

Greetings All!

Here are some opportunities you need to check out – read all and *please contact me whenever you apply to any or if you have any questions.*

I am glad to help you.

*****Reminder- Mock Interview Sign up ends Friday- Sign- up sheets are outside my office door in the Student Affairs Office. You won't want to miss the chance to practice your interview skills- it could make the difference getting the job/grad school you want. *****

September Opportunities 2015

***Fastenal** 1935 S Main St Suite 103 **Salisbury, NC**

Sales Trainee - Part-time

The Fastenal Company would like to invite ambitious, hard-working individuals to apply for the position of Part-Time Sales Trainee. Applicants should be able to bring new ideas and improvements to business practices, work well both independently and as part of a team, and show respect to co-workers, customers, vendors, and visitors in the workplace while demonstrating Fastenal's core values of Ambition, Innovation, Integrity, and Teamwork.

ABOUT US:

Since 1967 Fastenal has grown from a single store to nearly 2,700 locations, each providing tailored local inventory and personal service for our customers. As we've expanded across the world, we've retained a core belief in people and their ability to accomplish remarkable things - if given the opportunity. From this philosophy stems an entrepreneurial culture that challenges every employee to run their own business, create their own success, and advance to become company leaders.

OVERVIEW:

Working in the role of Part-Time Sales Trainee, you will have the opportunity to balance formal training with real-world experience running a store and working with customers. It's a great way to learn the ropes of our fast-paced industry and potentially transition into a full-time sales position. **Fastenal Company is currently seeking candidates for a part-time Sales Trainee position at our store located at 1935 S Main St Ste 103, Salisbury, NC 28144.**

TRAINING PROGRAM:

The training experience includes hands-on, on-line, and classroom training offered through our corporate university. The training program for current employees who are promoted into these positions will vary based on prior experience with the company.

RESPONSIBILITIES:

The duties and responsibilities of this position include, but are not limited to:

- o Assisting with sales/customer service
- o Managing inventory
- o Placing and fulfilling orders
- o Performing local sales calls and deliveries with company vehicle

REQUIRED POSITION QUALIFICATIONS:

The following skills and qualifications are required for this position:

- o 18 years of age or over
- o A valid driver's license and the ability to meet our driving record requirements
- o Possess or are working towards an Associate's Degree in Business/Marketing OR have equivalent industry experience and knowledge of the local market
- o A strong aptitude for sales and desire to earn commission after the training period
- o Strong computer skills and math aptitude
- o Excellent written and oral communication skills
- o Customer-service oriented
- o Ability to lift, slide and lower packages that typically weigh 25lbs-50lbs and may weigh up to 75lbs
- o Ability to pass the required drug screen (applicable in the US, Puerto Rico, and Guam ONLY).

To Apply, please click on the link below.

Job Link: <https://www.fastenal.com/careers/application/227917>

Please respond by 09-23-2015.

Equal Opportunity Employer-Minorities/Females/Veterans/Disabled/Sexual Orientation/Gender Identity
Fastenal is Dedicated to Employment Equity

***Animal House Pet Boarding**

Statesville Blvd

Salisbury, NC

Part time-

Need help with general kennel care, dealing with customers, checking pets in and out for boarding, feeding, cleaning kennels, be able to handle dogs up to 60 lbs.

Two evenings a week (flexible schedule) - for example, Wednesday and Thursday from 2pm-7:30pm

Hours during holidays are also available, needed. To apply call and make an appointment with Sean or Kathy Summer, owners, at 704-216-1260.

***Salisbury Post Salisbury, NC**

Interns

- Writing for print and web — such as covering festivals and community events, writing business features and others. Possibly attend and write about a town board meetings.
- Filming and editing news video. Videographer would go on assignments with reporters.
- Shooting news and feature photos — countless possibilities, with photographer Jon Lakey giving advice.

Reporters have to do all of the above. An intern could do the same or choose an area. Once someone is trained well enough to be sent on an assignment alone —pay is \$25 per bylined story, video or photo assignment.

Applicants should send a résumé, samples of their work (for writing), and a letter about what area they would like to work to Mrs. Elizabeth Cook, Editor at Elizabeth.cook@salisburypost.com

*** North Carolina Independent Schools Athletic Association - Concord, NC**

Intern (non-paid)

North Carolina Independent Schools Athletic Association exists to encourage and govern interscholastic varsity competition among North Carolina independent schools that are committed to integrity, sportsmanship and fair play. The NCISAA is responsible for the implementation and enforcement of rules and regulations, as well as providing state championships for our member schools in sponsored sports.

We are seeking a creative, enthusiastic, organized individual interested in marketing, digital media and athletic administration.

DUTIES AND RESPONSIBILITIES

1. Manage website content, online calendar, social media presence, and use of other online media

2. Participate in the creation, editing, and distribution of print materials and messages, including handbook, brochures, informational handouts, flyers, announcements, press releases, and annual report
3. Evaluate and report on impact and outcomes of marketing and communication efforts
4. Assist in planning, logistics, promotion, and staffing for all NCISAA events
5. Develop specific marketing strategies to foster growth and brand awareness for the NCISAA
6. Assist in the production of year-end summaries for all activities
7. Other duties as assigned by the Executive Director or designee

REQUIREMENTS

1. Ability to excel in a fast-paced, dynamic environment as part of a team
2. Strong writing skills with a specific understanding of how to write and communicate on multiple platforms – traditional and social
3. Ability to think creatively and visually with regards to the presentation of content
4. Should possess experience with established social platforms including: Twitter, Facebook, Instagram, Pinterest, Tumblr, Vine or Google+.
5. Must be trustworthy given access to sensitive information.
6. Graphic design/Photoshop skills a plus
7. Passion for, and understanding of, leading and emerging social media platforms and analytics
8. Ability to analyze data and organize into actionable information
9. Highly effective internal and external communicator
10. Ability to produce high quality work under deadlines
11. Finalist will be subject to a criminal background check

This position is an 8-month appointment, with flexible work hours. Starting date is October 1, 2015 or as soon as possible after close of search.

APPLICATION PROCEDURES

Initial screening of applications will begin immediately. **To apply, please submit a cover letter and resume, along with names and contact information (address, phone number, email) for three professional references to Homar Ramirez at hramirez@ncisaa.org.**

***Sherrill-Smith Public Accountants Salisbury, NC**

Public Accounting

Looking for a CPA exam candidate, or someone who has successfully passed the exam, that is looking for a career locally in public accounting. We would certainly be interested in speaking with any of your students that would be interested in starting a career here in Salisbury. www.sherrill-smith.com

R.W. (Rick) Musselwhite, CPA Sherrill & Smith, CPAs, PA Salisbury, NC 28145-1327

Contact Robin Perry if you are interested, or know a recent graduate who may be interested.

rpmerry@catawba.edu 704-637-4384

***Romo's Pizzeria & Restaurant 115 E. Innes St. Salisbury**

Wait Staff

Responsibilities

- Provide excellent customer services that promote satisfaction
- Greet customers and present menu
- Make recommendations or share additional information upon request
- Take and serve food/drinks orders and up-sell any additional products
- Arrange table settings and maintain tables clean and tidy
- Check products for quality and correct any problems that keep them from enjoying their meal/drink
- Deliver checks and collect payments
- Cooperate with all serving and kitchen staff
- Follow all relevant health department rules/regulations and all customer service guidelines

Requirements

- Proven waiting experience a plus
- Ability to develop constructive working and interpersonal relationships with colleagues and customers
- Problem solving and decision making skills
- Service orientation and excellent organizational skills
- Hands on experience with cash register and any ordering information system
- Active listening and effective communication competencies
- Good physical condition
- High school diploma; food safety training will be considered an asset
- Must be willing to work days, nights, and/or weekends
- Must provide own transportation to and from work if hired

To apply stop in at 115 E. Innes St. Salisbury, NC 28144.

www.romospizzeriasalisbury.com

***Trinity Oaks 728 Klumac Rd Salisbury, NC**

Wait staff

Need dependable, outgoing individuals who could serve on the wait staff for this upscale senior living center. Prior experience helpful, but they will train. Most urgent need is for the 4pm-7pm shifts, weekdays and some weekends, plus for catering events. Other shifts include mornings and mid-day-evenings. Flexible scheduling 3 to perhaps 5 days a week, depending on students schedule. Pay \$8.00/hour.

To apply send name, phone number and brief description of your skills, plus availability to Mr. Michael Kalins, Campus Director of Dining Services- Trinity Oaks mkalins@trinityoaks.net

***S&H Youth and Adult Services, Inc. -- Volunteer Orientation and Training**

714 S. Main Street, Salisbury, NC 28144

We invite you to join us for our Volunteer Orientation session where we will discuss our SHYAS CARES Mentoring Program and our DVA (Domestic Violence Awareness) Project. We will provide the respective missions and volunteer and/or internship opportunities for each program. We will provide transportation!

September 24, 2015 from 3:00 PM-5:30 PM

www.shyas.com

Please **RSVP by 5:00 PM September 23, 2015** for attendance and indicate if you will be needing transportation! RSVP to admin@shyas.com or call 704-603-8285.

***Catawba College-Office of Development**

Internships

The Development office is looking for one or more interns to assist in their office. Need students with excellent computer, customer service, communication and interpersonal skills. **Contact Robin Perry** in Career Services for more details and application instruction. rmperry@catawba.edu

Babysitters-

If you have experience in babysitting and want to be on the Baby Sitter list kept in the Career Services office,

Contact Robin Perry with your name, phone, experience and if you have your own transportation. We offer the list to people in the community who contact Catawba requesting baby sitters.

If you haven't already, go to www.collegecentral.com/Catawba

and register for this website with job postings for over 500,00 positions, internships and local opportunities. This is a valuable service to all our students, and it is free!