

DIRECTOR SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

Bucknell University seeks an enthusiastic professional to serve as the Director of the Small Business Development Center. Responsibilities will include the development and cultivation of opportunities for providing technical and business assistance to Pennsylvania small businesses.

It is also the responsibility of this position to supervise the daily operation of the Center and engage in securing necessary funds while monitoring efficient use of available money from outside sources. The Director will inform Pennsylvania and Federal elected officials about the activities of the Bucknell SBDC through periodic communications and preparation and submission of all required reports. The director will attend all meetings of the Pennsylvania Association of Small Business Development Centers, Inc. and participate in other local meetings involving the economic development of the operating region while remaining alert to sources of funding that could prove helpful to existing and future clients.

It is the responsibility of the Director to plan all office work, counseling, and training to ensure all work is accomplished by the SBDC staff, faculty members, university employees, students and outside consultants working as part-time contractors. The Director must recruit the best possible people for counseling and training.

The Director must also cooperate fully with appropriate University offices to assure that all financial, legal and personnel matters adhere to University policies and the SBDC Procedural Manual.

Qualifications: A Master's degree or equivalent required, preferably in business administration or engineering with five years of relevant project management experience required. Excellent administrative, organizational, and budgetary skills required as well as strong oral and written communication skills. Significant entrepreneurial experience is desired along with a commitment to entrepreneurial opportunities and existing small business development and assistance.

Bucknell University encourages applications from women and members of minority groups (EEO/AA).

Applications will be accepted until the position is filled with the review of applications beginning on August 14, 2001. Please submit a letter, resume, and three references to Lois Engle, Assistant to the Dean, Dana Engineering, Bucknell University, Lewisburg, PA 17837.

ADMINISTRATIVE ASSISTANT

Immediate opportunity for a high energy team player with the ability to handle multiple tasks, diverse situations and deal effectively with customers and management via the phone and in person. Responsible for administrative support to our regional manager including scheduling, filing, meeting and travel arrangements, correspondence, meeting minutes, and customer follow-up. Minimal travel may be required.

Associate degree preferred; minimum of three to five years relevant experience required. The successful candidate will be detail oriented, able to work with representatives from the public and private sectors, possess excellent communication skills, poise, flexibility, a professional manner, and demonstrated proficiency in MS WORD, EXCEL, PowerPoint, relational database knowledge, and email.

Ben Franklin Technology Partners is a high profile economic development organization, this opening, in our Wilkes-Barre area office, offers a competitive salary and benefits package.

Fax or send resume and a letter of application describing your qualifications and salary requirements by August 10, 2001 to:
Kathy Minnich,

**Ben Franklin Technology
Partners of Northeastern PA,
125 Goodman Drive,
Bethlehem, PA 18015-3715.
Fax: (610) 861-5918.**

No phone calls please.
Equal Opportunity/Affirmative Action Employer

AUTOMOTIVE SALES (Experience Preferred but not Required)

Northeastern PA's largest Pre-Owned operation has immediate openings for the right individuals to join our sales team. Our July goal is to sell over 200 Pre-owned cars, trucks, and vans. We offer:

- Plenty of floor traffic
- We believe the highest commission based pay plan
- No house packs for new salespersons based on our Qualified Program
- 350 Pre-Owned Inventory
- Excellent Benefit Plan
- 401K Plan
- Professional Work environment

Don't wait, now is your chance to earn a good living. To schedule an interview, call Lou or Kevin at:

MotorWorld

150 MotorWorld Drive
Wilkes-Barre, PA. 18703
1-800-437-8539 or 570-821-3717
E.O.E.

LIBRARY POSITION

Back Mountain Memorial Library seeking full time front desk ILL & information services assistant. Applicant must have computer skills, ability to organize work, adaptability, accuracy in performing responsibilities of position & ability to function as member of a team.

Send resume to:

**BMML,
96 Huntsville Rd.
Dallas, PA 18612.**



Dallas, PA 18612
Founded and Sponsored by the
Sisters of Mercy and Dallas

SECRETARY II

PART-TIME

(10 Month, Approximately 20 Hours Per Week)

College Misericordia is currently recruiting for a part-time secretary to support the work of the Service Learning Department, staff and volunteers. Primary responsibilities include: the ability to provide secretarial support, manage communication for the Service Learning Center, manage monthly budget reports, develop & maintain databases, manage research data, prepare grants & grant reports, disseminate materials to internal & external community members, support placement of student in Service Learning activities and plan & organize Service Learning Council Meetings.

High school education or equivalent and a minimum of three years experience in an office environment is required. The qualified candidate will be required to handle confidential information and will be detail oriented, self-directed and possess the ability to handle multiple assignments & work in a demanding secretarial role. The ability to provide a high level of assistance and support to the Office of Service Learning is essential. Excellent telephone, organization, interpersonal, both verbal & written communication skills is required. Computer proficiency & experience with basic computer software programs in a Windows environment, including word processing & spreadsheets is preferred. Position may require flexible hours at times to include evening or weekend hours.

For confidential consideration please forward a letter & resume to:
COLLEGE MISERICORDIA

Attention: Human Resources
301 Lake Street
Dallas, PA 18612
or e-mail: hr@miseri.edu

College Misericordia is committed to excellence and actively supports cultural diversity. To promote this endeavor, we invite individuals who contribute to such diversity to apply, including minorities and women.

NURSING OPPORTUNITIES

Moses Taylor Hospital has openings for motivated, healthcare Professionals **who are not - just looking for a nursing job but for a nursing career.**

Immediate full-time and part-time positions available for Registered Nurses and Licensed Practical Nurses. 8, 10 & 12 hours shifts available for all positions.

Registered Nurses

Medical/Surgical
FT & PT positions 3 pm to 11:30 pm shift
FT & PT positions 11pm-7:30 am shift

Skilled Nursing Facility
FT & PT positions 3 pm-11:30pm shift

Licensed Practical Nurses

Medical/Surgical
FT & PT positions -3 pm -11:30 pm shift
FT & PT positions 11:00 pm-7:30 am shift

Skilled Nursing Facility
FT and PT positions 3:00 pm-11:30 pm shift
FT and PT positions 11:00pm-7:30am shift

Qualified RN's and LPN's possess a valid PA nursing license. We offer a competitive starting salary as well as a flexible, fringe benefits package. Apply to:

Moses Taylor Hospital
Human Resources Dept.
700 Quincy Ave.
Scranton, Pa. 18510
(570) 340-2027
(570) 340-2742 fax

Moses Taylor is a drug free workplace
E.O.E. M/F/V/H

Letica Corporation has the following position openings:

Janitors Secondary Operators Packers / Handlers

on all shifts. We start at a new competitive rate and shift differential. Fully paid benefit package includes Blue Cross/ Blue Shield, life insurance, prescription card, dental, vision, paid holidays, vacation, 401K, profit sharing and more.

Apply in person at:

LETICA CORPORATION
2 Commerce Road, Pittston, PA 18640
654-2451
E.O.E.

SUBSTITUTE TEACHERS

Wilkes-Barre Area Vocational-Technical School is seeking Substitute Teachers for the 2001-2002 school year. Interested individuals should possess a PA Teaching Certificate, Occupational Competency exam or appropriately documented experience.

Act #34 and #151 clearance required.
Please direct all inquiries to:

Mary Ann Andrejko
822-4131

Wilkes-Barre AVTS is an E.O.E.

MOBILE THERAPIST

Behavioral Healthcare Services For Children. Master's Degree in human svcs field AND at least 1 year exp. working with children. Positions in Susquehanna County only. FT/PT Per Diem \$30/hr. Mail of fax resume/letter:

Youth Advocate Program
71 Grow Ave.,
Montrose, Pa 18801
570) 278-3838

Tele Professionals

IMMEDIATE

POSITIONS WANTED!!!
**WOULD YOU LIKE
TO SLEEP IN?**

We are now hiring for mid-day shift between the hours of 11am-7pm with flexibility in schedules! Part-time and Full-time.

Join our exciting team as an associate at The Order People!!! Handle calls for a variety of clients at our beautiful downtown Wilkes-Barre location!!!

We offer competitive wages and benefits for Part Time and Full Time associates after **30 DAYS!!!**

**FLEXIBLE SHIFTS ARE
AVAILABLE**

To apply with The Order People please call our 24-hour job hotline at:

1-800-272-9087

*Please state that you are looking to work for our mid-day shift!

**the
order
people™**
CallCenter Services
(EOE)

DELIVERY- PART TIME

The Times Leader is looking for independent contractors for carrier routes in the following areas:

- ◆ Shavertown
- ◆ Trucksville
- ◆ Dallas
- ◆ Tunkhannock

Earn up to \$1000/month, plus tips

Early morning hours, 7 days/week. We guarantee doorstep delivery or wherever the customer wants it. You must be dependable and you must have a reliable vehicle.

\$250.00 Sign-On Bonus

(after 90 days)

Call John:

(570) 829-7145

PRODUCTION

Immediate. Full or Part time positions avail. Part Time hrs. avail for Semi Retired. Benefits for full time after 90 dys. Duties will include: Warehouse, Forklift (if exp), bottling of spring water.

Apply in person
Mon.-Fri.9am-5pm

**Glenn Summit
Spring Water Co.**

Crestwood Drive
Crestwood Ind. Park
Mountaintop, Pa.

EOE

PRODUCTION WORKERS NEEDED

1st shift, F/T. \$7.50/hr.,
with increases & benefits pkg.

Call 969-9770
ext. 10 for appt.

ZONING OFFICER

The Township of Tobyhanna is currently accepting applications for the position of Zoning Officer. Experience in government/zoning preferred but not required. The Zoning Officer is responsible for working with the public, Zoning Hearing Board and Manager in all aspects of zoning and must possess excellent oral and written communication skills. Salary \$26,500 + benefits. Send resume to Township Manager, Township of Tobyhanna, HC 89Box 289, State Avenue, Pocono Pines, PA. 18350. Resumes will be accepted until Friday, August, 3, 2001. E.O.E.

TELLERS

First Liberty Bank & Trust has immediate opening for Full and Part Time Tellers in the Pittston Office. Qualified candidates must be available to work flexible hours including Saturdays. Application may be filled out at any branch location.

E.O.E. M/F/D/V

Golden technologies, a growing Lift Chair and Mobility Manufacturer has the following opportunities available in its Sales and Customer Service departments.

SALES ADMINISTRATOR

The successful candidate will be experienced with providing account growth and development as well as maintaining existing accounts. Individual should have phone sales experience and be willing to travel as required. Necessary skills will include negotiating and the ability to close sales. Knowledge of Office 2000 and Goldmine is preferred. Position offers career growth and advancement. Excellent wage and bonus package.

CUSTOMER SERVICE REP

If you enjoy speaking on the phone and handling multiple responsibilities, this is the position for you. Interested candidates should be self-motivated and have good communication and computer skills. Duties to include communicating with customers, data and order entry and coordinating customer requirements within the organization. Experience preferred, but not necessary.

OFFICE ASSISTANT

Part Time, flexible hours. Office duties include handling literature requests, and completing daily mailings. Computer experience helpful but not mandatory.

Benefits include Medical, Vision, Health Club reimbursement, Credit Union, Vacation and Personal days. Apply within or forward resume to:

**Golden
Technologies**
401 Bridge Street
Old Forge, PA 18518
Attn: Sales Manager

Home Health Positions PHYSICAL THERAPISTS

Moses Taylor Hospital has an immediate position in its home health service for a Registered Physical Therapist. All applicants must be PA licensed. 1 year Home Health experience preferred. Must possess valid Pa drivers license as well as a safe driving record and be willing to use your own vehicle.

We offer a competitive starting salary as well as a flexible, Comprehensive fringe benefits package. apply to:

**Moses Taylor Hospital
Human Resources Dept.
700 Quincy Ave.
Scranton, Pa. 18510
(570) 340-2027
(570) 340-2742 fax
E.O.E. M/F/V/H**

SERVICE PERSON

WITH MODULAR HOME MFG.

- Must have modular home construction experience
- Travel required
- Salary commensurate with experience
- Immediate opening

Apply at
**Sun Building Systems Inc.
#9 Stauffer Industrial Park
Taylor, PA 18517
or fax resume or letter of interest to:
(570) 562-0737**

Home Health Positions PHYSICAL THERAPISTS

Moses Taylor Hospital has an immediate full-time position in its home health service for a Registered Physical Therapist. No Acute care rotation required. All applicants must be PA licensed. 1 year Home Health experience preferred. Must possess valid PA driver's license as well as a safe driving record and be willing to use your own vehicle. We offer a competitive starting salary as well as a flexible, Comprehensive fringe benefits package. apply to:

**Moses Taylor Hospital
Human Resources Dept.
700 Quincy Ave.
Scranton, Pa. 18510
(570) 340-2027
(570) 340-2742 fax
E.O.E. M/F/V/H**

VICE PRESIDENT

The Economic Development Council of Northeastern Pennsylvania (EDCNP) is seeking candidates for the position of Vice President. EDCNP serves a seven county region with a population of approximately 950,000. EDCNP manages a wide variety of federal, state and local funding and technical assistance programs for businesses and communities. Formed in 1964, EDCNP performs four primary roles for the seven county region:

- Markets the region nationally & internationally for business attraction, retention and expansion.
- Attracts and administers federal, state & local financial and technical assistance programs for businesses and communities.
- Serves as a Local Development District and Economic Development District under state and federal law.
- Works in partnership with local and regional development organizations, inside and outside the region, to maintain and grow an economy that will retain and attract young, skilled workers and facilitate the start-up, expansion and attraction of quality businesses to increase the prosperity of the region and its citizens.
- The position reports to and supports the President & CEO. The successful candidate will possess an undergraduate degree and an established track record in economic and community development. Graduate academic and continuing professional training desirable.
- A proven track record demonstrating successful administration, project oversight, team management and people/presentation skills are highly desirable as is prior experience in regional economic development.

Submit application by Friday, August 17, 2001, to Cameron Moore, President & CEO
Economic Development Council of
Northeastern Pennsylvania,
1151 Oak Street, Pittston, PA. 18640.
For more information on EDCNP's history, programs and services please look at www.edcnp.org.

DRIVERS WANTED

Company & Owner Operators Needed
Campo's Express needs both company drivers and Owner Operators. Operate throughout the northeast be home weekends.

Company Driver Benefits:

- Starting pay .32¢ per mile
- Longevity pay up to .38¢ per mile
- 90% No Touch Freight
- 401K Retirement program
- Company Paid Holidays, Vacation
- Company Health Insurance
- Fair and Personal Treatment
- Rider Policy & Much More

O/O Call For Pay Schedules

90 CENTS ALL NE MILES PLUS MUCH MORE
Call 800-326-9568 X5557 or X5552
or stop by Campo's Express
Route 92 South, Tunkhannock, PA

UNITED METHODIST HOMES THE WESLEY VILLAGE RETIREMENT COMMUNITY

A financially stable not-for-profit organization

WANTS YOU!

ARE YOU TIRED OF:

- Not knowing where you are working today?
- Not knowing the people you are caring for?
- Not knowing your co-workers?

WOULD YOU LIKE TO:

- Work in a warm home like atmosphere everyday?
- Work around your life style?
- Earn premium wages?
- Have an excellent benefit package?
- Have the use of an on-site exercise gym?

-THEN-

A "CHOICE" Opening exists for you to become a part of our professional team:

- CNAs** (all shifts)
- LPNs** (PT, 3-11 & 11-7)
- UNIT SECRETARY** (FT days)
- SERVICE ASSISTANT**
(PT 9am-1pm or 5-9pm)
- PCAs**

(Temporary FT 8-4) & (FT 8-4 & 4-12)
Apply Daily 8:30 a.m. - 7:30 p.m.

**WESLEY VILLAGE
RETIREMENT COMMUNITY**
209 Roberts Rd., Pittston, PA
(570) 655-2891
EOE

MAKE MONEY DRIVING YOUR CAR

The Times Leader, Luzerne County's largest newspaper, is looking for dependable carriers.

What's in it for you?

- ◆ Highest rates paid in the area (\$500 to \$1,000 per month)
- ◆ Early morning hours that don't interfere with your full-time responsibilities
- ◆ Exercise in the morning

What you need:

- ◆ A desire to work hard, 7 days a week
- ◆ A reliable vehicle
- ◆ The ability to provide "Great" service to our customers

Routes are available in the following areas:

- South Wilkes-Barre
- Nanticoke
- Plymouth
- Glen Lyon
- Warrior run
- Kingston
- Dallas/Shavertown/Trucksville

Call Rosemary at
829-7279

PLACE
AN AD
IN THE
DALLAS
POST