

**2020-2021 VERSION**  
CAREER PLANNING RESOURCES  
JOBS & INTERNSHIPS DIRECTORY

# career. services guide



Career Services Center



# 2020 Career Guide

*Compliments of:*

**Pennsylvania Highlands Community College**

**Career Services Center**

101 Community College Way

Johnstown, PA 15904

814.262.3850

[CareerServices@pennhighlands.edu](mailto:CareerServices@pennhighlands.edu)

**Larry Brugh**, Dean of Career Services and Workforce Education

**Cara Moyer**, Career Counselor

For more information regarding our services and our resources, visit the **Career Services Center** office located on the first floor of the Richland Campus, or call 814.262.3850.

~~~~~

Pennsylvania Highlands Community College is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Titles VI and VII, Title IX, and Section 504.

For further information, please refer to our website at [www.pennhighlands.edu](http://www.pennhighlands.edu).

# WELCOME

The Career Services Center at Penn Highlands is excited to work with you. We invite you to use our services in many convenient ways:

- Individual appointment (scheduled in person, by telephone, or by email)
- Faculty scheduled classroom presentations
- On-campus programs
- Walk-in inquiries
  - With a career counselor (accommodated when schedules permit)
  - Use of Career Lab (independent self-directed search)
  - Grab and Go resources (free materials for students)

We utilize the latest technology but are firm believers in providing the personal touch. Please join our partnership to ensure your professional development and success.

## OUR SERVICES

We are here to provide you with life-long services that begin the first day you enroll. Our mission is to provide you with career planning tools and education most in demand by employers.

Our services cannot guarantee jobs but will greatly enhance your skills and potential success in job searching with plentiful and relevant networking opportunities.

Working closely with Career Services, you can take an active role in the management of your own career planning:

- Get involved in work, volunteer, leadership, athletic, civic, and co-curricular activities to become that well-rounded individual expected by employers.
- Identify your skills, values, interests, and personality type.
- Explore potential job responsibilities and duties, work settings, and salary ranges with software programs and first-hand job shadowing.
- Learn effective marketing and communication skills to excel in the art of resume/cover letter writing and interview performance.
- Acquire dining and professional etiquette confidence.
- Network with employers at job/internship fairs.
- Experience professional hands-on training through internships.
- Graduate with a career or plan for advanced education.

## GET STARTED

To schedule an appointment, call the **Career Services Center** at **814.262.3850** or email us at [careerservices@pennhighlands.edu](mailto:careerservices@pennhighlands.edu).

*Appointments are available in person, by phone, or video chat.*



# TABLE OF CONTENTS

|                                                     |    |
|-----------------------------------------------------|----|
| A Guide for First & Second Year Students            | 4  |
| Upcoming Events & Employer Networking Opportunities | 6  |
| Major & Career Exploration                          | 7  |
| Exploring Values                                    | 9  |
| Maximize Your Job Shadow Experience                 | 10 |
| Soft Skills Employers Seek                          | 11 |
| Writing a Cover Letter                              | 12 |
| Sample Cover Letter                                 | 13 |
| Basics of Resume Writing                            | 14 |
| Resume Sample                                       | 15 |
| Creating Your Reference Page                        | 16 |
| Tips to Ace the Job Interview                       | 17 |
| Practice Interviewing with Big Interview            | 18 |
| Dress for Success                                   | 19 |
| Professional Dress: “Career Closet”                 | 20 |
| The Art of Writing Thank You Letters                | 21 |
| How to Sell Yourself at a Job Fair                  | 22 |
| Penn Highlands Online Job Board & Resources         | 23 |
| Social Media in Your Job Search                     | 24 |
| Penn Highlands Faculty/Staff Directory              | 25 |
| Employer Directory                                  | 32 |

# 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 Services:** 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 & Schoology:** 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 faculty advisor, career services staff, 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 promoted and sponsored by the *Career Services Center*.
- **Interview Skills:** Attend a workshop or schedule an individual appointment at the *Career Services Center* to learn proper interviewing skills.
- **Resume/Cover Letter Writing:** Attend a workshop or schedule an individual appointment with the *Career Services* staff 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

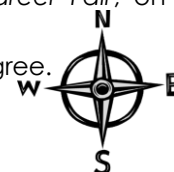
**CULTIVATE** your skills by experiencing the real world. Identify and participate in meaningful, professional, career-related opportunities like internships and networking events.

- **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.
- **Resume Review:** Consult with a career counselor to review your resume so it is ready to apply for jobs and internships.
- **Videotaped Mock Interview:** Schedule an appointment at the *Career Services Center* to gain practical experience in the interviewing process. Learn proper interviewing techniques by reviewing your videotaped session with a 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 *Career Services'* 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) Fair*, *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.



# FALL '20 & SPRING '21 EVENTS

Career Services offers a variety of programs throughout each semester. We invite and encourage you to participate in these workshops and events as they can help you in your professional development.

*Special Statement: To ensure compliance with the recommended guidelines implemented in response to the COVID-19 pandemic, specific event topics, dates, and times will be announced at a later date, which will help us to best continue to serve students and meet the current safety measures in place at that time.*

Please see the *Community Calendar* on myPEAK or the *Upcoming Events* section on the main webpage for exact dates and times for the listed Career Services Center programs. Frequently check your Penn Highlands email and be sure to read the College Events emails to stay up-to-date with what's happening.

| FALL   |                                                         |
|--------|---------------------------------------------------------|
|        | <b>Industry Tour for Students<sup>^</sup></b>           |
|        | <b>Professional Development Workshop</b>                |
|        | <b>Western PA Collegiate Job &amp; Internship Fair*</b> |
|        | <b>Career Readiness Workshop</b>                        |
| SPRING |                                                         |
|        | <b>Industry Tour for Students<sup>^</sup></b>           |
|        | <b>Professional Development Workshop</b>                |
|        | <b>Career Readiness Workshop</b>                        |
|        | <b>Western PA Collegiate Job &amp; Internship Fair*</b> |
|        | <b>Penn Highlands Job/Internship Fair</b>               |

<sup>^</sup>Get a first-hand view of regional companies, including type of business and job and internship opportunities.

\* The WestPACS Fair is the largest fair in our region, with an opportunity to network with 100+ employers in one location. The fair is typically held at the Monroeville Convention Center, please contact Career Services to inquire about free school provided transportation.

## JOB & INTERNSHIP FAIRS

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

→ Please visit the "Find a Job" tab on the Career Services Center page on myPEAK to view Job Fair opportunities throughout the year.

→ 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.

→ Penn Highlands Career Services is here to help you prepare for every aspect of the fair from how to dress, basic networking guidance, resume writing, and more. Please see page 22 for quick tips on "How to Sell Yourself at a Job Fair".

# 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](http://www.pennhighlands.edu)) selecting "Student Life", then "Career Services", 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.

All students should receive an invitation from the "The YouScience Team" with a link to activate and access their free account. If you deleted or did not receive the activation email, please contact us at [careerservices@pennhighlands.edu](mailto:careerservices@pennhighlands.edu) and we will be happy to resend you the activation link to access your account.

# CAREER EXPLORATION (continued)

## EXPLORE YOUR POSSIBILITIES

### Research:

- Use Career Coach to research careers; you can search by occupation title or career sectors (<https://pennhighlands.emsicc.com>).
- Learn about careers from the Occupational Outlook Handbook ([www.bls.gov](http://www.bls.gov)) and O\*Net ([www.onetonline.org](http://www.onetonline.org)).
- Check out the list of majors and degrees offered at Penn Highlands.
- Stop by the Career Services Center for free “Grab & Go” materials or check out the Career Services Center tab on **myPEAK** 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 into 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 32 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 25, 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 10 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.

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

*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

**This worksheet is designed to assist students in creating a draft cover letter in consultation with a career counselor. Schedule your appointment today.**

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

## 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 2020.

**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 2019.

- 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 2018-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 2019.

# 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: Participate in the videotaped mock interview at the *Career Services Center*.
- 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:**

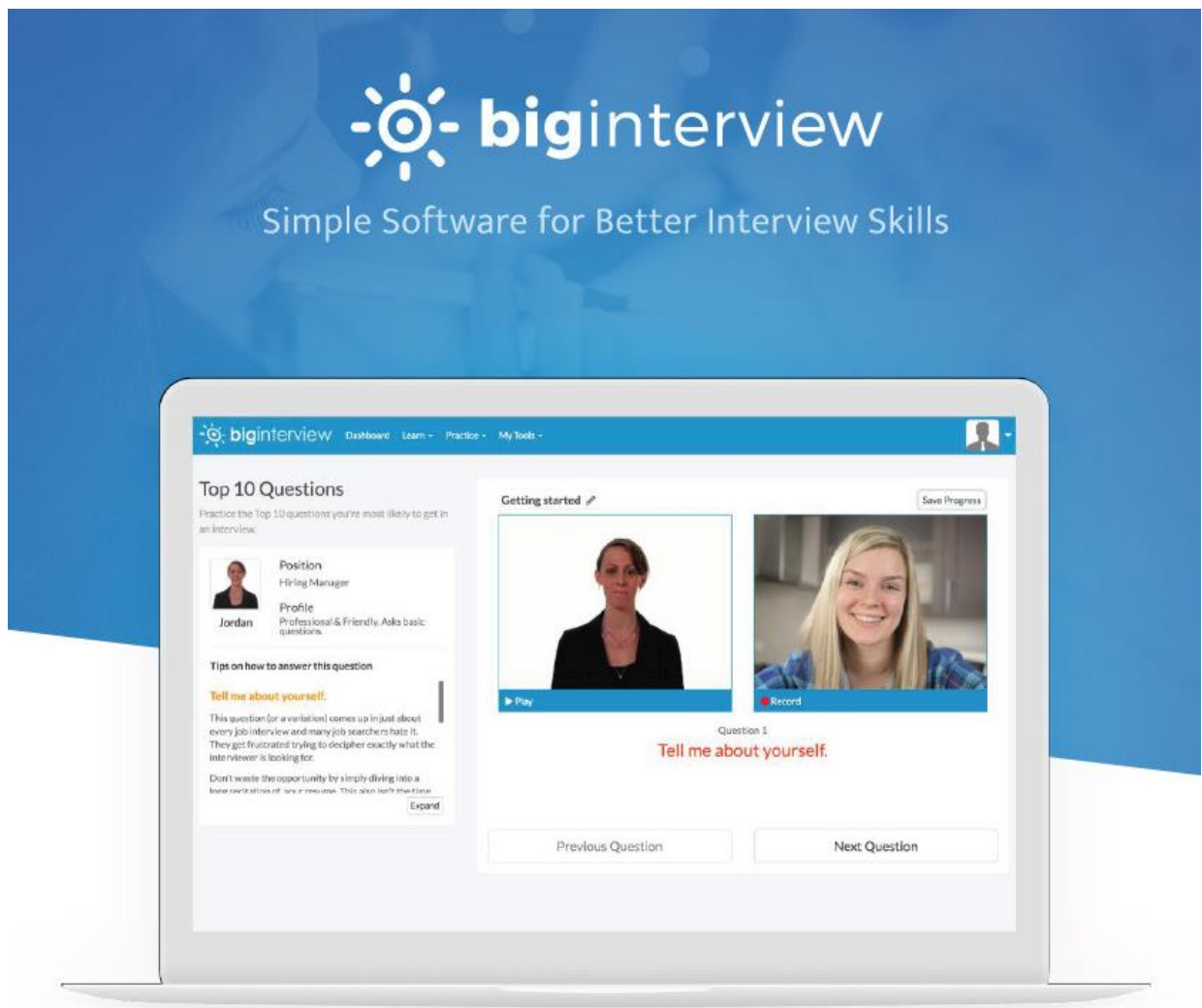
- Display confidence during the interview.
  - Shake hands firmly, smile, maintain eye contact, and good body posture.
- Listen carefully. Welcome all questions, even the difficult ones, with a smile.
- Give honest, direct answers.
  - Develop answers in your head before you respond. If you don't understand 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 21 for more details and a sample letter.



# 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 and 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



## 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.

## CAREER SERVICES & WORKFORCE DEVELOPMENT



## 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 **Career Services Center** 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 SERVICES

The Career Services Center provides you with life-long services that begin the first day you enroll. Our mission is to provide you with career planning tools and education most in demand by employers.

Our services cannot guarantee jobs, but will greatly enhance your skills and potential success in job searching with plentiful and relevant networking opportunities.



Questions? Contact us today!

Career Services // 814.262.3850 // [careerservices@pennhighlands.edu](mailto:careerservices@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.
- Reemphasize 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](http://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 than 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 this is a white box with the URL "CollegeCentral.com/pennhighlands.edu". A list of features includes: "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!", and "VIEW AND APPLY TO JOBS ON THE NATION'S LARGEST ENTRY-LEVEL JOB BOARD!". At the bottom, there are links for "JOB SEEKERS: LOG IN NOW!" and "TAKE CHARGE OF YOUR FUTURE!". The footer includes "CollegeCentral.com", a logo, and "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 schedule. 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](http://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. Below it are five blue boxes with icons and text: a dollar sign icon for "Minimum \$10/hr. Often \$25/hr+.", a document icon for "Work experience to boost your resume.", a group of people icon for "Grow your professional network.", a checkmark icon for "Exposure to multiple industries, including startups.", and a piggy bank icon for "100% free to join."

For more job search resources, please visit the "Employment Website" tab located on the Career Services Center tab under "Finding a Job" on myPEAK ([my.pennhighlands.edu](http://my.pennhighlands.edu)). Here you will find links to additional websites for employment and access resources in your chosen field.

\* Note: Penn Highlands Career Services Center is not responsible for the information presented and made available at these outside services.

# 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](http://www.linkedin.com).

*Courtesy of the National Association of Colleges and Employers.*

# **faculty/staff directory**

---

# **Penn Highlands Staff/Faculty 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 10" Questions to Ask Employers".



| Career Sector                                  | Title, Name, & Contact Info.                                                                                                                                                               | Degree   Area of Study   Certification                                                                                                                                                                               |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Arts, Audio/Video Technology, & Communications | <b>Adjunct Instructor - Marjorie Moyer</b><br><a href="mailto:mmoyer@pennhighlands.edu">mmoyer@pennhighlands.edu</a>                                                                       | <b>Bachelor's, Certificate, Master's</b>   Art History   Painting Restoration                                                                                                                                        |
|                                                | <b>Assistant Professor, Communication &amp; Media Studies</b><br><i>Richard Bukoski</i><br>C219A; 814.262.6493; <a href="mailto:rbukoski@pennhighlands.edu">rbukoski@pennhighlands.edu</a> | <b>Bachelor's, Master's</b>   Communication, Adult Education                                                                                                                                                         |
| Business, Management, & Administration         | <b>Adjunct Faculty Coordinator - Dawn Thompson</b><br>C234A; 814.262.6418; <a href="mailto:dthompson@pennhighlands.edu">dthompson@pennhighlands.edu</a>                                    | <b>Diploma</b>   General                                                                                                                                                                                             |
|                                                | <b>Adjunct Instructor (Business) - Mark Parfitt</b><br>814.404.3144; <a href="mailto:mparfitt@pennhighlands.edu">mparfitt@pennhighlands.edu</a>                                            | <b>Associate, Bachelor's, MBA</b>   Business Administration/Management & Marketing                                                                                                                                   |
|                                                | <b>Adjunct Instructor - Charles J. Hamonko</b><br>814.255.4313; <a href="mailto:chamonko@pennhighlands.edu">chamonko@pennhighlands.edu</a>                                                 | <b>Master's, Bachelor's</b>   Business and Economics                                                                                                                                                                 |
|                                                | <b>Assistant Director of Student Financial Services</b><br><i>Mary Hattaway</i><br>814.262.6435; <a href="mailto:mhatt@pennhighlands.edu">mhatt@pennhighlands.edu</a>                      | <b>Associate, Bachelor's</b>   Business/Human Resources                                                                                                                                                              |
|                                                | <b>Assistant Professor of Accounting - Melissa Boback</b><br>C217A; 814.262.6471; <a href="mailto:mboback@pennhighlands.edu">mboback@pennhighlands.edu</a>                                 | <b>Associate, Bachelor's, Master's</b>   Accounting                                                                                                                                                                  |
|                                                | <b>Assistant to the Vice-President of Student Services</b><br><i>Daun Boyle</i><br>A107I; 814.262.6455; <a href="mailto:dboyle@pennhighlands.edu">dboyle@pennhighlands.edu</a>             | <b>Associate, Bachelor's, Certificate</b>   Human Services, Management   Mental Health Facilitator                                                                                                                   |
|                                                | <b>Director of Student Financial Services - Judy Ebberts</b><br>A107F; 814.262.6442; <a href="mailto:jebberts@pennhighlands.edu">jebberts@pennhighlands.edu</a>                            | <b>Bachelor's, Master's</b>   Criminology, Education-Higher Education Administration                                                                                                                                 |
|                                                | <b>KEYS Program Coordinator - Kaye Fink</b><br>B117; 814.262.6465; <a href="mailto:mfink@pennhighlands.edu">mfink@pennhighlands.edu</a>                                                    | <b>Associate, Bachelor's</b>   Business Management                                                                                                                                                                   |
|                                                | <b>Professor, Business Management - Sandy Schrum</b><br>C217; 814.262.6416; <a href="mailto:sschrums@pennhighlands.edu">sschrums@pennhighlands.edu</a>                                     | <b>Associate, Bachelor's, Master's</b>   Business Administration, Management, Human Resource Management, Adult and Continuing Education, Organizational and Leadership Studies                                       |
| Education & Training                           | <b>Academic Advising Coordinator - Anna Elias-Shaffer</b><br>B125B; 814.262.6457; <a href="mailto:aelias@pennhighlands.edu">aelias@pennhighlands.edu</a>                                   | <b>Bachelor's, Certificate, Master's</b>   Public Relations BA, Minor in International Studies, Masters of Education (College Student Affairs)   Victim Advocate (for sexual assault, domestic violence, & stalking) |
|                                                | <b>Adjunct - Allegra Slick</b><br>814.659.9612; <a href="mailto:aslick@pennhighlands.edu">aslick@pennhighlands.edu</a>                                                                     | <b>Bachelor's, Certificate, Master's, PA Director Credential</b>   Math, Early Childhood Education   Secondary Ed Math, PA and NC                                                                                    |
|                                                | <b>Adjunct - Trudi Stasko</b><br>814.243.2280; <a href="mailto:tstasko@pennhighlands.edu">tstasko@pennhighlands.edu</a>                                                                    | <b>Master's</b>   Elementary Education   Reading Specialist                                                                                                                                                          |
|                                                | <b>Adjunct Instructor - Matt Sernell</b><br>814.525.3471; <a href="mailto:jsernell@pennhighlands.edu">jsernell@pennhighlands.edu</a>                                                       | <b>Bachelor's, MBA</b>   Geography, Homeland Security, Masters of Business Administration                                                                                                                            |
|                                                | <b>Adjunct Instructor - Rachel Thomas-Kimmel</b><br>814.248.1670; <a href="mailto:rkimmel@pennhighlands.edu">rkimmel@pennhighlands.edu</a>                                                 | <b>Bachelor's, Master's</b>   Communications, English, Education   Grades 7-12 Pennsylvania English Education                                                                                                        |
|                                                | <b>Assistant Professor, Mathematics - Robin Hughes</b><br>C231; 814.262.6412; <a href="mailto:rhughes@pennhighlands.edu">rhughes@pennhighlands.edu</a>                                     | <b>Bachelor's, Master's, MBA</b>   Mathematics, Mathematics Education, Business Administration                                                                                                                       |
|                                                | <b>Associate Dean of School Partnerships</b><br><i>Kay-Leigh Malzi</i><br>C202; 814.262.3859; <a href="mailto:kmalzi@pennhighlands.edu">kmalzi@pennhighlands.edu</a>                       | <b>Bachelor's, Master's</b>   B.S. - Secondary Education, Social Studies MED - Alternative Education   Social Studies 7-12 Grade Instruction; English 7-12 Grade Instruction                                         |
|                                                | <b>Associate Professor of Physical Science - Sherri Slavick</b><br>C219A; 814.262.6411; <a href="mailto:sslavick@pennhighlands.edu">sslavick@pennhighlands.edu</a>                         | <b>Bachelor's, Master's</b>   Science Education   In PA I hold 3 teaching certifications issued by PDE: Biology, General Science, and Earth and Space Science                                                        |

| Career Sector                    | Title, Name, & Contact Info.                                                                                                                                            | Degree   Area of Study   Certification                                                                                                     |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Education & Training (continued) | <b>Counselor/ADA Specialist</b> - Michael Lucas<br>B125; 814.262.6468; <a href="mailto:mlucas@pennhighlands.edu">mlucas@pennhighlands.edu</a>                           | <b>Bachelor's, Master's</b>   Elementary Education   Special Education                                                                     |
|                                  | <b>Dean of Career Services and Workforce Education</b><br>Larry Brugh<br>A145; 814.262.3849; <a href="mailto:lbrugh@pennhighlands.edu">lbrugh@pennhighlands.edu</a>     | <b>Bachelor's, Diploma, Master's</b>   Sociology/Student Affairs Education/Admin.                                                          |
|                                  | <b>Dean of Enrollment Services &amp; Registrar</b><br>Michelle Stumpf<br>A107M; 814.262.6439; <a href="mailto:mstumpf@pennhighlands.edu">mstumpf@pennhighlands.edu</a>  | <b>Bachelor's, Master's</b>   Secondary Education - Biology/General Science and Student Affairs and Higher Education                       |
|                                  | <b>Dean of Faculty</b> - Erica Reighard<br>C234B; 814.262.6440; <a href="mailto:ereighard@pennhighlands.edu">ereighard@pennhighlands.edu</a>                            | <b>Bachelor's, Master's</b>   Philosophy, Human Resources                                                                                  |
|                                  | <b>Director, Huntingdon Center</b> - Marissa Davis<br>Huntingdon; 814.506.8318; <a href="mailto:mdavis@pennhighlands.edu">mdavis@pennhighlands.edu</a>                  | <b>Associate, Bachelor's, Master's, Education Specialist (ED.S.)</b>   Leadership in Higher Education                                      |
|                                  | <b>Director of Student Activities and Athletics</b> - Sue Brugh<br>A110N; 814.262.6463; <a href="mailto:sbrugh@pennhighlands.edu">sbrugh@pennhighlands.edu</a>          | <b>Bachelor's</b>   Mathematics                                                                                                            |
|                                  | <b>History/Cultural Studies Instructor</b> - Robert Lamkin<br>814.421.4764; <a href="mailto:rlamkin@pennhighlands.edu">rlamkin@pennhighlands.edu</a>                    | <b>Master's</b>   History                                                                                                                  |
|                                  | <b>Instructor</b> - Dr. Stephenie Schroth<br>Blair; 814.505.8601; <a href="mailto:sschroth@pennhighlands.edu">sschroth@pennhighlands.edu</a>                            | <b>Bachelor's, Certificate, Doctorate, Master's</b>   Education and Training, Information Technology   Instructional Technology Specialist |
|                                  | <b>Information Literacy and eLearning Librarian</b><br>Alexander Kirby<br>Library; 814.262.6484; <a href="mailto:akirby@pennhighlands.edu">akirby@pennhighlands.edu</a> | <b>Master's; Bachelor's</b>   History, and Libraries                                                                                       |
|                                  | <b>Instructor, Early Childhood Education</b><br>Morgan Dugan<br>814.262.6417; <a href="mailto:mdugan@pennhighlands.edu">mdugan@pennhighlands.edu</a>                    | <b>Master's</b>   Education   MED                                                                                                          |
|                                  | <b>KEYS Student Facilitator</b> - Sally Tiracave<br>B119; 814.262.6420; <a href="mailto:stiracave@pennhighlands.edu">stiracave@pennhighlands.edu</a>                    | <b>Bachelor's</b>   Social Studies/Secondary Education                                                                                     |
|                                  | <b>President</b> - Steve Nunez<br>814.262.3846; <a href="mailto:snunez@pennhighlands.edu">snunez@pennhighlands.edu</a>                                                  | <b>Doctoral</b>   Biology, Education                                                                                                       |
|                                  | <b>Professor of Business Management</b> - Joe Slifko<br><a href="mailto:jslifko@pennhighlands.edu">jslifko@pennhighlands.edu</a>                                        | <b>Bachelor's, Master's</b>   Business Economics and Industrial Relations and Human Resources Management                                   |
|                                  | <b>Professor of English</b> - Jeannine McDevitt<br>C203; 814.262.6421; <a href="mailto:jmcdevit@pennhighlands.edu">jmcdevit@pennhighlands.edu</a>                       | <b>Bachelor's, Master's</b>   English                                                                                                      |
|                                  | <b>Student Services Specialist</b> - Amanda Farkus<br>Blair; 814.631.9635; <a href="mailto:afarkus@pennhighlands.edu">afarkus@pennhighlands.edu</a>                     | <b>Bachelor's, Master's</b>   Psychology w/Leadership Minor   Student Affairs in Higher Education                                          |
|                                  | <b>Temporary Lecturer, Mathematics</b> - Wayde Simington<br>Blair; 814.631.9643; <a href="mailto:wsimington@pennhighlands.edu">wsimington@pennhighlands.edu</a>         | <b>Bachelor's</b>   Applied Mathematics, Pure Mathematics, Secondary Education Mathematics                                                 |
| Finance                          | <b>Student Accounts Manager</b> - Heidi Hasse<br>A110H; 814.262.6478; <a href="mailto:hhasse@pennhighlands.edu">hhasse@pennhighlands.edu</a>                            | <b>Bachelor's</b>   Accounting                                                                                                             |
|                                  | <b>Vice President of Finance &amp; Administration</b><br>Lorraine Donahue<br>814.262.3822; <a href="mailto:ldonahue@pennhighlands.edu">ldonahue@pennhighlands.edu</a>   | <b>Bachelor's, Master's</b>   Finance, Accounting, and Information Systems                                                                 |
| Health Science                   | <b>Adjunct Biology Teacher</b> - Mark Barnes<br>814.695.0700; <a href="mailto:mbarnes@pennhighlands.edu">mbarnes@pennhighlands.edu</a>                                  | <b>Bachelor's, Doctor of Chiropractic</b>   Biology                                                                                        |
|                                  | <b>Adjunct Faculty</b> - Andrea Criswell<br>814.255.0223; <a href="mailto:acriswell@pennhighlands.edu">acriswell@pennhighlands.edu</a>                                  | <b>Registered Dietitian, Master's, Bachelor's, License</b>   Food and Nutrition   ServSafe Food Safety                                     |

| Career Sector              | Title, Name, & Contact Info.                                                                                                                           | Degree   Area of Study   Certification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health Science (continued) | <b>Adjunct Faculty</b> - Karen McCabe<br>814.619.5817; <a href="mailto:kmccabe@pennhighlands.edu">kmccabe@pennhighlands.edu</a>                        | <b>Master's, Bachelor's, License</b>   Health Science                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                            | <b>Adjunct Faculty</b> - Simone Flesik, D.C.<br>814.467.5528; <a href="mailto:simoneflesikdc@gmail.com">simoneflesikdc@gmail.com</a>                   | <b>Bachelor's, Doctor of Chiropractic</b>   Biology, Chiropractic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                            | <b>Adjunct Instructor</b> - Shannon Nicoloff<br>651.894.2916; <a href="mailto:snicoloff@pennhighlands.edu">snicoloff@pennhighlands.edu</a>             | <b>Doctoral</b>   Psychology, Ethics, Philosophy   Doctor Psychology, National Register of Health Service Provider's in Psychology, Registered Play Therapist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                            | <b>Adjunct Instructor</b> - Theresa Sewalk<br><a href="mailto:tsewalk@pennhighlands.edu">tsewalk@pennhighlands.edu</a>                                 | <b>Bachelor's, Doctorate, Master's</b>   Human Nutrition, Functional Medicine, Biology, Chiropractic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                            | <b>Associate Professor</b> - Gaynelle Schmieder<br>814.262.6488; <a href="mailto:gscmieder@pennhighlands.edu">gscmieder@pennhighlands.edu</a>          | <b>Bachelor's, License, Master's</b>   Nursing and Education   NCMA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Human Services             | <b>Adjunct Instructor</b> - Lisa Covitch<br>Blair; 814.941.3431; <a href="mailto:lcovitch@pennhighlands.edu">lcovitch@pennhighlands.edu</a>            | <b>Master's</b>   Sociology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                            | <b>Adjunct Instructor</b> - Jessica Peacock<br>814.421.5105; <a href="mailto:jpeacock@peerstarllc.com">jpeacock@peerstarllc.com</a>                    | <b>Bachelor's, Master's</b>   Psychology/Counseling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                            | <b>Adjunct Professor</b> - Kristie Jo King<br>814.330.0457; <a href="mailto:kristiejoking@gmail.com">kristiejoking@gmail.com</a>                       | <b>Master's</b>   Social Work   License Social Worker, Certified Dementia Practitioner, End of Life Death Doula. Additional positions/experience include Presbyterian Senior Living- St. Andrews Village, President of the National Association of Social Workers Pennsylvania Chapter                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                            | <b>Professor, Human Services</b> - Daniella Cope<br>C205; 814.262.6489; <a href="mailto:dcope@pennhighlands.edu">dcope@pennhighlands.edu</a>           | <b>Bachelor's, Master's</b>   Psychology, Counseling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                            | <b>Career Counselor</b> - Cara Moyer<br>A148; 814.262.3844; <a href="mailto:cmoyer@pennhighlands.edu">cmoyer@pennhighlands.edu</a>                     | <b>Bachelor's</b>   Psychology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                            | <b>Counselor</b> - Bridget Hall<br>B125A; 814.262.6467; <a href="mailto:bhall@pennhighlands.edu">bhall@pennhighlands.edu</a>                           | <b>Bachelor's, Master's</b>   Social Work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                            | <b>Director, Student Success Center</b> - Mindy Nitch<br>B123; 814.262.6433; <a href="mailto:mnitch@pennhighlands.edu">mnitch@pennhighlands.edu</a>    | <b>Bachelor's, Master's</b>   Psychology, Counseling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Information Technology     | <b>Vice President of Student Services</b> - Trish Corle<br>A107J; 814.262.3841; <a href="mailto:tcorle@pennhighlands.edu">tcorle@pennhighlands.edu</a> | <b>Bachelor's, Master's</b>   Criminology, Health and Human Service Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                            | <b>Adjunct Faculty</b> - Chris L. Meyer<br>814.442.0923; <a href="mailto:cmeyer@pennhighlands.edu">cmeyer@pennhighlands.edu</a>                        | <b>Master's, Bachelor's, Associate, Certificate, Diploma, License</b>   Computer Science, Cyber-security, Leadership and Environmental Engineering   Professional Certifications: CALU Post-Baccalaureate Certificate in Cybersecurity • Pennsylvania Department of Environmental Protection PA Cert #: S9431 - Wastewater Treatment Cert Class A, E; Subclass 2, 3, 4 1986-present • PA Cert #: W17724 - Water Treatment Cert Class A, E; Subclass 1, 2, 4, 5, 6, 7, 8 and 12 2009-present • National Hazardous Materials Technician/Specialist 1990-present • National Firefighter I Certification 1995 • National Firefighter II Certification 1996-present • National Incident Management System Certification ICS 100.b and IS-00700.a 2014-present |
|                            | <b>Application Support Analyst</b> - Steven Bender<br><a href="mailto:sbender@pennhighlands.edu">sbender@pennhighlands.edu</a>                         | <b>Bachelor's</b>   Bachelor's in History, Minor in Computer Science and Political Science. Currently working on a Master's in Cyber-Security and IT Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                            | <b>Chief Information Officer</b> - Matt Hoffman<br>B101; 814.262.3826; <a href="mailto:mhoffman@pennhighlands.edu">mhoffman@pennhighlands.edu</a>      | <b>Bachelor's, Master's</b>   Information Technology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Career Sector                              | Title, Name, & Contact Info.                                                                                                                                                              | Degree   Area of Study   Certification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Information Technology<br>(continued)      | <b>Help Desk Technician</b> - Rob Obetts<br><a href="mailto:robetts@pennhighlands.edu">robetts@pennhighlands.edu</a>                                                                      | <b>Associate</b>   Information Technology/Computer Network Systems                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                            | <b>Instructor, Information Technology</b> - Leisa Zuccolotto<br>C215A; 814.262.6482; <a href="mailto:lzuccolotto@pennhighlands.edu">lzuccolotto@pennhighlands.edu</a>                     | <b>Bachelor's</b>   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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                            | <b>Systems Analyst</b> - Diane M. Smith<br>B111; 814.262.3836; <a href="mailto:dsmith@pennhighlands.edu">dsmith@pennhighlands.edu</a>                                                     | <b>Associate, Bachelor's</b>   Computer Science & Business                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                            | <b>Web Applications Analyst</b> - John C. Zlater<br>B103; 814.262.3823; <a href="mailto:jzlater@pennhighlands.edu">jzlater@pennhighlands.edu</a>                                          | <b>Bachelor's, Master's</b>   IT Project Management, Computer Systems Management, Organizational Leadership, Network Administration   Network+                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Law, Public Safety, Corrections & Security | <b>Associate Professor</b> - Dennis Miller<br>Office 9 Ebensburg, C200 Richland; 814.262.6443; <a href="mailto:dmiller3@pennhighlands.edu">dmiller3@pennhighlands.edu</a>                 | <b>Master's</b>   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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                            | <b>Associate Professor, Criminal Justice &amp; Social Sciences</b><br>Dr. Robert M. Clark<br>C205-A; 814.262.6409; <a href="mailto:rclark@pennhighlands.edu">rclark@pennhighlands.edu</a> | <b>B.A.</b> – Sociology (Applied Social Research) with a minor in Theater and concentrations in Anthropology, French, and Psychology. <b>M.A.</b> – Sociology (Human Services) with a concentration in Substance Abuse & Addictions. <b>Ph.D.</b> – Administration & Leadership Studies with concentrations in Human Services, Sociology, Leadership, Theory, and Ethics <ul style="list-style-type: none"> <li>• Current/Related Professional Experience – Law Enforcement/Criminal Justice - ACT 120 Certified Municipal Police Officer, CIT (Crisis Intervention Team Police Officer for the Laurel Highlands Region), ILO – Intelligence Liaison Officer (PaCIC), Certified Diplomat Child Forensic Interviewer (NACCFI), Certified Cybercrime Investigator (IFCI), Cambria County Child Death Review Team, Somerset County Child Death Review Team.</li> <li>• Paralegal Studies (educational concentrations) - Contract Law, Legal Studies.</li> <li>• Current research (several national and international presentations) – “Perceptions of Victim Precipitation and Offender Responsibility”.</li> <li>• Prior/Related Professional Experience – Legal &amp; Medical Advocate for assault victims, Child Welfare County Supervisor, Children Services Family Preservation Specialist, Juvenile Justice &amp; Probation Alcohol Diversion Instructor, Juvenile Detention Facility Manager</li> </ul> |
|                                            | <b>Director of Security</b> - Cregg Dibert<br>B-139; 814.262.3837; <a href="mailto:cdibert@pennhighlands.edu">cdibert@pennhighlands.edu</a>                                               | <b>Bachelor's; Associate; Certificate</b>   Business Mgt.   Basic Police Academy, Field Training Officer, Firearms Instructor, Defensive Tactics Instructor, Active Shooter First Responder Instructor, Basic Academy Instructor, Basic SWAT Instructor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Marketing, Sales, & Service                | <b>Creative Services &amp; Marketing Specialist</b><br>Sean McCool<br>A110; 814.262.3818; <a href="mailto:smccool@pennhighlands.edu">smccool@pennhighlands.edu</a>                        | <b>Bachelor's</b>   Marketing & Communications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                            | <b>Financial Aid Coordinator</b> - Linda Wess<br>814.262.6480; <a href="mailto:lwess@pennhighlands.edu">lwess@pennhighlands.edu</a>                                                       | <b>Bachelor's</b>   Marketing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                            | <b>Marketing &amp; Communications Assistant</b><br>Andrew Podolak<br>A110; 814.262.6485; <a href="mailto:apodolak@pennhighlands.edu">apodolak@pennhighlands.edu</a>                       | <b>Bachelor's, Certificate</b>   Business   Certified Program Planner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Career Sector                                   | Title, Name, & Contact Info.                                                                                                                                      | Degree   Area of Study   Certification                                                                  |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Science, Technology, Engineering, & Mathematics | <b>Adjunct Faculty</b> - <i>Patricia Corrente</i><br><a href="mailto:pcorrente@pennhighlands.edu">pcorrente@pennhighlands.edu</a>                                 | <b>Bachelor's</b>   Mathematics   Mathematics                                                           |
|                                                 | <b>Adjunct Faculty</b> - <i>Jasmine Hines</i><br>Blair; 570.854.4562; <a href="mailto:jhines@pennhighlands.edu">jhines@pennhighlands.edu</a>                      | <b>Master's</b>   Biology                                                                               |
|                                                 | <b>Adjunct Instructor</b> - <i>Jessica Barron</i><br><a href="mailto:jbarron@pennhighlands.edu">jbarron@pennhighlands.edu</a>                                     | <b>Bachelor's, Doctorate, Master's</b>   Instructional Technology   Instructional Technology Specialist |
|                                                 | <b>Associate Professor of Mathematics</b> - <i>Marie Polka</i><br>Ebensburg; 814.471.0015; <a href="mailto:mpolka@pennhighlands.edu">mpolka@pennhighlands.edu</a> | <b>Bachelor's, Master's</b>   Mathematics                                                               |



# **employer directory**

---

# Employer Directory

## Jobs / Internships / Job Shadowing

The **Penn Highlands Community College** Employer Job, Internship, and Job Shadow Directory is issued annually as a service from the **Career Services Center** 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)<br>Internships/ Job Shadowing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1ST SUMMIT BANK</b><br>Jeannine Goncher<br><a href="mailto:HR@1stsummit.bank">HR@1stsummit.bank</a>                                  | 125 Donald Lane<br>Johnstown, PA 15904<br>814.262.4000<br>Fax: 814.262.4105                  | <p>Primary Customer Service Representative (teller)<br/>           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.</p> <p>Competitive pay @ \$10.25 per hour. We provide our own training. Customer service experience preferred but not required. Visit "About Us" at <a href="http://www.1stsummit.com">www.1stsummit.com</a> and see why we have been selected one of the "Best Places to Work in Pennsylvania" eighteen straight years!"</p> <hr/> <p><i>Internships: No</i> <i>Job Shadowing: No</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Adelphoi Village</b><br>Lisa Dysert<br><a href="mailto:lisa.dysert@adelphoi.org">lisa.dysert@adelphoi.org</a>                        | 354 Main Street<br>Latrobe, PA 15650<br>724.804.7117<br>Fax: 724.539.7060                    | <p>Counselors to work in residential setting.</p> <hr/> <p><i>Internships: Yes</i> <i>Job Shadowing: No</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Advanced Office Systems</b><br>Stephanie Brant<br><a href="mailto:sbrant@aosi.us">sbrant@aosi.us</a>                                 | 841 Oak Street<br>Johnstown, PA 15902<br>814.266.9531<br>1.800.452.0897<br>Fax: 814.266.4071 | <p>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.</p> <p>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: <a href="http://aosi.us">aosi.us</a>, online store: <a href="https://store.aosi-aoe.com">https://store.aosi-aoe.com</a></p> <hr/> <p><i>Internships: Yes</i> <i>Job Shadowing: Yes</i></p> |
| <b>Allegheny Lutheran Social Ministries</b><br>Karen Barr<br><a href="mailto:karen.barr@alsm.org">karen.barr@alsm.org</a>               | 998 Logan Blvd.<br>Altoona, PA 16602<br>814.696.4571                                         | <p>RN, LPN, CNA, Personal Care Aide, Culinary, Childcare Instructor, Childcare Instructional Assistant, Childcare Team Leader, Home Care Aide, RN Assessment Nurse, Service Coordinator.</p> <hr/> <p><i>Internships: No</i> <i>Job Shadowing: No</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Altoona Center for Nursing Care</b><br>Jodi Page - Recruiter<br><a href="mailto:jpage@qnsrecruiting.com">jpage@qnsrecruiting.com</a> | 1020 Green Avenue<br>Altoona, PA 16601<br>814.946.2700                                       | <p>RN; LPN; CAN; PCA; Activity Aide; Dietary Aide; Housekeeper; Maintenance</p> <hr/> <p><i>Internships: No</i> <i>Job Shadowing: Yes</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Appalachian Youth Service</b><br>Robert Kelly<br><a href="mailto:rkelly@aysnet.org">rkelly@aysnet.org</a>                            | 115 South Marion St.<br>Ebensburg, PA 15931<br>814.471.0422<br>Fax: 814.471.0433             | <p>Case manager</p> <p><u>Internship Description:</u> Interns are treated just like a new hire. They will receive multiple trainings and learn about the legal system.</p> <hr/> <p><i>Internships: Yes</i> <i>Job Shadowing: No</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| Organization Name & Contact Person                                                                                                                                                      | Address & Telephone                                                                                                          | Job/Position Type(s)<br>Internships/ Job Shadowing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Arbutus Park Retirement Community</b><br>Julie Hassan<br>Human Resources Manager<br><a href="mailto:jhassan@arbutusparkmanor.com">jhassan@arbutusparkmanor.com</a>                   | 207 Ottawa Street<br>Johnstown, PA 15904<br>814.262.2173<br>Fax: 814.262.4288                                                | Certified Nurse Aide (C NA), Licensed Practical Nurse (LPN)<br>Registered Nurse (RN), Dietary Aide<br>Maintenance, Activities Aide, Laundry/ Housekeeping Aide<br><br><u>Internship Description:</u> Internships are available in the following departments: Information Technology, Human Resources, Finance Business Office, Dietary, Maintenance, Grounds<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                       |
| <b>AseraCare Hospice</b><br>Brittany Ohler<br><a href="mailto:Brittany.Ohler@aseracare.com">Brittany.Ohler@aseracare.com</a>                                                            | 100 CTC Drive<br>Johnstown PA<br>814.269.4172<br>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.<br><br><u>Internship Description:</u> All interns and volunteers must pass background check, drug screen 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.<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                           |
| <b>Atlantic Broadband</b><br>Stan Wozniak<br><a href="mailto:swozniak@atlanticbb.com">swozniak@atlanticbb.com</a>                                                                       | 120 Southmont Blvd.<br>Johnstown, PA 15905<br>814.534.8399                                                                   | Technical Support Technician, Customer Care Representative<br><br><hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Barnes, Saly &amp; Company, P.C.</b><br>Becky Berkey<br><a href="mailto:bberkey@barnessaly.com">bberkey@barnessaly.com</a>                                                           | 637 Ferndale Avenue<br>Johnstown, PA 15905<br>814.288.1544<br>Fax: 814.288.4999                                              | CPA, Senior Accountant, Staff Accountant, IT, Bookkeeping/Payroll, Administrative Office help<br><br><u>Internship Description:</u> 4-year degree level, February through April 15 <sup>th</sup> , accounting major, tax courses.<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Bedford-Somerset DBHS (Developmental and Behavioral Health Services)</b><br>Jen Georg, Human Resources Analyst<br><a href="mailto:Jennifer.georg@dbhs.co">Jennifer.georg@dbhs.co</a> | 245 West Race St.<br>Somerset, PA 15501<br>814.443.4891<br>Fax: 814.443.4898<br><a href="http://www.dbhs.co">www.dbhs.co</a> | A local county government agency providing services in Bedford and Somerset Counties. For over 45 years, DBHS has been dedicated to being the leader in the administration, coordination, and delivery of services and supports to individuals and family members.<br><br>Therapeutic Activities Aide, Clerk Typists, Fiscal Technician/Assistant, County Caseworkers, Program Specialists, Psychological Services Associate, LPN, RN, and CRNP, Physician's Assistant Psychiatrist, Maintenance Repairman, Custodial Worker (part-time only)<br><br><u>Internship Description:</u> Interns: Associate, Bachelor's, or Master's level<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Considered on a case by case basis</i>                                              |
| <b>Beginnings, Inc.</b><br>Paula Eppley-Newman<br><a href="mailto:pnewman@beginningsinc.org">pnewman@beginningsinc.org</a>                                                              | 111 Market Street<br>Johnstown PA 15901<br>814.539.1919<br>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.<br><br><u>Internship Description:</u> Early Education Internships, Juvenile Justice Internships, Nonprofit Management Internships<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i> |

| Organization Name & Contact Person                                                                                                                                                                                                                                                                                | Address & Telephone                                                                               | Job/Position Type(s)<br>Internships/ Job Shadowing                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Blair County Chamber of Commerce</b><br>Linda Stotler<br>VP-Communications/Marketing<br><a href="mailto:lstotler@blairchamber.com">lstotler@blairchamber.com</a>                                                                                                                                               | 3900 Industrial Park Dr.<br>Suite 12<br>Altoona, PA 16602<br>814.943.8151                         | <u>Internship Description:</u> Marketing, Business Administration, Business Management Majors<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                         |
| <b>Blue Knob All Seasons Resort</b><br>Caitlin Wiley, Human Resource Manager<br><a href="mailto:humanresources@blueknob.com">humanresources@blueknob.com</a>                                                                                                                                                      | 1424 Overland Pass<br>Claysburg, PA 16625<br>412.239.5111                                         | Lift Operations, Ski School Instructor, Ski Patrol, Bartenders, Cooks<br><hr/> <i>Internships: No</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                  |
| <b>Community Arts Center of Cambria County</b><br>Angela R. Godin<br><a href="mailto:agodin@caccc.org">agodin@caccc.org</a>                                                                                                                                                                                       | 1217 Menoher Blvd.<br>Johnstown, PA 15907<br>814.255.6515                                         | 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.<br><u>Internship Description:</u> This position has many options depending on the particular program, interests, and/or needs at the time the position is offered.<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Sometimes</i> |
| <b>Cambria Care Center</b><br>Jodi Page - Recruiter<br><a href="mailto:jpage@qnsrecruiting.com">jpage@qnsrecruiting.com</a>                                                                                                                                                                                       | 429 Manor Drive<br>Ebensburg, PA 15931<br>814.472.8682                                            | RN; LPN; CAN; PCA; Activity Aide; Dietary Aide; Housekeeper; Maintenance<br><hr/> <i>Internships: No</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                               |
| <b>Cambria County Adult Probation</b><br>Mark Ledford<br><a href="mailto:mledford@co.cambria.pa.us">mledford@co.cambria.pa.us</a>                                                                                                                                                                                 | 401 Candlelight Drive<br>Suite 250<br>Ebensburg, PA 15931<br>814.472.4410<br>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.<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                     |
| <b>Cambria County Child Development Corporation</b><br>Jami Howard<br><a href="mailto:jhoward@cccdc.us">jhoward@cccdc.us</a>                                                                                                                                                                                      | 300 Prave Street<br>Suite 101<br>Ebensburg, PA 15931<br>814.472.6341 ext. 27<br>Fax: 814.472.6460 | We offer Early Learning Programs and School Aged Programs. We are in need of Teachers and Assistant Teachers.<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                          |
| <b>Cambria County Prison</b><br>Deputy Warden William Patterson<br><a href="mailto:wpatterson@co.cambria.pa.us">wpatterson@co.cambria.pa.us</a>                                                                                                                                                                   | 425 Manor Drive<br>Ebensburg, PA 15931<br>814.472.7330<br>Fax: 814.471.1036                       | Internships, part-time correctional officers, full-time correctional officers, correctional counselors, administrative positions, and clerical positions.<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                              |
| <b>Cambria County Transit Authority</b><br>Jenn Gojmerac<br>Human Resources Assistant<br><a href="mailto:jobs@camtranbus.com">jobs@camtranbus.com</a>                                                                                                                                                             | 502 Maple Avenue<br>Johnstown, PA 15901<br>814.535.5526<br>Fax: 814.536.5951                      | - Administrative: Management, Accounting, Marketing, Human Resources, Purchasing, Customer Service<br>- Operations: Bus Operators, Dispatchers, Management, Safety/ Security<br>- Maintenance: Vehicle & Facilities<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                    |
| <b>Cambria Library Association</b><br>Ashley N. Flynn, Director<br>( <a href="mailto:flynna@cclsys.org">flynna@cclsys.org</a> )<br>Joel E. Koss, IT ( <a href="mailto:koss@cclsys.org">koss@cclsys.org</a> )<br>Leah Johncola, Youth Services<br>( <a href="mailto:johncola@cclsys.org">johncola@cclsys.org</a> ) | 248 Main Street<br>Johnstown, PA 15901<br>814.536.5131<br>Fax: 814.536.6905                       | Information Technology/Network Administration, Maintenance/Custodial, Youth Services/Early Education, Marketing/Public Relations<br><u>Internship Description:</u> Internships available for positions listed. Please provide resume and cover letters. Those interested in youth services require associated clearances.<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                              |
| <b>Cambria Residential Services</b><br>Kari Ricotta<br><a href="mailto:crsoncall@yahoo.com">crsoncall@yahoo.com</a>                                                                                                                                                                                               | 338 Bloomfield St.<br>Johnstown, PA 15904<br>814.266.1829<br>Fax: 814.262.0423                    | Substitute Aides, Residential Service Workers, Part-time and Full time available. For more information and to apply log on to <a href="http://www.cambriaresidentialservices.org">www.cambriaresidentialservices.org</a><br><hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>                                                                                                                                |

| Organization Name & Contact Person                                                                                                                                                                                           | Address & Telephone                                                                                               | Job/Position Type(s)<br>Internships/ Job Shadowing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Carnegie Science Center</b><br>Kelly Gascoine, Program Manager<br>Sarah Grumet, Assistant Program Manager<br><a href="mailto:VolunteerPrograms@carnegiesciencecenter.org">VolunteerPrograms@carnegiesciencecenter.org</a> | One Allegheny Ave.<br>Pittsburgh, PA 15212<br>412.237.1621 or<br>412.237.1620<br>Fax: 412.237.3375                | List of available internships can be found at <a href="http://www.carnegiesciencecenter.org/join/internships-list">www.carnegiesciencecenter.org/join/internships-list</a><br><br><u>Internship Description:</u> Please visit <a href="http://www.carnegiesciencecenter.org/join/internships-list">www.carnegiesciencecenter.org/join/internships-list</a> for descriptions & <a href="http://www.carnegiesciencecenter.org/join/internships">www.carnegiesciencecenter.org/join/internships</a> for a list of qualifications. All majors accepted.<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i> |
| <b>Central States Manufacturing, Inc.</b><br>Marlee Clevenger, HR Business Partner<br><a href="mailto:mclevenger@csmi.co">mclevenger@csmi.co</a>                                                                             | 402 Corporate Blvd.<br>Claysburg, PA 16625<br>877.931.2764<br>Fax: 814.626.8683                                   | Production Technicians, Route Drivers, Sales<br><br><hr/> <i>Internships: No</i> <i>Job Shadowing: Possibly</i><br><i>Student Tours</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Centre County District Attorney's Office</b><br>Mark S. Smith, Esquire<br><a href="mailto:mssmith@co.centre.pa.us">mssmith@co.centre.pa.us</a>                                                                            | Courthouse Annex<br>Room 302<br>106 East High Street<br>Bellefonte, PA 16823<br>814.355.6735<br>Fax: 814.355.6756 | Office Supervisor 2, Paralegal 2, Paralegal 1, Receptionist, Department Clerk<br><br><u>Internship Description:</u> Internships are only available to Certified Legal Interns.<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Center for Hearing &amp; Deaf Services</b><br>Robert D. Macik<br><a href="mailto:rmacik@hdscenter.org">rmacik@hdscenter.org</a>                                                                                           | 1011 Old Salem Road<br>Suite 102<br>Greensburg, PA 15601<br>724.832.7600<br>Fax: 724.852.7602                     | Sign Language Interpreter, Human Service<br><br><u>Internship Description:</u> Intern must have knowledge of sign language. Human service or psychology paired with sign language knowledge is a bonus.<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                            |
| <b>Children's Behavioral Health</b><br>Michael Mondie<br><a href="mailto:michael.mondie@pathways.com">michael.mondie@pathways.com</a>                                                                                        | 1001 Broad St, Suite 210,<br>Johnstown, PA 15906<br>814.262.0768 ext. 253<br>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.<br>Visit our website for a complete list: <a href="http://www.pathwaysofpa.com">www.pathwaysofpa.com</a><br><br><hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                  |
| <b>CJL Engineering</b><br>Brenda Szelong<br><a href="mailto:bszelong@cjlengineering.com">bszelong@cjlengineering.com</a>                                                                                                     | 232 Horner Street<br>Johnstown, PA 15902<br>814.536.1651<br>Fax: 814.536.5732                                     | Revit/AutoCAD Drafters<br><br><u>Internship Description:</u> Possible internships for Revit modelers and CAD Draftsmen.<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Clark Metal Products Company</b><br><a href="mailto:estarry@clark-metal.com">estarry@clark-metal.com</a>                                                                                                                  | 100 Serell Drive<br>Blairsville, PA 15717<br>724.343.4015<br>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 require 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.<br><br><hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>                                                                  |
| <b>CME Engineering</b><br>Madison Daly<br><a href="mailto:maddie.daly@cmemgmt.com">maddie.daly@cmemgmt.com</a>                                                                                                               | 975 Georges Station Rd.<br>Greensburg, PA 15601<br>724.672.4822                                                   | Surveyor, CAD Technician, Construction Technician (FT or interns)<br><u>Internship Description:</u> 2yr, 4yr, 0-2 yr. experience<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Community Action Partnership of Cambria County</b><br>Rita Wallace<br><a href="mailto:rwasnick@capcc.us">rwasnick@capcc.us</a>                                                                                            | 516 Main Street<br>Johnstown, PA 15901<br>814.536.9031<br>Fax: 814.539.5813                                       | Teachers, Teaching Assistants, Cooks, Assistant Cooks, Curriculum Support Aides, Family Services Specialist, Caseworkers, Administrative, Custodians, Nutrition Aides<br><br><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<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                       |

| Organization Name & Contact Person                                                                                                                                                                                                                                              | Address & Telephone                                                                                                                  | Job/Position Type(s)<br>Internships/ Job Shadowing                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Conemaugh Health System</b><br>Linda Fox<br><a href="mailto:lfox@conemaugh.org">lfox@conemaugh.org</a>                                                                                                                                                                       | 1086 Franklin Street<br>Johnstown, PA 15905<br>814.534.3738<br>Fax: 814.534.3856                                                     | Various clinical, professional, technical, clerical and service positions available and can be viewed on our website at <a href="http://www.conemaugh.org">www.conemaugh.org</a> .<br><br><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 <a href="http://www.conemaugh.org">www.conemaugh.org</a><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i> |
| <b>Crown American Associates</b><br>Brittney Weaver<br><a href="mailto:bweaver@crownamerican.com">bweaver@crownamerican.com</a>                                                                                                                                                 | 1 Pasquerilla Plaza,<br>Johnstown, PA 15901<br>814.533.4671                                                                          | Hotel management, maintenance, housekeeping, security<br><hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Croyle-Nielson Therapeutic Associates</b><br>Loedicia Marguccio<br><a href="mailto:dicia@c-nta.com">dicia@c-nta.com</a>                                                                                                                                                      | 328 Budfield Street,<br>Johnstown, PA 15904<br>814.266.2244<br>Fax: 814.266.6296                                                     | Direct Support Professionals, Behavior Support Specialists and Therapists. Submit resume to <a href="mailto:jobs@c-nta.com">jobs@c-nta.com</a><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                            |
| <b>Damin Printing</b><br>Suzanne Sakmar<br><a href="mailto:ssakmar@daminprinting.com">ssakmar@daminprinting.com</a>                                                                                                                                                             | 122 S. Locust St.<br>Ebensburg, PA 15931<br>800.427.5050                                                                             | Graphic Designers, Sales, Marketing<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Department of Corrections</b><br>SCI-Huntingdon<br>Jill Spyker CCPM (Corrections Classification Program Manager):<br><a href="mailto:jspyker@pa.gov">jspyker@pa.gov</a><br><br>SCI-Smithfield<br>Christian Garman CCPM<br><a href="mailto:cgarman@pa.gov">cgarman@pa.gov</a> | 1100 Pike Street<br>Huntingdon, PA 16652<br>814.643.2400 x1127<br><br>1120 Pike Street<br>Huntingdon, PA 16654<br>814.643.6520 x7360 | Counselors, unit managers, HR, business, psyche, dietary, civil service-based, upper management, analyst, HR assistants, business accounting & purchasing<br><br><u>Internship Description:</u> Qualified applicants will be screened.<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                    |
| <b>Diocese of Altoona-Johnstown</b><br>Lynette McEvoy, PHR, SHRM-CP<br>Director of Human Resources<br><a href="mailto:lmcevoy@dioceseaj.org">lmcevoy@dioceseaj.org</a>                                                                                                          | 2713 West Chestnut Ave.<br>Altoona, PA 16601<br>814.695.5579<br>Fax: 814.949.8234                                                    | Maintenance/General Laborer for schools and parishes, Elementary School Teachers, Social Services-related positions; Administrative Assistants<br><br><u>Internship Description:</u> Unpaid internships & job shadowing will be considered<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                               |
| <b>Drive DeVilbiss Healthcare, Inc.</b><br>Christine Lingenfelter, HR Generalist<br><a href="mailto:Christine.Lingenfelter@DeVilbissHC.com">Christine.Lingenfelter@DeVilbissHC.com</a>                                                                                          | 100 DeVilbiss Drive<br>Somerset, PA 15501<br>814.443.7681<br>Fax: 814.443.7563                                                       | Engineering, Business, Marketing, Sales, Human Resources, Finance, Technical, Information Technology, Supply Chain, Customer Service and Administrative, Assembly<br><br><u>Internship Description:</u> We are currently only offering internships for engineering<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                       |
| <b>East Hills Engineering Associates LLC</b><br>Amanda Boring<br>Administrative Assistant<br><a href="mailto:AmandaB@easthillseng.com">AmandaB@easthillseng.com</a>                                                                                                             | 541 Main Street<br>Windber, PA 15963<br>814.467.6877                                                                                 | Computer Aided Drafting Technician<br><br><u>Internship Description:</u> Limited availability on an annual basis.<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                        |
| <b>EMB Computing</b><br>Eric Brocius, CEO<br><a href="mailto:ebrocius@embcomputing.com">ebrocius@embcomputing.com</a>                                                                                                                                                           | 982 Philadelphia St.<br>Indiana, PA 15701<br>724.463.0356<br>Fax: 724.801.8380                                                       | IT Support Specialist, Remote IT Support Specialist, Web Page Design & Social Media Specialist<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i><br>Job shadows and internships are offered on a limited basis.                                                                                                                                                                                                                                                            |
| <b>Enterprise Ventures Corporation (EVC)</b><br>Nicole Little<br><a href="mailto:little@ctc.com">little@ctc.com</a>                                                                                                                                                             | 100 CTC Drive<br>Johnstown, PA 15904<br>814.269.2599<br><a href="http://careers.evc.ctc.com">careers.evc.ctc.com</a>                 | IT, Assemblers, Technicians, Welders, Machinists<br><br><u>Internship Description:</u> Internships have been available in business and IT departments.<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                   |

| Organization Name & Contact Person                                                                                                                                                                                                    | Address & Telephone                                                                          | Job/Position Type(s)<br>Internships/ Job Shadowing                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Event Guru Software</b><br>Mark Williams<br><a href="mailto:info@eventgurusoftware.com">info@eventgurusoftware.com</a>                                                                                                             | 239 Main Street<br>Suite 100<br>Johnstown, PA 15901<br>814.792.8054                          | Future opportunities with Event Guru Software include Project Managers, Inside Sales/Marketing, and Product Trainers<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                     |
| <b>Federal Bureau of Prisons - FCI Loretto</b><br>Ron Gresko, Recruiter<br><a href="mailto:rgresko@bop.gov">rgresko@bop.gov</a>                                                                                                       | 772 Saint Joseph St.<br>Loretto, PA 15940<br>814.471.1672                                    | Correctional Officers<br><hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Forever Media</b><br>Mike Stevens<br><a href="mailto:mstevens@forevermediainc.com">mstevens@forevermediainc.com</a>                                                                                                                | 109 Plaza Drive<br>Johnstown, PA 15905<br>814.255.4186<br>Fax: 814.255.6145                  | Sales, Technical, Business persons<br><u>Internship Description:</u> Internships and job shadows not available at this time.<br><hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                              |
| <b>Frank J. Pasquerilla Conference Center</b><br>Vincent Arnone<br><a href="mailto:varnone@crownamerican.com">varnone@crownamerican.com</a><br>Joe Resick<br><a href="mailto:jresick@crownamerican.com">jresick@crownamerican.com</a> | 301 Napoleon Street,<br>Johnstown, PA 15901<br><br>814.535.7777 ext. 107<br><br>814.361.2605 | Banquet bartenders, banquet event servers, banquet event set-up, line cooks, dishwashers<br><hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                  |
| <b>Fulton County Medical Center</b><br>Melanie Myers<br><a href="mailto:mmyers@fcmcpa.org">mmyers@fcmcpa.org</a>                                                                                                                      | 214 Peach Orchard Rd<br>McConnellsburg, PA 17233<br>717.485.6330<br>Fax: 717.485.6176        | <u>Internship Description:</u> Radiologic Tech-need background checks and set up agreement between hospital/school.-Unpaid internships<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                  |
| <b>Galliker Dairy Company</b><br>Human Resources                                                                                                                                                                                      | PO Box 159<br>Johnstown, PA 15907<br>814.266.8702<br>Fax: 814.266.2146                       | <u>Internship Description:</u><br>Marketing, Human Resources, Accounting. Course of study in the internship areas.<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                       |
| <b>Giant Eagle</b><br>Sandy Kopco, Field Recruiter<br><a href="mailto:Sandy.Kopco@gianteagle.com">Sandy.Kopco@gianteagle.com</a>                                                                                                      | 701 Alpha Drive<br>Pittsburgh, PA 15238<br>412.584.5498<br>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<br><br><u>Internship Description:</u> Apply online at <a href="http://jobs.gianteagle.com">jobs.gianteagle.com</a> . Positions are filled by September for the following Summer. Internships are in the Pittsburgh Area<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i> |
| <b>Global/SFC Valve Corporation</b><br><a href="mailto:sabel@globalsfc.com">sabel@globalsfc.com</a>                                                                                                                                   | 160 Cannery Road<br>Somerset, PA 15501<br>814.445.9671                                       | Assemblers, Machinist, Engineers, Accounting, IT, Quality Assurance<br><br><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.<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                         |
| <b>Girl Scouts of Western Pennsylvania</b><br>April Johns<br><a href="mailto:ajohns@gswpa.org">ajohns@gswpa.org</a>                                                                                                                   | 612 Locust Street<br>Johnstown, PA 15901<br>800.248.3355<br>Fax: 724.543.6313                | Summer camp employment: Camp Director, Health Supervisor, Office Aid, Waterfront Director, Lifeguard, Cook, Program Director, Nature Instructor, Activity Specialist, Counselors<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                         |
| <b>Goodwill of The Southern Alleghenies</b><br>Holly Stitko<br><a href="mailto:jobs@gogoodwill.org">jobs@gogoodwill.org</a>                                                                                                           | 540 Central Ave.<br>Johnstown, PA 15902<br>814.792.7158                                      | Retail positions at our stores. Job coaching - working in the community supporting our mission.<br><br><u>Internship Description:</u> Human Resources<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                    |



| Organization Name & Contact Person                                                                                                                                                                                                                   | Address & Telephone                                                                               | Job/Position Type(s)<br>Internships/ Job Shadowing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>H.F. Lenz Company</b><br>Chad Manippo<br>Human Resources Manager<br><a href="mailto:cmanippo@hflenzenz.com">cmanippo@hflenzenz.com</a>                                                                                                            | 1407 Scalp Avenue<br>Johnstown, PA 15904<br>814.269.9371<br>Fax: 814.269.9400                     | CAD/REVIT Technicians utilizing AutoCAD; Revit software applications for HVAC, Electrical, Plumbing, Fire Protection, and Security systems design.<br><br>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.<br><br><hr/> <i>Internships: Yes                      Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Holiday Inn Express &amp; Suites</b><br>Melissa Bird<br><a href="mailto:mbird@crownamerican.com">mbird@crownamerican.com</a>                                                                                                                      | 1440 Scalp Avenue<br>Johnstown, PA 15904<br>814.266.8789                                          | Maintenance, housekeeping & laundry, front desk (reservationists & night auditor)<br><br><hr/> <i>Internships: No                      Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Huntingdon County Child &amp; Adult Development Corporation</b><br>Gretchen Payne<br>Human Resources Manager<br><a href="mailto:gpayne@hccadc.org">gpayne@hccadc.org</a>                                                                          | 52 Juniata Avenue<br>Huntingdon, PA 16652<br>814.643.5199<br>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.<br><br><u>Internship Description:</u> Depends upon program, but we mostly have areas in Elementary & Early Childhood Education, Human Services, and Business<br><br><hr/> <i>Internships: Yes                      Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Huntingdon County Children Services</b><br>Nicole Leturgey<br><a href="mailto:nleturgey@huntingdoncounty.net">nleturgey@huntingdoncounty.net</a><br>Lori Deline<br><a href="mailto:ldeline@huntingdoncounty.net">ldeline@huntingdoncounty.net</a> | 430 Penn Street<br>Huntingdon, PA 16652<br>814.643.3270<br>Fax: 814.643.7323                      | <b>Fiscal:</b> 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. <b>Administrative Assistant:</b> High school diploma required. Clerical work such as filing, answering phones and basic office duties. <b>Social Service Aide:</b> High school diploma required. Works with families on various services such as budgeting, cleaning home, medical and dental appts., transportation, getting records, housing. <b>Caseworker:</b> 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. <b>Supervisor:</b> 2 years as a caseworker. Provide guidance to caseworker and help in decisions regarding child abuse and neglect. <b>Program Specialist:</b> 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.<br>*Civil Service Test is required for all positions for hire.<br><u>Internship Description:</u> Internships & Job Shadowing available in all positions.<br><br><hr/> <i>Internships: Yes                      Job Shadowing: Yes</i> |
| <b>In-Shore Technologies, Inc.</b><br>Jessica Young, Project Coordinator<br><a href="mailto:jessica.young@inshoretech.com">jessica.young@inshoretech.com</a>                                                                                         | 239 Main Street<br>Suite 210<br>Johnstown, PA 15901<br>814.361.3610 ext. 105<br>Fax: 814.361.3613 | PC Technician<br><br><u>Internship Description:</u> Internships available in summer only. Basic PC Troubleshooting skills; knowledge of Microsoft Windows environment.<br><br><hr/> <i>Internships: Yes                      Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Integrity C&amp;W</b><br>Andrea Dixon<br><a href="mailto:info@compareintegrity.com">info@compareintegrity.com</a>                                                                                                                                 | 1520 E. Walton Ave.<br>Altoona, PA 16602<br>814.942.9571                                          | Event Staff - Marketing - Public Relations - Installation - Sales & Customer Service<br><u>Internship Description:</u> Marketing, Business, periodically<br><br><hr/> <i>Internships: Yes                      Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



| Organization Name & Contact Person                                                                                                                                                                                                              | Address & Telephone                                                                         | Job/Position Type(s)<br>Internships/ Job Shadowing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Johnstown Galleria</b><br>Monica Peterman<br><a href="mailto:mpeterman@zamas.net">mpeterman@zamas.net</a>                                                                                                                                    | 500 Galleria Drive<br>Suite 300<br>Johnstown, PA 15904<br>814.266.8775<br>Fax: 814.269.3944 | Security Guards positions for students majoring in Criminology<br><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.<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                             |
| <b>Johnstown Tomahawks</b><br>Jean Desrochers<br>Director of Business Operations<br><a href="mailto:info@johnstowntomahawks.com">info@johnstowntomahawks.com</a>                                                                                | 326 Napoleon Street<br>Suite 115<br>Johnstown, PA 15901                                     | Sales & Marketing, Communications & Public Relations<br>Other Positions Available According to Candidate Experience<br><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.<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i> |
| <b>Kaleidoscope Family Solutions</b><br>Danielle Collavo<br><a href="mailto:dcollavo@kfamilysolutions.org">dcollavo@kfamilysolutions.org</a><br>Rachel Nordby<br><a href="mailto:rnordby@kfamilysolutions.org">rnordby@kfamilysolutions.org</a> | 600 North Bell Ave.<br>Building 2, Suite 190<br>Carnegie, PA 15106<br>412.506.8030          | Direct Care Workers, Community Inclusion, Behavioral Specialist<br><a href="http://www.kfamilysolutions.org">www.kfamilysolutions.org</a><br><u>Internship Description:</u> Location: Carnegie, PA<br>Home and Community Professional Internship: See complete description on College Central Network.<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                       |
| <b>Keystone Investigation Security Specialist LLC INC.</b><br>Bernard L Chatman<br>Director of Operations<br><a href="mailto:Keystoneinvestigation1@gmail.com">Keystoneinvestigation1@gmail.com</a>                                             | PO Box 313<br>Hollidaysburg, PA 16648<br>814.944.4004<br>Fax: 814.944.4022                  | Uniform Security Guards Blair and Centre Counties Area<br><u>Internship Description:</u> Standing watch guards and patrolling grounds while protecting property and fans during school events.<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                              |
| <b>Kongsberg Protech Systems USA</b><br>Melissa Helman<br><a href="mailto:recruit@kdaus.kongsberg.com">recruit@kdaus.kongsberg.com</a>                                                                                                          | 210 Industrial Park Rd.<br>Johnstown, PA 15904<br>814.269.5840                              | Accounting, administrative support, contract administration, production planning and forecasting, purchasing, IT, quality assurance, production, warehouse, engineering, human resources.<br><a href="http://www.kongsberg.com/careers">www.kongsberg.com/careers</a><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                        |
| <b>Lampire Biological Laboratories, Inc.</b><br>Gregory F. Krug<br><a href="mailto:hr@lampire.com">hr@lampire.com</a>                                                                                                                           | PO Box 270<br>Pipersville, PA 18947<br>215.795.2838<br>Fax: 215.795.0237                    | See <a href="http://www.lampire.com/about/jobs.php">http://www.lampire.com/about/jobs.php</a> for jobs and internship opportunities.<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Laurel View Village</b><br>Rebecca Christ, HR Manager<br><a href="mailto:rchrist@lvv1.com">rchrist@lvv1.com</a>                                                                                                                              | 2000 Cambridge Dr.<br>Davidsville, PA 15928<br>814.288.2724                                 | CNA, LPN, RN, Maintenance, Dietary Aide, Activities Aide, Housekeeping, Wait staff<br><u>Internship Description:</u> The internship would be based on the position, which could include Marketing, Administration, etc.<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                     |
| <b>Laurelwood Care Center</b><br>Jodi Page - Recruiter<br><a href="mailto:jpage@qnsrecruiting.com">jpage@qnsrecruiting.com</a>                                                                                                                  | 100 Woodmont Road<br>Johnstown, PA 15905<br>814.255.1488                                    | RN; LPN; CAN; PCA; Activity Aide; Dietary Aide; Housekeeper; Maintenance<br><hr/> <i>Internships: No</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Leonardo DRS Technologies</b><br>Amy Sharp<br><a href="mailto:amy.sharp@drs.com">amy.sharp@drs.com</a>                                                                                                                                       | 246 Airport Road<br>Johnstown, PA 15904<br>814.534.8900<br>Fax: 814.534.8731                | <u>Internship Description:</u> Engineering, Supply Chain, Program Management, Finance<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                        |

| Organization Name &<br>Contact Person                                                                                                                                                                                        | Address &<br>Telephone                                                                             | Job/Position Type(s)<br>Internships/ Job Shadowing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LifePoint Health Business Services</b><br>Sharon Rizzo<br><a href="mailto:sharon.rizzo@lpnt.net">sharon.rizzo@lpnt.net</a>                                                                                                | One Tech Park Drive,<br>Suite 3400<br>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.<br><hr/> <i>Internships: No                      Job Shadowing: No</i>                                                                                                                                                                                                                                                                    |
| <b>Lockheed Martin AeroParts, Inc.</b><br>Carolyn Younker<br><a href="mailto:Carolyn.m.younker@lmco.com">Carolyn.m.younker@lmco.com</a><br>Linda Yoder<br><a href="mailto:Linda.k.yoder@lmco.com">Linda.k.yoder@lmco.com</a> | 211 Industrial Park Rd.<br>Johnstown, PA 15904<br>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: <a href="http://www.lockheedmartinjobs.com">www.lockheedmartinjobs.com</a><br><hr/> <i>Internships: Yes                      Job Shadowing: Yes</i>                                                                                                                                                                                                           |
| <b>Martin-Baker America, Inc.</b><br>Becky Leap<br><a href="mailto:mratliff@m-bamerica.com">mratliff@m-bamerica.com</a>                                                                                                      | 169 JARI Drive<br>Johnstown, PA 15904<br>814.262.9325                                              | Accounting, administration, purchasing, planning, engineering, HR, contracts, information systems, network admin, etc.<br><br><u>Internship Description:</u> Accounting (Summer 2019)- accounting degree/major. Mechanical Engineering (possibly 2 in Summer 2019)- enrolled in engineering program. Please contact Michelle Ratliff for more information on internship opportunities.<br><hr/> <i>Internships: Yes                      Job Shadowing: Yes</i>                                                                                                                                                                      |
| <b>Matthew Campagna Allstate</b><br>Matthew Campagna<br><a href="mailto:mcampagna@allstate.com">mcampagna@allstate.com</a>                                                                                                   | 927 West High St.<br>Ebensburg, PA 15931<br>814.472.8800<br>Fax: 814.472.0802                      | Customer Service and Sales<br><hr/> <i>Internships: No                      Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>McAneny Brothers, Inc.</b><br>Amy Noon<br><a href="mailto:Amy.noon@mcaneny.biz">Amy.noon@mcaneny.biz</a>                                                                                                                  | 470 Industrial Park Rd.<br>Ebensburg, PA 15931<br>814.472.9800<br>Fax: 814.472.9828                | Class A CDL Drivers, Entry Level Warehouse Selectors, Sales, Retail Positions (Cashier, Deli, Grocery in Blair County)<br><br><u>Internship Description:</u> Human Resources, Accounting, Sales, Marketing<br><hr/> <i>Internships: Yes                      Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                  |
| <b>McCartney's Inc.</b><br>Laura Green<br><a href="mailto:lgreen@mccartneys.com">lgreen@mccartneys.com</a>                                                                                                                   | 819 Howard Avenue<br>Altoona, PA 16601<br>814.505.1160<br>Fax: 814.949.6118                        | <u>Internship Description:</u> Business Development Intern. During the internship students can expect to work one-on-one with a hardworking, passionate senior account executive. Develop and launch a marketing program targeting healthcare customers. Analyze critical needs to establish key business priorities, customer needs, and a business model. Prospect and educate while building a relationship with new leads. Complete any other marketing or sales tasks deemed necessary to enhance overall intern learning experience or company needs.<br><hr/> <i>Internships: Yes                      Job Shadowing: Yes</i> |
| <b>McDonald's</b><br>Julie Coyle<br><a href="mailto:julie.coyle@us.stores.mcd.com">julie.coyle@us.stores.mcd.com</a>                                                                                                         | 164 Colgate Ave.<br>Johnstown, PA 15905<br>814.615.3078                                            | Management, Crew<br><hr/> <i>Internships: No                      Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Med-Van Transport</b><br>James Smith<br><a href="mailto:jimsmith@med-van.com">jimsmith@med-van.com</a>                                                                                                                    | 1311 Philadelphia Ave.<br>Northern Cambria, PA 15714<br>814.948.6170 ext. 313<br>Fax: 814.948.6184 | Medical Transportation occupations, EMT, Paramedic and Paratransit Drivers, Management and Marketing, IT and Computer Programming, Dispatching and Billing.<br><br><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.<br><hr/> <i>Internships: Yes                      Job Shadowing: Yes</i>                    |

| Organization Name & Contact Person                                                                                                              | Address & Telephone                                                                                                                              | Job/Position Type(s)<br>Internships/ Job Shadowing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>New Pig</b><br>Wendy Divins, Recruiting Manager<br><a href="mailto:wendyd@newpig.com">wendyd@newpig.com</a>                                  | 1 Pork Avenue<br>Tipton, PA 16684<br>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.<br><br><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!<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                 |
| <b>Northwest Bank</b><br>Kathleen Gibson<br><a href="mailto:kathleen.gibson@northwest.com">kathleen.gibson@northwest.com</a>                    | 100 Liberty St.<br>Warren, PA 16365<br>814.728.7652<br>Fax: 814.728.7720                                                                         | Tellers, Personal Bankers, Summer Associates, Management Trainee.<br><br><u>Internship Description:</u> Summer Associate positions.<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>NPC, Inc.</b><br>Sherri L. Steward<br><a href="mailto:Sherri.steward@npcweb.com">Sherri.steward@npcweb.com</a>                               | 13710 Dunning Hwy.<br>Claysburg, PA 16625<br>814.239.8787<br>Fax: 814.239.5758<br><a href="http://npcweb.com/employees">npcweb.com/employees</a> | Management, Maintenance/Engineering, Finance/Accounting, IT, Human Resources, Sales, Warehousing, Machine Operators<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Omni Bedford Springs Resort &amp; Spa</b><br>Udeni Perera<br><a href="mailto:Udeni.perera@omnihotels.com">Udeni.perera@omnihotels.com</a>    | 2138 Business 220<br>Bedford, PA 15522<br>814.624.5617                                                                                           | Culinary, Front Desk/Housekeeping, Recreation<br><br><u>Internship Description:</u> Currently available Culinary & Housekeeping internship for 2019<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Outside In School of Experiential Education, Inc.</b><br>Skip Eicher<br><a href="mailto:seicher@myoutsidein.org">seicher@myoutsidein.org</a> | 196 Hamill School Road<br>Bolivar, PA 15923<br>724.238.8441 ext. 142<br>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.<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i> |
| <b>PA Army National Guard</b><br>SFC John Oakley<br><a href="mailto:john.a.oakley.mil@mail.mil">john.a.oakley.mil@mail.mil</a>                  | 554 Airport Road<br>Johnstown, PA 15904<br>717.376.8144                                                                                          | We offer over 100 job descriptions in the state of Pennsylvania.<br><br><hr/> <i>Internships: No</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>PA Career Link Cambria County</b><br>Jeff Dick                                                                                               | 248 Main Street<br>Suite 100<br>Johnstown, PA 15901<br>814.534.2500                                                                              | <hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>PA Dept. Human Services/Ebensburg Center</b><br>Denise Crynock, HR Analyst I<br><a href="mailto:dcrynock@pa.gov">dcrynock@pa.gov</a>         | 4501 Admiral Peary Hwy<br>Ebensburg, PA 15931<br>814.472.0279                                                                                    | Direct care staff, nursing, therapeutic, food service, maintenance workers, clerical, administrative.<br><br><hr/> <i>Internships: No</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| Organization Name & Contact Person                                                                                                                  | Address & Telephone                                                                                                                                                                        | Job/Position Type(s)<br>Internships/ Job Shadowing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PA State Police</b><br>TPR. Abby Blazavich<br><a href="mailto:ablazavich@pa.gov">ablazavich@pa.gov</a>                                           | 35 Fenton Road,<br>Indiana PA 15701<br>717.614.7971                                                                                                                                        | Troopers<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Peerstar LLC</b><br>Christine Butterbaugh<br><a href="mailto:cbutterbaugh@peerstarllc.com">cbutterbaugh@peerstarllc.com</a>                      | 214 College Park Plaza<br>Johnstown, PA 15904<br>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<br><hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                   |
| <b>Pandya Computers, Inc.</b><br>Dr. Himanshu Pandya<br><a href="mailto:pandya@pandyausa.com">pandya@pandyausa.com</a>                              | 129 W. High Street<br>Ebensburg, PA 15931<br>814.472.6685<br>Fax: 814.472.7460                                                                                                             | Marketing and Sales, IT Tech support<br><hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Pennsylvania Mountain Service Corps (AmeriCorps)</b><br>Carol Overly<br><a href="mailto:pmcsc@pmcsc.org">pmcsc@pmcsc.org</a>                     | 119 Park Street<br>Ebensburg, PA 15931<br>814.472.7690<br>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.<br><hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Problem Solutions</b><br>Nikolaus Hruska<br><a href="mailto:nhruska@problemsolutions.net">nhruska@problemsolutions.net</a>                       | 210 Industrial Park Road<br>Suite 120<br>Johnstown PA 15904<br>866.413.9883<br>Fax: 866.413.9883                                                                                           | See: <a href="http://www.problemsolutions.net/jobs">http://www.problemsolutions.net/jobs</a><br><br><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.<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Puchko Financial Associates, Inc.</b><br>Kayla Puchko Stephenson<br><a href="mailto:KPuchko@puchkofinancial.com">KPuchko@puchkofinancial.com</a> | 515 Main Street<br>Johnstown, PA 15901<br>814.539.8661<br>Fax: 814.535.1079                                                                                                                | Internships, part-time and full-time<br><br><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?<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                        |
| <b>Quality Living Home Care LLC.</b><br>Kristin Miller<br><a href="mailto:KMiller@QLhomecare.com">KMiller@QLhomecare.com</a>                        | Main Office:<br>1789 Pine Hollow Rd<br>Suite 10<br>Kennedy Twp., PA 15136<br><br>Greensburg Office:<br>501 South Main St.<br>Greensburg, PA 15601<br><br>724.810.1884<br>Fax: 412.206.0963 | NOW HIRING! Apply today at <a href="http://my.adlware.com/jobs/95529">my.adlware.com/jobs/95529</a><br>Position: Caregiver/DCW/HHA. Pay Rate: \$10.00-\$11.00/hour.<br>Locations: Cambria, Indiana, Westmoreland and Somerset Counties.<br>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.<br>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 \$30/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.<br><hr/> <i>Internships: No</i> <i>Job Shadowing: Yes</i> |

| Organization Name & Contact Person                                                                                                                                    | Address & Telephone                                                                                                                                                                                                                                               | Job/Position Type(s)<br>Internships/ Job Shadowing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Respective Solutions Group, Inc.</b><br>Chelsea Brink<br><a href="mailto:chelsea@respectivesolutions.com">chelsea@respectivesolutions.com</a>                      | 948 Ben Franklin Hwy<br>Ebensburg, PA 15931<br>814.472.2225 ext.4<br>Fax: 814.472.2228<br><br><i>Serves in the following school districts:</i><br>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.<br>Part-time Program Staff: Responsible for helping with daily program activities, keeping students safe, homework help, etc.<br>Program Volunteer: Assists program coordinator and staff with daily activities, crafts, projects, homework, etc.<br><br><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.<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i> |
| <b>Richland Woods Assisted Living</b><br>Tiffany Meden, RN<br><a href="mailto:tiffanym@walsdc.com">tiffanym@walsdc.com</a>                                            | 3324 Elton Road<br>Johnstown, PA 15904<br>814.266.7113<br>Fax: 814.266.5883                                                                                                                                                                                       | LPN, RA (Caregiver), Cooks, Part-time, All Shifts<br><br><hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Riggs Industries</b><br>Human Resources<br>Shawn Kaufman<br>Director of Human Resources                                                                            | 2478 Lincoln Highway<br>Stoystown, PA 15563<br>814.629.2172<br>Fax: 814.629.2233                                                                                                                                                                                  | Welder, Mechanic, Painter, CAD Drafter, Accounting<br><br><u>Internship Description:</u> Relevant coursework in specific field.<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Safari Contract Cleaners</b><br>Lauren LaMantia, Field Recruiter<br><a href="mailto:llamantia@safaricontractcleaners.com">llamantia@safaricontractcleaners.com</a> | 111 Roosevelt Blvd.<br>Johnstown, PA 15906<br>Cell: 814.288.8667<br>Office: 814.533.5758<br>Ext. 120<br>Fax: 814.533.5785                                                                                                                                         | Various positions in the Johnstown and surrounding areas. Commercial cleaning locations. All supplies, equipment, and training provided. Part-time evening ideal for students to earn an income. Most positions allow you to choose your own time to work. Full-time supervisors. Independent working environment. Call for details.<br><br><hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Seven Springs Mountain Resort, Inc.</b><br>Brie Rock<br><a href="mailto:brock@7springs.com">brock@7springs.com</a>                                                 | 777 Waterwheel Drive<br>Seven Springs, PA 15622<br>814.352.7777                                                                                                                                                                                                   | Seasonal, full-time, part-time, casual - food and beverage, housekeeping, culinary, reservations, activities.<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Skeletonex Chiropractic &amp; Rehabilitation</b><br>Dr. Robert Leichliter, DC<br><a href="mailto:Dr.leichliter@skeletonex.com">Dr.leichliter@skeletonex.com</a>    | 927 W High St. # 5<br>Ebensburg, PA<br>814.419.8277<br>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.<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                |
| <b>Smith, Bertocchi, Arbaugh, &amp; Hall P.C.</b><br>Jason R Barnett<br><a href="mailto:jason@sbahpc.com">jason@sbahpc.com</a>                                        | PO Box 975<br>Kittanning, PA 16201<br>724.548.1541<br>Fax: 724.545.9130                                                                                                                                                                                           | Accounting Paraprofessional, Accountants<br><br><u>Internship Description:</u> Varies with skill and ability of the applicant. Basic bookkeeping, payroll, and tax functions.<br><br><hr/> <i>Internships: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Smith Transport, Inc.</b><br>Lynette Dellinger<br><a href="mailto:ldellinger@smithtransport.com">ldellinger@smithtransport.com</a>                                 | 153 Smith Transport Rd.<br>Roaring Spring, PA 16673<br>814.224.5155<br>Fax: 814.224.6939                                                                                                                                                                          | Internships<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



| Organization Name & Contact Person                                                                                                                              | Address & Telephone                                                                                         | Job/Position Type(s)<br>Internships/ Job Shadowing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Somerset Trust Company</b><br>Melissa Platt, AVP & Sr. HR Officer<br><a href="mailto:platt@somersettrust.com">platt@somersettrust.com</a>                    | PO Box 777<br>Somerset, PA 15501<br>814.443.9200<br>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.<br><br><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.<br><hr/> <i>Internships: Yes                      Job Shadowing: Yes</i>                                                                                                                             |
| <b>Sourceree</b><br>James Selapack<br><a href="mailto:James.Selapack@Sourceree.com">James.Selapack@Sourceree.com</a>                                            | 656 Industrial Park Rd.<br>Ebensburg, PA 15931<br>814.418.7580                                              | Software Developers, IT, Business, Marketing, Finance/Accounting<br><br><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.<br><hr/> <i>Internships: Yes                      Job Shadowing: Yes</i> |
| <b>Superior Human Services, Inc.</b><br>Katherine Carnevali<br><a href="mailto:katie@superiorhumanservices.com">katie@superiorhumanservices.com</a>             | 4200 Crawford Ave.<br>Suite 300, Northern<br>Cambria, PA 15714<br>814.420.8019 ext.306<br>Fax: 814.420.8279 | Residential Support Workers<br><br><u>Internship Description:</u> Internships for Health Field Students (Social Workers, Psychology, Physical Therapists, etc.)<br><hr/> <i>Internships: Yes                      Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                            |
| <b>Tableland Services, Inc.</b><br>Jennifer Hemminger<br><a href="mailto:jhemminger@capfsc.org">jhemminger@capfsc.org</a>                                       | 535 East Main Street<br>Somerset, PA 15501<br>814.445.9628<br>Fax: 814.445.3690                             | Family/Consumer Science, Office Administration, Early Childhood Education, Bookkeeping, Accounting Technology, etc.<br><br><u>Internship Description:</u> Career related. See above for position types available.<br><hr/> <i>Internships: Possibly                      Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                    |
| <b>The Learning Lamp</b><br>Kayla Balamuta<br><a href="mailto:Kbalamuta@thelearninglamp.org">Kbalamuta@thelearninglamp.org</a>                                  | 2025 Bedford Street<br>Johnstown, PA 15904<br>814.262.0732<br>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!<br><hr/> <i>Internships: Yes                      Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                            |
| <b>UpStreet Architects, Inc.</b><br>Sue Jablunovsky<br>Administrative Assistant<br><a href="mailto:suej@upstreetarchitects.com">suej@upstreetarchitects.com</a> | 541 Philadelphia St.<br>Indiana, PA 15701<br>724.349.3601<br>Fax: 724.349.5779                              | Architectural Drafter<br><br><u>Internship Description:</u> Internship includes drafting of architectural plans in AutoCAD and Vectorworks.<br><hr/> <i>Internships: Yes                      Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                               |
| <b>U.S. Air Force Recruiting Service</b><br>Gerard Lacbain, MSgt<br><a href="mailto:gerard_joseph.lacbain@us.af.mil">gerard_joseph.lacbain@us.af.mil</a>        | 500 Galleria Drive<br>Suite 254<br>Johnstown, PA 15904<br>Cell: 814.591.3600<br>Fax: 814.266.6419           | U.S. Air Force offers over 140 career fields.<br><hr/> <i>Internships: No                      Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>U.S. Customs &amp; Border Protection</b><br>Scott Merlo<br><a href="mailto:scott.merlo@cbp.dhs.gov">scott.merlo@cbp.dhs.gov</a>                              | 1215 Manor Dr.<br>Mechanicsburg, PA 17055<br>717.554.2883                                                   | Customs and Border Protection Officer, Border Patrol Officer<br><hr/> <i>Internships: No                      Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Unique Venues</b><br>Alyson Salem, Director of Marketing<br><a href="mailto:alyson@uniquevenues.com">alyson@uniquevenues.com</a>                             | 239 Main Street<br>Suite 100<br>Johnstown, PA 15901<br>814.792.8039                                         | <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.<br><hr/> <i>Internships: Yes                      Job Shadowing: Yes</i>                                                                                       |

| Organization Name & Contact Person                                                                                                                                                                                                                                                                                                                                                                                                                                          | Address & Telephone                                                             | Job/Position Type(s)<br>Internships/ Job Shadowing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>UPMC Altoona &amp; UPMC Bedford</b><br>UPMC Bedford & ARHS: Ronald Amann – <a href="mailto:amannr@upmc.edu">amannr@upmc.edu</a><br>UPMC Altoona Nursing & Nursing Support: Kala Garcia – <a href="mailto:garciakn2@upmc.edu">garciakn2@upmc.edu</a><br>UPMC Altoona Non-Nursing: Joy Adams – <a href="mailto:mazenkojn@upmc.edu">mazenkojn@upmc.edu</a><br>UPMC Altoona Nursing & Nursing Support: Leslie Price – <a href="mailto:priceL5@upmc.edu">priceL5@upmc.edu</a> | 620 Howard Avenue<br>G Building, Suite 255<br>Altoona, PA 16601<br>814.889.7317 | Healthcare related: Patient Care Tech, Radiology, Medical Assistant, Billing & Coding, Patient Access, Unit Secretary<br><br><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.<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>UPMC Somerset</b><br>Heather Lichvar, HR Recruiter<br><a href="mailto:hrlichvar@somersethospital.com">hrlichvar@somersethospital.com</a><br><i>*All inquiries can be directed to the HR Recruiter or another member of Somerset Hospital Human Resources staff @ (814)443-5003.</i>                                                                                                                                                                                      | 225 S. Center Avenue<br>Somerset, PA 15501<br>814.443.5003                      | Billers, Certified Nursing Assistant, Counselor, Food Service Worker, Housekeeper, HVAC, Licensed Practical Nurse, Medical Assistant, Monitor Tech, Pharmacy Tech, Phlebotomist, Physical Therapy Assistant, Psychiatric Tech, Radiology Tech, Receptionist, Registrar, Registered Nurse, Respiratory Therapist, Security Analyst, Switchboard Operator, Waitress<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>UPS</b><br>Jennifer Butler<br><a href="mailto:jbutler@ups.com">jbutler@ups.com</a>                                                                                                                                                                                                                                                                                                                                                                                       | 521 North Center Ave.<br>New Stanton, PA 15672                                  | PT Local Sort Supervisor, PT preload Supervisor, PT Package Handler.<br><br><hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>US Census Bureau</b><br>Eugene Bradshaw                                                                                                                                                                                                                                                                                                                                                                                                                                  | 260 Executive Dr., Ste 102<br>Cranberry Twp., PA 16066<br>1.855.JOB.2020        | Census Field Supervisors, Enumerators / Listers, Clerks<br><br><hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>ViaQuest Hospice</b><br>Kim DiPiazza/Volunteer Coordinator<br><a href="mailto:kimberly.dipiazza@viaquestinc.com">kimberly.dipiazza@viaquestinc.com</a>                                                                                                                                                                                                                                                                                                                   | 607 Georgian Place<br>Somerset PA 15501<br>724.292.7696<br>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!<br><br><hr/> <i>Internships: No</i> <i>Job Shadowing: Yes</i> |
| <b>Victim Services, Inc.</b><br>Erika B. Brosig, LCSW, CTTTS<br>Clinical Director<br><a href="http://ebrosig@cambrasomersetsvs.org">ebrosig@cambrasomersetsvs.org</a>                                                                                                                                                                                                                                                                                                       | 638 Ferndale Avenue<br>Johnstown, PA 15905<br>814.288.4961<br>Fax: 814.288.3904 | Sexual Assault and Violent Crimes Counselor, Prevention Education Coordinator, Victim Witness Manager<br><br><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.<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Walmart Distribution Center</b><br>Amy Brandt<br><a href="mailto:amy.tercek@walmart.com">amy.tercek@walmart.com</a>                                                                                                                                                                                                                                                                                                                                                      | 181 Walmart Road<br>Bedford, PA 15522<br>814.624.5221                           | Order fillers, power equipment operators, area managers, asset protection associates, quality assurance associates<br><br><u>Internship Description:</u> 4-year degree – preferably in business management or supply chain related discipline<br><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



| Organization Name &<br>Contact Person                                                                                                                                                                                                                                                                           | Address &<br>Telephone                                                                          | Job/Position Type(s)<br>Internships/ Job Shadowing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Webify, LLC</b><br>Andy Barrows, CEO<br><a href="mailto:andy@whywebify.com">andy@whywebify.com</a>                                                                                                                                                                                                           | 319 Washington St.<br>Suite 310<br>Johnstown PA 15901<br>814.246.2220                           | Junior Web Designer, Web Developer, Customer Success Associate, Business Relations, Accounting, Marketing, Graphic Design, Sales<br><br><u>Internship Description:</u> All positions are available for internships<br><hr/> <i>Internships: Yes                      Job Shadowing: Yes</i>                                                                                                                                                                                                                                                           |
| <b>Wessel &amp; Company</b><br>Chris Britton, SHRM-CP, JCDC, JCTC<br><a href="mailto:cbritton@wesselcpa.com">cbritton@wesselcpa.com</a>                                                                                                                                                                         | Johnstown Office<br>215 Main Street<br>Johnstown, PA 15901<br>814.536.7864<br>Fax: 814.535.4332 | Accounting, Administrative<br><br><u>Internship Description:</u> 4-year degree.<br><hr/> <i>Internships: Yes                      Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Wheeler Bros., Inc.</b><br>Tina Devers<br>Director, Human Resources<br><a href="mailto:tdevers@teamwbi.com">tdevers@teamwbi.com</a>                                                                                                                                                                          | 409 Drum Avenue<br>Somerset, PA 15501<br>814.443.7031<br>Fax: 814.443.7109                      | Sales, marketing, warehouse, accounting<br><br><u>Internship Description:</u> Qualifications vary depending on area.<br><hr/> <i>Internships: Yes                      Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                         |
| <b>Windber Medical Center</b><br>Amy Overly<br><a href="mailto:aoverly@windbercare.org">aoverly@windbercare.org</a><br>Jennifer Blazosky<br><a href="mailto:jblazosky@windbercare.org">jblazosky@windbercare.org</a><br>Jamie Brock, SPHR<br><a href="mailto:jbrock@windbercare.org">jbrock@windbercare.org</a> | 600 Somerset Ave.<br>Windber, PA 15963<br>814.467.3416<br>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.<br><br><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.<br><hr/> <i>Internships: Yes                      Job Shadowing: Yes*</i> |
| <b>Zamias Services Inc.</b><br>Tammy Forish, Office Manager<br><a href="mailto:tforish@zamias.net">tforish@zamias.net</a>                                                                                                                                                                                       | PO Box 5540<br>Johnstown, PA 15904<br>814.535.3563<br>Fax: 814.536.5969                         | Accounting Coordinator (Accounts Payable/Receivable), Billing Analysts, Administrative Assistants, Marketing<br><hr/> <i>Internships: No                      Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                   |
| <b>365 Hospice</b><br>Diane McCall or PJ Shell<br><a href="mailto:diane.mccall@365hospice.com">diane.mccall@365hospice.com</a><br><a href="mailto:patrick.shell@365hospice.com">patrick.shell@365hospice.com</a>                                                                                                | 119 South Main St.<br>Carrolltown, PA 15722<br>814.419.4901<br>814.934.9491                     | CNA's, Social Workers, RN's<br><br><u>Internship Description:</u> Volunteer, Social Worker<br><hr/> <i>Internships: Yes                      Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                    |

# STAFFING AGENCIES

| Organization Name & Contact Person                                                                                                      | Address & Telephone                                                                      | Job/Position Type(s)<br>Internship Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Aerotek</b><br>Steph Vojtko<br><a href="mailto:svojtko@aerotek.com">svojtko@aerotek.com</a>                                          | 1 Corporate Drive<br>Suite 107<br>Bedford, PA 15522<br>814.285.3702<br>Fax: 814.285.3790 | Recruiter/Sales Trainee, Welders, Laborers, Administrative Assistants, Customer Service, Industrial Painters, Machine Operators, Assemblers<br><hr/> <i>Internships: No</i> <i>Job Shadowing: Yes</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Manpower (Johnstown Office)</b><br>Leslie Sacerino<br><a href="mailto:leslie.sacerino@manpower.com">leslie.sacerino@manpower.com</a> | 248 Main Street<br>Cambria County Library<br>Johnstown, PA 15901                         | Manpower Inc. of Altoona ( <a href="http://manpowercentralpa.com">manpowercentralpa.com</a> ): Staffing agency that specializes in temporary, temp-to-hire, and direct hire opportunities throughout Central PA. Manpower prides itself in guiding and assessing all applicants to ensure associates are appropriately matched with the best opportunities that best fits their skills, interests, working styles and career goals. Manpower is connected to many companies, in a multitude of fields, throughout the Region.<br><br>Various part-time and full-time positions: Management, Finance, IT, Engineering, Administration, Laborer, Food Service, Machine Operator, Factory<br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: Yes</i> |
| <b>QNS Recruiting</b><br>Katie Hastie<br><a href="mailto:khastie@qnsrecruiting.com">khastie@qnsrecruiting.com</a>                       | 429 Manor Drive<br>Ebensburg, PA 15238<br>412.449.0520                                   | RNs, LPNs, CNAs, PCAs, Social Work, Therapy, PA's, Dietary, Activities, Marketing, Housekeeping, Accounting, Maintenance, Healthcare Management, PT, OT, ST                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Sargent's Personnel Agency Inc.</b><br>Angelica McAfee<br><a href="mailto:personnel@sargents.com">personnel@sargents.com</a>         | 210 Main Street<br>Johnstown, PA 15901<br>814.536.7877                                   | Typists, general clerical, labor work, etc.<br><hr/> <i>Internships: No</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Spherion Staffing</b><br>Natalie Yannutz<br><a href="mailto:natalieyannutz@spherion.com">natalieyannutz@spherion.com</a>             | 1397 Eisenhower Blvd.<br>Johnstown, PA 15904<br>814.266.2816<br>Fax: 814.262.9399        | Professional, Clerical, Administrative, Production, Light Industrial, Logistics<br>Online application: <a href="http://www.spherionpajobs.com">www.spherionpajobs.com</a><br><hr/> <i>Internships: Yes</i> <i>Job Shadowing: No</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



