

Sample Job Posting 1 (Full-Time)

Job Title: Sales Associate

Company background:

XYZ is a healthcare IT consulting firm headquartered in Sunnyside, CA offering a spectrum of services to the entire healthcare value chain across the country. We serve hospitals, health systems, and academic medical centers, providing electronic medical records, revenue cycle management, practice management and integration services.

Job Description:

We are looking for Sales Associates who will be responsible for revenue generation for XYZ by selling XXX services to Health Care Provider organizations. The main focus of this position is the creation of new business by developing new relationships and leveraging existing ones.

The key expectations of the Sales Associate role are:

- * Own a territory that will including 200-300 hospitals/health systems.
- * Use the phone and email to correspond with, and build relationships with key stakeholders at hospitals/health systems.
- * Gather information about these organizations from various sources including LinkedIn, the organization's own website, other web sources, Analytics etc. and augment the information XYZ already has by documenting in XYZ's Sales Force Automation system
- * Find key contacts for these organizations
- * Work with managers on prioritizing accounts into High/Medium/Low importance.
- * Actively pursue accounts using a variety of techniques including calling / emailing / responding to RFPs / participating in HIMSS and other Health IT events
- * Create Sales and Marketing campaigns for owned accounts
- * Manage on-going relationships with accounts

We offer excellent base salary with an annual bonus along with health insurance and a great career growth path.

Key Qualifications:

- * Bachelor's degree from a recognized school with a minimum GPA of 3.0
- * Outstanding oral and written communication skills
- * A track record of personal, professional or academic achievement

Position Type: Full-time

Desired Major(s): All majors

Desired Class Level(s): Senior

Salary Level: DOE

Job Function: Sales

Approximate Hours Per Week: 40+

Sample Job Posting 2 (Full-Time)

Job Title: Entry Level Recruiter

Company Background

ABC Staffing is a premier technology staffing services firm, ranked as one of the top 10 fastest growing staffing firms for the past 5 consecutive years and named the 12th largest IT staffing firm in America. Since our inception in 1999, we have experienced unprecedented growth within our industry. We have rapidly expanded from a Chicago based start-up to one of the most successful IT staffing firms in America, with 45 offices nationwide and counting. ABC Staffing employs over 30,000 people each year in companies nationwide and currently boasts revenues over \$800 Million. We plan to continue this growth trend by expanding to 50 offices nationwide, entering into industries such as Finance/Accounting, Administrative and Healthcare staffing, and ultimately going international!

Entry-Level Recruiter Job Description

- Source, interview and place technical consultant and contractor candidates with clients
- Manage candidates through interview process and contract period
- Develop and maintain network of technical candidate prospects using company's staffing database
- Prepare and communicate the job offer to selected consultants and contractors
- Consult with Account Managers to identify clients' technical skills needs and implement effective sourcing strategies to successfully place candidates
- Utilize a willingness and ability to communicate and form relationships with all support departments in the mutual achievement of goals
- IT and Recruiting experience are not required, as-necessary training is provided on the job

Training

- Comprehensive, individualized, on-the-job training allows you to learn at your own pace
- Weekly meetings with an Account Manager mentor aid in progress towards personal goals
- Newly hired Recruiters attend training classes in their first month at our Professional Development Center in Atlanta
- Continued education and training offered through annual Sales training classes and Leadership Development classes

Compensation and Benefits

- Competitive base salary + uncapped commission
- Benefits packages starting your 1st day including Medical, Dental, Vision, Life and Short/Long Term Disability Insurance
- Promotions to Management Positions only come from within
- Comprehensive paid training: Mentorship program, individualized on-the-job training, Professional Development Center classes at our headquarters in Atlanta, GA
- 401k plan with company matching after 1 year
- Annual Sales Contest eligibility, which include year-end bonus and Incentive Units.

Desired Skills and Experience

ABC Staffing is seeking qualified college graduates. The best candidates for our company have gained leadership experience through internships or organizations on campus, held positions in sales/marketing, have a competitive drive, and love working with people. Candidates must have strong communication and time management skills, and be able to work well with a team. This opportunity is best for people who thrive in a results-oriented, competitive, social and fast-paced environment. A four-year college degree is required.

Position Type: Full-time

Desired Major(s): All majors

Desired Class Level(s): Senior, Alumni, Masters

Salary Level: Base Salary +Uncapped Commission

Approximate Hours Per Week: 40+



Sample Job Posting 3 (On Campus, Part-Time)

Job Title: Career Peer

Company background:

UCSB Career Services offers career assistance to all enrolled UCSB students. Within the department is the Career Resource Room (CRR), often the first stop for many students. Our Career Peers work in this room and are responsible informing fellow students of career resources and advising students in initial career planning.

Career Peers are employed for 10 hours per week (on average) and need to commit for the entire academic year. They also need to be available for training during Spring Quarter and the week before classes begin in Fall Quarter. ALL majors and class levels (except graduating seniors) are strongly encouraged to apply! NOTE: Graduate-level students are also welcome to apply.

Job Description:

- Actively develop a working knowledge of agency and campus referral sources in the areas of career exploration, internship, job search and graduate school.
- Advise students in their initial stages of career planning and provide appropriate referrals to advisors, counselors, or other campus agencies as needed.
- Conduct research for career library including revision and organization of current materials.
- Recommend students to appropriate occupational binders, handouts, resource materials and computer programs relevant to their needs.
- Assist students with GachoLink registration and internet searches for part-time, internship and career employment options.
- Troubleshoot questions when applying for positions through the On-Campus Interview (OCI) Program.
- Conduct formal/informal group presentations to students, faculty and staff about Career Services.
- Assist career counselors with program development and implementation of specialty areas.
- Participate in recruitment, hiring, and training of new Career Peer Advisors.
- Provide tours of Career Resource Room as requested.
- Other duties as assigned.

Qualifications:

- Enrolled student at UCSB
- Excellent communication skills
- Ability to multi-task
- Friendly and welcoming demeanor

Position Type: On-Campus, Part-time

Desired Major(s): All majors

Desired Class Level(s): Sophomore, Junior, Senior

Salary Level: \$10/hour

Approximate Hours Per Week: 10



Sample Job Posting 4 (Part-Time)

Job Title: Medical Scribe

Company Background

JKL Inc, among the largest physician partnerships in the nation, has a paid part-time position as a Medical Scribe available at Grey Memorial in Thousand Oaks, CA for students interested in a career in healthcare, specifically those with intention of attending medical, physician assistant, or nursing school.

Job Description

Scribes work closely with providers to supply real time charting and a variety of clerical tasks that include retrieving medical records, documenting the results of diagnostic tests, and preparing discharge instructions.

Benefits

- First hand exposure to a clinical setting for undergraduates or post baccalaureate students pursuing a career in healthcare
- Working side by side with physicians and nurses, learning about patient care
- Becoming proficient in medical terminology
- Outstanding networking and resume building opportunities

Requirements

- Professional demeanor
- Strong writing skills
- Quick and accurate typing speed
- 1+ year commitment
- Self-motivated
- Excellent follow through
- Ability to handle high pressure and manage multiple priorities
- Completion of a scribe applicant test

Position Type: Part-time

Desired Major(s): Mathematical, Life, & Physical Sciences/Chemistry, Mathematical, Life, & Physical Sciences/Biological Sciences

Desired Class Level(s): Freshman, Sophomore, Junior, Senior

Salary Level: \$12/hour

Approximate Hours Per Week: 20