

KUB IS HIRING

GIS Student - Job #00689

About the role

The successful candidate will use ESRI software to produce maps, reports, analysis, and other map-based deliverables for KUB personnel. The successful candidate will also develop tables and maps using geographic and tabular data; utilize ArcMap, ArcPro, Excel, and KUB's Asset Management System to query specific data; assist with utility record research, data validation, data analysis, and problem-solving.

Must be flexible in performing daily tasks and willing to accept additional duties as needed.

- **Posting Dates:** 10/18/2024 - 11/1/2024
- **Classification:** Student
- **Department:** Information Services
- **Work Location:** 4505 Middlebrook Pike
- **Work Hours:** 15-29 hours/week: M - F, 7AM-5PM
- **Hourly Rate:** \$16.00 - \$23.00

Physical Requirements

Sedentary work: exerting up to 20 pounds of force occasionally, and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Physical demands for a specific position within this classification may vary and / or exceed those demands described above.

Minimum Requirements

- Must be and maintain a full-time student status at an accredited college or university pursuing an Associate, Bachelor, or Graduate-level degree or related certification
- Have and maintain a cumulative grade point average (GPA) of 2.5 or higher
- Must have a valid driver's license
- Must be able to work a minimum of 15 hours per week, Monday through Friday, between 7:00am – 5:00pm
- Effective oral and written communication skills
- Must possess skills in MS Office applications, specifically Word, PowerPoint, and Excel

Preferred Requirements

- Pursuing an Associate, Bachelor, or Graduate-level degree in GIS, Geography, or related field
- Experience with ArcMap, ArcGIS Online, ArcGIS Enterprise, and PowerBI
- Experience with using Geographical Information Systems (specifically ESRI), MS Office, Microstation, and/or AutoCad

Submit online application through kub.org/careers

KUB IS HIRING

Communications Student - Job #00688 *About the role* The Communications Student will assist the KUB Communications Team in developing content for employee-facing written and visual corporate communications. This includes interviewing, researching, and drafting written content with accompanying photography and/or graphics for company-wide publications and digital messaging while communicating via email and verbally with subject matter experts in various departments across the organization. The Communications Student would also identify newsworthy content ideas. The ideal candidate has strong written and verbal communication skills and is passionate about storytelling and keeping audiences informed. The ideal candidate has the ability to manage multiple tasks while meeting deadlines. In addition to identifying and drafting content for employee-facing outlets, the Communications Student may be called on to assist the Communications Department on other tasks as needed.

- **Posting Dates:** 10/17/2024 - 10/31/2024
- **Classification:** Student
- **Department:** Communications
- **Work Location:** 455 S. Gay Street
- **Work Hours:** 15-29 hours/week: M - F, 7AM-5PM
- **Hourly Rate:** \$16.00 - \$20.00

Physical Requirements Sedentary work: exerting up to 20 pounds of force occasionally, and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Physical demands for a specific position within this classification may vary and / or exceed those demands described above.

Minimum Requirements

Must have and maintain a full-time student status at an accredited college or university pursuing an associates, Bachelor's, or graduate-level degree in Communications, Journalism or related field

- Have and maintain a cumulative GPA of 2.5 or higher
- Must be able to work a minimum of 15 hours per week, Monday through
- Valid driver's license

Preferred Requirements

- Two or more (2+) years of related work experience
 - Experience with graphic design using Canva
 - Videography and photography skills
 - Strong organization skills, ability to maintain multiple tasks at once and meet deadlines, able to work independently and cooperatively on projects in a timely manner, strong written and verbal communication skills, strong initiative and attention to detail, the ability to fact-find and research, and proficient in Microsoft Office applications
 - Basic knowledge of and experience following AP style guidelines and the ability to learn and follow KUB guidelines

Submit online application through kub.org/careers



Human Resources Assistant

(Part-Time - 20-30 hrs. a week) Flexible on hours and days

Position Description:

- Provide administrative support to Human Resources Business Partners (HRBP)
- Update various systems and software.
- Answer employee questions about HR-related issues
- Work closely with other support departments and multi-task efficiently.
- Complete termination process, update leave requests, correct attendance coding, and perform other general administrative tasks.
- Organize and maintain personnel records
- Update internal databases
- Prepare HR documents, such as new hire information
- Assist payroll, benefits, compensation, and other internal HR departments by providing relevant employee information

Position Requirements:

- Proven work experience as an Administrative Assistant (preferably in HR)
- Ability to work and prioritize in a fast-paced environment
- Computer expertise (MS Office 365 applications, in particular)
- General knowledge of labor laws is a plus but not required
- Excellent organizational skills
- Punctual, reliable, and ability to maintain confidentiality
- Strong phone, email and in-person communication skills
- High school diploma or equivalent required
- Prefer knowledge of HR software, like ORACLE and ADP – but not required
- Ideally would like to have experience in employee benefits
- Position is 100% onsite

Starting pay begins around 19 hr. (pay is based on experience)

Contact: haley.turley@mforcepartners.com

KUB IS HIRING

New Service Representative - Job #00692

About the role

Serves as the primary point of contact for homeowners, builders, contractors, and developers concerning residential and commercial utility service requests and land development projects in KUB's service territory. Meets daily with customers to determine utility needs and requirements. Prepares drawings, designs, cost estimates, and contracts for utility facilities required to serve customers. Works with customers, developers, contractors, builders, inspectors, and other KUB departments to coordinate the installation of utility services and facilities. Coordinates multiple projects simultaneously. Acts as a liaison between customers and other KUB departments. Advises customers on a wide variety of issues including utility service policies and procedures, utility fees, utility service agreements, utility easements, and various KUB programs and processes. Maintains working knowledge of current utility service and utility extension policies, customer service-related policies and procedures, utility standards and specifications, safety policies and requirements, and KUB's Rules and Regulations. Demonstrates flexibility and willingness to accept additional duties as needed. Some after-hours and weekend emergency storm response and restoration work may be required.

If special accommodations are needed at any phase of the selection process, please notify Human Resources in advance.

- **Posting Dates:** 10/21/2024 -11/5/2024
- **Department:** New Service
- **Classification:** New Service Rep
- **Work Location:** 4505 Middlebrook Pike
- **Work Hours:** 40+ hours / week: M – F
- **Annual Rate:** \$51,900.00 - \$85,700.00

Physical Requirements

Requires the ability to operate and to get in and out of a vehicle many times a day. Requires the ability to move freely throughout the office to review maps, drawings, and design layouts while meeting with internal and external customers. Requires the ability to move freely about customers' properties over all types of terrain and walking considerable distances. Requires the ability to work under pressure and tight time constraints while addressing numerous customer issues related to providing new utility service. Requires the ability to lift and/or move up to 50 pounds.

Minimum Requirements

- High school diploma or equivalent
- Fundamental understanding of electric, gas, water, and/or wastewater systems
- Strong written and oral communication and customer service skills
- Ability to manage time effectively and prioritize tasks
- Computer skills, including knowledge of the Microsoft Office Suite
- Valid driver's license

Preferred Requirements

- Three (3) years of experience in the operations of utility systems or related field
- Experience in the fields of utility design, utility installation, and/or construction
- Demonstrated ability to simultaneously manage multiple projects
- Associate or bachelor's degree in related field
- Experience with PeopleSoft applications, particularly Customer Information System (CIS) and Geographic Information Systems (GIS)
- Advanced understanding of electric systems and operation

Submit online application at kub.org/careers



Position: Evaluation Specialist 3
Reference #: 2024-1824
Organizational Unit: ORISE-WD-A&E/OS
Appointment Type: Full-Time Temporary (FTT)
Location: Oak Ridge, TN or Remote (U.S. Based Locations)
Date Posted: October 21, 2024
***Salary Range:** \$81,910 - \$113,950

PURPOSE: To implement applied research, assessment, and evaluation studies; designing survey approaches and instruments; managing large, computerized databases; providing statistical analysis and inference; interacting and communicating with project contacts; and report preparation.

ESSENTIAL JOB FUNCTIONS:

- Develops program-specific survey instruments, establishes protocols, develops and maintains scheduling of activities, obtains required approvals, resolves problems, and conducts data collection for projects.
- Documents data collection procedures, data files, application programs, and data analysis.
- Manages assessment and evaluation program-specific milestones, deliverables, and budgets; works with program evaluation sponsors and outside consultants.
- Implements and participates in data collection activities, including monitoring return of forms, processing of data, contacting a sample of non-respondents, and conducting interviews to gather additional information.
- Designs, implements, and uses procedures for data entry, retrieval, quality control, and data management activities including online databases.
- Analyzes survey data including design of online and database procedures to maintain and analyze data, produces summary statistics, verifies results, and provides data to project staff and other contacts.
- Prepares survey results and reports by providing summary data tables, descriptive statistics, and relevant comparison data, and drafting and editing report documents.
- Serves as a consultant to program staff on tracking and evaluation activities for proposal preparation and online, web-based survey applications.
- Supports proposal development for new Assessment and Evaluation opportunities.

JOB REQUIREMENTS:

Bachelor's degree in statistics, evaluation, business, scientific, technical, education or related field and 5 years of related experience. Master's degree and 3 years of directly related experience preferred. An equivalent combination of education and experience requiring similar knowledge, skills, abilities, and performing duties as described may be substituted for the minimum requirement

- Graduate degree in a social science or technical discipline preferred.
- Substantial experience in survey or data research, science education program evaluation, applied research, and/or assessment; and technical report writing and publication.
- Requires experience in the measurement of science education achievement and improvements or research statistics.
- Applied experience related to the evaluation of science education programs and doctoral-level knowledge is preferred.
- Experience in applied statistics and survey research techniques as applied to science education and workforce assessments, questionnaire design, descriptive and inferential statistical procedures for evaluation and assessment, and project management and oversight skills.
- Qualitative data collection and analysis skills are required for some evaluation projects.
- Requires special knowledge and experience about specific research methodologies and techniques appropriate to the evaluation of K-20 science education programs and adult education/career training programs.

*The candidate's starting salary will be determined upon hire and ORAU will use salary survey data, internal comparators, and the candidate's qualifications to determine salary.

TOTAL REWARDS

ORAU has a strategic approach to providing total rewards to employees through a fair, equitable, and competitive total compensation package. The goal of our total rewards system is to integrate compensation, benefits, work-life balance, performance, recognition, development, and career opportunities to attract, engage, and retain the talent required to achieve ORAU's business objectives. The benefit component of our total rewards program supports business goals by offering the following benefits based on employee eligibility:

- Legally required benefits
- Group Health insurance including Medical, Prescription, Dental, and Vision
- Retirement plan access
- Disability insurance
- Group life insurance
- Travel Accident
- Section 125 reimbursement accounts
- Other voluntary employee paid benefit and insurance offerings

The ORAU total reward package also promotes work-life balance. Mindful of the need for employees to care for themselves and their families, ORAU offers the following additional work-life benefits based on employee eligibility:

- Paid Time Off (PTO)
- Paid Holidays
- Flexible work schedules or compressed work weeks
- Telework
- Occupational Health and Wellness Programs
- Employee Assistance Program

Visit www.orau.org/careers to apply through the preferred process.

ORAU

JOB POSTING

Position: Associate Manager Operations Support
Reference #: 2024-1819
Organizational Unit: ORISE-PR
Appointment Type: Full-Time Regular (FTR)
Location: Oak Ridge, TN or Hybrid
Date Posted: October 11, 2024
***Salary Range:** \$81,910 - \$113,973

The selected candidate will be required to work from the Oak Ridge, TN office a minimum of one day per week. Additional days in the office may be required on an as needed basis.

PURPOSE:

As Peer Review (PR) Associate Manager Operations Support, takes responsibility for all aspects of managing the Centralized Meeting Support Team (CMST) and technology support team including planning, organizing, cost control, time schedules, quality assurance, communications with internal customers, and staff coordination. Responsible for ensuring staff understand and follow procedures, policies, and regulations.

As programmatic quality assurance lead assesses and monitors business processes to ensure they are appropriately followed. Oversees small projects or phases of larger projects. Coordinates activities of a project team, identifies appropriate resources needed, and develops schedules or iterative delivery plans to ensure timely completion of the project.

ESSENTIAL JOB FUNCTIONS:

Personnel Coordination of Centralized Meeting Support Team (CMST) and Technology Support team, which provides a variety of administrative, technical, and meeting-related support to all Peer Review teams.

- Plans, organizes, directs, and schedules the work of employees, equipment, and material within budgetary and quality standards. Defines organizational goals and implements strategies for addressing these goals, consistent with maximizing organizational efficiency and performance. Recommends and institutes measures to improve operations and increase efficiency. Proposes, monitors, and complies with project budgets. Examines work for exactness and conformance to policies and procedures.
- Analyzes workforce needs and establishes personnel requirements. Requisitions and selects qualified employees necessary to meet established requirements and organizational goals. Assigns employees to jobs and establishes standards and training for the proper performance of work and familiarizes staff with company rules, procedures, and policies. Maintains discipline of employees under supervision in accordance with established policies. Assumes responsibility for the proper application of established human administration policies, safety and health regulations, and local, state, federal regulations.
- Initiates action and approves or recommends approval of hires, disciplinary actions, leaves of absence, promotions, reductions-in-force, performance evaluation, salary increases, terminations of employment for cause, separations, transfers, and other personnel actions. Approves or disapproves leave requests, timecards, and work schedules. Approves employee travel and reimbursement.

Meeting Support Services:

- Works closely with Peer Review program project managers to review and ensure all hotel meeting facility purchase requisitions comply with defined procurement requirements and supporting documentation (meeting spec sheet, clear requirements, etc.) are appropriately completed and ready for submission to Procurement & Partnerships (P&P).
- Works closely with Peer Review program project managers to coordinate catering efforts in support of meetings.
- Provides oversight and monitors progress of all Peer Review program iProcurement Requisition(s). This includes requisitions for in-person meeting procurements such as hotel meeting facility contracts, CART/ASL translation services, audio visual, furniture rental, poster board rental, transportation, lab travel, software license renewals, etc.
- Responsible for preparing hotel deposit payment requests and processing all hotel meeting facility (HMF) invoice packages to include compiling required supporting documentation, completing reconciliation/invoice breakdown, obtaining project manager and financial analyst review and approval, and submitting for payment processing.

Quality Assurance:

- Using collaborative measures, assesses work processes to identify and correct inefficiencies for improved quality and performance.
- Makes recommendations for process improvements, to include revision of existing processes, adoption of new processes, and incorporation of new tools into work procedures.
- Contributes and updates Peer Review procedures.
- Conducts regular internal assessments and archiving of project files.
- Helps assure ISO 9001 and Quality Management System requirements are being followed.
- Prepares implementation and training plans for integration of new or revised processes and tools.

Communications:

- Maintains close communications and works collaboratively with managers, staff, and support organizations, including internal customers and internal organizational support organizations such as P&P, Financial Operations, and ITS.

JOB REQUIREMENTS:

Bachelor's degree in business, scientific, technical, education or related field and 3-5 years of job-related experience. An equivalent combination of education and experience requiring similar knowledge, skills, abilities, and performing duties as described may be substituted for the minimum requirements.

- Must have demonstrated experience in analyzing processes, guidance, and procedures; evaluating alternatives; and making recommendations for improvements.
- Experience justifying and implementing new processes and techniques is required.
- Advanced computer and software skills are needed to efficiently use Microsoft Office products such as Word, Excel, PowerPoint, and SharePoint.
- Ability to quickly learn internal systems such as PeerNet or other administrative systems (travel system; honoraria payment system) and databases (Oracle financial applications).
- Must be successful in managing situations using strong decision-making and critical thinking skills.
- Ability to coordinate staff workflow and work assignments.
- Experience and understanding of hotel meeting facility contracting requirements is a plus.

- Must possess critical thinking skills to be able to effectively identify those processes and procedures where new process interventions will result in improved efficiency, improved quality, or cost savings.
- Must have advanced communication skills to clearly articulate newly gained knowledge to disseminate the new and/or revised processes or procedures to all levels within the organization.
- Must be able to communicate current and proposed processes in a variety of formats such as written job aids or illustrated presentations.
- Must be resourceful and take initiative to seek answers and provide alternatives to a team of managers and multiple customers, each with their own needs and preferences.
- Must have the desire and capacity to actively seek and understand new and evolving technologies and how they can or should be applied to promote efficiency or provide solutions.
- Must be able to perform duties to meet deadlines, prioritize work and manage sometimes competing assignments, and work independently and in team environments.

Must be able to understand and apply all applicable ORAU, ORISE, and Peer Review program policies and procedures to their daily activities and adhere to all workplace requirements.

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- Legally required benefits
- Group Health insurance including Medical, Prescription, Dental, and Vision
- Retirement plan contribution matching
- Disability insurance
- Group life insurance
- Travel Accident Insurance
- Section 125 reimbursement accounts
- Other voluntary employee paid benefit and insurance offerings

The ORAU total reward package also promotes work-life balance. Mindful of the need for employees to care for themselves and their families, ORAU offers the following additional work-life benefits based on employee eligibility:

- Telework
- Paid Time Off (PTO)
- Paid Holidays
- Flexible work schedules or compressed work weeks
- Occupational Health and Wellness Programs
- Employee Assistance Program

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Position: Project Management Specialist 2
Reference #: 2024-1820
Organizational Unit: ORISE-WD-RPP-OPP
Appointment Type: Full-Time Regular (FTR)
Location: Oak Ridge, TN or Remote (U.S. Based Locations)
Date Posted: October 11, 2024
***Salary Range:** \$62,483 - \$86,954

PURPOSE: Provides program management, financial and technical oversight in support of the Oak Ridge Participant Programs (OPP) STEM Workforce Development (WD) research participation programs for postdoctoral, postgraduate, graduate, undergraduate and precollege students and for university faculty. This involves working with multiple sponsors (typically 20+ contacts for funding) and 200 to 700 participants and scientists/mentors annually.

ESSENTIAL JOB FUNCTIONS:

- Collaborates with the Associate Manager and Project Managers to execute an operational plan for completing team projects, monitors progress and performance against the project plan, and takes action to resolve operational problems and minimize delays.
- Establishes standards of performance and implements quality control measures for all aspects of team projects.
- Conducts planning, scheduling, assigning resources, training, and monitoring/tracking progress on team projects.
- Collaborates with Associate Manager and Project Managers on participant application, appointment, and support processes for team projects.
- Assists with opportunity postings, eligibility review of candidate selection, participant travel, and other participant cost approvals.
- Prepares and delivers reports, evaluations, and other materials.
- Responds to data, audit, and other requests.
- Collaborates with Associate Manager, Project Managers, and Financial Analysts to execute, manage, and monitor financial processes for team projects with a focus on accuracy and customer service.
- Supports monthly and supplemental stipend batching and funding approval process.
- Using various tools and data sources, processes funding de-obligations.
- Compiles, monitors, and reports financial data such as funding, costs, revenue, burdens, and other associated project costs to ensure effective funds control.
- Prepares monthly, quarterly, and ad hoc reports for various sponsors to support invoice payments and resource planning.
- Coordinates and communicates with mentors, sponsors, participants, Project Managers and Associate Managers related to participant cost and financial forecasts.
- Uses financial management tools including Oracle, PMATs, OBIEE, SharePoint, Access, SPSS, and others to update and maintain accurate financial records.
- Supports applicant outreach and participant engagement approaches for team programs.
- Participates in professional meetings, conferences, college and university campus fairs for outreach and engagement purposes.
- Supports sponsor engagement and training with a focus on program assurance and compliance and development of new business opportunities.
- Represents the group, STEM WD, and ORISE/ORAU on various committees and professional societies, and at national meetings and public forums.

JOB REQUIREMENTS:

Bachelor's degree in business, scientific, technical, education or related field and 3-5 years of job-related experience. An equivalent combination of education and experience requiring similar knowledge, skills, abilities, and performing duties as described may be substituted for the minimum requirements.

- Experience working with financial and accounting practices and principles.
- Ability to use program management best practices, processes, and systems to support STEM WD programs.
- Ability to initiate and organize special projects, establish standards of performance, and implement quality control measures to support participant management activities.
- Ability to develop effective working relationships with the wide array of participant types, mentors, sponsors, federal agencies, and professional organizations.
- Ability to use data to make decisions and advance program management.
- Ability to prioritize and organize work while ensuring quality of work and attention to detail.
- Ability to function independently and to handle conflict and negotiate effective solutions in a team environment.
- Excellent oral and written communication skills, customer service skills, demonstrated leadership ability, and advanced computer skills (proficient in the use of MS Office Applications including Word, Excel, Outlook and PowerPoint, SharePoint and database applications).

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CROSSLINK JOB DESCRIPTION

Company	CrossLink Composites, Inc.
Company description	CrossLink is an advanced materials company transitioning from R&D stage to commercial phase.
Title	Technician
Job summary	Execute R&D and production operations as well as lab analysis. Other project related duties as directed.
Reports to	Process Engineering Manager
Supervises	No staff supervisory duties
Location	Harriman, TN
Terms	Temporary; hours vary based upon project requirements. Possibility of full-time permanent employment.
Hours	Maximum 3 p.m. to 11 p.m. Monday through Thursday (subject to change). Paid holidays.
Qualifications	Entry level. STEM student.
Training	CrossLink will train.
Skills	Mechanical aptitude, good analytical skills
Compensation	\$20/hour to start
Benefits	No benefits at the outset but the company will offer benefits in the near future
Contact	Resumes should be emailed to Jim Dolan, jim@crosslinkcomposites.com . Contact Jim at 612.298.3531 if questions.
Fairness	CrossLink is committed to diversity, equity and inclusion and will not discriminate in any form.