

Classifieds

SECTION

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ANNOUNCEMENTS

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EMPLOYMENT



Department of Workforce Development

ATTORNEY ADMINISTRATIVE LAW JUDGE IN MADISON

\$46,000 to \$78,469/ year plus excellent benefits

This position resolves Worker's Compensation disputes by conducting formal hearings and by using alternative dispute resolutions techniques.

Interested in applying? For a complete position description and application instructions, please visit our website at: <http://dwd.wisconsin.gov/asd/joboprs.htm>

Questions may be directed to: Louise Karpinski at (608) 267-7862.

EMPLOYMENT



BUDGET & POLICY ANALYST AGENCY MADISON

4yr degree or an equivalent combination of education and experience in budget analysis, business, finance, public policy, planning, or a closely related field is required. This position will perform a wide variety of activities related to annual and biennial budget development, initiation and development of programs and policies, and development and monitoring of state and federal legislation for the University of Wisconsin System Administration.

For complete application instructions and a full posting, please see our web site at <http://www.uwsa.edu/hr/jobs.htm>, or contact Holly Wells at (608) 263-8630 or hwells@uwsa.edu. Application deadline is Thursday, August 10, 2006.

An AA/EEO Employer



WISCONSIN DEPARTMENT OF ADMINISTRATION

IS ENT TECH SVCS CNS/ADM LICENSING ASSET MANAGER

The Department of Administration, Division of Enterprise Technology is hiring a Licensing Asset Manager. This position seeks to improve the Asset Management of Software licenses covering the entire range of technical platforms from the desktop to the server, to the mainframe. In addition this position will be key person in recommending strategies for cost saving policies and practices for licensing asset management; lead the project to consolidate all SIS licensing assets into DET; with State Bureau of Procurement assist in the negotiation with vendors on contracts as needed; contractual issues and problems working directly with DET leadership; conduct and provide advice related to business analysis of enterprise technology initiatives; and performing analysis of new technologies on an as needed basis. To apply go to <http://wisjobs.state.wi.us> Questions may be directed to Lisa Mortenson at (608) 266-7867 or lisa.mortenson@wisconsin.gov

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EARLY CHILDHOOD PARENT EDUCATION PROGRAM ADMINISTRATOR

AFRICAN AMERICAN ETHNIC ACADEMY, INC.

Under the direction of the Board of Directors of the African American Ethnic Academy, Early Childhood Parent Education Program Administrator will provide general administrative support for the program for the Saturday Early Childhood Parent Education Program.

Required Knowledge, Skills & Abilities:

- Ability to lead a cooperative team in the development, planning and implementation of an exciting preschool curriculum of discovery and exploration using multicultural/multi-ethnic preschool curriculum and materials focusing of African and African American history and culture
- Knowledge of and experience in programming for young children including children of color, children from non traditional family structures and children with disabilities
- In depth knowledge of state and federal laws and guidelines governing preschool programming
- Effective written and oral communication skills
- Knowledge of cultural and racial issues that impact child development, family dynamics and community involvement
- Knowledge and experience in conducting multi-cultural/multi-ethnic staff/family development with emphasis on early childhood education
- Experience in developing and managing budgets
- Ability to mentor and be role model and resource for students and families

Minimum Qualifications:

- DPI (Department of Public Instruction) teacher certification in Pre-school Education
- Two-three years professional experience working with Pre-Kindergarten students and families from diverse backgrounds
- Experience in program development, implementation and evaluation

Application Procedure:

Submit a letter of interest with resume and copy of certification to African American Ethnic Academy, Inc. P.O. Box 55026, Madison, WI 53705-8826
c/o Diane Crear
no later than August 15, 2006.
A criminal background check will be required.



TRAFFIC ASSISTANT / RECEPTIONIST

WISC-TV is seeking to fill an 8:30am - 5:30pm traffic assistant / receptionist position. As morning traffic assistant you will input and revise the program log, working closely with sales and MC to ensure on-air commercials are equivalent to what was sold. As the afternoon receptionist, you will direct incoming phone calls, greet guests, and assist other departments with general office and clerical duties. We will consider a job-share arrangement, dividing the responsibilities into two, part-time positions.

The ideal candidate(s) will be accurate, detail-oriented, and have the ability to work under pressure and meet deadlines. Computer experience required. Previous experience in traffic is extremely helpful.

WISC-TV offers a professional, challenging work environment as well as a competitive compensation. To apply, send resume and salary requirements to:

WISC-TV
Attn.: HR / Traffic-Receptionist
P.O. Box 44965
Madison, WI 53744-4965

Fax: 608-278-5568
Email: hr@wisctv.com

Equal Opportunity Employer
Visit our website at WISCTV.com.



Access Community Health Centers

SOCIAL SERVICES CASE WORKER

Access Community Health Centers (ACHC) is a non-profit organization that serves the Dane County community by providing quality primary medical and dental services to patients that would otherwise be unable to access care. Our employees enjoy a participative, supportive work environment while supporting our mission of improving the health of our patients through the prevention and minimization of illness and by offering affordable and accessible services.

This position works cooperatively with our interdisciplinary team in the assessment, planning, implementation, coordination, monitoring and evaluation of options and services required to meet the medical needs of our patients. Position is also responsible for the coordination of various programs that assist patients in receiving entitlements and charity care.

Required to be considered for this position: Minimum of Associates Degree in Human Services or related field or three or more years of work experience providing case management services to a diverse population. Fluency in English and Spanish. Computer Skills.

Qualified individuals interested in this opportunity may email or send a resume and cover letter to:

ACHC
Human Resources
3434 East Washington Avenue
Madison, WI 53704
Email: dan.seering@uwmf.wisc.edu
Equal Opportunity/Affirmative Action Employer

EMPLOYMENT



Big Brothers Big Sisters
of Dane County

PROGRAM SERVICES

Key management position at human services organization. Responsibilities include development, administration and delivery of all Agency program services. Must be able to deliver systems to enhance program services and oversees the enrollment, matching and follow-up of Agency clients and volunteers.

Provides supervision, oversight and evaluation of program staff and must have excellent interpersonal skills. Must possess excellent decision-making, strategic planning and evaluation skills and have at least five year's experience supervising program staff and leading a highly motivated team with diverse skills. Has energy and drive necessary to build effective relationships and exceed goals consistently.

Evening and weekend work required at times. Master's degree in Social Work or a related field is required.

Send resume and cover letter to Dora Zúñiga, Big Brothers Big Sisters, 2059 Atwood Avenue, Madison, WI 53704 by Friday, August 18, 2006 at 12:00 Noon for consideration. No calls please.

PUBLIC SAFETY UTILITY CLERK \$11.86/HR

Fulltime position available with the Rock County Sheriff's Department. This position will work Monday thru Friday, 2:30pm to 11:00 pm. Work involves processing paperwork for admission and discharge of inmates and assist the public with information regarding the Jail. Work will also include general office work, computer work and typing. Position requires a minimum of two years office experience, preferably in a law enforcement setting, strong computer skills and ability to work with a diverse population. If interested, a County application for employment (a resume alone will not meet the deadline) must be received no later than 5:00 pm, Friday, August 11, 2006 at:

HUMAN RESOURCES
ROCK COUNTY COURTHOUSE
51 S MAIN ST
JANESVILLE, WI 53545

www.co.rock.wi.us
Jobline: (608) 757-5528

EEO/AA
Women and Minorities Encouraged to apply

AMERICORPS - COMMON WEALTH DEVELOPMENT

Have fun while working with a diverse group of young people!
Empower teens with skills vital to succeeding in the real world!

Common Wealth Development, a non-profit organization and member of the Partners for AfterSchool Success AmeriCorps Program, seeks a full-time AmeriCorps member to join our teen employment & mentoring program. The member will provide support and instruction to teens who face barriers to employment. Responsibilities: recruit & mentor teens, assist with training, field trips, & maintaining records. Desired qualifications: eagerness to learn, experience with teens from diverse backgrounds, excellent communication skills, bilingual in Spanish or Hmong, & basic computer skills.

AmeriCorps members receive a living stipend, education award, and health insurance. Applicants must meet AmeriCorps eligibility requirements and have a valid driver's license.

To apply, send resume and a cover letter describing your interest in helping teens find employment to: Common Wealth Development, 1501 Williamson St., Madison, WI 53703.

Resume and cover letter must be received by 5:00 pm 8/8/06.

A Position Announcement & Description may be picked up at the above address or at www.cwd.org. EOE



REAL ESTATE CLERK

Full-time opportunity with Dane County Register of Deeds in Madison, Wisconsin, to review and record documents related to real estate ownership and financing, to answer inquiries regarding real estate documents and to do related work as required. **REQUIRES: any combination of training and experience equivalent to two years of clerical experience that includes six months of substantial involvement with a wide variety of real estate documents and substantial computer experience.** Hourly rate is \$17.12 with further merit increases to \$18.67, with longevity pay of 3% to 12% of base salary and excellent benefits. Normal weekly schedule is Monday - Friday from 7:45 a.m. to 4:30 p.m. We strongly encourage you to obtain additional information about this position by contacting Dane County Employee Relations at 608/266-4123, and only for those with TDD equipment: 608/266-4529 or access information through the Dane County home page on the Internet at: www.co.dane.wi.us. An Affirmative Action Employer operating under a Civil Service Merit System.



QUALITY ASSURANCE PROGRAM SPECIALIST - SENIOR

Are you looking for a new challenge? Do you enjoy multi-tasking and working with people in a fast-paced environment? If so, the Disability Determination Bureau (DDB) may have the opportunity for you: we are looking for an energetic and experienced person with a strong background in project management and working with medical records. This position plays a key role in developing a collaborative relationship between the DDB and the medical community by providing dynamic, exciting presentations.

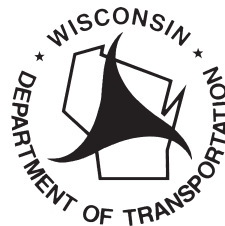
The starting salary is \$42,780 in addition to the State of Wisconsin's excellent benefit and retirement package.

Make a difference by serving the people who serve Wisconsin!

For complete job announcement and application information please see our website listing posted at <http://www.wiscjobs.state.wi.us/public/index.asp> and search for Quality Assurance Specialist.

Application materials must be received by August 11, 2006.
For questions or more information please contact Anita Schroeder at (608) 266-1555 or email at schroac@dhfs.state.wi.us and refer to JAC #06-01171.

EOE



IS NETWORK SERVICES SPECIALIST

The Wisconsin Department of Transportation (DOT) has an opportunity for you to join our dedicated, hard working IT team. We currently have two vacancies for IS Network Services Specialists.

Our first (Server) vacancy is responsible for providing DOT's technical requirements to the Department of Administration staff and for performing administrative technical hardware and software technical support of the infrastructure environment that supports the very complex and critical DOT application systems. This technical support includes technologies such as data storage, backup systems, server technologies, and tools. The administrative technical support consists of configuration and daily production support activities including problem and change management, performance monitoring activities and serves as a application development consultant by participating in the application development projects. Problem resolution and consulting activities may include other state agencies and vendors.

This position is responsible for development, dissemination, and enforcement of policies and standards, procedures, and guidelines for the use of server, data storage and backup/recovery tools; in particular, for ensuring that server, data storage and backup system hardware and software architectures have the design accuracy, integrity, accessibility and security to serve as the foundation for the department's most high profile, critical systems.

This position also serves as a Project Leader; providing direction and task assignment to other technical consultants and product support specialists in the unit. It also provides problem resolution services for situations involving those technical consultants and personnel from other units, other companies and between departments and vendors. For more information and complete application instructions for this position, go to the following Internet site: http://wiscjobs.state.wi.us/public/job_view.asp?annoid=21921&jobid=21436

Our second vacancy provides leadership and technical expertise for the acquisition, research, planning, development, management, design, testing and implementation of network communication systems for the Department of Transportation. Provide technical consulting support for the management, control, tuning, design, upgrading and integration of corporate communication system hardware and software facilities. Assist by providing technical guidance in formulating policy standards, procedures and guidelines for utilizing communication support systems in the Department of Transportation. This support involves multi-platform, multi-operating system implementation in a large, complex, existing professional development environment. Information and application instructions for this vacancy can be obtained on the Internet at: http://wiscjobs.state.wi.us/public/job_view.asp?annoid=21928&jobid=21443

After School Teachers

w/ 3rd-5th graders
Year-round, half time w/ full
benefits incl. health & dental
Red Caboose: 251-5432
for info & application
AA/EOE

PRODUCT AMBASSADORS

Looking for extra income? NCiM has immediate need for product ambassadors to demonstrate products part time on the weekend. Perfect for those who enjoy working with the public. Call 800-799-6246 ext. 166 or visit www.ncim.com and click on Demonstrators Info

MICRO LAB TECH SR

Work in a new building on the west side of campus! Full-time Micro Lab Tech Sr position available at UW, Wis. Vet. Diagnostic Lab. Conduct surveillance testing on veterinary samples. Requires knowledge of lab procedures and computer, organizational and communication skills. \$11.051/hr w/ excellent benefits. To apply, send resume to Margy Radecki, 6101 Mineral Pt Rd, Madison WI 53705; FAX (608) 262-5005; email, (608) 262-6972. Affirmative Action/Equal Opportunity employer.



CENTRO HISPANO, INC.

Centro Hispano has openings for the following positions

- New Routes Adolescents Coordinator
- Youth Program Coordinator
- AmeriCorps PASS Member (Youth Programs)

For job and application information please see our website www.chdc.us

EOE/AA

ADVERTISING POLICY THE MADISON TIMES

The Madison Times reserves the right to refuse advertising copy that is determined to be offensive, libelous, or of questionable legality. The Madison Times refuses advertisements for adult services, tobacco, alcohol, and recreational drugs. Readers are warned that some "work at home" ads or ads offering information on jobs may require an initial investment. Readers are urged to investigate the company's claims before sending any money.