

Location & Dept.: Oak Ridge/Knoxville/ Sevierville Clinics

Reports to: Clinic Manager **Classification:** Non-Exempt **Supervises:**

N/A

POSITION SUMMARY

The Medical Assistant schedules and performs occupational health services, including medical testing, and prepares patients for physician exams. Other medical responsibilities include drug and alcohol testing, processing test results, medical chart documentation and billing.

ESSENTIAL FUNCTIONS

- Triage, obtain medical history and prepare patients to see physician.
- Perform phlebotomy, specimen collection, drug test collection and breath alcohol testing.
- Perform vision testing, audiometric testing and pulmonary function testing.
- Perform EKG and respirator fit testing.
- Organize and prepare charts for physician review and signature.
- Manage assigned medical clearances.
- Complete physician orders and schedule testing as ordered.
- Complete patient test result correspondence.
- Complete medical record filing, organization and transmittal.
- Maintain, calibrate and clean medical testing equipment.
- Perform end of day checks and cleaning for medical clinic.
- Maintain a tracking system for employees who require follow-up.
- Communicate to supervisor any testing / procedures that are not within normal limits.
- Perform data entry and filing.
- All additional duties assigned by supervisor or member of management.

ADDITIONAL RESPONSIBILITIES

- Act as liaison to site schedulers and designated occupational health staff.
- Maintain medical logs as well as medical supply inventories.
- Medical Review Officer (MRO) support.

MINIMUM QUALIFICATIONS

Working knowledge of:

- Medical Policies and Procedures.
- Occupational medical testing.
- NetGain Drug and Alcohol test procedures.

-
- Federal codes and regulations pertaining to medical testing/resulting.

Ability to:

- Multi-task.
- Be productive in a high stress environment.
- Document test results accurately.
- Communicate effectively with clients, patients and physicians.
- Cross train with other positions.
- Work independently as well as a team member.
- Wear all necessary personal protective equipment to perform job functions.
- Visual acuity corrected to perform job functions.
- Move throughout all areas of the project sites.
- Physically stand, bend, stoop, kneel, reach, twist, lift, push, pull, climb, balance, crouch, handle, and move items weighing up to 25 pounds without assistance.
- Receive a favorable personnel suitability investigation, including a criminal background and credit investigation.
- Pass a pre-employment drug test.
- Maintain regular and predictable attendance.

EDUCATION AND EXPERIENCE

- High School Diploma.
 - Obtain and maintain a Medical Assistant certification.
-

ACKNOWLEDGEMENT

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. I also understand that I am an at-will employee, and this Job Description does not constitute a contract of employment.

Employee Signature: _____

Date: _____

Send your resume to mwright@netgaincorp.com

Tennessee River Realty Inc

900 N Kentucky St, Kingston, TN 37763

<https://pamelabullrealestate.com/>

Part-Time Job

Remote Office Assistant

Job description:

We are looking for highly motivated, top-performing individuals with strong follow-up skills to support our real estate team, as a part-time Office Assistant. The working hours are **15 to 20hrs weekly** and the compensation is **\$400 per week**.

Duties and Responsibilities include, but aren't limited to:

- Keeping an inventory of office supplies and ordering new materials as needed.
- Assisting clients with purchasing
- Managing property searches.
- Answer phone calls and emails.
- Schedule appointments and showings.

Job functions:

- You will be working Remotely, and independently most days.
- The ability to organize your workflow and prioritize according. Critical thinking and problem-solving skills. -Ability to work independently combined with excellent interpersonal skills.

Interested candidates should forward their résumé and cover letter to:

shelbyjackson@realtyagent.com

KUB IS HIRING

Human Resources Student - Job #00705

About the role

This position will support the Learning & Development and Strategic Initiatives team within KUB's Human Resources department. Duties will include, but are not limited to, administrative tasks such as data entry, record maintenance, event attendance tracking, project management, document or spreadsheet creation, professional correspondence, filing, and other general office tasks. Role will also include conference center room setups and management, as well as training program support. Other projects, tasks, and duties will be assigned, as needed.

Posting Date: **11/20/2024 - 12/4/2024** Classification: Student Department: Talent Management

Physical Requirements

Work Location: 4505 Middlebrook Pike **Work Hours: 15-29 hours / week: M-F Hourly Rate: \$16.00-\$23.00**

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 full-time student status of an accredited college or university pursuing an Associates, Bachelors, or a graduate-level degree
- Have and maintain a grade point average (GPA) of 2.5 or higher
- Must be available to work a minimum of 15 hours per week, Monday through Friday, between the hours of 7:00 AM – 5:00 PM
- Good oral and written communication
- Excellent attention to detail
- Must possess basic computer skills

Preferred Requirements

- Pursuing an undergraduate or a graduate-level degree in Human Resources or related field
- Strong administrative and organization skills
- Experience with Microsoft office applications, including Word, Excel and Outlook
- Prior experience working in an office/administrative environment

About the Selection Process

Phase 1 Submit online application through www.kub.org Phase 2 Experience, training, and education evaluation Phase 3 Interview with department representatives Phase 4 Written, performance, and behavioral exercises Phase 5 Background Investigation

- Phase 6 Physical assessment and/or drug screen*
- *KUB is part of the Tennessee Drug Free Workplace Program
- If special accommodations are needed at any phase of the selection process, please notify Human Resources in advance.
- Knoxville Utilities Board is an Equal Opportunity Employer

To apply visit <https://www.governmentjobs.com/careers/kub>

KUB IS HIRING

Advance Your Career As Part Of Our Team

• **High School diploma or equivalent** • Strong customer service skills including information-gathering and problem solving • Working knowledge and ability to support technical equipment & devices • Valid driver's license • Night and weekend work is required for this position

Preferred Requirements

• Customer service experience, preferably in a technical support call center environment • Experience in a telecommunications environment or networking certifications • Experience with installation, configuration, and troubleshooting network issues and peripheral streaming devices • Experience using a ticketing system

About the Selection Process

Phase 1 Submit online application through www.kub.org Phase 2 Experience, training, and education evaluation Phase 3 Interview with department representatives Phase 4 Written, performance, and behavioral exercises Phase 5 Background Investigation Phase 6 Physical assessment and/or drug screen* *KUB is part of the Tennessee Drug Free Workplace Program If special accommodations are needed at any phase of the selection process, please notify Human Resources in advance.

Knoxville Utilities Board is an Equal Opportunity Employer Sedentary Work - Exerting up to 10 pounds of force occasionally, and / or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Physical demands for a specific position within this classification may vary and / or exceed those demands described above. **Minimum Requirements Posting Dates:** 11/22/2024 - 12/6/2024 **Department:** Fiber Network Operations **Classification:** IT Technician **Physical Requirements Work Location:** 4505 Middlebrook Pike **Annual Rate:** \$43,200.00 - \$64,700.00 **Work Hours:** 40+ hours / week: Nights, Weekends, and Shift Rotations **NOC Tech Support (Nights/Weekends) - Job #00711**

About the role This position will provide technical problem resolution and education to customers, while working in a call center environment. The position will guide customers through step-by-step problem resolution with products like internet, phone, and TV services. Daily activities will include providing first call resolution of customer issues related to service installation, supporting peripherals such as streaming devices like Amazon Firesticks, VOIP phones, remote controls, WIFI access points, and in-home network equipment. The representatives will work in a ticket-based system providing details about the customer account and documenting the solutions provided. They will be responsible for identifying and escalating tickets appropriately to the Network Operations Center (NOC) for resolution of issues beyond the customers home, such as network outages. Support will be provided by clearly communicating technical solutions in a user-friendly, professional manner. **Work Hours:** Shifts run 24 hours a day, 7 days a week, 365 days a year. We are hiring for our weekend shifts, which are split between a day shift, a mid shift, and a night shift. The shifts run Friday-Monday, with the night shift starting Thursday night. The hours for these shifts are: **Day Shift:** 6:00 AM-4:30 PM, **Mid-Shift:** 12:00 PM-10:30 PM, **Night Shift:** 9:00 PM -7:30 AM.

KUB Benefits

Generous health benefits with low premiums and deductibles

Benefits start day 1

Competitive 401(k) contribution and match

PTO available for use after your first payday

11 paid holidays

Free financial advising

Educational assistance & professional development opportunities

Employee physical & mental wellness programs

KUB is one of the largest public utilities in the country providing safe, reliable, and affordable electric, gas, water, wastewater, and fiber services to more than 486,000 customers in Knoxville

and parts of seven surrounding counties. We are looking for employees who want to be a part of a mission driven organization with strong values that support a skilled, diverse, and inclusive workforce.

KUB employees get **8 hours of volunteer time** to give back in the community. More than 20,000 hours have been used at non-profit organizations since 2014.

KUB, its customers, and its partners have weatherized **more than 2,600 low-income households** providing a root cause solution to high energy consumption.

KUB offers **free educational sessions** to community groups throughout the year, including electric line safety demonstrations, and energy & water savings workshops.

KUB's TeenWork Program partners with local high schools to provide students with **job readiness training** and a summer internship experience.

Environmental Stewardship

www.kub.org/environment

KUB will bring online 325 MW of solar energy with an annual **\$3.1 million investment** for the next 20 years through TVA's Green Invest program.

KUB offers customers a variety of ways to support a greener future, **including KUB Community Solar, Knoxville's first community solar project.**

KUB is a proponent of electric vehicle use, with **four public EV chargers in service** and two public charging stations under construction.

KUB ensures **sustainable operations** that prioritize efficiency, reduce emissions, protect our streams and natural resources, promote air quality, and reduce waste.

To apply visit <https://www.governmentjobs.com/careers/kub>

ORAU

JOB POSTING

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.



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.

*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 contribution matching
- Disability insurance
- Group life insurance
- Travel Accident Insurance
- Section 125 reimbursement accounts
- Other voluntary employee paid benefit and insurance offerings

Visit www.orau.org/careers to apply through the preferred process. If you have any questions, please email work@orau.org

ORAU

JOB POSTING

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, SPPS, 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).

*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 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

Visit www.orau.org/careers to apply through the preferred process. If you have any questions, please email work@orau.org

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.

ORAU JOB POSTING

Position: Radiation Safety Specialist
Reference #: 2024-1826
Organizational Unit: ORISE-ESH
Appointment Type: Full-Time Regular (FTR)
Location: Oak Ridge, TN
Date Posted: November 15, 2024
***Salary Range:** \$101,816 - \$149,805
ELIGIBLE FOR A SIGN-ON BONUS

PURPOSE: To serve as the ORAU/ORISE Radiation Safety Officer (RSO)/DOE Radiological Control Manager. This position will also ensure DOE/Nuclear Regulatory Commission (NRC) requirements are met, provide oversight and management of ORISE radiological work activities to comply with 10 CRF 835, and establish work controls and procedures that ensure worker exposures are maintained to meet As Low As Reasonably Achievable (ALARA) and ORISE performance goals. The Radiation Safety Specialist will also serve as the ORAU/ORISE Waste Certification Officer and ORISE Nuclear Materials Control and Accountability officer. Additionally, will also manage the ORISE Price Anderson Amendments Act (PAAA) program and serve as the PAAA Coordinator.

ESSENTIAL JOB FUNCTIONS:

- Oversees and manages the ORAU/ORISE Radiation Protection Programs to ensure compliance with the requirements of 10 CFR 835. Involving oversight, inspections, and audits of ORISE radiological activities as well as administrative management of the Radiation Protection Programs.
- Serves as the ORAU and ORISE Radiation Safety Officer (RSO).
- Develops ORAU/ORISE Radiological Protection policy and procedures to ensure compliance with applicable DOE/NRC directives and regulations. Routinely required to review and interpret impact of said requirements to ORISE activities.
- Develops training programs for radiological protection such as RadWorker II and laboratory spill training.
- Manages the dosimetry program for ORAU/ORISE radiological workers and visitors to ensure that personnel exposures are maintained As Low As Reasonably Achievable (ALARA).
- Conducts radiological safety training and safety briefings as required.
- Conducts hazard assessments of radiological projects and activities to determine appropriate controls to ensure worker, public, and environmental protection.

- Issues and approves Radiological Work Permits to document controls and requirements.
- Manages and provides oversight of the radioactive waste management program. Serves as the ORAU/ORISE Waste Certification Officer for ORISE and ensures waste meets all applicable regulatory requirements and acceptance criteria for disposal.
- Manages the ORISE Nuclear Materials Control and Accountability program. Serves as the ORISE NMC&A officer. Requires routine audit and surveillance of nuclear material possessed by ORISE and reporting to the Nuclear Materials Management and Safeguards System.
- Manages the ORISE Price Anderson Amendments Act (PAAA) program for ORISE. Serves as the PAAA Coordinator for ORISE. Requires reviewing, reporting, and follow-up of ORISE activities that are found to be in non-compliance with DOE requirements.
- Provides input to the Occurrence Reporting and Processing System (ORPS) reporting that involves radiological issues.
- Manages the sealed radioactive source accountability program and provides appropriate tracking and reporting to the DOE RSRT.

JOB REQUIREMENTS:

Bachelor's degree in Nuclear Engineering, Safety, Industrial Hygiene or related field and 10 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.

- At least ten years of work experience in the field of health physics. This experience would allow the individual to obtain sufficient experience in all disciplines of applied health physics: dosimetry, contamination control, hazard assessment, job controls, regulatory enforcement, and management experience in decision making.
- Must have extensive knowledge of Health Physics principles.
- Considerable knowledge of industrial safety requirements, industrial hygiene requirements, and environmental law regulations.
- Must have considerable computational and math skills in order to make complex calculations required by the position.

*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 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:

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

Visit www.orau.org/careers to apply through the preferred process. If you have any questions, please email work@orau.org

NOW HIRING!



Multiple position available!



Benefits:

- **Competitive salary**
- **Supportive Work Environment**
- **PTO & Paid Holidays**
- **Childcare discount**
- **Professional development opportunities**

Email your resume:

Ashley@Beardenumc.org

Katie@Beardenumc.org

865-588-1492