



Montcalm Community College's Career Connection

September 27, 2016
Edition

This Career Connection is to inform MCC students and graduates about career information such as current job openings, internships, and volunteer opportunities. Please contact MCC Student Development Director Lisa Gardner at lisa.gardner@montcalm.edu or 989-328-1231 for more information.

CAREER INFORMATIONAL SESSIONS & JOB FAIRS

HELLO WEST MICHIGAN assists you in connecting with exciting job opportunities in West Michigan by dropping your resume in the database. For more information, please visit <http://hellowestmichigan.com/>.

PURE MICHIGAN TALENT CONNECT lists all upcoming career events and job fairs at <http://www.mitalent.org/calendar/>.

JOB OPPORTUNITIES

NEW POSTINGS!

57 BREW PUB & BISTRO seeks part-time and full-time line cooks. To apply, please visit the restaurant at 1310 W. Washington, St., Greenville.

BRECKENRIDGE COMMUNITY SCHOOLS seeks a part-time Childcare Assistant for its Huskie Pup Learning Center. Students in the center range from 2 ½ years old to fifth grade. The successful candidates must have a high school diploma; prior experience working with young children; be available from 2 to 6 p.m. Monday through Friday; have first aid/CPR certificate or be willing to attend training; able to complete a pre-employment background check; have ability to supervise and encourage children in discovery play to enhance learning; ability to communicate and work effectively with professional and support staff, students, families, and school visitors. To apply, please visit <http://www.breckhuskies.org> for an application and send the completed application with a cover letter and resume to Jennifer Thrush, Principal, 515 Summit St., P.O. Box 217, Breckenridge, MI 48615.

BRYNE ELECTICAL seeks 1st and 2nd shift assemblers for its Rockford and Lakeview plants. The successful candidates must be motivated and energetic. For more information and to apply, please visit www.peoplelinkstaffing.com or visit Bryne Electrical located at 642 Bryne Industrial Dr., Rockford Monday through Friday between 9 a.m.-11:30 a.m. and 1 p.m.-3:30 p.m. Please bring a valid ID when applying.

CENTRIA AUTISM SERVICES seeks a Behavior Technician for clients located in Greenville, Lakeview, Howard City, and Morley. The technician will work in the home or clinic center with children on the Autism Spectrum to provide applied behavior analysis therapy. The successful candidate must have a bachelor's degree in behavior analysis, psychology, social work, sociology, special education, or a related field; one year experience working with children; be able to obtain CPR and first aid certification before beginning work; submit negative TB test results; be able to complete 40+ hours of training in autism; a valid driver's license and car insurance, and reliable transportation. For more information, please contact Kelly Shepard at ksheppard@centriahealthcare.com or visit www.centriautism.com. To apply, please send your resume to Kelly at ksheppard@centriahealthcare.com.

CHEMICAL BANK in Lakeview seeks a part-time teller. The successful candidate must proficient verbal and written communication skills; strong organizational skills; basic math skills; working knowledge of computers and related software; attention to detail; and demonstrated tact and professionalism when exchanging information with customers, co-workers, and managers. The position is for a maximum of 27 hours per week with hours varying between 8 a.m. and 5:15 p.m. Monday through Friday. Saturday hours are required on a rotation. For more information and to apply, please visit <https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=369617&partnerid=26127&siteid=5528&codes=1-INDEED>.

DAILY DEALS FOOD OUTLET seeks part-time team members to help set-up, cashier, take inventory, and stock shelves at its Greenville location. Daily Deals Food Outlet is a retail grocery store specializing in selling brand names consumers know and trust at discounted rates. The successful candidates must be customer service oriented;

detail orientated; organized; have good verbal and listening skills; know basic math, reading, and writing; have desire to work with customers on a consistent basis; and have the ability to stand long periods of time. Experience with a manual cash register is preferred. Pay rate is \$10 per hour. For more information and to apply, please contact Tom Blease at tomb@naturalchoicefoods.com or visit <http://www.ddfoodoutlet.com/careers/> or attend the hiring event on Sept. 27 from 9 a.m. to 12 p.m. at West Michigan Works located at 114 S. Greenville West Drive.

DICASTAL NORTH AMERICA, INC. in Greenville seeks full-time Production Team Leaders positions for 2nd and 3rd shifts. The responsibilities include coaching and developing employees in the manufacturing team; ensuring that production employees comply with policies and procedures; analyzing production processes and team members to determine areas for improvement; communicating with peers on other shifts; performing quality assurance functions; and operating machinery and equipment as needed. The successful candidates must have a high school diploma, GED, or equivalent; ability to understand and follow written and oral work instructions; and ability to lift from 27 to 54 pounds. Experience in production planning and MRP systems is strongly preferred. For more information and to apply, visit <https://jobs.mitalent.org/job-seeker/job-details/JobCode/5639048>.

EG WORFORCE SOLUTIONS seeks to fill immediate janitorial positions for all three shifts at Amway Headquarters in Ada. Positions are full-time and part-time. For more information and to apply, please visit egnow.com or call 616-808-3992.

FAITH UNTIED METHODIST CHURCH in Edmore seeks a Sunday School Teacher for 2 ½ hours per week. The position will have students from 10:45 to 11:30 a.m. every Sunday during the school year and then an additional one hour and 45 minutes for preparation time which may occur various time throughout the week. Responsibilities include planning, organizing and implementing selected Sunday School curriculum for children ages 6 to 10; encouraging children into the faith and helping them grow in that relationship; providing fun and alternative experiences to the adult style of worship and learning; selecting age-

appropriate creative quality activities that relate scripture lessons to life situations faced by the students ensuring an appropriate classroom set-up and return the room to its previous form after class; assisting special activities (e.g. Christmas pageants, picnic and other special events); tracking and reviewing attendance; following child protection guidelines; and informing the minister of any concerns. For more information and to apply, please email Pastor Mike Riegler at pastormikeriegler@gmail.com.

FREDRICK MEIJER GARDENS & SCULPTURE PARK in Grand Rapids seeks to fill various full-time and part-time positions. Please visit <http://www.meijergardens.org/contact/careers/> for more information.

GRAND RAPIDS CONTROLS located in Rockford seeks full-time 1st, 2nd, and 3rd shift machine operators and assemblers. The successful candidates must have reliable transportation; a solid work ethic; good hand-eye dexterity; ability to stand for long periods of time; and ability to perform repetitive hand movements. For more information and to apply, please visit www.peoplelinkstaffing.com or call 616-863-4990.

IONIA COUNTY INTERMEDIATE SCHOOL DISTRICT seeks two Technical Support Specialists. For more information and to apply, please visit <https://www.applitrack.com/ioniacountyisd/onlineapp/jobpostings/view.asp?internaltransferform.Url=&choosedistrict=true&applitrackclient=1764&category=Technology>.

JEPPESEN DAIRY FARM in Stanton seeks people to assist with the farm. Responsibilities include working with and feeding calves; assisting with milking times; and assisting with other miscellaneous farm work. The positions are part-time and are flexible with college schedules, but do require weekend hours. For more information and to apply, please contact Owner Tom Jeppesen at 989-506-5287.

LAURELS OF CARSON CITY seeks Certified Nursing Assistants (CNAs), LPNs, and RNs for day, afternoon, midnight and weekend only shifts. Currently a sign on bonus of \$3000 for full-time nurses and \$1,500 for part-time nurses is available. For more details, please visit <http://www.laurelsofcarsoncity.com/employment/job->

[postings.php](#) or contact Director of Nursing Kristen Milton at 989-584-6100.

THE MEAT SHACK OF GREENVILLE seeks a friendly and outgoing Customer Service Assistant/Cashier to help in this busy, family-orientated retail food store. Responsibilities include waiting on customers at the meat and deli counter and a cash register; stocking shelves; making food products; and cleaning. The successful candidate must have excellent customer service skills and attention to detail. To apply, please visit the store at 1217 W. Washington St., Greenville, MI 48838.

MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT seeks to fill many openings for teacher assistants specifically in Greenville Public Schools and Tri County Schools. To see the full list with instructions on how to apply, please visit substitute teachers and paraprofessionals for Montcalm County school districts. To apply, please visit <https://www.applitrack.com/maisd/onlineapp/default.aspx?Category=Support+Staff&subcategory=Teacher+Assistant>.

MONTCALM COUNTY EMERGENCY SERVICES seeks Paramedics and EMT's. For more information and to apply, please contact Chris at 989-831-3581.

MORRIS LAWN CARE & SNOW REMOVAL, LLC seeks part-time members to finish out the mowing season and into fall for clean up; snow plow truck driver; and commercial pesticide applicator with snow plowing in the winter. All applicants must be at least 18 years old; have a valid driver's license; be energetic, and a good team player. To apply, please email your resume to morrislawncare13@gmail.com.

PACKAGING CORPORATION OF AMERICA (PCA), located in Edmore seeks a fork lift driver. The successful candidate must have a high school diploma; be willing to work any shift; be able to safely operate electric or propane powered forklift; be able to maintain and perform daily safety inspections of forklift; and be able to perform lockout/tagout on trailers. Pay rate is \$13.70 per hour plus \$.25 shift premium. Raise possible after 90 days. For more information and to apply, please visit <https://jobs.mitalent.org/job-seeker/job-details/JobCode/7135474>.

PACKAGING CORPORATION OF AMERICA (PCA) located in Edmore seeks to fill general labor positions for various shifts. The successful candidates must have a high school diploma; be willing to work any shift; have a strong safety background; good attendance; excellent team work; and good communication skills. Pay rate is \$13.70 per hour plus \$.25 shift premium. For more information and to apply, please visit <https://jobs.mitalent.org/job-seeker/job-details/JobCode/7135481>.

PINE HILLS DAIRY, LLC located approximately five miles west of Lakeview seeks to fill a morning milking position. The position is Monday through Saturday from 5 a.m. to noon with some flexibility in the schedule. Responsibilities include milking and caring for dairy cows and calves. No experience is necessary; however, pay will depend upon experience. For more information and to apply please contact Carl at 989-317-5971 or Amber at 989-620-6230 or blackamb19@yahoo.com.

THE RIGHT DOOR (formerly Ionia County Community Mental Health) seeks a full-time Medical Assistant, Registered Nurse, and Clerical Assistant. For more details about each position, please visit <http://www.rightdoor.org/employment/new-page.html>. The positions are open until filled. For additional information, please contact Program Manager Theresa Martin at 616-902-2310.

ROCKFORD DOWNTOWN DENTAL seeks a full-time dental receptionist. Hours are Monday through Thursday 7:45 a.m. to 5:30 p.m. The successful candidates must have superior customer service skills, communication skills, and be self-motivated. Also must have an associate degree. For more information and to apply, please visit <http://www.indeed.com/cmp/Rockford-Downtown-Dental/jobs/Dental-Front-Desk-fb4f4fe8029a24ba>.

SHERIDAN COMMUNITY HOSPITAL seeks a full-time billing clerk. The successful candidate must have a high school diploma although an associates degree is preferred; knowledge of medical terminology; good written and verbal communication skills; ability to work with large amounts of data quickly and efficiently; and ability to work efficiently in Microsoft Word and Excel. For more information and to

apply, please visit

<https://www.sheridanhospital.com/jobapplication.asp>.

SHERIDAN COMMUNITY HOSPITAL seeks a full-time medical transcriptionist. The successful candidate must have a high school diploma; have completed medical terminology and transcription courses; have above average typing skills with excellent knowledge of dictation/transcription equipment; and ability to be flexible with hours. For more information and to apply, please visit <http://www.indeed.com/cmp/Sheridan-Community-Hospital/jobs/Medical-Transcriptionist-3c9fde057591c3a5>.

SPARROW HEALTH SYSTEM seeks medical assistants for various locations including Williamston, East Lansing, Grand Ledge, Mason, Potterville, DeWitt, Holt, and Okemos. The positions include full-time, part-time, and per diem. The successful candidates must have a high school diploma or GED; have completed a medical assistant program; and experience is preferred, but new graduates will be considered. For more information, please contact Amanda Warvel at amanda.warvel@sparrow.org.

A STANTON AREA HORSE FARM seeks part-time person to assist with cleaning stalls, feeding and other miscellaneous duties when necessary. The successful candidate must have horse experience, be dependable, have reliable transportation, be willing to work various hours including weekends, and have good references. For more information, please call 989-944-3212.

UNITED WAY MONTCALM-IONIA COUNTIES seeks a part-time Resource Development and Office Assistant. Responsibilities include campaign support, volunteer support, managing data systems, maintaining calendars, scheduling meetings, providing customer service, and handling other tasks to ensure efficient team functioning and maximum support for all team members. The successful candidate must have a high school diploma; commitment to excellence and to the mission of United Way Montcalm-Ionia Counties; proficiency in Microsoft Office; excellent written and oral communication skills; strong attention to detail; and exceptional customer service skills. To apply, please email or mail a cover letter and resume to director@liveunitedm-i.org or United Way Montcalm-Ionia Counties, Terri Legg, P.O. Box 87, Fenwick, MI 48834.

JOB OPPORTUNITIES

STILL SEARCHING!

ARCHITECTURAL METALS in Portland seeks a full-time CAD Technician to create product specific shop drawings from construction document drawings for metal wall panel and roofing systems. Previous CNC experience is not required. The ideal candidate will have two years of experience with AutoCAD and previous experience with commercial construction drawings would be a plus. To apply, please submit your cover letter and resume to Nancy Miller at either 8188 State Road, Portland, MI 48875 or nmiller@archmetalsinc.com.

AVALON & TAHOE MFG, INC., located in Alma, seeks MIG and TIG welders to fabricate many different items including pontoon tubes, walls, and furniture frames. All welding uses aluminum materials, but some aluminum is anodized. The welding areas are set up so each welder is working on a different part of the fabrication process. The positions start at \$13.75 per hour with an increase to \$14.50 after 90 days. The positions are year-around. For more details and to apply, please visit www.avalonpontoons.com and select the "About" tab.

BANDIT INDUSTRIES, INC., located in Remus seeks full-time and part-time I.T. technicians. Bandit is a local manufacturer of chippers, waste recyclers, and forestry equipment. The successful candidates must possess knowledge of Microsoft Office, Microsoft Windows, computer hardware, and networks and have strong communication skills. Additional knowledge in Microsoft server 2008 and 2012, VMware environments, LAN & WAN solutions, firewall proxy, VPN solutions, remote desktop servers, terminal services, and active directory, DHCP, and DNS are preferred. A complete benefit package including medical, dental, vision, disability, life insurance, 401k, vacation and personal time is offered. To apply, please send your resume to Bandit Industries, Inc., Attn: H.R. Dept., 6750 Millbrook Rd., Remus, MI 49340 or rebbinghaus@banditchippers.com.

BURCH TANK & TRUCK, located in Mt. Pleasant, seeks welders, fabricators, trailer mechanics, inspectors, electricians, and engineers. The successful candidates must be proficient in TIG and MIG welding processes and polishing of stainless welds. Candidates must also be familiar with shears, brakes, rolls, and various fab equipment. The primary responsibilities will be working with fabrication of stainless tank trailers for the dairy and chemical industries. Benefits such as health insurance, paid holidays, paid vacations, paid uniforms, and a 401k are offered. For more information and to apply, please visit www.burchtank.com or call 800-852-7640.

CARGILL KITCHEN SOLUTIONS, a leading marketer of high value, further-processed egg products, seeks an electrician for its Lake Odessa location. The successful candidate must have a high school or GED equivalent; five years of industrial maintenance experience; a positive attitude and problem solving mentality; strong electrical and mechanical aptitude; ability to read and interpret blueprints or other forms of engineering drawings; ability to read and interpret detail blueprints, P&IDs, single-lines, ladder logic and wiring schematics; be familiar with current NEC and able to interpret and follow code to a workable means in the facility. To apply, please visit <https://cargill.taleo.net/careersection/10380/jobdetail.ftl?lang=en&job=LAK00284>.

CARSON HEALTH NETWORK seeks to fill several positions such as medical assistants, administrative assistants, RNs, LPNs, and pharmacy techs in various locations. For more information and to apply, please visit www.carsoncityhospital.com and click on Careers.

CASAIR, INC., located in Stanton, seeks to fill many positions including linux server tech, network tech, VOIP tech, tower climber, fiber installer, computer and network tech, inventory control assistant, and Internet installer. For more information, please contact Serena Norris at serena.norris@casair.net. To apply, please email your resume to jobs@casair.net.

DRIVEN DESIGNS, INC. in Belding seeks to fill various positions in electronics from assemblers to technicians. The company provides a variety of electronic engineering, assembly, and manufacturing services. The successful

candidates must have a passion for electronics and an aptitude to learn more in the field. Training will be provided. For more information including how to apply, please contact Eve at 616-794-9977.

FEDERAL MOGUL in Greenville seeks a Maintenance Mechanic, a Tool & Die Maker, and a Tool Grinder. For more details and to apply, please visit

<http://www.indeed.com/jobs?q=Federal-mogul+Corporation&l=Greenville,+MI&nc=jasx>.

MASONIC PATHWAYS in Alma seeks part-time and full-time nurses. The positions are 4-hour, 8-hour or 12-hour shifts. Masonic Pathways offers pay for experience, a \$2-per-hour shift differential and flexibility with college schedules. To apply, please complete an application at

www.masonicpathways.com or pick one up at the front desk located at 1200 Wright Avenue, Alma.

MCBRIDE QUALITY CARE seeks part-time and full-time direct care workers for its adult foster care homes. The positions provide around-the-clock care of residents, home, and property. Responsibilities include daily household chores, personal hygiene, transportation, and doctor's visits while providing attentive and caring supervision of residents. The successful candidates must have a strong commitment to providing quality client care; be able to pass a physical/TB test; be able to complete and pass FBI fingerprint check, CPR, first aid, recipient rights, and universal precautions within the first 30 days of employment; have required Direct Care Worker training completed within six months of employment; and have a valid driver's license. For more information and to apply, please email Lisa Torres at

ltorres@mcbridequalitycare.com.

MENARDS in Ionia seeks full-time manager trainees for its program. The manager trainee program is an entry-level management program preparing students to catapult into a retail management position. It is a comprehensive three-month on-the-job training program including a rotation among five different departments in the store where the trainee gains knowledge and exposure which will help in applying management techniques. Upon successful completion of these five areas of the program, combined with a willingness to relocate, trainees can move on and take

the first step into management as an assistant department manager with Menards. The successful candidates must be sales oriented; self-motivated; able to work independently and as part of a team; able to lift products of varying weights; able to tactfully deal with guests and team members; proficient with computers and office equipment; and able to work a varied schedule including days, evenings, and weekends. To apply, please visit the Ionia store located at 3063 S. State Road, Ionia or contact Leslie Getts at IONIHR@menards.com.

MERCY HEALTH seeks medical assistants at its various sites including Grand Rapids, Byron Center, Shelby, Muskegon, Norton Shores, Cadillac and Grayling. The positions are full-time, part-time, and resource pool positions in specialty and primary care offices. To apply, please visit www.mercyhealthcareers.com.

METRON in Belding seeks to fill various LPN, RN, and CNA positions. The shifts vary and some positions include weekend hours. Sign-on bonuses are available. To apply, contact Human Resource Coordinator Chris Slocum at 616-794-0460 or apply online at www.metronhealth.com.

NEOGEN, a food safety company in Lansing, seeks a QC lab technician. This position is responsible for preparing microbiological media and buffers; prepping and cleaning laboratory for daily use; performing preventative maintenance on equipment; maintaining and organizing QC retains; and meeting goals set by the department. The successful candidate must have a high school diploma with some college science and lab experience. For more information or to apply, please contact Melissa Garza at MGarza@neogen.com.

NEOGEN, a food safety company in Lansing, seeks a machine operator. This position is responsible for running assembly equipment; performing in-process testing of parts; meeting daily production goals; and identifying product defects. The successful candidate must have machine operation experience; be detail oriented; and possess a high school diploma. For more information or to apply, please contact Melissa Garza at MGarza@neogen.com.

PREMIUM TRANSPORTATION SERVICES, an over-the-road regional transportation company located in Belding, seeks

truck drivers. The successful candidates must be at least 23 years old and hold the correct licenses. For more information including how to apply, please call Kort Warner at 616-794-2582.

WARWICK LIVING CENTER in Alma seeks graduating nurses to work in its small home-like skilled nursing facility. To apply, please visit www.warwicklc.com and click on the employment tab and then resume icon to email your resume.

VOLUNTEER OPPORTUNITIES

CANDELSTONE GOLF & RESORT in Belding seeks volunteers for its Harvest Festival craft show on Oct. 8. This is a great way to earn valuable volunteer hours and a references for job and college applications. The volunteers will also receive free lunch on event day as well a t-shirt and item from the prize booth. For more information and to sign up, please contact Event Coordinator Kat Andersen at k.andersen@candlestone.com or 616-608-1588.

COMMISSION ON AGING in Montcalm County seeks volunteers to help set up and clean up for various events. A background check may be required depending on the event. For more information, please contact Lauri at 989-831-7476.

DOMESTIC ASSULT RESPONSE ADVOCATE (D.A.R.A.) seeks volunteers. Responsibilities include providing victims with advocacy; assisting with the development of personalized safety plans, providing accurate information about the criminal justice process; and providing victims with a copy of their rights as victims of crime. If interested, please contact D.A.R.A. Coordinator Amanda Peterson at 1-800-720-7233 or Amandap@raveim.org.

EIGHTCAP, INC. seeks parking lot volunteers during its monthly senior food distribution at Greenville Community Church. This event is every first Thursday of the month from 9 a.m. to 12 p.m. Volunteers should dress appropriately for the weather. If interested in helping, please contact Tasha at tashak@8cap.org.

GRACE HOSPICE seeks direct volunteers for Grand Rapids and surrounding areas. Responsibilities include providing companionship to patients whether they are in their own

home or a nursing facility. Volunteers can set their own time commitment. Any amount of time is appreciated. Volunteers must have their own reliable transportation and be age 18 or older. There is also a drug screen and background check required, but at no cost to the volunteer. If interested, please contact Volunteer Coordinator Kristin Jensen at 616-432-2058 or kjensen@ghospice.com.

GREAT LAKES CARING HOSPICE seeks volunteers interested in making a difference in the life of hospice patients in the Greenville area. Volunteers are matched to patients by the coordinator and then spend one to two hours each week with the patient. Training is provided for all volunteers. For more information, please contact Hospice Volunteer Coordinator Britney Crawley at bcrawley@greatlakescaring.com or 1-800-379-1600, Ext. 5330.

HABITAT FOR HUMANITY OF MONTCALM COUNTY seeks volunteers for various areas including the retail and warehouse store, building crews, and fundraisers. An application and background check are required. Building crew volunteers do not need to have prior experience. For more information, please contact Project Manager Michael Adams at habitathelps@gmail.com or 616-754-5772.

HABITAT FOR HUMANITY OF IONIA COUNTY seeks volunteers for various areas including the retail and warehouse store, building crews, and fundraisers. An application and background check are required. Building crew volunteers do not need to have prior experience. For more information, please contact Project Manager Megan Stull at mstull@ioniahabitat.org or 616-523-6899.

THE MONTCALM COURT APPOINTED SPECIAL ADVOCATES (CASA) program seeks volunteers to serve as advocates for abused and neglected children in court. CASA volunteers will receive specialized training and direction from program staff. Apply now and be ready for the next training beginning soon. Make a lifelong difference for an abused child. To find the application please visit www.montcalmcasa.org, call the office at 989-831-3561 or email montcalmcasa@8cap.org.

THE MONTCALM COUNTY JUVENILE COURT seeks Regional Detention Support Services (RDSS) Quasi-Volunteers. The volunteers will transport, monitor, and/or mentor delinquent youths. This is a great opportunity for students going into the social work or criminal justice career fields. Paid training is required; reimbursement is given for mileage along with an hourly or daily rate of pay. For more information, please contact David Gates at dgates@montcalm.us or 989-831-7308.

MONTCALM AREA READING COUNCIL, located in Greenville, has many volunteer opportunities including tutoring others in reading, math, or other related subjects; working on fundraising projects; assisting with updating the website; and more. This is a great opportunity for students who need volunteer hours or an additional reference for their resume. For more information, please email literacy.montcalm@gmail.com.

RELIEF AFTER VIOLENT ENCOUNTERS (RAVE), with locations in Montcalm and Ionia counties, is looking for volunteers interested in working with victims of domestic and/or sexual abuse. The volunteers provide support and information to victims when needed and receive mileage reimbursement for any travel. This is an on-call volunteer position. Training is provided by counselors. This is a great opportunity to help someone in need, and to gain crisis intervention experience if pursuing a degree in counseling or a related field. Volunteers set up their own schedule of availability. If interested, please contact the RAVE office at 616-527-3351.

TOYS FOR TOTS in Montcalm County seeks someone who can assist with Microsoft Access to create database and reports. This is a short term position, but would great volunteer experience. For more information, please contact Lisa Gardner at 989-328-1231 or lisa.gardner@montcalm.edu.
