



## **Seasonal Laborer (Temporary)**

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**Date: Jan 22, 2025**

**Location: Oak Ridge, TN, US, 37830**

**Company: Oak Ridge National Laboratory**

**Requisition Id 14433**

### Overview:

The Oak Ridge National Laboratory (ORNL) is seeking to hire laborers for seasonal work (April – November) in support of the Logistical Services Division. The start and duration of employment will vary based on workload demands but will in no case extend beyond November 30, 2025.

### Major Duties/Responsibilities:

- Mowing, cutting and trimming grass
- Planting and pruning trees and shrubs
- Cutting and clearing heavy brush
- Carrying out other landscaping tasks as assigned
- Cleaning grounds, walk-ways, and shops
- Performing heavy manual work such as digging, running a jackhammer, and other small machines
- Material handling such as moving heavy furniture and other objects
- Maintaining roadways including but not limited to patching asphalt
- Performing minor work in support of other trades
- Completing other tasks as directed by management
- Deliver ORNL's mission by aligning behaviors, priorities, and interactions with our core values of Impact, Integrity, Teamwork, Safety, and Service. Promote equal opportunity by fostering a respectful workplace – in how we treat one another, work together, and measure success.

### Basic Qualifications:

- Requires a High School diploma or GED
- One year of general labor experiences such as roads and grounds maintenance, delivery of materials and supplies, supporting craft workers, material handling, and other typical laborer skills and experience.
- Work will involve various physical requirements and as such a post-offer, pre-hire physical will be required.

### Preferred Qualifications:

- Two years of general laborer experience in roads and grounds maintenance
- Ability to perform basic trade skills and observe all safety rules and regulations
- Formal training programs and industrial experience are a plus
- Must follow oral or written instructions, therefore should be able to comprehend verbal and written instructions as well as read and write
- The work frequently requires working with people and the ability to maintain a good working relationship with fellow employees

### Special Requirements:

Physical Requirements: Work involves various physical requirements and working conditions. As such, a pre-hire physical will be required after offer.

Visa Sponsorship: Visa sponsorship is not available for this position.

### Benefits at ORNL:

ORNL offers competitive pay and benefits programs to attract and retain talented people. The laboratory offers many employee benefits, including medical and retirement plans and flexible work hours, to help you and your family live happy and healthy. Employee amenities such as on-site fitness, banking, and cafeteria facilities are also provided for convenience.

Other benefits include the following: Prescription Drug Plan, Dental Plan, Vision Plan, 401(k) Retirement Plan, Contributory Pension Plan, Life Insurance, Disability Benefits, Generous Vacation and Holidays, Parental Leave, Legal Insurance with Identity Theft Protection, Employee Assistance Plan, Flexible Spending Accounts, Health Savings Accounts, Wellness Programs, Educational Assistance, Relocation Assistance, and Employee Discounts.

If you have difficulty using the online application system or need an accommodation to apply due to a disability, please email: [ORNLRecruiting@ornl.gov](mailto:ORNLRecruiting@ornl.gov)

This position will remain open for a minimum of 5 days after which it will close when a qualified candidate is identified and/or hired.

We accept Word (.doc, .docx), Adobe (unsecured .pdf), Rich Text Format (.rtf), and HTML (.htm, .html) up to 5MB in size. Resumes from third party vendors will not be accepted; these resumes will be deleted and the candidates submitted will not be considered for employment.

If you have trouble applying for a position, please email [ORNLRecruiting@ornl.gov](mailto:ORNLRecruiting@ornl.gov).

ORNL is an equal opportunity employer. All qualified applicants, including individuals with disabilities and protected veterans, are encouraged to apply. UT-Battelle is an E-Verify employer.

[Apply now »](#)

## Merwin's Dogs – Located at Roane State Community College

Looking for a position to earn some extra money that's close to your classes and can work with your school schedule?

Are you passionate about food, cleanliness, and great customer service? Merwin's Dogs, located in the Roane State Community College cafeteria, is now hiring!

### Position Details:

- Hours: Shifts vary between 9:00 AM and 3:00 PM, with the greatest need between 11:00 AM and 1:00 PM. Service will begin Jan. 21<sup>st</sup> 2025!
- Compensation: competitive hourly pay with tips included.
- Responsibilities:
  - Cooking and preparing food with care and precision.
  - Cleaning and maintaining high standards of sanitation.
  - Providing exceptional customer service with a smile.
  - Ensuring the highest level of excellence in all duties.

We are looking for team members who are reliable, hardworking, and committed to creating a great experience for our customers.

### How to Apply:

- Email your resume to [john@1morewins.com](mailto:john@1morewins.com)
- Call us at 865-454-1784
- Visit [www.merwinsdogs.com](http://www.merwinsdogs.com) to apply online.

Join the Merwin's Dogs team and help us serve delicious meals with pride while making a difference in our community!



**Position:** Systems Administrator 2  
**Reference #:** 2025-1862  
**Organizational Unit:** ITS-AppHost  
**Appointment Type:** Full-Time Regular  
**Location:** Oak Ridge, TN or Remote (U.S. Based Locations)  
**Date Posted:** January 28, 2025  
**\*Salary Range:** \$36.07 - \$49.21 per hour

**PURPOSE:**

This position will have the autonomy while working under supervision to plan, design, architect, and implement technology solutions for end user and client requirements. Must use general knowledge in database, web, and cloud technology to analyze requirements, propose options, recommend solutions, and implement the appropriate technology solution. This position will develop operational processes for help desk staff, support troubleshooting of escalated issues from the help desk, and works with vendors and application developers to troubleshoot and resolve user and business issues with the technology. Monitor and maintain system readiness, plan and monitor Disaster Recovery/Continuity of Operations (DR/Coop) readiness, and ensure system vulnerabilities are remediated and properly patched.

**ESSENTIAL JOB FUNCTIONS:**

**Planning and Communication:**

- Work with the team to plan and manage projects in database technologies, web technology, and cloud technologies.
- Plan project communications to the organization and product owners to ensure appropriate awareness of all stakeholders.

**Design and Architect Technology Solutions for Internal Users and External Clients:**

- Partner with application development teams or external vendors to gather system requirements, business requirements, and cyber-security requirements.
- Analyze requirements and propose the architecture, designs, or technology solutions.
- Use general IT knowledge to support database technologies, web technology, and cloud technologies.

**Implementation of Technology Solutions:**

- Research and develop configuration steps to implement new technologies.
- Code scripts to automate deployment and configuration tasks.
- Develop System Security controls and documentation.
- Build technology solutions and initial configuration.

**Validate Requirements and Test Technology Solutions:**

- Work with end users, vendors, and application development teams to validate and test that solution meets user requirements.
- Work with cybersecurity staff to review security controls, analyze issues, and implement mitigations.
- Validate that business requirements and operational requirements are met.

### **Operations and Maintenance:**

- Troubleshoot and manage server and software security.
- Maintain patch levels according to defined standards.
- Perform root cause analysis.

### **Tier 2 Support:**

- Design and document support processes and train Help Desk staff on routine operations of systems.
- Support and resolve escalated issues from the Help Desk.

### **JOB REQUIREMENTS:**

Associate's degree in computer science, mathematics or related field and 4-6 years of jobrelated 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 (high school diploma and 8 years' experience or bachelor's and above with no experience).

- Qualified candidates will have at least 2 years of practical experience in the following:
  - Participating in routine operational projects.
  - Providing targeted communications to the organization, stakeholders and management.
  - Designing, developing and implementing web and database IT solutions.
  - Windows Azure, Windows Server, Active Directory, DNS, Microsoft Entra, and Group Policy.
  - Microsoft SQL Server, SQL Server Integration Services (SSIS), Transact-SQL (TSQL), Backups, Restores, SQL Server Reporting Services (SSRS) and knowledge of Red Gate tools is preferred.
  - Microsoft 365 Teams, OneDrive and SharePoint Online.
  - Developing code using PowerShell, Transact SQL, HTML, and .Net Programming.
  - Working with vendors to implement Commercial off the Shelf (COTS) products.
  - VMWare, Rubrik, networking, and SAN technologies is required.
- Ability to obtain and maintain a level Q security clearance is required.

\*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



## 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)**

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**865-425-3450 - [VWOOTEN@OAKRIDGETN.GOV](mailto:VWOOTEN@OAKRIDGETN.GOV)**





**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.



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**Benefits:**

- **Competitive salary**
- **Supportive Work Environment**
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**Email your resume:**

**Ashley@Beardenumc.org**

**Katie@Beardenumc.org**

**865-588-1492**




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- + 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

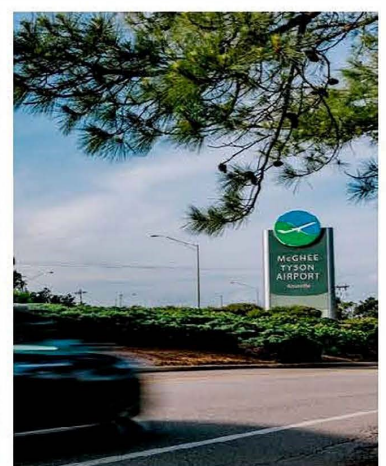
Apply now at

<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  
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