

**DISCOVER YOU**

# **CAREER PLANNING GUIDE**



**2023-2024**

- CAREER PLANNING RESOURCES
- FACULTY & STAFF DIRECTORY
- JOB & INTERNSHIP DIRECTORY





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# A GUIDE FOR FIRST YEAR STUDENTS

## CONNECT

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**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 Exploration:** Are you unsure about what you want to major in or are stuck selecting a major? Speak with the Career Pathways Specialist who can help students decide on a major through career exploration assessments. To learn more about Career Exploration, contact the *Student Success Center*.
- **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 & BrightSpace:** 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.
- **Transfer Services:** Our Transfer Coordinator helps students who are interested in attending a 4-year college after Penn Highlands. We have transfer agreements with many schools, as well as a 3+1 program with select schools. To learn more about transfer opportunities, please contact the *Student Success Center*.
- **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

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**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 advisor 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.
- **Interview Skills:** Attend a workshop to learn proper interviewing skills.
- **Resume/Cover Letter Writing:** Attend a workshop 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

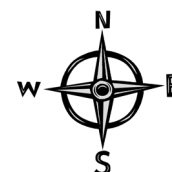
**CULTIVATE** your skills by experiencing the real world. Identify and participate in meaningful, professional, career-related opportunities like internships and networking events.

- **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.

## 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 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)*, *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.



# JOB & INTERNSHIP FAIRS

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

→ The College holds an annual job fair event for students and alumni to connect with regional employers. This is typically held in the spring semester.

→ 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.

→ Please see page 20 for quick tips on "How to Sell Yourself at a Job Fair". In addition, you will find information in this booklet on how to dress appropriately, basic networking guidance, and resume writing and interviewing which you can use in preparation for the fair.



## FALL '23 & SPRING '24 EVENTS



- ❖ Community Calendar on myPEAK
- ❖ Upcoming Events section on main webpage
- ❖ College Events emails

As a reminder, please frequently check your Penn Highlands email to stay up to date with what's happening.

# 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 counsellors can help you gather information about career choices and devise a plan to prepare for your career.

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## 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 "Quick Links" 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.

To request a free account profile, contact the Career Pathways Specialist at [bmostoller2@pennhighlands.edu](mailto:bmostoller2@pennhighlands.edu). An email invitation will then be sent to your college email to get started.



# CAREER EXPLORATION (continued)

## EXPLORE YOUR POSSIBILITIES

### Research:

- Use Career Coach to research careers, you can search by occupation title or search by 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.
- Utilize the free “Grab & Go” material or visit the website 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 31 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 23, 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 8 for a listing of possible questions you could ask during a job shadow or informational interview.

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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 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

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

## 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 2021.

**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 2020.

- 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 2019-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 2020.

# 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.
- 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:**

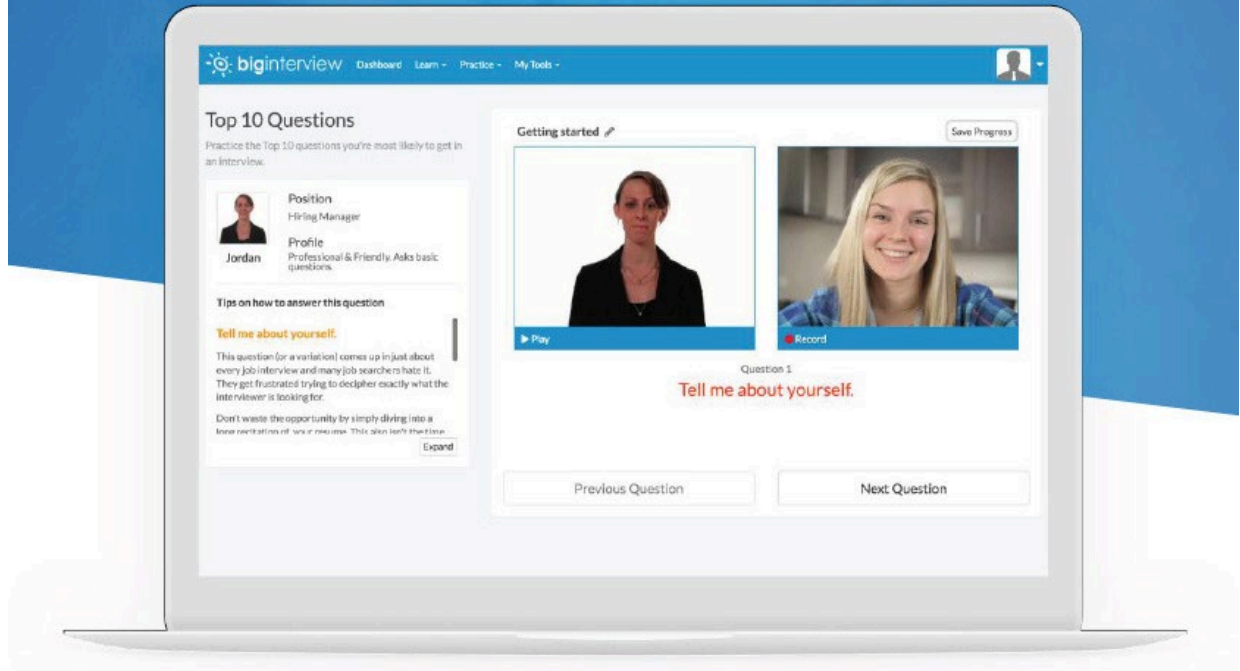
- Restate any strengths and experiences that you might not have emphasized earlier. Mention a particular accomplishment or activity that fits the job.
- Ask 2-3 follow-up questions that will demonstrate your interest in the job and the company. This might include commenting on the news you learned from 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 19 for more details and a sample letter.



Simple Software for Better Interview Skills



# 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





PENNSYLVANIA  
HIGHLANDS  
COMMUNITY COLLEGE

## 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.



## 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 **Transfer & Career Planning Office** 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 PLANNING

The Transfer and Career Planning Office can help students explore, create, and finalize a plan for after they complete their program of study at Penn Highlands. Students who are planning to enter the workforce following graduation can access help with developing their career plan by contacting the Career Pathways Specialist. This specialist will help students explore career and job opportunities.



Questions? Contact us today!

Transfer & Career Planning // 814.262.6457 // [bmostoller2@pennhighlands.edu](mailto:bmostoller2@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.
- Re-emphasize 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



# 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 schedules. 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."

# 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.

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**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

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- 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**

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# **Penn Highlands Faculty/Staff 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 8 "Questions to Ask Employers".



Career Sector	Title, Name, & Contact Info.	Degree   Area of Study   Certification
Arts, Audio/Video Technology, & Communications	<b>Adjunct Instructor - Elijah J. Bremer</b> 814.977.7397; <a href="mailto:ebremer@pennhighlands.edu">ebremer@pennhighlands.edu</a>	<b>Bachelor's, Master's, License</b>   The Humanities: Philosophy, Western Civilization
	<b>Adjunct Instructor – Jaime Helbig</b> <a href="mailto:jhelbig@pennhighlands.edu">jhelbig@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   Art Education/Fine Arts <b>Certifications</b>   PA Teacher Certified in Art Education
	<b>Adjunct Instructor - Dr. Patrick Baney</b> 814.330.5115; <a href="mailto:PBaney@pennhighlands.edu">PBaney@pennhighlands.edu</a>	<b>Bachelor's, Master's, Doctoral</b>   Sociology/Anthropology   Adult Education   Communications Media and Instructional Technology <b>Certifications</b>   7-12 PA Cert. Social Studies; 7-12 PA Cert English/Language Arts
	<b>Associate Professor, Communication and Media Studies - Dr. Richard Bukoski</b> C219A; 814.262.6493; <a href="mailto:rbukoski@pennhighlands.edu">rbukoski@pennhighlands.edu</a>	<b>Bachelor's, Master's, Ph.D</b>   Communication, Adult Education   Communications Media & Instructional Technology
	<b>English Instructor – Matthew Stumpf</b> C219; 814.262.6421; <a href="mailto:mstumpf2@pennhighlands.edu">mstumpf2@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   English Literature & Criticism, Composition & Rhetoric
	<b>Marketing &amp; Communications Coordinator – Brad Rosemas</b> Marketing Office; 814.262.6485 <a href="mailto:brosemas@pennhighlands.edu">brosemas@pennhighlands.edu</a>	<b>Associate, Bachelor's</b>   Liberal Arts & Science   Journalism
	<b>Student Engagement Specialist – Adrienne Kuhar</b> Student Activities Office; 814.262.3840; <a href="mailto:akuhar@pennhighlands.edu">akuhar@pennhighlands.edu</a>	<b>Associate, Bachelor's</b>   Liberal Arts & Science   Communication
Business, Management, & Administration	<b>Adjunct Instructor - Charles J. Hamonko</b> 814.255.4313; <a href="mailto:chamonko@pennhighlands.edu">chamonko@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   Business and Economics, Master's degrees in Personal Administration and in Labor Relations
	<b>Adjunct Instructor (Business) - Mark Parfitt</b> 814.404.3144; <a href="mailto:mparfitt@pennhighlands.edu">mparfitt@pennhighlands.edu</a>	<b>Associate, Bachelor's, MBA</b>   Business Administration/Management & Marketing
	<b>Assistant Director of Student Financial Services Mary Hattaway</b> 814.262.6435; <a href="mailto:mhatt@pennhighlands.edu">mhatt@pennhighlands.edu</a>	<b>Associate, Bachelor's</b>   Business/Human Resources
	<b>Associate Vice President of Administration – Susan R. Fisher</b> 814.262.3833; <a href="mailto:sfisher@pennhighlands.edu">sfisher@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   Human Resources   SPHR
	<b>Director of Student Financial Services – Ashley Krinjeck</b> 814.262.6442; <a href="mailto:akrinjeck@pennhighlands.edu">akrinjeck@pennhighlands.edu</a>	<b>Bachelor's</b>   Business Management
	<b>Professor, Business Management - Sandy Schrum</b> C217; 814.262.6416; <a href="mailto:sschrum@pennhighlands.edu">sschrum@pennhighlands.edu</a>	<b>Associate, Bachelor's, Master's</b>   Business Administration, Management, Human Resource Management, Labor Relations, Adult and Continuing Education, Organizational and Leadership Studies
	<b>Regional Center Director - Chris Farrell</b> Blair Center, Office # 231, Altoona, PA 814.631.9633; <a href="mailto:CFarrell@PennHighlands.edu">CFarrell@PennHighlands.edu</a>	<b>Bachelor's, Master's</b>   Business Management, Accounting, Finance, International Business, Communication, and Marketing
	<b>Somerset Center Assistant - Brenda Brewer</b> Somerset; 814.443.2500 <a href="mailto:bbrewer@pennhighlands.edu">bbrewer@pennhighlands.edu</a>	<b>Bachelor's</b>   Business Administration
	<b>Student Services Coordinator, Somerset – Sarah Lockard</b> Somerset 210; 814.443.2522; <a href="mailto:slockard@pennhighlands.edu">slockard@pennhighlands.edu</a>	<b>Bachelor's</b>   Business Administration/Human Resources
	<b>Transfer Services Specialist – Luke Lockard</b> B127; 814.262.3844; <a href="mailto:llockard@pennhighlands.edu">llockard@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   Business Administration, Sports Management & Project Management

Career Sector	Title, Name, & Contact Info.	Degree   Area of Study   Certification
Education & Training	<b>ADA Specialist/Head Coach- Men's and Women's Bowling</b> - Michael Lucas 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>Adjunct Instructor</b> - Allegra Slick 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 Instructor</b> – Deidre Conlon <a href="mailto:dconlon@pennhighlands.edu">dconlon@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   Business Management   Adult Education & Training
	<b>Adjunct Instructor</b> - Matt Sernell 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</b> - Rachel Thomas-Kimmel 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>Adjunct Instructor</b> - Trudi Stasko 814.243.2280; <a href="mailto:tstasko@pennhighlands.edu">tstasko@pennhighlands.edu</a>	<b>Master's</b>   Elementary Education   Reading Specialist
	<b>Assistant Professor</b> - Robin Hughes 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>Assistant Professor, Early Childhood Education</b> Morgan Dugan 814.262.6417; <a href="mailto:mdugan@pennhighlands.edu">mdugan@pennhighlands.edu</a>	<b>Master's</b>   Education   MED
	<b>Assistant Professor, Mathematics</b> – Wayde Simington Blair; 814-631-9643; <a href="mailto:wsimington@pennhighlands.edu">wsimington@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   Applied Mathematics, Secondary Education Mathematics
	<b>Assistant Regional Center Director</b> – Marissa A. Davis 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>Assistant to the Vice President</b> – Sally Tiracave C233; 814.262.6475; <a href="mailto:stiracave@pennhighlands.edu">stiracave@pennhighlands.edu</a>	<b>Bachelor's</b>   Social Studies/Secondary Education
	<b>Associate Dean of Academic Affairs</b> - Kay-Leigh Malzi 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</b> - Sherri Slavick 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
	<b>Dean of Enrollment Services &amp; Registrar</b> Michelle Stumpf 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 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 of Student Activities and Athletics</b> - Sue Brugh 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 814.421.4764; <a href="mailto:rlamkin@pennhighlands.edu">rlamkin@pennhighlands.edu</a>	<b>Master's</b>   History
	<b>Instruction &amp; Online Services Librarian</b> Alexander Kirby Library; 814.262.6484; <a href="mailto:akirby@pennhighlands.edu">akirby@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   History, and Libraries
	<b>Instructor</b> - Dr. Stephenie Schroth 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>Instructor, English</b> - Lance Harshbarger C203A; 814.262.6419 <a href="mailto:lharsbarger@pennhighlands.edu">lharsbarger@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   English

Career Sector	Title, Name, & Contact Info.	Degree   Area of Study   Certification
	<b>President - Steve Nunez</b> 814.262.3846; <a href="mailto:snunez@pennhighlands.edu">snunez@pennhighlands.edu</a>	<b>Doctoral</b>   Biology, Education
	<b>Professor of Business Management - Joe Slifko</b> <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>Student Services Coordinator, Blair – Mary Fleck</b> 814.201.2700; <a href="mailto:mfleck@pennhighlands.edu">mfleck@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   Education
	<b>Vice President of Academic Affairs – Cynthia Doherty</b> C233; 814.262.6474; <a href="mailto:cdoherty@pennhighlands.edu">cdoherty@pennhighlands.edu</a>	<b>Bachelor's, Master's, &amp; Doctoral</b>   English
	<b>Workforce Development Community Liaison – Debra Balog</b> 814.262.3850; <a href="mailto:dbalog@pennhighlands.edu">dbalog@pennhighlands.edu</a>	<b>Bachelor's, Master's, Certificate</b>   Workforce Development
Finance	<b>Associate Professor of Accounting - Melissa Boback</b> C217A; 814.262.6471; <a href="mailto:mboback@pennhighlands.edu">mboback@pennhighlands.edu</a>	<b>Associate, Bachelor's, Master's</b>   Accounting <b>Certifications</b>   QuickBooks Online Advanced Certified
	<b>Staff Accountant- Katie Markum</b> B137C; 814.262.6455; <a href="mailto:kmarkum@pennhighlands.edu">kmarkum@pennhighlands.edu</a>	<b>Bachelor's, License</b>   Accounting   CPA
Health Science	<b>Adjunct Biology Teacher - Mark Barnes</b> 814.695.0700; <a href="mailto:mbarnes@pennhighlands.edu">mbarnes@pennhighlands.edu</a>	<b>Bachelor's, Doctor of Chiropractic</b>   Biology
	<b>Adjunct Biological and Health Sciences – Theresa Astrea</b> <a href="mailto:tsewalk@pennhighlands.edu">tsewalk@pennhighlands.edu</a>	<b>Bachelor's, Master's, Doctorate</b>   Bachelor's in Biology, Master's in Human Nutrition & Functional Medicine, and Doctorate of Chiropractic
	<b>Adjunct Faculty - Andrea Criswell</b> 814.243.0683; <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
	<b>Adjunct Faculty - Simone Flesik, D.C.</b> 814.467.5528; <a href="mailto:simoneflesikdc@gmail.com">simoneflesikdc@gmail.com</a>	<b>Bachelors, Doctor of Chiropractic</b>   Biology, Chiropractic
	<b>Adjunct Instructor - Shannon Nicoloff</b> 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- Karen McCabe</b> 814.619.5817; <a href="mailto:kmccabe@pennhighlands.edu">kmccabe@pennhighlands.edu</a>	<b>Bachelor's, Master's, License</b>   Nursing
	<b>Adjunct Instructor - Michelle Billings</b> 814.243.3537; <a href="mailto:mbillings@pennhighlands.edu">mbillings@pennhighlands.edu</a>	<b>Bachelor's, Master's, Certificate, Certification</b>   Business, Professional Counseling, Medical Coding, Medical Billing   Certified Professional Coder
	<b>Assistant Professor of Health Sciences, Medical Assisting Practicum Coordinator – Laura Gaunt, BSN,RN</b> C225A; 814.262.6496; <a href="mailto:lgaunt@pennhighlands.edu">lgaunt@pennhighlands.edu</a>	<b>Diploma, Bachelor's, License</b>   Nursing
	<b>Associate Professor, Biological Sciences – Michelle Myers</b> C219; 814.262.6494; <a href="mailto:mmyers@pennhighlands.edu">mmyers@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   Biology, Agriculture, Administration and Leadership for the Nonprofit and Public sectors
	<b>Instructor &amp; Medical Coding and Billing Program Coordinator – Nicole Hasse</b> C224; 814.262.6488; <a href="mailto:nhasse@pennhighlands.edu">nhasse@pennhighlands.edu</a>	<b>Bachelor's</b>   Health Information Management <b>Certifications</b>   CPC and CPB
	<b>Patient Care Technician, Instructor of Health Science – Mandy Percinsky</b> C224; 814.262.6492; <a href="mailto:mpercinsky@pennhighlands.edu">mpercinsky@pennhighlands.edu</a>	<b>Bachelor's</b>   Healthcare, Nursing

Career Sector	Title, Name, & Contact Info.	Degree   Area of Study   Certification
Human Services	<b>Adjunct Instructor – Dr. Holly Sarinic-Uram</b> 412.952.5890; <a href="mailto:huram@pennhighlands.edu">huram@pennhighlands.edu</a>	<b>Associate, Bachelor's, Master's, &amp; Doctoral</b>   Sociology, Criminal Justice, Criminology, Administration and Leadership, & Organizational Management
	<b>Adjunct Instructor- Jesse P. Trentini</b> 814.659.4734; <a href="mailto:jtrentini@pennhighlands.edu">jtrentini@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   Social Work, Psychology, Sociology, & Public Health  <b>Certifications</b>   Multi-Systemic Family Therapist
	<b>Adjunct Instructor - Jessica Peacock, Ed.D</b> 814.421.5105; <a href="mailto:jpeacock@peerstarllc.com">jpeacock@peerstarllc.com</a>	<b>Bachelor's, Master's, Doctorate</b>   Bachelor's and Master's in Psychology/Counseling. Doctorate in Community Care and Counseling Focusing on Trauma.
	<b>Adjunct Professor - Kristie Jo King</b> 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 private practice therapist at Be Free Counseling, Regional Social Worker for Presbyterian Senior Living, President of the National Association of Social Workers- Pennsylvania Chapter
	<b>Career Pathways Specialist – Benjamin Mostoller</b> B127; 814.262.6457; <a href="mailto:bmostoller2@pennhighlands.edu">bmostoller2@pennhighlands.edu</a>	<b>Associate, Bachelor's</b>   Liberal Arts and Science   Social Work
	<b>Counselor - Bridget Hall</b> 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 - Mindy Nitch</b> B125; 814.262.6433; <a href="mailto:mnitch@pennhighlands.edu">mnitch@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   Psychology, Counseling
	<b>Instructor - Christine Butterbaugh</b> 814.932.0893; <a href="mailto:cbutterbaugh@pennhighlands.edu">cbutterbaugh@pennhighlands.edu</a>	<b>Bachelor's, Master's, Certificate</b>   Professional Counseling   Certified Alcohol and other Drug Counselor
	<b>KEYS Program Coordinator – John Ringler</b> B119; 814.262.6420; <a href="mailto:jringler@pennhighlands.edu">jringler@pennhighlands.edu</a>	<b>Bachelor's</b>   Political Science
	<b>Professor of Psychology - Daniella Cope</b> C205; 814.262.6489; <a href="mailto:dcope@pennhighlands.edu">dcope@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   Psychology, Counseling
	<b>Professor of Social Work - Yvette Madison</b> C207A Richland; 814.262.6408 <a href="mailto:ymadison@pennhighlands.edu">ymadison@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   Psychology, Social Work
Information Technology	<b>Vice President of Student Services - Trish Corle</b> 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 Instructor – Scott Sheets</b> 814.243.1009; <a href="mailto:ssheets@pennhighlands.edu">ssheets@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   Speech/Interpersonal Communication, Composition & Literacy Criticism
	<b>Chief Information Officer - Matt Hoffman</b> B101; 814.262.3826; <a href="mailto:mhoffman@pennhighlands.edu">mhoffman@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   Information Technology
	<b>Cloud Analyst – John C. Zlater</b> B103; 814.262.3823; <a href="mailto:jzlater@pennhighlands.edu">jzlater@pennhighlands.edu</a>	<b>Bachelor's</b>   Dual Major Computer Systems Management/Organizational Leadership <b>Master's</b>   IT Project Management
	<b>Instructor, Information Technology - Leisa Zuccolotto</b> 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>Senior Systems Analyst - Diane M. Smith</b> B111; 814.262.3836; <a href="mailto:dsmith@pennhighlands.edu">dsmith@pennhighlands.edu</a>	<b>Associate, Bachelor's</b>   Computer Science & Business

Career Sector	Title, Name, & Contact Info.	Degree   Area of Study   Certification
Law, Public Safety, Corrections & Security	<b>Adjunct Professor – Megan Flower</b> 814.205.2937; <a href="mailto:mflower@pennhighlands.edu">mflower@pennhighlands.edu</a>	<b>Bachelor's, Master's, Doctoral</b>   Legal, Spanish, and Criminal Justice   Attorney; licensed in Pennsylvania
	<b>Associate Professor - Dennis Miller</b> 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>Assistant Director of Security and Safety/ Adjunct Criminal Justice Instructor/Police Academy Instructor/Manager of the Use of Force Simulator – Cory Fairman</b> B-139; 814.262.3838; <a href="mailto:cfairman@pennhighlands.edu">cfairman@pennhighlands.edu</a>	<b>Certificate, Associate, Bachelor's, Master's</b>   Criminal Justice with concentrations in Police Administration and Operations and Public Safety Administration   Act 120 Certified- Pennsylvania Municipal Police Officer Municipal Police Academy, Act 235 Certified- Pennsylvania Lethal Weapons Training Act , Basic Academy Instructor, Defensive Tactics Instructor, Physical Training and Fitness Instructor, CIT Certified-Crisis Intervention Team (CIT), Certified Police Officer for the Laurel Highlands Region, Certified ALICE Instructor-Active Shooter Response
	<b>Director of Security - Cregg Dibert</b> 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
	<b>Professor, Criminal Justice &amp; Social Sciences Municipal Police Chief</b> <i>Dr. Robert M. Clark</i> 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, ACT 235 Certified Lethal Weapons Training, CIT (Crisis Intervention Team Police Officer for the Laurel Highlands Region), ILO – Intelligence Liaison Officer (PaCIC), Certified Diplomate 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) - Torts &amp; Contract Law, Legal Studies, , Ethics, Legal Research &amp; Writing</li> <li>• Current research (several national and international presentations) – “Perceptions of Victim Precipitation and Offender Responsibility”.</li> </ul> Prior/Related Professional Experience – Legal & Medical Advocate for sexual assault victims, Child Welfare County Supervisor, Children Services Family Preservation Specialist, Juvenile Justice & Probation Alcohol Diversion Instructor, Juvenile Detention Facility Case Manager



Career Sector	Title, Name, & Contact Info.	Degree   Area of Study   Certification
Marketing, Sales, & Service	<b>Director of Recruiting and Admissions</b> <i>Matthew Bodenschatz</i> A107H/Richland; 814.262.6456; <a href="mailto:mbodenschatz@pennhighlands.edu">mbodenschatz@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   B.A. in Journalism, M.A. in Educational Administration: Adult and Higher Education
	<b>Financial Aid Specialist - Linda Wess</b> 814.262.6480; <a href="mailto:lwess@pennhighlands.edu">lwess@pennhighlands.edu</a>	<b>Bachelor's</b>   Marketing
Science, Technology, Engineering, & Mathematics	<b>Adjunct Instructor - Jessica L Hanes, Ed. D</b> <a href="mailto:JHanes@pennhighlands.edu">JHanes@pennhighlands.edu</a>	<b>Bachelor's, Master's, Doctorate,</b>   Instructional Technology   Instructional Technology Specialist
	<b>Associate Professor of Mathematics - Marie Polka</b> Ebensburg; 814.471.0015; <a href="mailto:mpolka@pennhighlands.edu">mpolka@pennhighlands.edu</a>	<b>Bachelor's, Master's</b>   Secondary Education Mathematics   Applied Mathematics
	<b>Instructor of Computer Technology – Gregory Paonessa</b> C221; 814.262.6481; <a href="mailto:gpaonessa@pennhighlands.edu">gpaonessa@pennhighlands.edu</a>	<b>Bachelor's</b>   Computer Science, Computer Technology, Information Technology, & Cybersecurity

# **employer directory**

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# Employer Directory

## Jobs / Internships / Job Shadowing

The **Penn Highlands Community College** Employer Job, Internship, and Job Shadow Directory is issued annually 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) Internships/ Job Shadowing
<b>1ST SUMMIT BANK</b> Melanie Boland <a href="mailto:HR@1stsummit.bank">HR@1stsummit.bank</a>	125 Donald Lane Johnstown, PA 15904 814.262.4000	Primary Customer Service Representative (teller) 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.  Competitive pay @ \$13.00 per hour. We provide our own training. Customer service experience preferred but not required. Visit "About Us" at <a href="http://www.1stsummit.bank">www.1stsummit.bank</a> and see why we have been selected one of the "Best Places to Work in Pennsylvania" for more than twenty years!
		<i>Internships: No                      Job Shadowing: No</i>
<b>365 Hospice</b> Diane McCall or PJ Shell <a href="mailto:diane.mccall@365hospice.com">diane.mccall@365hospice.com</a> <a href="mailto:patrick.shell@365hospice.com">patrick.shell@365hospice.com</a>	119 South Main St. Carrolltown, PA 15722 814.419.4901 814.934.9491	CNA's, Social Workers, RN's  <u>Internship Description:</u> Volunteer, Social Worker
		<i>Internships: Yes                      Job Shadowing: No</i>
<b>814 Lanes &amp; Games</b> Chris Hogue <a href="mailto:chris@814lanesandgames.com">chris@814lanesandgames.com</a>	1140 Frances St Johnstown, PA 15904 814.254.4044	Full and part-time Cooks, Part-time Arcade Team Members, and Management Salary Positions  <u>Internship Opportunities:</u> Marketing
		<i>Internships: Yes                      Job Shadowing: No</i>
<b>Adelphoi Village</b> Lorrie Bronson <a href="mailto:lorrie.bronson@adelphoi.org">lorrie.bronson@adelphoi.org</a>	310 Ligonier St Latrobe, PA 15650 724.804.7118 Fax: 724.539.7060	Youth Service Workers, Paraprofessionals, IT, Finance, Teachers, and Caseworkers.  <u>Internship Description:</u> Paid for candidates 21 years of age or older with a valid drivers license and car insurance. Unpaid to candidates under 21.
		<i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Alleghenies Unlimited Care Providers</b> Helen Cannonie <a href="mailto:hcannonie@alucp.org">hcannonie@alucp.org</a>	119 Jari Drive Johnstown, PA 15904 814.262.9600 www.alucp.org	Please visit our website and click on the "Work with Us" tab for current positions available.  <u>Internships:</u> HR, Accounting, Office Positions
		<i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Altoona Arthritis &amp; Osteoporosis Center</b> Darla Gibbons - Manager <a href="mailto:Dgibbons@altoonaresearch.com">Dgibbons@altoonaresearch.com</a>	175 Meadowbrook Lane Duncansville, PA 16635 814.693.0300 <a href="http://www.altoonaarthritis.com">www.altoonaarthritis.com</a>	Medical Assistant will work with staff members to perform vitals, review medications, obtain clinical history's and some administrative duties. Will also learn our EHR.  Medical Secretaries will learn front desk duties such as check in and check out of patients, insurance review using our EHR. Will also answer telephones and assist with patient request.  Phlebotomists will draw blood and perform testing in our busy, large inhouse laboratory
		<i>Internships: No                      Job Shadowing: Contact for information</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
<b>Amedisys Inc.</b> Wendy J. Bowen – Regional Volunteer Coordinator <a href="mailto:Wendy.bowen@amedisys.com">Wendy.bowen@amedisys.com</a>	100 CTC Drive Johnstown PA 225.412.2731 Fax: 814.833.3152	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.  <u>Internship Description:</u> All interns and volunteers must pass background check, 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.
		<i>Internships: Yes                      Job Shadowing: No</i>
<b>Ameriserv Financial</b> Tobie Gunby <a href="mailto:tgunby@ameriserv.com">tgunby@ameriserv.com</a>	216 Franklin Street Johnstown, PA 15901 800.837.2265 <a href="http://www.ameriserv.com/">www.ameriserv.com/</a>	Banking, Financial, and Accounting.
		<i>Internships: Yes                      Job Shadowing: No</i>
<b>Appalachian Youth Service</b> Robert Kelly <a href="mailto:rkelly@aysnet.org">rkelly@aysnet.org</a>	150 Sanborn Lane, Box 878 Ebensburg, PA 15931 814.471.0422 Fax: 814.471.0433	Child care worker  <u>Internship Description:</u> Interns are introduced to entry levels corrections. They will receive multiple trainings and work directly with the individuals we serve. Internships can lead to full time employment if they are able to display satisfactory work.
		<i>Internships: Yes                      Job Shadowing: No</i>
<b>Arcadia Homecare</b> Nadine Miller – Service Coordinator <a href="mailto:nmiller@arcadiahomecare.com">nmiller@arcadiahomecare.com</a>	5410 6 <sup>th</sup> Ave. Suite 4 Altoona, PA 16602 814.515.1024 <a href="http://www.addusjobs.com">www.addusjobs.com</a>	Caregivers - Caregivers provide non-medical care to the elderly and disabled in our community. They assist with bathing, dressing, light housekeeping, meal prep, laundry and running errands.
		<i>Internships: No                      Job Shadowing: No</i>
<b>Barnes, Saly &amp; Company, P.C.</b> Becky Berkey <a href="mailto:bberkey@barnessaly.com">bberkey@barnessaly.com</a>	637 Ferndale Avenue Johnstown, PA 15905 814.288.1544 Fax: 814.288.4999	CPA, Senior Accountant, Staff Accountant, IT, Bookkeeping/Payroll, Administrative Office help  <u>Internship Description:</u> 4-year degree level, February through April 15 <sup>th</sup> , accounting major, tax courses.
		<i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Beginnings, Inc.</b> Paula Eppley-Newman <a href="mailto:pnewman@beginningsinc.org">pnewman@beginningsinc.org</a>	111 Market Street Johnstown PA 15901 814.539.1919 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.  <u>Internship Description:</u> Early Education Internships, Juvenile Justice Internships, Nonprofit Management Internships
		<i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Blair County Chamber of Commerce</b> Linda Stotler VP-Communications/Marketing <a href="mailto:lstotler@blairchamber.com">lstotler@blairchamber.com</a>	3900 Industrial Park Dr. Suite 12 Altoona, PA 16602 814.943.8151	<u>Internship Description:</u> Marketing, Business Administration, Business Management Majors
		<i>Internships: Yes                      Job Shadowing: Yes</i>



Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
<b>Bolger Brothers, INC</b> Shawn Campbell IT Director <a href="mailto:scampbell@bolgerbrothers.com">scampbell@bolgerbrothers.com</a>	1028 Burns Ave Altoona, PA 16601 814.313.1733 <a href="http://www.bolgerbrothers.com">www.bolgerbrothers.com</a>	Electrical installers, General worker to perform installation of site electrical components. Accounting, performing invoicing and other accounting related items. Skilled trades, anything related to general construction.
		<i>Internships: Yes                      Job Shadowing: Yes</i>
<b>BR Electric &amp; Audio Visual</b> Eric Brocius, CFO <a href="mailto:info@brelectricav.com">info@brelectricav.com</a>	57 N. 11 <sup>th</sup> St Indiana, PA 15701	EMB Computing is an electrical, audio, video, network, automation, and fiber optics company. Contact Eric for more information.
		<i>Internships: Possibly                      Job Shadowing: Yes</i>
<b>Cambria County Adult Probation</b> Toni White <a href="mailto:twhite@co.cambria.pa.us">twhite@co.cambria.pa.us</a>	401 Candlelight Drive Suite 250 Ebensburg, PA 15931 814.472.4410 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.
		<i>Internships: Yes                      Job Shadowing: No</i>
<b>Cambria County Child Development Corporation</b> Gina Adams <a href="mailto:gadams@cccddc.us">gadams@cccddc.us</a>	300 Prave Street Suite 101 Ebensburg, PA 15931 814.472.6341 x 27 Fax: 814.472.6460 <a href="http://www.cccddc.us">www.cccddc.us</a>	Childcare Director, Childcare Teacher & Assistant Teacher, and Pre-K Teacher <u>Internship Opportunities:</u> Marketing and Business
		<i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Cambria County Human Resources</b> Amy Glessner <a href="mailto:aglessner@co.cambria.pa.us">aglessner@co.cambria.pa.us</a>	401 Candlelight Dr Ebensburg, PA 15931 814.472.1610 Fax: 814.472.1457	Caseworkers, Clerical, Correctional Officers, Maintenance, Probation Officers, Sheriff Deputies, & Telecommunicators
		<i>Internships and Job Shadowing: Vary between departments</i>
<b>Cambria County Prison</b> Jessica Greathouse, Director <a href="mailto:jgreathouse@co.cambria.pa.us">jgreathouse@co.cambria.pa.us</a>	425 Manor Drive Ebensburg, PA 15931 814.472.7330 Fax: 814.472.1036	Internships, part-time correctional officers, full-time correctional officers, correctional counselors, administrative positions, and clerical positions.
		<i>Internships: Yes                      Job Shadowing: No</i>
<b>Cambria County Transit Authority</b> Jenn Gojmerac Human Resources Assistant <a href="mailto:jobs@camtranbus.com">jobs@camtranbus.com</a>	502 Maple Avenue Johnstown, PA 15901 814.535.5526 Fax: 814.536.5951	- Administrative: Management, Accounting, Marketing, Human Resources, Purchasing, Customer Service - Operations: Bus Operators, Dispatchers, Management, Safety/ Security - Maintenance: Vehicle & Facilities
		<i>Internships: Yes                      Job Shadowing: No</i>
<b>Cambria Library Association</b> Ashley N. Flynn, Director <a href="mailto:flynna@cclsys.org">flynna@cclsys.org</a>	248 Main Street Johnstown, PA 15901 814.536.5131	<u>Internship Description:</u> Internships available for positions listed. Please provide resume and cover letters. Those interested require associated clearances.
		<i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Carnegie Science Center</b> Michelle Bachy, Coordinator <a href="mailto:VolunteerPrograms@carnegiesciencecenter.org">VolunteerPrograms@carnegiesciencecenter.org</a>	One Allegheny Ave. Pittsburgh, PA 15212 412.237.1621 or 412.237.3302 Fax: 412.237.3375	Visit <a href="http://www.carnegiesciencecenter.org/join/internships/">www.carnegiesciencecenter.org/join/internships/</a> for internship information, descriptions, and application information. All majors accepted.
		<i>Internships: Yes                      Job Shadowing: No</i>
<b>Center for Hearing &amp; Deaf Services</b> Robert D. Macik <a href="mailto:rmacik@hdscenter.org">rmacik@hdscenter.org</a>	1011 Old Salem Road Suite 102 Greensburg, PA 15601 724.832.7600 Fax: 724.852.7602	Sign Language Interpreter, Human Service
		<u>Internship Description:</u> Intern must have knowledge of sign language. Human service or psychology paired with sign language knowledge is a bonus. <i>Internships: Yes                      Job Shadowing: Yes</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
<b>Centre County District Attorney's Office</b> Sharon Hagyard <a href="mailto:shagyard@centreda.org">shagyard@centreda.org</a>	Courthouse Annex Room 302 106 East High Street Bellefonte, PA 16823 814.355.6735 Fax: 814.355.6756	Office Supervisor 2, Paralegal 2, Paralegal 1, Receptionist, Department Clerk
		<i>Internships: Yes</i> <i>Job Shadowing: No</i>
<b>Chan Soon-Shiong Medical Center</b> Gloria Webb <a href="mailto:gwebb@windbercare.org">gwebb@windbercare.org</a>	600 Somerset Ave Windber, PA 15963 814.467.3430 Fax: 814.467.3701	All hospital departments have openings. Call or email for more information.
		<i>Internships: No</i> <i>Job Shadowing: Yes</i>
<b>Chartwells Higher Education/UPJ Foodservices</b> Buddy Roth <a href="mailto:walter.roth@compass-usa.com">walter.roth@compass-usa.com</a>	450 Schoolhouse Road Johnstown, PA 15904 814.269.2010 <a href="http://Dineoncampus.com/upj">Dineoncampus.com/upj</a>	Food Service Supervisors, Food Service Workers, Dishwashers, Cooks, and Catering Staff.
		<i>Internships: No</i> <i>Job Shadowing: Yes</i>
<b>Children's Behavioral Health</b> Michael Mondie <a href="mailto:michael.mondie@pathways.com">michael.mondie@pathways.com</a>	1001 Broad St, Suite 210, Johnstown, PA 15906 814.262.0768 ext. 253 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. Visit our website for a complete list: <a href="http://www.pathwaysofpa.com">www.pathwaysofpa.com</a>
		<i>Internships: No</i> <i>Job Shadowing: No</i>
<b>CJL Engineering</b> Brenda Szelong <a href="mailto:bszelong@cjlengineering.com">bszelong@cjlengineering.com</a>	232 Horner Street Johnstown, PA 15902 814.536.1651 Fax: 814.536.5732	Revit/AutoCAD Drafters
		<u>Internship Description:</u> Possible internships for Revit modelers and CAD Draftsmen. <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
<b>Community Action Partnership of Cambria County</b> Mary Walker <a href="mailto:mwalker@capcc.us">mwalker@capcc.us</a>	516 Main Street Johnstown, PA 15901 814.536.9031 Fax: 814.539.5813	Teachers, Teaching Assistants, Teaching Aids. Cooks, Assistant Cooks, Aides, Family Services Specialist, Caseworkers, Administrative, Custodians, Nutrition Aides, and Substitutes for most positions.
		<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 <i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
<b>Community Arts Center of Cambria County</b> Angela R. Godin <a href="mailto:agodin@caccc.org">agodin@caccc.org</a>	1217 Menoher Blvd. Johnstown, PA 15907 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.
		<u>Internship Description:</u> Summer Internships. These internships are an unpaid, on the job experience in the areas of Arts Management & Marketing, Social Media & Design, and Art & Education. Internship requirements are a 28-35 hours work week (4 days per week for a 12-week period). Although unpaid, interning participants that fulfill the requirements of the internship are eligible to receive a stipend (\$1,750, \$1,500, or a \$1,200). To apply for an internship, please send your cover letter, resume, and one letter of recommendation to Angela R. Godin, Executive Director at <a href="mailto:agodin@caccc.org">agodin@caccc.org</a> . The cover letter must define your interest in the internship regarding your future career and current education or skillset. <i>Internships: Yes</i> <i>Job Shadowing: Sometimes</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
<b>Community LIFE</b> Mary Jo Smith <a href="mailto:smithm9@upmc.edu">smithm9@upmc.edu</a>	2400 Ardmore Blvd #800 Pittsburgh, PA 15221 412.229.5498 Fax: 412.235.1343	Positions: Many positions available. See listings at <a href="http://www.commlife.org">www.commlife.org</a>  <u>Internship Opportunities:</u> Occupational Therapist, Social Work, Recreational Therapist, and Dietitian
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
<b>Conemaugh Health System</b> Linda Fox <a href="mailto:lfox@conemaugh.org">lfox@conemaugh.org</a>	1086 Franklin Street Johnstown, PA 15905 814.534.3738 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> .  <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>
		<i>Internships: Yes</i> <i>Job Shadowing: No</i>
<b>County of Blair</b> Katherine Swigart, Human Resources Director <a href="mailto:kswigart@blairco.org">kswigart@blairco.org</a>	423 Allegheny Street, Suite 36, Hollidaysburg, PA 16648 814.693.3204 www.blairco.org	Opportunities exist at entry level, administrative, technical, management, and executive titles within departments such as Adult Parole and Probation, Assessment, Children and Youth Services, Controller/Finance/Treasurer, Court Administration, District Attorney or Public Defender, Elections, Emergency Management and 911, GIS, Juvenile Probation, Prison, Prothonotary, Records Management, Register and Recorder, and Sheriff.  <u>Internship Description:</u> Please contact Human Resources to learn more about internship opportunities in areas such as administrative support, attorney, and historic site tour guide.
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
<b>Crown American Associates</b> Brittney Weaver <a href="mailto:bweaver@crownamerican.com">bweaver@crownamerican.com</a>	1 Pasquerilla Plaza, Johnstown, PA 15901 814.533.4671 Fax: 814.254.4691	Hotel management, maintenance, housekeeping, security.
		<i>Internships: Yes</i> <i>Job Shadowing: No</i>
<b>Croyle-Nielsen Therapeutic Associates</b> Loedicia Marguccio <a href="mailto:dicia@c-nta.com">dicia@c-nta.com</a>	328 Budfield Street, Johnstown, PA 15904 814.266.2244 Fax: 814.266.6296 www.c-nta.com	Direct Support Professionals, Employment Specialists & Job Coaches, Behavior Support Specialists, and Licensed Mental Health Therapists. Submit resume to <a href="mailto:jobs@c-nta.com">jobs@c-nta.com</a>
		<i>Internships: Yes</i> <i>Job Shadowing: No</i>
<b>Damin Printing</b> Suzanne Sakmar <a href="mailto:ssakmar@daminprinting.com">ssakmar@daminprinting.com</a>	122 S. Locust St. Ebensburg, PA 15931 800.427.5050	<u>Internship Opportunities:</u> Marketing/Graphic Design
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
<b>Distinctive Human Services, Inc.</b> Anna Serenko <a href="mailto:aserenko@dhspace.org">aserenko@dhspace.org</a>	406 Main St., 4th Floor, Johnstown, PA 15901 814.792.2758 Ext: 2904 Fax: 814.536.5317	Guardian Support Assistant  <u>Internship Description:</u> Knowledge of computers, focus in case work, team work.
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
<b>East Hills Engineering Associates LLC</b> Rebecca Berkey Administrative Assistant <a href="mailto:RebeccaB@easthillseng.com">RebeccaB@easthillseng.com</a>	541 Main Street Windber, PA 15963 814.467.6877	Computer Aided Drafting Technician  <u>Internship Description:</u> Limited availability on an annual basis.
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
<b>EMB Computing</b> Eric Brocious, CEO <a href="mailto:ericbrocious@embcomputing.com">ericbrocious@embcomputing.com</a>	57 N. 11 <sup>th</sup> St Indiana, PA 15701	EMB Computing is a managed IT and cybersecurity company. There are possible entry level field technician positions, as well as internship opportunities. Contact Eric for more information.
		<i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Farmer's Insurance – Billie Jo Friday Agency</b> Billie Jo Friday, Owner <a href="mailto:bfriday@farmersagent.com">bfriday@farmersagent.com</a>	5 W 10 <sup>th</sup> Street Tyrone, PA 16686 814.682.7669 <a href="http://agents.farmers.com/pa/tyrone/billie-jo-friday">agents.farmers.com/pa/tyrone/billie-jo-friday</a>	Insurance Agent (Account Executive) - assist with walk-in and phone-in clients, write new/renewal business, insurance quotes and consultations Customer Service Rep - 1st point of contact, file claims, maintain sales records and insurance data  <u>Internship Opportunities:</u> Customer Service Rep or Insurance Agent (Account Executive)
		<i>Internships: Yes                      Job Shadowing: Yes</i>
<b>First Commonwealth Bank</b> Kate Wenturine <a href="mailto:kwenturine@fcbanking.com">kwenturine@fcbanking.com</a>	654 Philadelphia St Indiana, PA 15701 724.349.4897	Financial Solutions Specialist  Internship Opportunities: Available for Summer 2024 (can apply starting in January of 2024).
		<i>Internships: Yes                      Job Shadowing: No</i>
<b>Forever Media</b> Bobbi Castellucci <a href="mailto:bcastellucci@forevermediainc.com">bcastellucci@forevermediainc.com</a> Bethany Hildebrand <a href="mailto:bhildebrand@forevermediainc.com">bhildebrand@forevermediainc.com</a>	109 Plaza Drive Johnstown, PA 15905 814.255.4186 Fax: 814.255.6145	Sales, Technical, Business persons  <u>Internship Description:</u> Internships and job shadows not available at this time.
		<i>Internships: No                      Job Shadowing: No</i>
<b>Frank J. Pasquerilla Conference Center</b> Vincent Arnone <a href="mailto:varnone@crownamerican.com">varnone@crownamerican.com</a> Joe Resick <a href="mailto:jresick@crownamerican.com">jresick@crownamerican.com</a>	301 Napoleon Street, Johnstown, PA 15901  814.535.7777 ext 107  814.361.2605	Banquet bartenders, banquet event servers, banquet event set-up, line cooks, dishwashers
		<i>Internships: Yes                      Job Shadowing: No</i>
<b>Global/SFC Valve Corporation</b> Sherry Abel <a href="mailto:sabel@globalsfc.com">sabel@globalsfc.com</a>	160 Cannery Road Somerset, PA 15501 814.445.9671	Assemblers, Machinist, Engineers, Accounting, IT, Quality Assurance  <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
		<i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Girl Scouts of Western Pennsylvania</b> April Johns <a href="mailto:ajohns@gswpa.org">ajohns@gswpa.org</a>	612 Locust Street Johnstown, PA 15901 800.248.3355 Fax: 724.543.6313	Summer camp employment: Camp Director, Health Supervisor, Office Aid, Waterfront Director, Lifeguard, Cook, Program Director, Nature Instructor, Activity Specialist, Counselors
		<i>Internships: Yes                      Job Shadowing: No</i>
<b>Goodwill of The Southern Alleghenies</b> Holly Stitko <a href="mailto:jobs@gogoodwill.org">jobs@gogoodwill.org</a>	99 Spruce St Windber, PA 15963 814-792-7158	Team Member and Job Coach  <u>Internship Opportunities:</u> Please see our website at <a href="http://gogoodwill.org/careers">gogoodwill.org/careers</a>
		<i>Internships: Yes                      Job Shadowing: Yes</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
<b>Hershey Entertainment &amp; Resorts</b> David Gongora, Assistant Director, Talent Acquisition <a href="mailto:dagongora@hersheypa.com">dagongora@hersheypa.com</a>	27 W. Chocolate Ave., Hershey, PA 17033 717.520.5739 <a href="https://www.hersheyjobs.com/">https://www.hersheyjobs.com/</a>	We're a leader in the entertainment/hospitality industry offering Sweet Opportunities to add to our team. We offer Part-Time/Seasonal/Full-Time/& Internships and the opportunity for development/professional growth.  <u>Internship Description:</u> Accounting/Business/Leadership/Hospitality/Culinary/Corporate/HR
		<i>Internships: Yes                      Job Shadowing: No</i>
<b>H.F. Lenz Company</b> Chad Manippo Human Resources Manager <a href="mailto:cmanippo@hflenz.com">cmanippo@hflenz.com</a>	1407 Scalp Avenue Johnstown, PA 15904 814.269.9371 Fax: 814.269.9400	CAD/REVIT Technicians utilizing AutoCAD; Revit software applications for HVAC, Electrical, Plumbing, Fire Protection, and Security systems design.  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.
		<i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Hollidaysburg American Legion Ambulance</b> Jessica Sorge, Executive Director <a href="mailto:jsorge@halasems.org">jsorge@halasems.org</a>	801 Scotch Valley Road , Hollidaysburg PA 16648 814.695.1421 <a href="http://www.halasems.org">www.halasems.org</a>	1. Office Medical Billing - Emergency Billing office 2. Non-Emergency Van Transport Personnel 3. Emergency Medical Technicians 4. Paramedics  <u>Internship Description:</u> Medical Billing , Paramedic, Administration
		<i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Horace Mann</b> Carley Matusak – Field Recruiter <a href="mailto:Carley.matusak@horacemann.com">Carley.matusak@horacemann.com</a>	1 Horace Mann Plaza Springfield, IL 62715 412.526.9731 <a href="http://www.horacemann.com">www.horacemann.com</a>	Field Agents in Pittsburgh and Erie. W2, Full-time, base salary agents.
		<i>Internships: No                      Job Shadowing: No</i>
<b>iCare Medical</b> Jill Ling (Clinical Director) <a href="mailto:jill@icaremedical.com">jill@icaremedical.com</a>  Aliaa Shikara (Billing Director) <a href="mailto:aliaa@icaremedical.com">aliaa@icaremedical.com</a>	PO Box 5657 Johnstown, PA 15904 814.255.1963	<u>Positions and Internships:</u> Medical Receptionist, Medical Assistants, Phlebotomist, and Medical Billing and Coding
		<i>Internships: Yes                      Job Shadowing: No</i>
<b>In-Shore Technologies, Inc.</b> Jessica Young, Project Coordinator <a href="mailto:jessica.young@inshorettech.com">jessica.young@inshorettech.com</a>	111 Roosevelt Blvd, Suite A Johnstown, PA 15906 814.361.3610	<u>Internship Description:</u> Summer internships available
		<i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Integrity Construction &amp; Windows</b> Rhiannon Price <a href="mailto:price.rhia@gmail.com">price.rhia@gmail.com</a>	1520 E. Walton Ave. Altoona, PA 16602 814.942.9571	Sales, Installers, and Event Promoters
		<i>Internships: No                      Job Shadowing: No</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
<b>Interim Healthcare</b> Steven White, Regional HR Manager <a href="mailto:swhite@interim-health.com">swhite@interim-health.com</a>	1798 Plank Road Suite 302 Duncansville, PA 16635 814.695.1242 <a href="http://www.interim-health.com">www.interim-health.com</a>	Home Health Aides- Working with Pediatrics to geriatric patients needing extra help with day to day activities. Personal Care Aides- Providing services to patients who need extra help and companionship, Registered Nurses- Providing in home, hands on care to patients who need skilled nurses. Administrative Professionals- Working and keeping our offices running daily by answering phones, order supplies, assisting staff with their daily needs, communicating with all departments within the organization.  <u>Internship Description:</u> Medical Assistant, Business Management, & Human Resources
		<i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Johnstown Area Heritage Association</b> Shelley Johansson, Communications Director <a href="mailto:sjohansson@jaha.org">sjohansson@jaha.org</a>	PO Box 1889 814.539.1889 <a href="http://www.jaha.org">www.jaha.org</a>	Museum docents at the Johnstown Flood Museum and Heritage Discovery Center serve as guides and run the gift shops. Museum docents in the Johnstown Children's Museum help our young visitors and their families enjoy the museums.  <u>Internships:</u> Museum Docents and Curatorial Work
		<i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Johnstown Tomahawks</b> Derek Partsch <a href="mailto:derek@johnstowntomahawks.com">derek@johnstowntomahawks.com</a>	326 Napoleon Street Suite 115 Johnstown, PA 15901	Sales & Marketing, Communications & Public Relations Other Positions Available According to Candidate Experience  <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.
		<i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Keystone Hospitality LLC – Holiday Inn</b> Alexandra Harrington, Human Resource Assistant <a href="mailto:aharrington@keystonehosp.com">aharrington@keystonehosp.com</a>	250 Market St Johnstown, PA 15901 814.361.2600 <a href="http://www.holidayinn.com">www.holidayinn.com</a>	Guest Service Representatives, Restaurant Servers/Bartenders, Banquet Servers, and Cooks.  <u>Internship Opportunities:</u> Front Desk, General Manager, and Sales
		<i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Kongsberg Protech Systems USA</b> Kayla Benson <a href="mailto:kayla.benson@kdaus.kongsberg.com">kayla.benson@kdaus.kongsberg.com</a>	210 Industrial Park Rd. Johnstown, PA 15904	Accounting, administrative support, contract administration, production planning and forecasting, purchasing, IT, quality assurance, production, warehouse, engineering, human resources. <a href="http://www.kongsberg.com/careers">www.kongsberg.com/careers</a>
		<i>Internships: Yes                      Job Shadowing: No</i>
<b>Laurel View Village</b> Rebecca Christ, HR Manager <a href="mailto:rchrist@lvv1.com">rchrist@lvv1.com</a>	2000 Cambridge Dr. Davidsville, PA 15928 814.288.2724	CNA, LPN, RN, Maintenance, Dietary Aide, Activities Aide, Housekeeping, Wait staff  <u>Internship Description:</u> The internship would be based on the position, which could include Marketing, Administration, etc.
		<i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Leonardo DRS Laurel Technologies</b> Amy Sharp <a href="mailto:amy.sharp@drs.com">amy.sharp@drs.com</a> Jennifer Hall <a href="mailto:Jennifer.Hall@drs.com">Jennifer.Hall@drs.com</a>	246 Airport Road Johnstown, PA 15904 814.534.8900 Fax: 814.534.8731	<u>Internships and Career Opportunities:</u> Engineering, Supply Chain, Program Management, Finance and Accounting, Contracts, Production Operations, Quality, Human Resources, and Administration
		<i>Internships: Yes                      Job Shadowing: No</i>



Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
<b>Link &amp; Associates, P.C.</b> Crystal Marketta – Office Manager <a href="mailto:crystal@prlinkcpa.com">crystal@prlinkcpa.com</a>	412 Union St Hollidaysburg, PA 16648 814.695.3192 <a href="http://www.prlinkcpa.com">www.prlinkcpa.com</a>	Accountant – duties would involve working on audits, tax returns, and payrolls.  <i>Internships: No                      Job Shadowing: No</i>
<b>Lockheed Martin AeroParts, Inc.</b> Michelle Brown <a href="mailto:Michelle.l1.brown@lmco.com">Michelle.l1.brown@lmco.com</a> Linda Yoder <a href="mailto:Linda.k.yoder@lmco.com">Linda.k.yoder@lmco.com</a>	211 Industrial Park Rd. Johnstown, PA 15904 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>  <i>Internships: Yes                      Job Shadowing: No</i>
<b>L.R. Kimball</b> Richard Holes, Director of Aviation and Civil Engineering Services <a href="mailto:rick.holes@lrkimball.com">rick.holes@lrkimball.com</a>	615 West Highland Ave. Ebensburg, PA, 15931 814.419.7874 <a href="http://www.lrkimball.com">www.lrkimball.com</a>	CAD Technician  <u>Internship Description:</u> The job would include drafting plans, technical drawings, and details for aviation and civil projects. They will work with our Engineers and Senior CAD designer on various aspects of projects utilizing Autodesk Civil 3D.  <i>Internships: Yes                      Job Shadowing: Yes</i>
<b>McConway &amp; Torley</b> Alexis Kennedy <a href="mailto:Alexis.kennedy@arcosa.com">Alexis.kennedy@arcosa.com</a>	109 48 <sup>th</sup> St Pittsburgh, PA 15201 412.403.2772	<u>Internship and Job Opportunities:</u> Welding, Customer Service, Electrical, Administrative, Quality Inspector, and Engineering  <i>Internships: Yes                      Job Shadowing: No</i>
<b>Med-Van Transport</b> James Smith <a href="mailto:jimsmith@med-van.com">jimsmith@med-van.com</a>	1311 Philadelphia Ave. Northern Cambria, PA 15714 814.948.6170 ext. 313 Fax: 814.948.6184	Medical Transportation occupations, EMT, Paramedic and Paratransit Drivers, Management and Marketing, IT and Computer Programming, Dispatching and Billing.  <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.  <i>Internships: Yes                      Job Shadowing: Yes</i>
<b>New Pig Corporation</b> Wendy Forrest, Talent Acquisition Manager <a href="mailto:wendyd@newpig.com">wendyd@newpig.com</a>	1 Pork Avenue Tipton, PA 16684 814.684.0101 Ext: 2440 <a href="http://www.newpig.com/careers">www.newpig.com/careers</a>	Manufacturing/Production, Distribution/Warehouse, Customer Service, Inside & Outside Sales, Engineering, Accounting, Human Resources, Information Technology, Product Development, Marketing, and more  <u>Internship Description:</u> Paid Summer Internships. Up 40 hours per week for 10-week duration between May-August. Participating departments vary each year but may include: Software Development, IT Operations, Marketing, Sales, Product Development, Electro-Mechanical Engineering, Accounting, Human Resources and more. Please visit our company website December 2023/January 2024 for Summer 2024 Opportunities.  <i>Internships: Yes                      Job Shadowing: Contact for information</i>
<b>Northwest Bank</b> Kathleen Gibson <a href="mailto:kathleen.gibson@northwest.com">kathleen.gibson@northwest.com</a>	100 Liberty St. Warren, PA 16365 814.728.7652 Fax: 814.728.7720	Tellers, Personal Bankers, Summer Associates, Management Trainee.  <u>Internship Description:</u> Summer Associate positions.  <i>Internships: Yes                      Job Shadowing: No</i>



Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
<b>Outside In School of Experiential Education, Inc.</b> Ernest Williams-Recruiter <a href="mailto:ewilliams@myoutsidein.org">ewilliams@myoutsidein.org</a>	196 Hamill School Road Bolivar, PA 15923 724.238.8441 Ext 125	We hire staff from all kinds of majors and need them to at least be 21 years of age. Positions we hire for include: Education, Human Services, and Juvenile Justice
		<i>Internships: Yes</i> <i>Job Shadowing: No</i>
<b>PA Army National Guard</b> SFC John Oakley <a href="mailto:john.a.oakley.mil@mail.mil">john.a.oakley.mil@mail.mil</a> SGT Tyler Landis <a href="mailto:tyler.s.landis3.mil@mail.mil">tyler.s.landis3.mil@mail.mil</a>	554 Airport Road Johnstown, PA 15904 814. 533.2353	We offer over 100 job descriptions in the state of Pennsylvania.
		<i>Internships: No</i> <i>Job Shadowing: Yes</i>
<b>PA CareerLink® - Bedford County</b> Gwen Fisher <a href="mailto:gfisher@gogoodwill.org">gfisher@gogoodwill.org</a>	One Corporate Drive, Suite 103 Bedford, PA 15522 814.623.6107 <a href="https://www.pacareerlink.pa.gov/jponline/">https://www.pacareerlink.pa.gov/jponline/</a>	PA CareerLink® offers no-cost, personal services that help job seekers get ready for and find employment. We help employers post jobs and find the right candidates -- let us help you make the connections!  <u>Internship Description:</u> PA CareerLink® connects intern seekers to area employers in all professions. Internships are generally paid, short term, and available all year round
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
<b>PA CareerLink® - Blair County</b> Gwen Fisher, Site Administrator <a href="mailto:gfisher@gogoodwill.org">gfisher@gogoodwill.org</a>	1600 5th Ave. Suite 200 Altoona, PA 16602 814.940.6200 <a href="https://www.pacareerlink.pa.gov/jponline/">https://www.pacareerlink.pa.gov/jponline/</a>	PA CareerLink® offers no-cost, personal services that help job seekers get ready for and find employment. We help employers post jobs and find the right candidates -- let us help you make the connections!  <u>Internship Description:</u> PA CareerLink® connects intern seekers to area employers in all professions. Internships are generally paid, short term, and available all year round
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
<b>PA CareerLink®- Cambria County</b> Jeff Dick <a href="mailto:jedick@pa.gov">jedick@pa.gov</a>	248 Main Street Suite 100 Johnstown, PA 15901 814.534.2500	Summer Paid Work Experience available. For a list of job openings in Cambria county go to <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a>
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
<b>PA CareerLink®- Somerset County</b> Jeff Dick <a href="mailto:jedick@pa.gov">jedick@pa.gov</a>	6022 Glades Pike Suite 100 Somerset, PA 15501 814.445.4161	Summer Paid Work Experience available. For a list of job openings in Cambria county go to <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a>
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
<b>PA Dept. Human Services/Ebensburg Center</b> Nicole Ferrebee-Phillips, Facility Director <a href="mailto:nferrebeep@pa.gov">nferrebeep@pa.gov</a>	4501 Admiral Peary Hwy Ebensburg, PA 15931 814.472.0201	Direct care staff, nursing, therapeutic, food service, maintenance workers, clerical, administrative.
		<i>Internships: No</i> <i>Job Shadowing: Yes</i>
<b>PA Dept of Revenue, Bureau of Audits</b> Nicholas Stellabotte <a href="mailto:nstellabot@pa.gov">nstellabot@pa.gov</a>	615 Howard Ave Altoona, PA 16601 814.946.6965 Fax: 814.946.7389	Revenue Tax Auditor Trainee  Internship Description: Commonwealth Public Service
		<i>Internships: Yes</i> <i>Job Shadowing: No</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
<b>PA State Police</b> TPR. Abby Blazavich <a href="mailto:ablazavich@pa.gov">ablazavich@pa.gov</a>	35 Fenton Road, Indiana PA 15701 717.614.7971	Troopers
		<i>Internships: Yes                      Job Shadowing: No</i>
<b>Peerstar LLC</b> Christine Butterbaugh <a href="mailto:cbutterbaugh@peerstarllc.com">cbutterbaugh@peerstarllc.com</a>	214 College Park Plaza Johnstown, PA 15904 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
		<i>Internships: No                      Job Shadowing: No</i>
<b>PennCrest BANK</b> Linda DeAngelis, Staff Services Director <a href="mailto:ldangelis@PennCrestbank.com">ldangelis@PennCrestbank.com</a>	1201 12th Street, Altoona, PA 16601 814.944.2011 <a href="http://www.PennCrest.bank">www.PennCrest.bank</a>	Bank Tellers
		<i>Internships: No                      Job Shadowing: No</i>
<b>Pennsylvania Mountain Service Corps (AmeriCorps)</b> Jill Latuch, Program Manager <a href="mailto:pmsc@pmsc.org">pmsc@pmsc.org</a>	119 Park Street Ebensburg, PA 15931 814.472.7690 Fax: 814.472.5033 <a href="http://www.pmsc.org">www.pmsc.org</a>	<i>PMSC AmeriCorps members serve their communities in the areas of education, environmental stewardship, or community wellness to address critical needs across the region. Members receive a living stipend, education monies, and incredible hands-on and professional development experiences. Full-time positions open each June. Part-time positions are available throughout the year.</i>
		<i>Internships: No                      Job Shadowing: No</i>
<b>Pyramid Healthcare</b> Jesse Hertzler - HR Recruiter <a href="mailto:JHertzler@Pyramidhc.com">JHertzler@Pyramidhc.com</a>	271 Lakemont Park Blvd Altoona, PA 16601 814.327.8420 <a href="http://Pyramidhealthcarepa.com">Pyramidhealthcarepa.com</a>	Behavioral Health Technician, Cook, Student Support Assistant, Medical Assistant
		<u>Internship Description:</u> Varies opportunities available.  <i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Richland Family Health Center</b> Victoria Black, HR Manager <a href="mailto:vblack@hyndmanhealth.org">vblack@hyndmanhealth.org</a>	203 College Park Plaza Johnstown, PA 15904 814.961.3500 <a href="https://www.hyndmanhealth.org/">https://www.hyndmanhealth.org/</a>	LPN, Patient Services Representative, Certified Medical Assistant, Nurse Practitioner
		<u>Internship Description:</u> HR, Accounting, LPN, RN, Nurse Practitioner  <i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Riggs Industries</b> Taylor Gontis <a href="mailto:tgontis@jjbodies.com">tgontis@jjbodies.com</a>	PO Box 86 Boswell, PA 15531 814.444.3584	Sales, Engineering, and General Business
		<u>Internship Opportunities:</u> Business, Engineering, Accounting, Marketing, and Sales  <i>Internships: Yes                      Job Shadowing: Yes</i>
<b>Saint Benedict Manor, Inc.</b> Alyssa Kauffman, PCHA <a href="mailto:Alyssa.kauffman@sbmanor.com">Alyssa.kauffman@sbmanor.com</a>	600 Theatre Road St Benedict, PA 15773 814.344.8981 Fax: 814.344.2037	Nurses Aid, Housekeeping, and Dietary
		<i>Internships: No                      Job Shadowing: Yes</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
<b>Senior LIFE of PA</b> Katie Hastie <a href="mailto:KHastie@PACE-CS.com">KHastie@PACE-CS.com</a>	401 Broad Street Johnstown, PA 15906 412.449.0520	Senior LIFE is an alternative to nursing homes, designed to help seniors live their best lives at home. Through Senior LIFE services, members are able to access the health care and support they need—and still have the independence they want.  Positions: RNs, CNAs, HHA, Drivers, AP/AR, MSW, PT, OT, SLP, COTA, PTA NPs, Maintenance, Healthcare Management
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
<b>Seven Springs Mountain Resort, Inc.</b> Jimmy Singer <a href="mailto:jsinger@7springs.com">jsinger@7springs.com</a>	777 Waterwheel Drive Seven Springs, PA 15622 814.352.7777	Seasonal, full-time, and part-time – food and beverage, hotel operations, housekeeping, culinary, reservations, activities & more year round adventures
		<i>Internships: Yes</i> <i>Job Shadowing: No</i>
<b>Spherion Staffing</b> Madeline Wolf Regional Operations and Business Development Manager <a href="mailto:madelinewolf@spherion.com">madelinewolf@spherion.com</a>	1397 Eisenhower Blvd. Johnstown, PA 15904 814.266.2816 Fax: 814.262.9399 <a href="http://www.spherionpajobs.com">www.spherionpajobs.com</a>	General Laborer's, Packing Tech's, Accountant 1, Clerk Typist, and Fiscal Tech  <u>Internship Opportunities:</u> Engineering, Safety Coordinator, IT, Admin, and HR Internships.
		<i>Internships: Yes</i> <i>Job Shadowing: No</i>
<b>StrikeForce Security</b> Eric Brocius, CFO <a href="mailto:info@strikeforcesecurity.net">info@strikeforcesecurity.net</a>	57 N. 11 <sup>th</sup> St Indiana, PA 15701	StrikeForce Security is a video surveillance systems, access control, fire alarm systems, and monitored security systems company. Possible internships are available. Contact Eric for more information.
		<i>Internships: Possibly</i> <i>Job Shadowing: Yes</i>
<b>Superior Human Services, Inc.</b> Katherine Carnevali <a href="mailto:katie@superiorhumanservices.com">katie@superiorhumanservices.com</a>	4105 Crawford Ave. Northern Cambria, PA 15714 814.420.8019 ext.306 Fax: 814.420.8279	Residential Support Workers  <u>Internship Description:</u> Internships for Health Field Students (Social Workers, Psychology, Physical Therapists, etc.)
		<i>Internships: Yes</i> <i>Job Shadowing: No</i>
<b>Tableland Services, Inc.</b> Jennifer Hemminger <a href="mailto:jhemminger@capfsc.org">jhemminger@capfsc.org</a>	535 East Main Street Somerset, PA 15501 814.445.9628 Fax: 814.443.3690	Family/Consumer Science, Office Administration, Early Childhood Education, Bookkeeping, Accounting Technology, etc.  <u>Internship Description:</u> Career related. See above for position types available.
		<i>Internships: Possibly</i> <i>Job Shadowing: Yes</i>
<b>Teeter Group</b> April Ressler, President <a href="mailto:aressler@teetergroup.com">aressler@teetergroup.com</a>	1400 Eisenhower Blvd Suite 102 Johnstown, PA 15904 814.944.5900 <a href="http://www.teetergroup.com">www.teetergroup.com</a>	We're an independent insurance agency offering a comprehensive suite of insurance solutions to protect your business and your life from the unexpected.
		<i>Internships: No</i> <i>Job Shadowing: Yes</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
<b>The Children's Aid Home Programs of Somerset County, Inc.</b> Kelsey Engleka, HR Coordinator <a href="mailto:Kengleka@cahprogram.org">Kengleka@cahprogram.org</a>	1476 North Center Ave Somerset, PA 15501 814.443.1637	Permanency Case Manager - Responsible for providing adoption and/or permanency services to children, families and birth parents. Bachelor's degree in Social Sciences or a related field from a four-year college.  Foster Care Case Manager- Responsible for all aspects involved with the placement of children in foster homes. Bachelor's degree in Social Sciences or a related field from a four-year college.  Mental Health Worker - Responsible to provide behavioral, therapeutic and academic management for all students of the Partial Hospitalization program. Bachelor's degree in Social Sciences or a related field from a four-year college.  <u>Internship Opportunities:</u> Permanency, Foster Care, Mental Health
		<i>Internships: Yes</i> <i>Job Shadowing: No</i>
<b>The Learning Lamp</b> Cassidy Araico <a href="mailto:caraiico@thelearninglamp.org">caraiico@thelearninglamp.org</a>	2025 Bedford St Johnstown, PA 15904 814.262.0732	Paraprofessionals, Preschool Aides and Teachers, Personal Care Aides, Substitute Teachers, and Child Care Staff. Internships are available.
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
<b>U.S. Air Force Recruiting Service</b> Staff Sergeant Derek Jimenez <a href="mailto:derek.jimenez@us.af.mil">derek.jimenez@us.af.mil</a>	500 Galleria Drive Suite 254 Johnstown, PA 15904 814.591.3600	U.S. Air Force offers over 140 career fields.
		<i>Internships: No</i> <i>Job Shadowing: Yes</i>
<b>Unique Venues</b> Alyson Dello, Director of Marketing <a href="mailto:alyson@uniquevenues.com">alyson@uniquevenues.com</a>	1405 Eisenhower Blvd Suite 202 Johnstown, PA 15904 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.
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
<b>UPMC Altoona &amp; UPMC Bedford</b> Leslie Price <a href="mailto:pricel5@upmc.edu">pricel5@upmc.edu</a> *Applications can be submitted at <a href="https://careers.upmc.com/">https://careers.upmc.com/</a>	620 Howard Avenue G Building, Suite 255 Altoona, PA 16601 814.889.7317	Healthcare related: Patient Care Tech, Radiology, Medical Assistant, Billing & Coding, Patient Access, Unit Secretary  <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.
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
<b>UPMC Somerset</b> Marlayna Lewis, Recruiter <a href="mailto:lewism18@upmc.edu">lewism18@upmc.edu</a> (814)443-5003 *Applications can be submitted at <a href="https://careers.upmc.com/">https://careers.upmc.com/</a>	225 S. Center Avenue Somerset, PA 15501 814.443.5003	Patient Care Tech, Nursing Assistant, Medical Imaging, Respiratory Therapy, Medical Assistant, Billing & Coding, Patient Access, Information Technology, Electrical, HVAC  Internship Description: Interested students must search for internships on career webpage and apply. For job shadowing individuals need to contact the facility they are interested in.
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>

Organization Name & Contact Person	Address & Telephone	Job/Position Type(s) Internships/ Job Shadowing
<b>Victim Services, Inc.</b> Stephanie Rex Counseling & Advocacy Supervisor <a href="mailto:srex@cambrasomersetvs.org">srex@cambrasomersetvs.org</a>	638 Ferndale Avenue Johnstown, PA 15905 814.288.4961 Fax: 814.288.3904  433 W. Patriot St Somerset, PA 15501 814.443.1555 <a href="http://www.victimservicesinc.org">www.victimservicesinc.org</a>	Sexual Assault and Violent Crimes Counselor, Prevention Education Coordinator, Victim Witness Manager  <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.
		<i>Internships: Yes</i> <i>Job Shadowing: No</i>
<b>Voyage Media Works</b> Eric Brocious, CFO <a href="mailto:erichb@voyagemediaworks.com">erichb@voyagemediaworks.com</a>	57 N 11 <sup>th</sup> St Indiana, PA 15701	Voyage Media Works is a web site design and management, marketing management, print ad design, and drone marketing company based in Indiana, PA. Internships are available. Contact Eric for more information.
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
<b>Wessel &amp; Company</b> Chris Britton, SHRM-CP, JCDC, JCTC HR Director <a href="mailto:cbritton@wesselcpa.com">cbritton@wesselcpa.com</a>	Johnstown Office 215 Main Street Johnstown, PA 15901 814.536.7864 Fax: 814.535.4332  Ebensburg Office 120 West High Street Ebensburg, PA 15931  Cranberry Office 1667 Route 228 Suite 301 Cranberry Twp, PA 16066  Bedford Office 100 East Pitt Street Bedford, PA 15522	Accounting: Both 2 year and 4 year track Internships: Both 2 year and 4 year track Administrative  <u>Internship Description:</u> 4-year degree.
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
<b>Westmoreland Manor</b> Jessica Miller – HR Assistant/Recruiter <a href="mailto:Jmiller4@co.westmoreland.pa.us">Jmiller4@co.westmoreland.pa.us</a>	2480 S Grande Blvd Greensburg, PA 15601 724.830.4055	RN, GN, LPN, CAN, GPN, CNA trainee's  <u>Internship Opportunities:</u> Admissions, Dietary, Social Services, and Administration
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
<b>WJAC-TV</b> Laura Kelly <a href="mailto:laurakelly@sbgvtv.com">laurakelly@sbgvtv.com</a>	49 Old Hickory Lane Johnstown, PA 15905 814.255.7602	News Producer, Master Control Operator, and Broadcast Engineer Technician  <u>Internship Description:</u> Must be eligible to receive college credit to participate and be 18 or older. This is an unpaid internship
		<i>Internships: Yes</i> <i>Job Shadowing: Yes</i>
<b>Zamias Services Inc.</b> Tammy Forish, Office Manager <a href="mailto:tforish@zamias.net">tforish@zamias.net</a>	PO Box 5540 Johnstown, PA 15904 814.535.3563 Fax: 814.536.5969	Accounting Coordinator (Accounts Payable/Receivable), Billing Analysts, Administrative Assistants, Marketing
		<i>Internships: No</i> <i>Job Shadowing: No</i>





PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE  
**2023-2024 CAREER PLANNING GUIDE**



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