



## JOB POSTING

**Position:** CMMI INSPIRE Intern  
**Reference #:** 2024-1840  
**Organizational Unit:** OGS-HS-PHH-CMMI/ZO  
**Appointment Type:** Temporary (Temp)  
**Location:** Remote (U.S. Based Location)  
**Date Posted:** December 18, 2024  
**\*Salary Range:** \$17.82 - \$23.83 per hour

**Please note this is a remote position, with the exception of one required visit to the Oak Ridge, TN Corporate Office for internship related meetings/training for a brief period (less than one week). Otherwise, all work can be performed remotely.**

**PURPOSE:** Conduct research and analysis, interviews, and surveys with CMMI fellows, and analyze the data. Develop documentation and reports, as well as support program operations.

### **ESSENTIAL JOB FUNCTIONS:**

- **Conduct Research and Analysis:**
  - Conduct interviews and surveys with fellows, analyzing the data to identify key trends and presenting findings in a concise report.
  - Complete a benchmarking report on similar fellowship programs, highlighting best practices and innovative approaches. Produce a detailed presentation summarizing research findings and potential program improvements.
- **Develop Documentation and Reports:**
  - Revise and update a set of key program-related documents (e.g., guidelines, FAQs) for accuracy and relevance.
  - Collect and organize reporting regarding Fellows' publications and presentations
- **Support Program Operations:**
  - Contribute to the development and maintenance of executive dashboards and other technical tools to streamline program operations and develop a brief presentation demonstrating its utility.
- **Promote Innovation:**
  - Actively participate in brainstorming sessions and innovation workshops, proposing new ideas or improvements to existing processes based on observations and learning during the internship

## **JOB REQUIREMENTS:**

High school diploma and 2 - 4 years of job-related experience, or bachelor's degree and 0 - 2 years required. Pursuing a graduate level degree in a related field is preferred. An equivalent combination of education and experience requiring similar knowledge, skills, abilities, and performing duties as described may be substituted for the minimum requirements.

- Strong interest and foundational knowledge in health policy, public health principles, and healthcare systems.
- Proficiency in qualitative and quantitative research methods, including designing surveys, conducting interviews, and data analysis.
- Excellent written and verbal communication skills, with the ability to develop clear, concise, and informative reports, presentations, and documentation.
- Experience with data analysis tools and software is highly desirable.

\*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
- Retirement plan access
- Travel Accident Insurance

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 worklife 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

**To Apply – [www.orau.org/careers](http://www.orau.org/careers)**

# KUB IS HIRING

Advance Your Career As Part Of Our Team

## **Payroll Associate - Job #00717**

About the role Processes and transmits payroll for exempt and non-exempt employees on a weekly and/or bi-weekly basis. Audits and reports periodic, quarterly, and annual payroll tax files. Processes all garnishments, health care deductions, paid time off, and others as needed. Prepares and reconciles payroll journals and provides payroll detail as needed for corporate, federal, and state income tax compliance. Identifies and troubleshoots payroll issues, working collaboratively with Human Resources, team members, Accounting, managers, and supervisors. Ensures payroll adheres to company policy and procedures as well as federal, state, and local regulations. Requires working with highly confidential data and exercising the utmost discretion. May perform other duties as assigned.

Knoxville Utilities Board is an Equal Opportunity Employer

**Posting Dates:** 12/17/2024 - 1/10/2025

**Department:** Compensation & Benefits

**Classification:** Business Associate

**Work Location:** 4505 Middlebrook Pike

**Work Hours:** 40+ hours / week: M - F

**Annual Rate:** \$37,500 - \$60,000

**Physical Requirements** 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, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Exercises mental and visual alertness frequently. Subject to occasional strict time schedules. May require bending, stooping, and moving around the work site. Physical demands for a specific position within this classification may vary and / or exceed those demands described above.

## **Minimum Requirements**

- High School Diploma or equivalent
- Ability to work with confidential information and exercise discretion
- Strong computer skills including knowledge of Microsoft Excel and Word
- Excellent team and interpersonal skills, including the demonstrated ability to effectively communicate (written and oral) with all levels of employees and management
- Good analytical and problem-solving skills
- Ability to efficiently work independently and within a team
- Valid driver's license

## **Preferred Requirements**

- Two (2) years of experience in related field
- Certified Payroll Professional (CPP)
- Experience with human resources information systems and ability to run queries
- Excellent time management skills and attention to detail and attention to detail
- Excellent customer service skills

## **About the Selection Process**

Phase 1 Submit online application through [www.kub.org](http://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.

**To Apply - <https://www.kub.org/about/career-center>**



**Position-** Laboratory Technician-Direct Microscopy Team

**Location-** Assured Bio Labs- Oak Ridge, TN

**Summary**

This position is for a Laboratory Technician who will primarily support the Direct Microscopy team by processing and analyzing samples under the guidance of experienced technicians and our Technical Director. Key responsibilities include preparing samples for analysis using a compound light microscope to identify fungal spores and other structures, assisting with logging in projects, data reporting, and performing essential lab support tasks such as autoclaving waste, washing labware, organizing samples, managing inventory, and maintaining a clean lab environment. Technicians typically assist one to two laboratory teams.

**Qualifications and Skills:**

- High school diploma or equivalent with relevant laboratory experience
- Proficiency in microscopy techniques
- Competent in Microsoft Office Suite (Word, Excel, etc.)
- Strong attention to detail and time-management skills
- Team-oriented with a proactive approach to tasks
- Technology-savvy and capable of adapting to lab software

**Preferred Qualifications:**

- Associate or bachelor's degree in science, microbiology, or a related field
- Experience in an academic or commercial laboratory setting
- Familiarity with Laboratory Information Management Systems (LIMS)

**Job Type: Full-time**

Pay: \$17.00 - \$19.00 per hour

Expected hours: 40 per week- Monday through Friday. In Person

**Benefits:**

- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Professional development assistance
- Retirement plan
- Vision insurance

To Apply – apply on Indeed or Glassdoor

**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](mailto: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](mailto:shelbyjackson@realtyagent.com)**

## 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, <a href="mailto:jim@crosslinkcomposites.com">jim@crosslinkcomposites.com</a> . 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.

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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:

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

Visit [www.ornl.gov/careers](http://www.ornl.gov/careers) to apply through the preferred process. If you have any questions, please email [work@ornl.gov](mailto:work@ornl.gov)

**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**




**KNOXVILLE**

# **WE ARE HIRING!**

- ✓ **Full-Time Airfield Maintenance Technician**
- ✓ **Part Time Airfield Maintenance Technician**
- ✓ **Full-Time Custodian**
- ✓ **Director of Parking & Ground Transportation**

**Apply online at [flyknoxville.com/careers](https://flyknoxville.com/careers).**



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# METROPOLITAN KNOXVILLE AIRPORT AUTHORITY

## JOB OPPORTUNITIES

### MKAA offers you:

- + Local work
- + Learn on the job
- + Vacation and paid time off (FT)
- + Tuition reimbursement (FT)
- + Competitive benefits (FT)



### What we need:

- Age 18 or older
- High School degree or equivalent
- Reliable attendance to work schedule; planned absences (whenever possible)
- Follow instructions and stay safe
- Positive attitude
- Able to pass a background check & drug screening

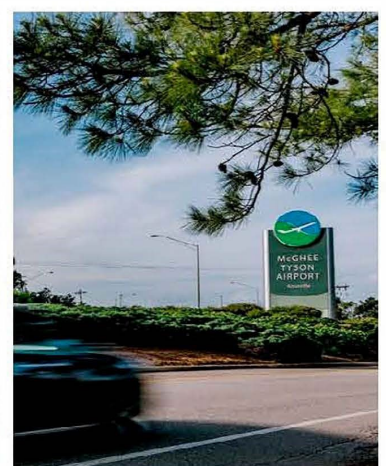
Apply now at

<https://mkaabamboohr.com/careers>

## Get in the door and explore!

### What Next? You Pick!

- + Apply for open MKAA jobs at <https://mkaa.bamboohr.com/careers>
- + Learn more at our website [flyknoxville.com](http://flyknoxville.com) or connect through social media  
@flyknoxville    @McGheeTysonAirport
- + Consider other jobs at the Airport: find other job opportunities through airlines, concessions, and other businesses that make the airport run.







Open positions available for both Loudon County and Washington county.

- General Cleaners/Custodial
- \$12 per hour
- 2<sup>nd</sup> shift (3pm-11pm)
- Monday-Friday
- Must be able to pass fingerprint background
- **Reach out directly to me for immediate consideration- (469)799-9935.**