

ANNOUNCING THE LATEST JOB OPPORTUNITIES

(UPDATED 10/5/2007 1:38 PM)

Details on each job listed below can be found on the JOBS Bulletin Board, in the College-Career Center.

ADVERTISED DATE: October 5
COMPANY NAME: CITY OF GAITHERSBURG
CONTACT PERSON: Louise Kauffman
PHONE NUMBER: (301) 258-6310
JOB INFORMATION: City of Gaithersburg - INTERNSHIP

This internship is in the City Manager's office with the City of Gaithersburg. The intern would be working four days a week, 2 to 2 ½ hours per day. The internship would consist of assisting the Mayor's Administrative Manager and City Council assembling packets & scanning documents. Applicants need to be able to process invoices, create files & set up spreadsheets.

Interested?

Contact Louise Kauffmann, Director of Community Development
City of Gaithersburg
(301) 258-6310
(301) 948-6149 (fax)

ADVERTISED DATE: October 4
COMPANY NAME: JONES RETAIL CORPORATION
CONTACT PERSON: Kimberly Mayer
PHONE NUMBER: 301.963.7189 or 240.421.9428
JOB INFORMATION: JOB OPPORTUNITIES with BANDOLINO AND EASY SPIRIT. PART-TIME POSITIONS. Looking for energized, charismatic people who enjoy working with and helping others. Part-time hours fluxuate between 5 to 20 hours a week based on the needs of the business. Work permit required if under the age of 18. Call for an interview. Lake Forest mall location.

ADVERTISED DATE: October 4
COMPANY NAME: Clubgolf Performance Center
CONTACT PERSON: Mark Honke
PHONE NUMBER: (301) 519-1920
JOB INFORMATION: Clubgolf Performance Center is an indoor golf training facility. Clubgolf is looking for a part-time employee for facility maintenance. Duties include general facility maintenance, cleaning, picking up and helping with daily tasks. Help is needed on weeknights and weekends. Send resume to corrie@clubgolf.com or call 301-519-1910.

ADVERTISED DATE: September 28
COMPANY NAME: ATLANTIC TECHNOLOGY GROUP
CONTACT PERSON: Dan Connelly
PHONE NUMBER: (301) 330-6260 X500 or e-mail resume to: dan@atlantictechgroup.com
JOB INFORMATION: ATLANTIC TECHNOLOGY GROUP is a local company seeking part-time candidates for inside support positions. The offices are located in Gaithersburg. Applicant must be able to work 10 to 15 hours per week. Responsibilities include customer & administrative support, light shipping and testing of PDA's. Computer and internet familiarity are required.

ADVERTISED DATE: September 28
COMPANY NAME: CITY OF GAITHERSBURG
CONTACT PERSON:
PHONE NUMBER: (301) 258-6327
JOB INFORMATION: **INTERNSHIP OPPORTUNITY.** The City of Gaithersburg has an immediate opening for a part-time high school intern/office assistant in the Department of Planning and Code Administration. [CLICK HERE](#) to download the advertisement with application information.

ADVERTISED DATE: September 13
COMPANY NAME: ROSEMONT LINKAGES TO LEARNING
CONTACT PERSON: Alexandra Cuadra
PHONE NUMBER: 301-926-3794
JOB INFORMATION: **VOLUNTEER OPPORTUNITIES**
CHILDCARE SUPPORT: Support Mom's by helping to care for young ones while they participate in education group. **HOMEWORK CLUB:** Must be creative and have a desire to help students that are struggling with basic reading and math. **ONE ON ONE TUTORING:** Develop a relationship with a student that needs your help. Must be able to make a commitment of 1 hour per week. Build up your resume and/or accumulate SSL hours. Contact Alexandra Cuadra at 301.926.3794.

ADVERTISED DATE: September 13
COMPANY NAME: EU SERVICES
CONTACT PERSON: Cindy Blanco
PHONE NUMBER: 301-795-6349
JOB INFORMATION: **EU SERVICES** is a direct marketing production company. Currently seeking a candidate to work in the warehouse department. 2nd shifts position (4 pm – 12 am), Monday through Friday. Duties include verifying counts, unloading trucks, and pulling material for jobs. Qualified candidates must have excellent math skills and be able to lift 50 lbs. Individual must be at least 18 years old. If interested, apply online at www.euservices.com, submit a resume at euservices.com or submit an application in person at EU Services, 649 North Horners Lane, Rockville, MD.

ADVERTISED DATE: September 13
COMPANY NAME: FRYE INSURANCE ASSOCIATES, INC.
CONTACT PERSON: Patricia Frye
PHONE NUMBER: 800-735-3743 or 301-963-9072
JOB INFORMATION: **Busy Insurance Agency** located in Laytonsville, MD is looking for help with document management and general office duties Monday – Thursday, 12:00 - 4:30 PM & Fridays 12:00 – 3:00 PM. Must be articulate with good phone manners and organizational skills. Non smoking office. \$7.00 per hour. Please call or fax resume to Pattie or Ellen. FAX: 301-963-9074. www.fryeins.com

ADVERTISED DATE: September 5
COMPANY NAME: A. Jerry Friedman, MD, PA
CONTACT PERSON: Vicky Stokan
PHONE NUMBER: 301-251-1771
JOB INFORMATION: Doctor's office adjacent to Shady Grove Adventist Hospital needs an individual to work Monday through Friday afternoons. Duties include typing, copying, and other general work. Call Vicky at 301-251-1771 between 9:00 & 5:00 Monday - Friday.

ADVERTISED DATE: September 4
COMPANY NAME: GREYSTOKE FARM
CONTACT PERSON: Leila Hertzberg
PHONE NUMBER: 301-318-1686
JOB INFORMATION: Are you a horse person? Do you intend to make horsemanship or animal science a career?

Greystoke Farm is looking for mature, responsible high school students to help out with evening chores at an equestrian facility in Howard County, about a 10 minute drive north of Damascus on Annapolis Rock Road.

There are also work opportunities at our barn in Gaithersburg. Ideally, qualified candidates should have some experience with horses.

- You must be physically fit, punctual, and able to carefully follow written instructions.
- You must take pride in your work.
- Duties will include feeding, watering, mucking stalls, and turning out.

In exchange, we can offer you:

- Free riding lessons;
- The opportunity to participate in local and rated shows; and/or
- Significantly reduced board if you own a horse.

If you are interested, please call Leila Hertzberg at 301-318-1686 in the evenings after 7 pm. You can also email us at greystokefarm@gmail.com. Meantime, please visit us on the web at <http://greystokefarm.com>.

ADVERTISED DATE: August 30, 2007
COMPANY NAME: **The CITY OF GAITHERSBURG**
CONTACT PERSON: **Marjie Eyer / Kim Yocklin**
PHONE NUMBER: **(301) 258-6327**

JOB INFORMATION: SPORTS OFFICIALS – YOUTH SOCCER / FLAG FOOTBALL / VOLLEYBALL. Have you played soccer, football, or volleyball before and want to give back to the sport you love? Here's your chance! The City of Gaithersburg is looking for individuals with sport experience to work with our youth leagues. Experience working with kids preferred. Salary \$6.15 to \$10 per hour, depending upon experience. Call the Sports Team at 301-258-6350 or visit www.gaithersburgmd.gov/jobs to download an application or for more information. Open until filled. EOE/M/F. Return completed application to: City of Gaithersburg, HR Division, 31 S. Summit Ave., Gaithersburg, MD 20877
Visit our website or call 301-330-0050 *2440 for all our job listings. [CLICK HERE](#) to print this AD

ADVERTISED DATE: August 29
COMPANY NAME: **The George B. Thomas, Sr. Learning Academy (The Saturday School)**
CONTACT PERSON:
PHONE NUMBER: **(301) 320-6545**

JOB INFORMATION: Earn your Student Service Learning Hours, Give A Little Time, Make a Big Difference. The Saturday School needs your help. Volunteer at any of the 12 centers on Saturday mornings from 8:30 to 11:00 and make a difference in the life of a child. Choose the center where you would like to volunteer and call today! Centers are located in the following high schools: Montgomery Blair, Albert Einstein, Gaithersburg, John F. Kennedy, Northwest, Magruder, Paint Branch, Rockville, Sherwood, Springbrook, Watkins Mill & Wheaton. This SSL opportunity is for middle and high school students in grades 7 through 12.

ADVERTISED DATE: END-OF-SCHOOL YEAR 2007
COMPANY NAME: **Irrl-Tech, Irrigation Service, Inc.**
CONTACT PERSON: Paul Stabler (former Gaithersburg High School student)
PHONE NUMBER: 301.947-9700

JOB INFORMATION: Lawn Care and Irrigation Service Company is looking for people to help provide service to our customers in Montgomery County. Great opportunity to learn a new trade. Experience is helpful, but not necessary. We will train the right person to help us with fertilization, aeration, seeding, and irrigation repair. Must be able to lift at least 80 pounds. Must be able to follow specific directions. Must be reliable and ready to work hard. Must be able to speak and understand English. If interested, call or e-mail: irritech@verizon.net. Resumes can be faxed to: 301.947-2774

ADVERTISED DATE: END-OF-SCHOOL YEAR 2007
COMPANY NAME: **ULTRASOUND DEE JAYS, INC. (Gaithersburg, MD)**
CONTACT PERSON: Tiffany Jones
PHONE NUMBER: 301-217-9595

JOB INFORMATION: Looking for a fun job that pays well? (Starts at \$25-\$50/per hour) DJ's are needed to entertain at parties and dances. Ultrasound is looking for well mannered individuals with fun
College-Career Center; CC Webpage; Employment Opp.pdf

personalities who enjoy music and have their own transportation. Call the above number for more information or visit: www.ultrasoundentertain.com. Ultrasound is also seeking part-time and/or full time office workers.
