlando Magic	Administrative Assistant	N/A	www.orlandomagiccareers.com
3/2/2010	Dwellingplace	Customer Service Associates	N/A	616-454-0928
3/2/2010	State of Michigan	Student Assistant	N/A	www.michigan.gov/lottery
3/2/2010	Vermont Youth Conservation Corps	Park Educators	N/A	www.yvcc.org
3/2/2010	Joe Reidt	Geometry Tutor	N/A	reidtqang@comcast.com
2/26/2010	Hastings Mutual Insurance Company	Human Resources Administrator	N/A	www.hastingsmutual.com
2/26/2010	USAJOBS	Forestry Technician	3/24/10	www.usajobs.com
		Physician	3/31/10	www.usajobs.com
2/23/2010	Pilgrim Manor Retirement Community	Annual Fund Coordinator	N/A	www.pilgrimmanor.org
2/23/2010	Owens Physical Therapy	Front Desk/Medical Billing	N/A	www.owensptspecialists.com
2/23/2010	Dwellingplace	Office/Property Manager Assistant	N/A	616-454-0928
2/19/2010	Industrial Quick Search	Editorial Assistant	N/A	katyh@industrialquicksearch.com
2/19/2010	Dean McCully	Tutor	N/A	dean@dmccully.com
2/19/2010	Superior Pest Control Inc.	Pest Control Service Technician	N/A	www.superiorpest.org
2/19/2010	Central Michigan University	Video Coordinator	N/A	www.jobs.cmich.com
2/19/2010	Dwellingplace	Custodian	N/A	www.dwellingplaceqr.org
2/19/2010	Grand Rapids Public Schools	Classroom Bilingual Instructional Aides	N/A	http://grpublicschools.org
		Migrant Recruiter	N/A	http://grpublicschools.org
		School Tutors-Bilingual	N/A	http://grpublicschools.org
2/16/2010	Mercantile Bank of Michigan	Full-Time Customer Specialist	N/A	www.mercbank.com
		Part-Time Customer Specialist	N/A	www.mercbank.com
2/16/2010	Borisch Manufacturing	Special Ops Technician	N/A	www.borisch.com

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2/12/2010	MSU-College of Human Medicine	Simulated Patient	N/A	http://humanmedicine.msu.edu/future/meded.php
2/12/2010	Industrial Quick Search Inc	Admin/Editorial Assistant	N/A	katyh@industrialquicksearch.com
2/12/2010	Barbara Camenga	Driver	N/A	616-956-8080
2/12/2010	Grand Rapids Public Schools	Classroom Bilingual Instructional Aides	N/A	http://grpublicschools.org
		School Tutors-Bilingual	N/A	http://grpublicschools.org
		Migrant Recruiter	N/A	http://grpublicschools.org
2/9/2010	Regent Broadcasting	sales pro	N/A	ed.grey@regentcomm.com
2/9/2010	USAJOBS	Auditor	2/2/11	www.usajobs.com
		Physician	12/31/10	www.usajobs.com
2/9/2010	Shed Media US	Casting Recruiter	N/A	casting.kristin@gmail.com
2/9/2010	Borisch	Test Technician	N/A	www.borisch.com
2/9/2010	Jim Ipel	sales and mechanic	N/A	www.adabike.com
2/5/2010	United States Marine Corps	Officer Selection Officer	N/A	www.marineofficer.com
2/5/2010	Borisch	Manufacturing Engineer Intern	N/A	www.borisch.com
		Text Fixture Builder	N/A	www.borisch.com
		Production Manager	N/A	www.borisch.com
		Surface Mount Lead	N/A	www.borisch.com
		Test Technician	N/A	www.borisch.com
2/5/2010	Silver Spring	Energy Analyst	N/A	www.drintl.com
2/2/2010	Snelling	Haiti Earthquake Disaster Relief Project	N/A	femajobs@snellinggr.com
2/2/2010	The Nature Conservancy	Seasonal Land Steward	N/A	www.nature.org/careers
2/2/2010	Frito-Lay Inc	Various	N/A	www.fritolayemployment.com
2/2/2010	Dwellingplace	Property Manager Assistant	N/A	www.dwellingplacegr.org
2/2/2010	Lansing School District	Food Service Class II	N/A	www.lansingschools.net
2/2/2010	Gezon Nissan VW	Prep	N/A	www.gezonmotors.com
1/29/2010	USAJOBS	IT Specialist	1/10/11	www.usajobs.com
		Loan Review Specialist	3/31/10	www.usajobs.com
1/29/2010	Kalamazoo Community Mental Health & Substance Abuse Services	Administrative Assistant	N/A	hr@kazooemh.org
1/27/2010	TCBY	General Employee	N/A	616.949.4418
1/26/2010	Diane Herbuck	Dog Sitter	N/A	616-957-0535
1/26/2010	Express Employment Professionals	Machine Operators	N/A	http://hollandmi.expresspros.com
		Lead Sales Associate	N/A	http://hollandmi.expresspros.com
		Service Technician	N/A	http://hollandmi.expresspros.com
		Store Associate	N/A	http://hollandmi.expresspros.com
		Service Manager	N/A	http://hollandmi.expresspros.com
1/26/2010	Zondervan	Various Positions	N/A	zjobs@zondervan.com
1/26/2010	Project Concern International	Various Positions	N/A	www.projectconcern.org
1/26/2010	Maxpoint Business Solutions	Business to Business Sales	N/A	david.fox1@yahoo.com
1/26/2010	William J. Gould Associates, Inc.	Volunteer Staff	N/A	hr@gouldfarm.org
1/26/2010	Grand Rapids Public Schools	Academic Support Teacher	N/A	http://grpublicschools.org
1/22/2010	Kalamazoo Community Mental Health & Substance Abuse Sefvices	Peer Support Specialist	N/A	hr@kazooemh.org
		Program Specialist--Billing	N/A	hr@kazooemh.org
1/22/2010	Notions Marketing Corporation	Graphic Artist	N/A	www.notions-marketing.com
1/22/2010	Grand Rapids Public Schools	Classroom Bilingual Instructional Aides	Until Filled	www.grpublicschools.org
		School Tutors	Until Filled	www.grpublicschools.org

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1/22/2010	Hispanic Center	Office/Clerical Support	N/A	sstout@hispanic-center.org
		Fund Development Assistant	N/A	sstout@hispanic-center.org
1/22/2010	Katt Insurance Agency, LLC	Insurance Customer Service Representative	N/A	Gregory@kattins.com
1/22/2010	Fox 17 WXMI	Accounting Assistant	N/A	izissler@fox17online.com
1/22/2010	Express Employment Professionals	Quality Control Technician	N/A	www.expresspros.com
		Sanitation Associate	N/A	www.expresspros.com
		Wood Shaper Machine Operator	N/A	www.expresspros.com
		Shift Supervisor	N/A	www.expresspros.com
		Minster Press Operator	N/A	www.expresspros.com
		Machine Operator	N/A	www.expresspros.com
		Maintenance Technician	N/A	www.expresspros.com
		Personnel Coordinator	N/A	www.expresspros.com
		Property Maintenance Technician	N/A	www.expresspros.com
		Outside Sales Representative	N/A	www.expresspros.com
		Cashier/Customer Service	N/A	www.expresspros.com
		Foreman	N/A	www.expresspros.com
		Forklift Operator	N/A	www.expresspros.com
		Engineering Administrative Assistant	N/A	www.expresspros.com
		Executive Chef	N/A	www.expresspros.com
		Sales Coordinator/Customer Service Representative	N/A	www.expresspros.com
		Technical Writer	N/A	www.expresspros.com
		Maintenance Mechanic	N/A	www.expresspros.com
		Maintenance Supervisor	N/A	www.expresspros.com
		Outside Sales Representative	N/A	www.expresspros.com
		Volunteer Recruitment Coordinator	N/A	www.expresspros.com
1/22/2010	Playworks	Detroit Executive Director	N/A	www.cgcareers.org/findajob/jobdetail/1496
1/22/2010	Transportation Riders United	Detroit Transit Organizer	N/A	www.DetroitTransit
1/22/2010		Project Manager	N/A	www.cac-mi.org
1/19/2010	Tradehome Shoes	Assistant Manager	N/A	6162837449
1/19/2010	Regent Broadcasting	WFGR Afternoon Host	N/A	jerry@qogrand.com
1/15/2010	Express Employment Professionals	Service Manager	N/A	http://hollandmi.expresspros.com
		Warehouse Worker/Delivery Driver	N/A	http://hollandmi.expresspros.com
		Lead Sales Associate	N/A	http://hollandmi.expresspros.com
1/15/2010	Kent County	Corrections Officers	N/A	www.AccessKent.com/jobs
1/15/2010	The Rapid	Transportation Supervisor	N/A	smartin@ridetherapid.org
1/15/2010	Borisch	Surface Mount Lead	N/A	maureenr@borisch.com
		Manufacturing Engineer Intern	N/A	maureenr@borisch.com
1/15/2010	Midwest Communications	Sales Representative	N/A	517-279-1590
1/15/2010	FOX 17 WXMI	Weekend Co-anchor/reporter	N/A	izissler@fox17online.com
1/15/2010	Hart Public Schools	Head Start Assistant Facilitator	N/A	301 W. Johnson Street
1/15/2010	OtterBase	Webinar Coordinator and Administrative Support	N/A	rfreiburger@otterbase.com
1/15/2010	East Grand Rapids Parks & Recreation	Lifeguard	N/A	wmcdonal@easgr.org
1/7/2010	Industrial Quick Search, Inc.	Administrative Assistant	N/A	sales@industrialquicksearch.com
1/7/2010	D.A. Blodgett for Children and St. John's House	Data entry/Administrative Support	N/A	lkruisenga@stjohnshome.org
1/7/2010	Habitat for Humanity of Kent County	Director of Faith Based Fundraising	N/A	arichardson@habitatkent.org
1/7/2010	LeadAmerica	Team Leader	N/A	www.lead-america.org
		Site Director		
1/7/2010	Fox 17 WXMI	Camera/teleprompter operator	N/A	izissler@fox17online.com

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12/23/2009	Office Staffing Inc.	Bi-Lingual (French/English) Data Entry Clerk	N/A	aheerdt@officestaffing.com
12/23/2009	U.S. Department of Defense	Defense Logistics Agency Student Worker	N/A	DLIS-LMT-JOBS@dla.mil
12/23/2009	Express Employment Professionals	Dispatch/Customer Service (2 Open)	N/A	www.expresspros.com
		Receiving and Inspection Clerk (2 Open)		
		Business Development/Recruiter		
		Editorial Assistant		
		Maintenance Mechanic		
		Maintenance Planner		
		Maintenance Supervisor		
		Outside Sales Representative (2 Open)		
		Quality Manager		
		Research & Design Specialist		
		Foreman		
		Forklift Operator		
		Lathe Operator/Pipe Fitter		
		Machine Operator		
		Maintenance Technician		
		Personnel Coordinator		
		Property Maintenance Technician		
		Quality Control Technician		
		Sanitation Associate		
		Shift Supervisor		
12/21/2009	Express Employment Professionals	Administrative Assistant/Data Analyst	N/A	http://hollandmi.expresspros.com
		Welder/Machine Operator		
		Truck Loader/Unloader		
		2nd Shift Machinist		
		Seasonal Warehouse Personnel		
12/21/2009	Borisch Manufacturing Corporation	Board Cleaner/Washer	N/A	www.borisch.com
12/21/2009	Camp Kamaji for Girls	Cabin Counselors	N/A	www.kamaji.com
		Program Specialists		
		Wilderness Trip Leaders		
		Nursing Assistants		
		Assistant Cooks		
		Maintenance Assistant		
12/17/2009	New Life SIWD	Grand Writer	N/A	newlife_siwd@yahoo.com
12/17/2009	Clear Channel Radio-Grand Rapids	Announcers	N/A	dougmontgomery@clearchannel.com
12/17/2009	CARANA	Director of Operations and Administration	N/A	http://carana.resume-management.com/apply
12/17/2009	Grand Rapids Public Schools	Classroom Bilingual Instructional Aides	N/A	www.grpublicschools.org
12/14/2009	Borisch Manufacturing Corporation	Fabrication Technician	N/A	www.borisch.com
12/14/2009	PRO-telligent, LLC	Measurement & Evaluation Experts	N/A	GreenCD@PRO-telligent.com
12/14/2009	Express Employment Professionals	Administrative Assistant/Data Analyst	N/A	http://hollandmi.expresspros.com
		Welder/Machine Operator		
		2nd Shift Machinist		
		Seasonal Warehouse Personnel		
		2nd Shift Tool & Die Journeyman		
12/14/2009	Zondervan	Acquisitions Editor	N/A	www.zondervan.jobs
		Adult Curriculum Acquisitions Editor		

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		Associate Director of Public Relations		
		Editorial Director		
		Managing Editor		
		Senior Director, Corp. Creative Visual Marketing & Strategy		
		Vice President of Marketing (2 Open)		
12/10/2009	Corporate Security Solutions	Telemarketer	N/A	www.gocss.com
12/10/2009	Otterbase	Planning/Supply Chain Coordinator	N/A	rfreiburger@otterbase.com
12/10/2009	Clinton Eaton Ingham Community Mental Health Authority	Security Guard	N/A	www.ceicmh.org
		Relief Mental Health Worker		
		Residential Technician		
		Clerk Typist II		
12/10/2009	Jimmy John's	Sampling/Marketing/Driver	Until Filled	616.459.4330
12/10/2009	Field Support Center	PM Billing Clerk	N/A	http://yrcregional.com
12/10/2009	Parks & Recreation of the City of Grand Rapids	Lifeguard/Water Safety Instructor	N/A	www.grcity.us/parksandrec
		Pool Filter Operator		
12/10/2009	Mercantile Bank of Michigan	Part-Time Receptionist	N/A	ivanvalkenburg@mercbank.com
12/10/2009	Michigan Blood	Telerecruiter	N/A	info@miblood.org
12/10/2009	Michigan Blood	Volunteer Services Assistant	N/A	info@miblood.org
12/10/2009	Express Employment Professionals	Administrative Opportunities	N/A	www.expresspros.com
		Professional Opportunities	N/A	
		Sales Opportunities	N/A	
		Manufacturing/Skilled Trades Opportunities	N/A	
12/10/2009	FOX 17, WXMI	ENG/SNG Truck Operator	N/A	jzissler@fox17online.com
12/10/2009	Michigan Nonprofit Association	Education Coordinator	N/A	HR@bbartcenter.org
		Program Assistant	N/A	http://www.mott.org/about/thefoundation/employment/
		Child Care Teacher	N/A	hr@soscs.org
		Program Director	N/A	icollette@specialdreamsfarm.com
		Field Organizer	N/A	http://environmentalcouncil.org/mecReports/
		Health Assessment Program Specialist	N/A	www.mpca.net
		American Cancer Society Manager, Gala/Golf	N/A	www.cancer.org
		Seasoned Advancement Professional	N/A	employment@TheHenryFord.org
12/3/2009	Mrs. Versluis	Student to help with TV Hook Up & Converter Box	ASAP	616.301.0334
12/2/2009	Wedgwood Christian Services	Various Employment Opportunities	N/A	www.wedgwood.org
12/2/2009	New York Natural Heritage Program	Invasive Species Biologist	N/A	http://www.nature.org/careers/work/art24244.html
11/30/2009	Koinonia	Program Coordinator & Program Specialists	N/A	Employment@KoinoniaNY.org
11/30/2009	East Grand Rapids Middle School	7th & 8th Grade Girls' Lacrosse Coach	3/22/10	sfasbend@eastgr.org

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