

Job Title	Pathway	Description
Administrative Assistant	Clerical	Strong verbal, organizational, and written communication skills. Customer service oriented with strong attention to detail, Strong work ethic, Time management, Must be able to prioritize under time constraints, Strong command of Microsoft Applications and Google Drive; willingness to learn new programs essential.
Animal Adoption Specialist	Animals	Business: Animal Shelter Positions Available: Adoption Specialist, Animal Care Staff Requirements: Must have a caring attitude with people and animals and be willing to meet the needs of both. Must be able to handle the animals that come into the shelter, keep their kennels clean, provide fresh food and water. Must be able to work with both people and animals in order to find the perfect forever home.
Architect	Architecture and Construction	Small residential architectural firm seeking a self motivated, confident person to help with miscellaneous jobs around the office. Must be able to draw quick sketches of floor plans to use on site to write down measurements when measuring an existing home for an addition. Must be able to read a tape measure, and be able to convert the measurements to produce a scale drawing. An understanding of ratios and algebra would be a great benefit. Good drawing skills would be a plus. This job does require a great deal of attention to detail, and the ability to converse with potential clients.
Armed Service Reserve Member	Military	<i>** (sample job description) Armed Service Reserve: When active duty Soldiers deploy overseas, Reserve Soldiers often fill their positions at home, serving as drill sergeants, instructors and security personnel. In the event of national disasters such as hurricanes or flooding, Reserve Soldiers are on the scene to support humanitarian and relief operations. Qualifications: A U.S. citizen or permanent resident alien, In good physical condition, In good moral standing</i>
Assistant County Engineer	STEM (Civil Engineering)	Responsibilities to include design and implementation of public works projects, development and oversight of project budget, presentations to county board and public <i>Experience preferred:</i> knowledge of scientific concepts; mastery of math computation; familiarity with spreadsheets, databases and word processing
Autism In School Worker	Psychology	Individual will be responsible for the teaching and monitoring social skills with individuals with autism. These are the following duties: Sitting with them during lunch and free time activities at school, Including them in your conversation, Initiating new topics of conversation, Introducing to your friends, Assisting in learning new games, Assisting in introducing new topic of conversation, Required skills, Must be of grade school age, Must have wiliness to work with children with autism, Must have knowledge of how to play games, Must have knowledge of current age level topics
Banker/ Auditor/ Accountant	Finance	The Personal Banker is responsible for performing intermediate duties and support related to branch operational activities and financial services; processes all new account transactions; assisting customers in their selection of various accounts and financial services; cross-selling the Bank's products and services; opening, maintaining and closing of all account types; performing branch clerical duties; promoting business for the Bank by maintaining good customer relations and referring customers to appropriate staff for new services
Blood Center Screener	Health and Science	Interview blood donors and carefully document their medical history. Carefully and safely collect the donor's blood to assure safety for both the donor and the patient who will receive the blood. The successful applicant will be neat in appearance, and have a high level of attention to detail, and have a proven track record of being responsible. The applicant will enjoy working in a very positive environment, find pleasure in meeting a variety of different persons each and every day, and take pleasure in enabling the volunteer blood donor make a successful donation. The Donor Services Technician plays a very visible role in assuring the safety of the community's blood supply

Chef	Hospitality and Tourism	The executive chef , also known as the executive chef or chef manager , is the person in charge of the kitchen . Everything that goes out of the kitchen is the responsibility of the executive chef in the eyes of the employer; therefore, it is essential for the person with this job to be able to maintain complete control of the kitchen at all times and to command the respect of his or her kitchen staff.
Coach	Athletics	Conduct tryouts for your team, organize a staff, determine starting players and get involved in all the day-to-day particulars that impact the team, including putting together a schedule against other teams, arranging transportation for road games, hiring umpires or refs for each home games and establishing the rules of conduct for the players. Must have some experience as a player or coach in the sport you are applying to coach.
Computer Program Specialist	Information Technology	Ideal candidate should be able to learn new computer programs quickly with very little instruction and should enjoy problem-solving and teaching others a new skill. Must excel at both written and oral communication skills, and should be comfortable with public speaking to large or small groups.
Computer/Business Trainer	Technology/Education/Business	The computer/business trainer must have a solid knowledge of use of Microsoft Office products as well as comparable Google Docs suite programs. He or she must be great at problem-solving quickly and should enjoy working with others with wide ranging experiences and skills. Must be proficient in written and oral communication skills. Occasional training sessions require travel; must be willing to work well under pressure.
Construction	Manufacturing	May include one or more of the following: clean and prepare construction sites; remove trees and debris; tend pumps, compressors, and generators; and build and disassemble scaffolding and other temporary structures; load, unload, identify, and distribute building materials to the appropriate location according to project plans and specifications. You may be asked to use a portable mixer or power tools. Help other craftworkers, including carpenters, plasterers, operating engineers, and masons.
Cosmetologist	Cosmetology	Cosmetologists provide beauty and personal care services to help clients enhance and improve physical appearance. Duties include manicure, pedicure, shampoo and haircut services. The ideal candidate will have a sense of fashion and a strong attention to detail. Additional responsibilities include scheduling appointments, accepting and recording payments, selling beauty products, and developing strong relationships with returning customers.
Dentist/Hygienist	Health	Dental office looking for a compassionate, caring people-person to assist dentist in patient care setting. Duties to include direct patient care, readying operatories for patients, and other tasks necessary for giving dental care. Needs to be task oriented and good with your hands. Experience preferred, but not required.
Electrician	Construction	Interpret electrical schematics, shop orders, and computer ordering and inventory program. Document performance discrepancies, parts ordering and inspection recording, and time cards. Troubleshoot based on electrical test results. Deal with problems involving several concrete variables from standardized situations. Apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form. Work in a team environment to achieve a common goal.
Electronic Engineer	Electronic Engineering	Produce detail for design and development assignments. Develop knowledge and skills of/for engineering detail. Carry out job responsibilities in a safe manner. Maintain security and documentation. Assist in development of solutions and alternatives to assigned problems/opportunities. Contribute to an environment in which all team members are respected. Strong oral and written communication skills are imperative. Understanding of basic

Fisheries Technician	Biology/ Natural Resources	Must be able to accurately identify common inland fish species. Must have knowledge of or be willing to learn fisheries survey principles and techniques. Must be able to work independently with limited supervision. Must be able to accurately enter and proof fisheries data. Ability to work independently, be self-motivated and punctual. Ability to communicate effectively with co-workers and public. Willingness to work outdoors in extreme weather conditions. A degree or working towards a degree in Fisheries or another biological field preferred.
Hardware Engineer	Engineering	Design circuit boards that are capable of specific functions. Hardware engineers specifically design the electronic side of the circuit, but have to work with other engineers to build the final product
Lawyer	Law, Public Safety and Corrections	Conduct client interviews and maintain general contact with the client, locate and interview witnesses, conduct investigations, statistical and documentary research; conduct legal research, draft legal documents, correspondence and pleadings; summarize depositions, interrogatories and testimony. Attend hearings and trials with the attorney.
Machine Technician Foreman	Manufacturing	As the manager of the shop, a shop foreman often interviews and hires job candidates, performs worker evaluations and disciplinary actions, and makes salary or bonus decisions. He or she usually trains new employees or manages their training, matches employees with specific tasks based on their skill or expertise, creates and posts work schedules and updates workers about schedule changes and deadlines. Additionally, the foreman explains how to complete tasks; makes certain workers know safety and security rules; supervises workers; and handles emergencies that arise.
Material Coordinator	Manufacturing	Interpret inventory reports and picking documents. Enter data on computer. Independent decision making and problem solving skills. Perform a variety of duties. Apply common sense understanding to carry out detailed but uninvolved instructions. Deal with problems involving a few concrete variables from standardized situations. Understand inventory control systems and procedures.
Mechanical Engineer	Mechanical Engineering	Produce detail for design and development assignments. Develop knowledge and skills of/for engineering detail. Carry out job responsibilities in a safe manner. Maintain security and documentation. Assist in development of solutions and alternatives to assigned problems/opportunities. Contribute to an environment in which all team members are respected. Strong oral and written communication skills are imperative. Understanding of basic statistics and computer usage experience is desirable
Nurse	Health	Duties may include performing patient evaluations, including monitoring and tracking vital signs, performing procedures such as IV placement, blood work, and administering medications. Maintain regular contact with patients.
Police Officer	Law, Public Safety and Corrections	The Police Department is looking for exceptional individuals for the position of Police Officer. Successful candidates will have strong moral character, good judgment, and effective communications skills that allow them to build rapport and trust with all people. Officers enjoy competitive pay and benefits, with opportunities to aspire to other positions including K9 handler, drug investigator, school liaison officer, honor guard, community liaison specialist, TAC/SWAT team, investigator, and supervisor. Typical patrol officer duties include enforcing laws and ordinances, investigating and documenting crimes and traffic accidents, making public presentations, assisting victims, testifying in court, assisting motorists, and responding to a variety of emergencies.
Program Leader	Human Resources	Develop and lead programing for youth aged 12-18. Program focus should be leadership development through physical activities, workshops and hobby clubs. Plan, coordinate and lead Camp Onaway programs, including week-long residence camps, special weekends and events. Understand youth interests, challenges and emerging trends. Engage and manage volunteers to support program initiatives.

Research Scientist	Science	Medical device company seeking a Research Scientist. The Research Scientist will be responsible for conducting scientific studies related to implantable medical devices. This person will work independently to design, develop, and execute studies, but also must be able to work as a team member. <i>Basic qualifications:</i> Experience with the research process: developing a hypothesis, writing protocol, conducting a study, drawing conclusions. Excellent ability to communicate scientific concepts to non-experts. Strong writing skills with attention to detail and document quality. Ability to travel to attend and present research findings at scientific conferences. <i>Preferred qualifications:</i> Interest in or knowledge of implantable medical devices. Advanced coursework or experience in science or research.
Retail Customer Service	Retail	Welcome customers by greeting the, and offer assistance. Direct customers by escorting them to racks and counters suggesting items. Advise customers by providing information on products. Help customers make selections by building customer confidence; offer suggestions and opinions. Document sales by creating or updating customer profile records. Process payments by totaling purchases, processing checks, cash, and store or other credit cards. Keep clientele informed by notifying them of preferred customer sales and future merchandise potential interest. Contribute to team effort by accomplishing related results as needed.
Sales Representative	Sales	Be a person with a strong, independent work ethic. Must be a self-starter that can manage their own time well. Strong verbal communication skills are a must. Able to negotiate and deal with customers from entry level to executive management. Must be reliable and responsive to customer needs and demands. Knowledge of Microsoft software is a must. Able to utilize several means of communication (texting, email, and phone). Extensive knowledge of products is preferred. College degree or equivalent experience is also preferred.
School Counselor	Psychology	Create a positive and engaging learning environment for students. Assist teachers and staff to develop strategies to help all students reach their full learning potential in the classroom. Provide guidance lessons based on developmental needs and needs identified through the Youth Risk Behavior Survey include topics from AODA, peer pressure, social skills, career exploration and more. Conduct individual and group counseling with students based on their emotional and social needs and concerns outside of the classroom. Be a resource for both students and staff by providing an unconditional and empathetic support system.
Sheet Metal Fabricator	Manufacturing	Read blueprints and carry out instructions in schematic form. Program computer numeric control. Operate brake press, turret punch press, shear, laser, and other miscellaneous fabrication equipment. Deal with problems involving several variables that vary with the custom job being worked on. Work within precise limits and independently.
Talent Recruiter	Human Resources	The role is designed to provide dedicated local support for a client utilizing one or more products. This position will serve as the primary point of contact as it pertains to operational issues, management of the temporary workforce, and service delivery. He/she will act as an extension of the client's human resources department by developing and maintaining the relationship with the client and temporary employees through best in class service.
Teacher	Education	With student input, establish and enforce rules for behavior and procedures for maintaining a positive learning environment in the classroom. Prepare a variety of activities and classroom materials for each learning experience, taking into consideration different learning styles and interests. Organize each class to provide time for whole class, small group, partner, and solo work toward daily learning goals. Observe, evaluate and provide input to students concerning their intellectual growth, social development, and behavior. After each class, note which teaching methods / learning activities worked well and evaluate what did not work in order to improve or scrap less satisfactory exercises. Plan to continue learning about your area of expertise and new teaching methods throughout your career.

Walgreens Customer Service	Retail	As a Customer Service Associate, you are the face of Walgreens – the person who helps fulfill our mission of making people's lives a little easier. Along with providing friendly, courteous and efficient service to our customers, Customer Service Associate are also responsible for everything from cash register operations and customer service to merchandising, store inventory and maintaining store signage and displays. ***
Welder	Manufacturing	Interpret blueprints, job cards, bill of materials, and routing sheets. Must be a problem-solver with attention to detail. Deal with problems involving several variables from situations which vary by customized order. Work within precise limits. Aluminum and steel welding experience preferred.
Youth Director	Education and Training	YMCA The youth director plans and organizes youth events and manages the annual budget for all youth activities and programs. He or she oversees all workers and staff within the department. To promote professional development of the staff, the youth director holds training seminars and conferences. The YMCA youth director must demonstrate leadership and integrity. The youth director must also be a mentor, as well as a motivator to staff and members of the organization, and must treat everyone with respect and consideration.
Youth Pastor	Education and Training	Provide spiritual leadership to children and adolescents. May include leading and training youth ministry workers and managing youth services. Plan youth programs and activities and be responsible for the youth ministry budget and raising funds.