



# Hot Jobs

*in St. Louis*

SLATE Missouri Career Center

[www.jobs.mo.gov](http://www.jobs.mo.gov)

Version Date: 04/05/2013

**Position Title:** Intake Coordinator **Job Order #** 9825241

**Job Description:** The Intake Specialist serves as the initial contact for all clients in person or by phone, providing information

**Requirements:** High School Diploma and 1 year administrative experience. Excellent Microsoft Excel and Word programs

**Position Title:** Employment Counselor **Job Order #** 9825237

**Job Description:** The employment counselor works with clients to assist them in making wise career decisions.

**Requirements:** Bachelor's degree in Business Administration, Marketing, Education or Social Work

**Position Title:** Job Developer **Job Order #** 9825235

**Job Description:** Performs a broad range of activities designed to assist students and adults to achieve competitive employment

**Requirements:** Bachelor's degree in Business Administration, Marketing, Education or Social Work from an accredited college

**Position Title:** CC - Fiscal Services Specialist **Job Order #** 9825218

**Job Description:** Performs duties necessary for budget development and management of MO Manufacturing WINS Grant.

**Requirements:** Associate degree and over five years relevant experience required.

## How To Apply

Log onto [Jobs.Mo.Gov](http://Jobs.Mo.Gov) and enter the Job Order Number in the "Search" box to learn more about these jobs, as well as thousands of additional openings throughout Missouri, all at **NO COST**. If you meet the requirements for the job, apply by following the directions listed. For further help, see any SLATE Missouri Career Center representative.

*SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities*



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Version Date: 04/05/2013

**Position Title:** WW-Coordinator, Student Enrollment **Job Order #** 9825212

**Job Description:** Performs duties to coordinate all aspects of campus wide disability support services.

**Requirements:** Bachelor's degree or equivalent and over five years progressively responsible full-time experience.

**Position Title:** FV-Instructor II-Speech Communications **Job Order #** 9825209

**Job Description:** Primary responsibilities would include providing high quality face-to-face, hybrid, and online instruction.

**Requirements:** Master's degree in the subject field or a master's degree with a least 30 approved graduate semester hours

**Position Title:** FV- College Police Officer **Job Order #** 9825202

**Job Description:** Performs duties necessary to provide a safe and physically secure campus environment

**Requirements:** Associate degree or equivalent, appropriate police officer training, and over 1 year relevant full time experience

**Position Title:** Early Childhood Center Director **Job Order #** 9823769

**Job Description:** Responsible for administration of the early childhood education program at the Flance Center

**Requirements:** Bachelor's degree minimum; Master's degree in early childhood education, or related field preferred

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Version Date: 04/05/2013

**Position Title:** Production Technician **Job Order #** 9822887

**Job Description:** Running basic line machinery and blending equipment. Performing machine and area clean-up

**Requirements:** High School Diploma or GED; must be able to lift 50 lbs, must be able to pass background and drug screen

**Position Title:** Case Manager **Job Order #** 9812435

**Job Description:** Recruit youth in specific neighborhoods in St. Louis City ages 16-23.

**Requirements:** Bachelor's Degree; must have a car and valid Class F driver's license

**Position Title:** Job Developer **Job Order #** 9812436

**Job Description:** Develop career opportunities for youth enrolled in the WIA Youth Program.

**Requirements:** Bachelor's Degree; must have a car and valid Class F driver's license

**Position Title:** AMS Agent **Job Order #** 9784479

**Job Description:** AMS Agent will be the direct contact with the general public by representing Welk in the field

**Requirements:** Must have a High School Diploma or GED. Must have a valid driver's license and vehicle

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Version Date: 04/05/2013

**Position Title:** Crisis Intervention Phone Counselor    **Job Order #**    9799685

**Job Description:** Provides immediate telephone clinical assessments to determine and implement appropriate level of care

**Requirements:** Masters Degree in Social Work, Psychology, Counseling or Psychiatric Nursing

**Position Title:** OJT–Warehouse and Inventory Supervisor    **Job Order #**    9821205

**Job Description:** Responsible for the management and oversight of strategic business plan execution and growth

**Requirements:** Proficient at using PC application; including Microsoft Office and ERP/MRP systems or databases

**Position Title:** OJT – Food Production Associates    **Job Order #**    9821187

**Job Description:** Responsible for working in a Production facility as part of a line and maintaining maximum efficiency

**Requirements:** Prior assembly, manufacturing, machine operator or food production experience

**Position Title:** OJT – Research Investigator    **Job Order #**    9818238

**Job Description:** A working knowledge of the molecular mechanisms of modern agricultural pesticides and/or medical.

**Requirements:** PhD in Biochemistry, Biotechnology or a related subject with at least 8 years of relevant work experience.

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