

CLASSIFIEDS

EMPLOYMENT



**Full-Time Staff Associate / Secretary,
Vice President Business Services**

Minimum requirements: (1) Associate's degree in secretarial science or business administration. Note: Degrees and hours must be from a college accredited by a US Dept of Education accepted accrediting agency such as SACS, (2) two years' experience in statistical typing, (3) secretarial/bookkeeping experience in an accounting department, (4) working knowledge of computer applications such as Word and Excel, and (5) excellent communication skills and demonstrated ability to interact with internal and external contacts. **Preferred:** (1) working knowledge of Datatel Colleague. **Salary range:** \$2,375 to \$2,614 per month, based on experience and academic credentials. **Application deadline:** Applications must be received in the Human Resources Office by Tuesday, April 22, 2008, at 5 p.m. Persons interested in applying must go to our website at www.forsythtech.edu/employees/jobs.asp and follow the new application process and fulfill all application requirements or stop by our Human Resources' Office for assistance. Resumes will not be accepted without a completed Forsyth Tech application. AA/EOE

EMPLOYMENT



**Full-Time Instructor, ITEC
12 - month basis Re-Opened**

Minimum requirements: (1) Bachelor's degree in Information Technology or related area with 50% completion and continued work-in-progress toward successful completion of Master's degree (successful completion of Master's degree is a condition of continued employment). **** Note: Degrees and hours must be from a college accredited by a US Dept of Education accepted accrediting agency such as SACS **** and (2) three years' industry experience and/or certification in one or more of the following areas: Programming, Web programming, and/or Database technologies. **Preferred:** (1) Master's degree with 18 graduate hours in Information Technology or Computer related area, (2) successful teaching/training experience, and (3) course and curriculum development experience. **Salary range:** \$3,757 to \$4,327 per month, based on experience and academic credentials. **Application deadline:** Applications must be received in the Human Resources Office by Tuesday, April 15, 2008 at 5:00 pm. Persons interested in applying must go to our website at www.forsythtech.edu/employees/jobs.asp and follow the new application process and fulfill all application requirements or stop by our Human Resources' Office for assistance. Resumes will not be accepted without a completed Forsyth Tech application. AA/EOE

EMPLOYMENT



**Full-Time Assessment
and Retention Specialist**

Minimum requirements: (1) Bachelor's degree, **** Note: Degrees and hours must be from a college accredited by a US Dept of Education accepted accrediting agency such as SACS ****, (2) one year's experience in academic assessment, student retention, and classroom instruction, (3) demonstrated success working with a diverse population and in a team environment; (4) must be detail oriented with ability to enter and compile data using the computer, a mainframe operating system, Excel, and Word; able to learn data reporting processes, (5) proven excellence in telephone, interpersonal, and written communications, and (6) ability to work flexible schedule as needed. **Salary range:** \$2,472 to \$2,799 per month, based on experience and academic credentials. **Application deadline:** Applications must be received in the Human Resources Office by Tuesday, April 22, 2008, at 5 p.m. Persons interested in applying must go to our website at www.forsythtech.edu/employees/jobs.asp and follow the new application process and fulfill all application requirements or stop by our Human Resources' Office for assistance. Resumes will not be accepted without a completed Forsyth Tech application. AA/EOE

EMPLOYMENT



**Full-Time Emergency Medical Services /
CPR Faculty - Coordinator**

Minimum requirements: (1) Associate's degree in emergency medical services area or related field. **** Note: Degrees and hours must be from a college accredited by a US Dept of Education accepted accrediting agency such as SACS ****, (2) two years' experience in an appropriate field as an EMT or paramedic, and (3) demonstrated use of word processing computer software. **Preferred:** (1) experience in an educational institution environment in the emergency services area, and (2) familiarity with community college system. **Salary range:** \$3,166 to \$4,327 per month, based on experience and academic credentials. **Application deadline:** Applications must be received in the Human Resources Office by Tuesday, April 22, 2008, at 5 p.m. Persons interested in applying must go to our website at www.forsythtech.edu/employees/jobs.asp and follow the new application process and fulfill all application requirements or stop by our Human Resources' Office for assistance. Resumes will not be accepted without a completed Forsyth Tech application. AA/EOE

EMPLOYMENT



**Full-Time Switchboard Operator,
Daytime Hours will be
7:30 a.m. to 4:30 p.m.**

Minimum requirements: (1) Associate's degree, (2) two years' relevant receptionist/switchboard experience, (3) demonstrated computer skills, (4) demonstrated ability to perform assigned tasks readily, to adhere to prescribed routines, and to follow oral and written instructions, and (5) recognition of the purpose and services provided by the college. **Salary range:** \$2,157 to \$2,447 per month, based on experience and academic credentials. **Application deadline:** Applications must be received in the Human Resources Office by Tuesday, April 15, 2008 at 5:00 p.m. Persons interested in applying must go to our website at www.forsythtech.edu/employees/jobs.asp and follow the new application process and fulfill all application requirements or stop by our Human Resources' Office for assistance. Resumes will not be accepted without a completed Forsyth Tech application. AA/EOE

**PIEDMONT TRIAD PARTNERSHIP
Vice President Workforce Development**

The Vice President Workforce Development is a primary point of contact with workforce development delivery stakeholders, K-12 systems in the region, other regional organizations, local, state and federal governments, and area businesses for the transformation of the Piedmont Triad economy. Responsibilities include grant review, monitoring and compliance. Travel required throughout the 12 county region with primary work site near the Piedmont Triad International Airport.

Requires an advanced degree with workforce/economic development experience; or an equivalent combination of education and experience. Driver's license required. Salary range starting at \$65,000. DOQ. Closes: April 18, 2008. Send resumes to Theresa Reynolds, Senior Vice President/WIRED Project Manager, Piedmont Triad Partnership, 7025 Albert Pick Rd, Suite 303, Greensboro, NC 27409, or e-mail treyolds@piedmonttriadnc.com. A full job description can be viewed at www.wired.piedmonttriadnc.com. EEO.

Information Technology Specialist Positions

Davidson County Community College is accepting applications for the positions of "Information Technology Specialist, Application Support," and "Information Technology Specialist, Service & Support." Applicants must have an Associate Degree in information technology or related field, and work related experience in the information technology field. For more information about responsibilities, qualifications, and application requirements, please see the "Employment Opportunities" section on the College website: <http://www.davidsonccc.edu> or contact: Human Resources Office, Davidson County Community College, P.O. Box 1287, Lexington, NC 27293-1287. Telephone: 336-249-8186, Ext. 6214; email: humanresources@davidsonccc.edu. Equal Opportunity College

**Administrative Support Staff,
Davie Education Center**

Davidson County Community College is accepting applications for a position, "Administrative Support Staff, Davie Education Center" to provide support for the College's Davie Education Center, located in Advance, NC. Qualifications include a high school diploma and some college course work, as well as related experience. For more information about responsibilities, qualifications, and application requirements, please see the page for "Employment Opportunities" on the College website: www.davidsonccc.edu or contact: Human Resources Office, Davidson County Community College, P.O. Box 1287, Lexington, NC 27293-1287, Telephone: 336-249-8186, Ext. 6214; or contact Davie Campus, 1205 Salisbury Road, Mocksville, NC 27028, Telephone: 336-751-2885. Email: humanresources@davidsonccc.edu. Equal Opportunity College

LEAD CUSTODIAN

Carver High
Piney Grove Elementary
Mineral Springs Elementary

Participate in proper cleaning and upkeep of the school. Inspect the work of other custodians, assist in training and completion of assignments, secures facility. Considerable knowledge of methods, equipment and supplies required. Ability to keep simple records. Physical strength required to perform manual tasks. Minimum 3 years custodial experience required. Send resume or application no later than April 15, 2008 to Winston-Salem/Forsyth County Schools, Attn: Pam Hensdale at P.O. Box 2513, Winston-Salem, NC 27102



Full Time Early College Liaison

Minimum requirements: (1) Master's degree, **** Note: Degrees and hours must be from a college accredited by a US Dept of Education accepted accrediting agency such as SACS ****, (2) two years' experience in secondary and/or postsecondary education, (3) demonstrated ability to build relationships within an educational setting; plan, organize and implement programs and services; and provide tracking and assessment to ensure quality, (4) commitment to the learning-centered environment, (5) excellent skills in oral and written communication and computers. **Preferred:** (1) familiarity with the community college and public school systems; accreditation requirements; and Datatel/Colleague. **Salary range:** \$3,425 to \$4,327 per month, based on experience and academic credentials. **Application deadline:** Applications must be received in the Human Resources Office by Tuesday, April 22, 2008, at 5 p.m. Persons interested in applying must go to our website at www.forsythtech.edu/employees/jobs.asp and follow the new application process and fulfill all application requirements or stop by our Human Resources' Office for assistance. Resumes will not be accepted without a completed Forsyth Tech application. AA/EOE

Family Services, Inc. of WS is accepting applications for a FOOD SERVICE COOK. Needed to work part-time in residential shelter preparing meals/snacks, ensuring sanitation of food service equipment & service areas. Knowledge of/ability to comply with federal/state/local requirements related to food service program. HS/GED & valid NCDL required. Send resume to: HR Dept., ATTN: J. Shepherd; Family Services, Inc. 610 Coliseum Drive, WS, NC 27106. www.familyserv.org EOE/AA/Drug Free Workplace/United Way Agency

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www.xpressdrivers.com

Family Services, Inc. of Winston-Salem is Accepting Applications for a **COORDINATOR, Residential & Child Advocacy** needed to supervise and provide services that strengthen the well-being of domestic violence victims & victims of child maltreatment. Master's degree plus three years experience in human service area, of which at least one year in managerial capacity preferred, or will accept BA plus years of experience equivalent to education & training requirement. Knowledge of DV & child abuse issues a must. Bilingual Spanish skills a real plus! FT position w/excellent benefits. EOE/United Way funded agency/Drug-Free Workplace. Send resume to: HR Dept., ATTN: J. Shepherd, Family Services, Inc. 610 Coliseum Dr. WS, NC 27106 www.familyserv.org

Family Services, Inc. of WS is accepting applications for a Community Outreach and Auto Specialist needed to be a team member at the Career Connections and Prosperity Center. HS diploma or GED required. Knowledge of Auto Sales and Repairs preferred. Responsibilities include networking with the community and building relationships with donors, residents, community and corporate leaders, repair garages and dealerships. Part-time position could expand into Full time Position. Send resume to: HR Dept., Attn: B. Gillespie, Family Services, Inc. 610 Coliseum Drive, WS, NC 27106. www.familyserv.org EOE/AA/Drug Free Workplace/United Way Agency

REAL ESTATE

**Towergate
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You Hold Your Baby's Future in Your Hands

A Healthy Baby Begins with You



Tonya Lewis Lee
Writer and Producer

