

the Job Journal



**TIP
OF THE
WEEK**

How to Be a Great Candidate Even If You're Under-Qualified for the Job

Think a position is out of reach? Not so fast.

Have you ever found a position description that looked fantastic – except that the experience it required was a little out of your reach? There are many reasons why that “perfect match” position is sometimes tricky to find. Whether you're searching for an opening that represents a promotion, changing industries, or trying something new, sometimes your skills and past experience do not quite meet the opportunity's stated requirements. But don't let yourself give up. Applying for a job with no experience or not quite the experience on the job description is okay!

From someone who has been in this situation (and has seen countless professionals do the same), I have good news. The lack of a perfect match is not necessarily a verdict. This may sound counter-intuitive, but not all listed job requirements are 100 percent required. To be more precise, any job description is a mix of must-haves and nice-to-have qualifications. That makes your position as a candidate a little more challenging, but also gives you more options to explore.

So, let's say you came across a job opening that has you really excited, even though it does represent a bit of a stretch in terms of experiences and skills. What do you do?

To apply or not to apply?

Your first order of business is to decide whether you want to throw your hat in the ring. Consider the position carefully, and ask yourself how close of a match you have between the requirements and your experience. Are you applying for a job with no experience? Or do you have some of the skills necessary? Your chances are better if the position is just a little out of your reach on paper. If you notice a significant skill and experience gap, making your case will be more difficult.

Let's say you have one year of relevant experience. A position that requires three to five years of experience may not be completely out of your reach. However, getting interviews for an opening that calls for 10+ years of experience will be tougher. Similarly, if a position requires a Master's degree and all you have is a Bachelor's, you may not be out of the running yet. In some cases, your experience or professional certifications might make up for the lack of an MBA. On the other hand, hiring managers that are looking for a candidate with a Ph.D. may not give someone with a Bachelor's a second look.

As you measure the gap between the position description and your resume, consider whether you have what it takes to do the job well. If you feel that you would be out of your depth in a way that could compromise your career, the timing may not be right. However, if you know you can be effective in the role, it may be time to move into strategic preparation.

Pre-interview strategy

Your pre-interview strategy can be summarized in one short phrase: do more homework than all other candidates. Here are three preparation steps to consider, with a fourth one for extra credit.

Step 1: Understand what you're stepping into.

In order to get an offer, you must understand this position as well as someone who has been in it. This is particularly important if you are a bit underqualified. You will need to do a lot of research, which can include industry magazines and blogs, as well as informational interviews with professionals who can offer advice and share insights. Reach out to your professional network. You can also use LinkedIn to make new connections and ask for introductions if needed.

During the informational interviews, focus on the biggest challenges of the position. What does it take to be effective? Ask for advice, insider tips and interview questions to anticipate. Your goal is to gather the information that will impress the hiring manager and convince him or her that you have what it takes to succeed, even if your resume does not directly back that up.

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Salisbury, Maryland 21804

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Step 2: Dig deep.

As you remap your resume and work on your cover letter, go beyond your obvious job duties and accomplishments. Your first area of focus is transferrable skills. From project management to working with difficult personalities, think about your overall

talent build and experience, and package it all in a way that highlights your qualifications.

I also encourage you to think of the unique perspectives you would bring to the position. Sometimes you don't have the necessary experience for a reason that actually makes you a great candidate! Having worked in a different industry or country means that you have experienced a range of tools, approaches, and techniques that are broader than those of a candidate who chose to homestead within the traditional career path. As a result, you have the potential to enhance the department and bring a fresh perspective.

Step 3: Get really good recommendations.

With the core experience just shy of the mark, you will need strong recommendations to bridge the gap. Be strategic about who you ask – a letter from a manager carries more weight than one from a co-worker. You want to select the person who is in a position to write a strong recommendation, complete with examples and a powerful endorsement. I recommend taking the time to speak with the recommendation-writer over the phone or in person, so that you can share an overview of the position and mention specific skills that make you a great candidate. Your tips and ideas will make writing the recommendation easier.

Step 4 (extra-credit): Complete a pre-interview project.

I know that this step is ambitious and time-consuming. However, when done right, it has the potential to elevate your candidacy and get the hiring manager to look beyond the missing qualification (or three). The idea is to prove to the company that you understand the challenges of the position and can solve them.

Depending on your target company, the pre-interview project could involve performing a product positioning assessment, building a website, or conducting interviews and proposing improvements to anything from packaging to software user experience. Your creativity, understanding of the industry and genuine interest in the company can boost your credibility and make you stand out among the applicants.

Interview strategy

Congratulations – your hard work has paid off! The hiring manager is intrigued enough to offer you a chance to interview for a “stretch” position. Now is your chance to show him or her that you have more than just the potential to do the job well.

Strategy 1: Ask really good questions.

If your goal is to set yourself apart from other candidates, you must do some extra preparation to ensure you're asking great questions during the interview.

How do you ask great questions? Imagine that you already have the job, and are in conversation with your manager about the challenges ahead and the strategies to overcome them. This is where your prep work, particularly the informational interviews, has the potential to set you apart. Be sure your questions are open-ended and genuinely thought-provoking.

Strategy 2: Connect with the hiring manager.

Creating a strong personal connection with the hiring manager is a powerful way to elevate your interview. Working together isn't all about technical qualifications! If you are able to demonstrate that you are a loyal team player and a dedicated professional who is committed to doing the right thing, the hiring manager will be more likely to take the leap of faith.

Strategy 3: Tell the truth.

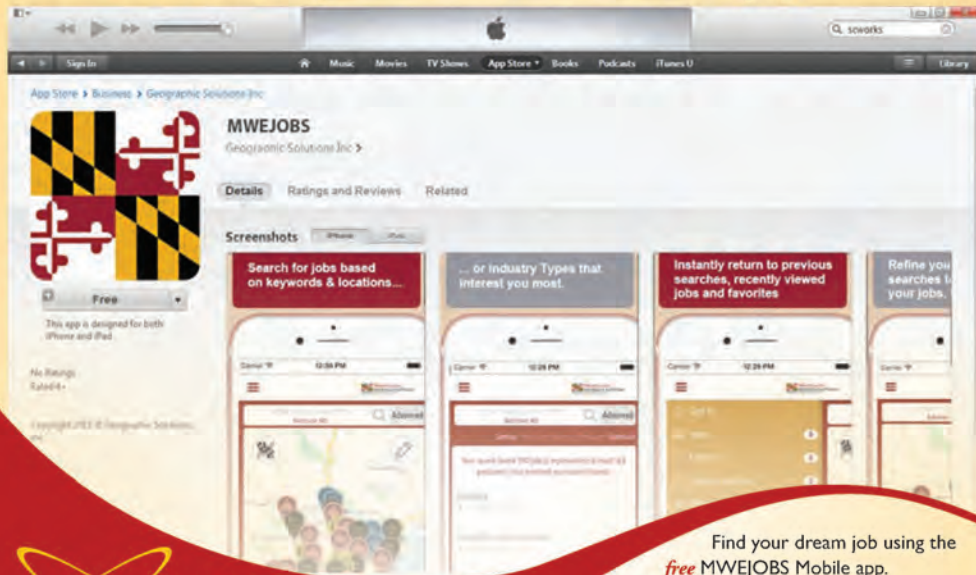
In everything from your resume to your interview, be honest about your skillset and experience. However, that does not mean that you should resign yourself to starting your sentences with “I know I am not qualified...”

Tell the truth, but do it in a way that is positive. Instead of saying “I understand that I don't have any experience in the healthcare industry,” open with “My experience in the professional services industry has taught me ...” Remember: your experience is highly valuable, even if it is not an exact natural match for the job description.

In closing, I encourage you to use your networking muscles – for every job opportunity, and particularly those that are just outside your reach. An introduction and an endorsement by a company insider is a powerful way to skip the experience match-up exercise and get you in the door. However, even if you don't have an insider introduction, “stretch” positions are often worth applying for. At the very minimum they give you an opportunity to learn more about the industry, meet new people, and test your readiness for the next level in your career. If you get the job, it will be a fantastic growth opportunity. So, be strategic, prepare well, and go for it!

Autenrieth, Natalia. “How to Be a Great Candidate Even if You're Under-Qualified for the Job.” *TopResume*, Talent Worldwide, Inc., <https://www.topresume.com/career-advice/be-a-great-candidate-even-if-youre-under-qualified-for-the-job>.

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MWEJOBS Mobile lets you instantly return to previous searches, recently viewed jobs and your favorite jobs.



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Step 1
Enroll at
<https://mwejobs.maryland.gov>

Step 2
Create a résumé in the system.

Step 3
Schedule your one-on-one appointment (*see below for contact information*).

Step 4
Bring copies of your résumé, cover letter or other job search materials to your appointment.

Contact Us

410-341-8533 Ext 0

Job Specialists:
YoVanda Brown
Bill Draucker
Takishia Kiah
Nancy Wenger
Susan Willey
Jorge DeJesus Jr.

Veterans Representative:
J. Zack Walker
John Codd Jr.

Reentry Navigator:
Jarrah Hall

Email:
salisbury@dllr.state.md.us

31901 Tri-County Way
Salisbury, MD 21804



www.labor.maryland.gov

Energize Your Job Search

Résumé Reviews

Not getting any interviews? Have your résumé reviewed by a Job Service Specialist to discuss up to date résumé ideas and formatting tips to get your résumé to the top of the pile.

Job Search Techniques

If you are frustrated from navigating through endless job boards, social networking sites and piles of newspapers, we can help you mainstream your job search and learn to focus on finding the right job.

Interviewing Tips

Learn how to get prepared for your upcoming interview and how to best answer questions about employment gaps, terminations and other sticking points that can be tricky, and what questions you need to ask the employer.

Labor Market Consultation

Explore resources that will help you to research careers, industries and find information about specific occupations. By utilizing the most up-to-date labor market information available for salaries, job outlook and training, we can help you make more informed decisions in your job search.

Effective Online Job Applications

We can assist you through the sometimes complicated process of completing online applications from setting up an email account to copy and pasting your résumé into the application.

Job Skills Identification

Finding transferrable job skills while changing careers can be difficult, we can help you explore your past experience and learn how to translate those skills to another field.

Resources for Job Seekers

There are many resources for job seekers from getting funding to go back to school to veteran services to computer training, ask how the One-Stop can help you in finding your next career.

Ask us to Design a Custom Consultation to Meet Your Needs

Meet one on one with a Job Service Specialist to further discuss problems you are encountering during your job search and how to overcome them with confidence.

Maryland's American Job Center networks are an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Auxiliary aids, interpreter services, and reasonable accommodations are available upon request at local American Job Centers.



Quality Staffing Services

JOB AND CAREER FAIR

Hosted by the Salisbury Area Chamber of Commerce & Lower Shore American Job Center

JOB SEEKERS

Hundreds of job openings in a wide range of industries!

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Resume assistance is available at event

Bring multiple copies of your resume & don't forget to dress for success!

Visit www.salisburyarea.com for more information.

Thursday October 7, 2021

3:00 - 6:00 PM

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2300 N. Salisbury Blvd., Salisbury, MD 21801

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BUSINESSES

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EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme - Salisbury, Ocean City	<i>Ongoing recruitment</i> Courtesy Clerk Deli/Meat Clerk Pharmacy Technician (Salisbury) Meat Cutter Bakery Clerk Cashier Grocery Clerk Night Crew Clerk Produce Clerk In-Store Shopper (E-commerce) Pharmacy Clerk (Salisbury)	Apply online at https://www.albertsonscorporation.com/careers/en/our-companies/acme.html?our-companies=Acme
Advance Auto Parts	<i>Salisbury</i> Store Hourly Store Driver Retail Parts Pro Driver Salesperson	Apply on line at https://www.advanceautoparts.jobs/
	<i>Pocomoke</i> Store Hourly Retail Parts Pro Store Driver	
ALDI	<i>Salisbury</i> Store Associate	Apply online at https://careers.aldi.us/
	<i>Berlin</i> Store Associate Stocker Assistant Store Manager Cashier	
Anchorage Healthcare Center	Cook Certified Medication Aide Culinary Aide Personal Care Assistant GNA Transportation Aide/Central Supply Coordinator (GNA preferred) Nursing Staff Scheduler	Apply online at https://jobs.apploi.com/profile/communicarefamily
Applebee's	Bartender Sanitation Specialist Dishwasher/General Utility Server Carside To-Go Specialist Line Cook Host	Apply online at https://www.applebees.com/en/restaurant-jobs

Atlantic General Hospital	CNA CT Technologist Certified Pharmacy Tech Collections Specialist Distribution Technician Emergency Department Tech Floor Care Tech Housekeeping Aide Housekeeping Supervisor Maintenance Specialist Medical Office Assistant Medical Receptionist Nurse Tech (CNA) Payment Posting Supervisor Registration Specialist Secretary/Nurse Technician Surgical Tech Ultrasound/Vascular Sonographer Unit Secretary	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atlantic Tractor - Salisbury, Pocomoke	Accounts Payable Clerk (Salisbury) Management Trainee (Salisbury) Outside Service & Parts Sales (Salisbury) Software Consultant/Farm Specialist (Salisbury) Diesel/Farm Equipment Technician Small Engine Mechanic (Pocomoke)	Apply online at https://www.atlantictractor.net/employment
Atria	Maintenance Technician Cook Receptionist Dishwasher Memory Care Caregiver Maintenance Director	Apply online at https://www.atriaseniorliving.com/careers/
Barnes & Noble	Barista	Apply online at https://careers.barnesandnoble.com/retail-jobs
BesTemps	Administrative Assistant (Various locations) Assembler (Salisbury) Banquet Server (Ocean City) Dishwasher (Ocean City) Front Desk Employment Coordinator/Assistant Staffing Specialist (Salisbury) General Laborer (Various locations) Hospitality Worker (Ocean City) Housekeeper/Houseman (Ocean City) Industrial Maintenance Mechanic (Salisbury) Line Cook (Ocean City) Machine Operator (Salisbury) Maintenance Technician (Various locations) Material Handler (Salisbury) Pest Control Technician (Bishopville) Shipping and Receiving Associate (Pocomoke) Sign Installer (Salisbury) Warehouse Associate (Salisbury)	Apply online at https://www.bestemps.com/looking-for-work/
Big Lots	Freight Processing Lead Store Associate/Stocker	Apply online at https://careers.biglots.com/

Blue Water	<p><i>Berlin</i> Housekeeper Cast Member/Performer Guest Service Specialist Groundskeeper Retail Clerk</p> <hr/> <p><i>Ocean City</i> Laundry Attendant Housekeeper Houseman Accounting Clerk Housekeeping Supervisor Front Desk Agent Beach Stand Attendant Reservations Specialist Maintenance Technician</p> <hr/> <p><i>Whaleyville</i> Camp Store Associate Activities Assistant Housekeeper</p>	Apply online at https://bwdc.com/
Bob Evans Restaurant	<p>Kitchen Prep Host/Cashier Assistant Manager Carryout Server Key Supervisor Grill Cook Dishwasher</p>	Apply online at http://careers.bobevans.com/
Boscov's - Centre at Salisbury	<p>Shoe Sales Associate Department Manager Sales Assistant Courtesy Desk Associate Loss Prevention Detective</p>	Apply online at https://www.boscovs.com/
Burlington	<p>Store Associate-Shortage Control Retail Receiving Associate Retail Sales Associate Cashier Associate Retail Store Supervisor</p>	Apply online at https://burlingtonstores.jobs/
Carrabba's Italian Grill - Ocean City	<p>Kitchen Manager Assistant Kitchen/Culinary Manager</p> <p><i>Ongoing recruitment</i> Prep Cook Restaurant Busser Dishwasher Server To-Go Specialist Host Bartender</p>	Apply online at https://www.carrabbas.com/careers

Chesapeake Shipbuilding	<i>Ongoing recruitment</i> Recruiter Fabricator/Ship Fitter Carpenter Electrician Foreman Supervisor Welder Painter	Apply online at http://www.chesapeakeSHIPBUILDING.com/take-action/
Chesapeake Utilities	Delivery Driver (Salisbury) Line Locator I (Salisbury) Gas Operations Supervisor-Metering (Salisbury) Service Technician (Pocomoke)	Apply online at https://chpk.com/our-culture/careers/
Chili's Grill & Bar	<i>Ongoing recruitment</i> Host Dishwasher To-Go Specialist Prep Cook QA Expeditor Bartender Line Cook Server	For job descriptions go to https://www.chilisjobs.com/ Apply via email to chilis523@chilis.net
Chipotle Mexican Grill - Salisbury, West Ocean City	<i>Ongoing recruitment</i> Restaurant Team Member - Crew	Apply online at https://jobs.chipotle.com/
City of Fruitland	Public Works Maintenance Worker I Utilities Technician I	Apply online at https://www.cityoffruitland.com/how_do_i_apply_for_obtain/employment.php
City of Pocomoke	Water/Wastewater Lead Operator Public Works General Laborer Police Communications Operator Entry Level Police Officer	Apply online at https://www.cityofpocomoke.com/info/jobs
City of Salisbury	Utility Tech I, II or III Motor Equipment Operator II-Sanitation Water Plant Operator I Waste Water Treatment Operator I Operations Support Staff Trolley Bus Driver Zoo Educator Revenue Supervisor Field Ops Technician Crew Leader Streets Supervisor Asset Management & Facilities Specialist Community Program Coordinator Administrative Assistant I Signal and Lighting Tech Field Ops Technician	For job descriptions and to print application go to https://salisbury.md/departments/human-resources/careers **Some jobs require special licenses. Please check job description for more details.
	POLICE CAREERS: Entry Level Police Officer Police Communications Officer Maryland Certified Police Officer	
Coastal Hospice & Palliative Care	Certified Nursing Assistant (CNA) Certified Medication Technician	Apply online at https://coastalhospice.org/careers/

Coca-Cola Consolidated	Warehouse Material Handler Delivery Merchandiser Trainee Merchandiser Cashier	Apply online at https://cokeconsolidated.jobs.net/
Comfort Keepers	<i>Ongoing recruitment</i> CNA Caregivers PRN Nurse Long-Term Live-In Caregiver	Apply online at https://www.comfortkeepers.com/offices/maryland/salisbury/careers/jobs
Crothall Healthcare	Laundry Service Housekeeper	Apply online at https://www.crothall.com/careers/all
CVS	Shift Supervisor Management Trainee Pharmacy Technician Retail Store Associate General Manager	Apply online at https://www.cvs.com/
Delaware Elevator	Drilling General Laborer IT Support Technician General Laborer Marine Sales Representative Administrative Assistant	Apply online at https://delawareelevator.com/about/careers/job-opportunities/
Dick's Sporting Goods - Centre at Salisbury	Retail Sales Associate	Apply online at https://www.dickssportinggoods.jobs/
Dove Pointe	Weekend Aide Job Coach Residential Program Coordinator Medical Transport Driver Maintenance Floor Tech Aide Instructor Driver House Counselor Mentor Maintenance Tech Children's Program Aide	Apply online at https://www.dovepointe.org/careers
Dunkin' Donuts - Salisbury, Fruitland, Ocean City, Berlin, Pocomoke	<i>Ongoing recruitment</i> Crew Member Production Crew Shift Leader Assistant Manager Store Manager	Apply online at https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx
Encompass Health	Nutrition Service Aide Rehab Nursing Tech I Physical Therapy Assistant	Apply online at https://www.encompasshealth.com/careers
Exelon Corp	Building Servs Tech 1/C NS NERC	Apply online at https://jobs.exeloncorp.com/search/jobs
Express Employment Professionals	Security Associate Groundskeeper General Labor	Apply online at https://www.expresspros.com/
Five Guys - Salisbury, Ocean City	Crew Member Shift Leader Shift Manager Assistant Restaurant Manager	Apply online at https://www.joinfiveguys.com/

Food Lion	<p><i>Nanticoke Road (Salisbury)</i> Produce Associate Center Store (Grocery) Associate Center Store (Grocery) Lead Quality Assurance Associate Deli Bakery Associate Sales Associate (Cashier)</p> <p><i>Snow Hill Road (Salisbury)</i> Customer Service Leader-Office Assistant Sales Associate (Cashier) Customer Lead Perishable Associate Evening Manager Deli Bakery Associate</p> <p><i>Tilghman Road (Salisbury)</i> Center Store (Grocery) Associate Frozen Food/Dairy Associate Perishable Associate Quality Assurance Associate Sales Associate (Cashier)</p> <p><i>Fruitland</i> Frozen Food/Dairy Associate Retail Pricing Coordinator Center Store (Grocery) Associate Produce Associate Quality Assurance Associate Sales Associate (Cashier) Customer Service Leader-Office Assistant To Go Associate</p> <p><i>Princess Anne</i> Produce Associate Customer Service Leader-Office Assistant Perishable Associate Customer Lead Sales Associate (Cashier)</p> <p><i>Berlin</i> To Go Associate</p> <p><i>Ocean City</i> Center Store (Grocery) Associate Customer Service Associate Specialty Merchandise Associate</p> <p><i>Ocean Pines</i> Produce Associate Deli Bakery Associate Sales Associate (Cashier) Customer Service Leader-Office Assistant Center Store (Grocery) Lead Specialty Merchandise Associate</p>	Apply online at https://www.foodlion.com/
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	<p><i>West Ocean City</i> Center Store (Grocery) Manager Deli Bakery Associate Produce Associate Center Store (Grocery) Associate Perishable Associate To Go Lead Replenishment Manager Sales Associate (Cashier)</p>	
Genesis Health Care	<p>Nurse Aide Training Aide-Geriatric Nurse Guest Services Specialist Housekeeper Scheduler Cook Laundry Aide Certified Medicine Aide Rehab Office Coordinator Dietary Aide Receptionist Physical Therapist Assistant Senior Maintenance Director</p>	<p>Apply online at https://www.genesiscareers.jobs/main/</p>
The Green Turtle - Salisbury	<p><i>Ongoing recruitment</i> Bartender Cook Dishwasher Host Server</p>	<p>Apply online at https://thegreenturtle.com</p>
Harbor Freight & Tools - Salisbury, Pocomoke	<p>Retail Sales Associate Retail Stocking Associate Retail Stocking Supervisor</p>	<p>Apply online at https://harborfreightjobs.com/</p>
Harrison Senior Living (Snow Hill) & John B. Parsons Community (Salisbury)	<p>Certified Medication Technician (Salisbury) Housekeeper (Snow Hill) Driver/Maintenance (Snow Hill) Dietary Aide (Snow Hill) Certified Geriatric Nursing Assistant (Snow Hill)</p>	<p>Apply online at https://harrisonseniorliving.com/careers</p>
Holt Food and Paper Company	<p>Day Warehouse Receiver/Stocker Daytime Order Selector Night Warehouse Order Selector</p>	<p>Apply online at http://holtpaper.com/About-Us/Careers</p>
Home Depot (Salisbury, Berlin)	<p><i>Ongoing recruitment</i> Designer-Kitchen/Bath Asset Protection Specialist Deliveries/Driver Merchandising Freight/Receiving Store Support Cashier Department Supervisor Customer Service/Sales Lot Associate Measurement Specialist, Flooring (Ocean City)</p>	<p>Apply online at https://careers.homedepot.com/</p>

HomeGoods - Salisbury, Ocean City	Sales Floor (Salisbury) Truck Unloader & Processor (Salisbury) Cashier (Ocean City) Retail-part-time (Ocean City) Assistant Store Manager (Ocean City)	Apply online at https://jobs.tjx.com/
K&L Microwave	Electronic Assembler Electronic Technician Senior Electronic Technician	Apply online at http://www.klmicrowave.com/employment.php
LensCrafters	Sales Associate	Apply online at https://www.lenscrafters.com/lc-us/careers
Longhorn Steakhouse	Dishwasher To Go Specialist Host Server Line Cook Bartender	Apply online at https://jobs.longhornsteakhouse.com/locations/locations
Lowe's - Salisbury, Pocomoke	<i>Salisbury</i> Fulfillment Team Lead Retail Associate Receiver Stocker Overnight Customer Service Associate Night Operations Department Supervisor Customer Service Associate/Loader Merchandising Service Associate Sales Specialist Cabinets Sales Associate Fulfillment Associate Head Cashier Cashier <i>Pocomoke:</i> Specialty ASM Delivery Coordinator Cashier Retail Associate Receiver Stocker Merchandising Service Associate	Apply online at https://jobs.lowes.com/
Lower Shore Clinic, Inc. & Go-Getters, Inc.	Housekeeper	Apply online at https://www.lowershoreclinic.org/careers
Marshall's - Salisbury, Ocean City	Merchandise Associate Customer Experience Coordinator (Ocean City) Merchandise Coordinator (Ocean City)	Apply online at https://jobs.tjx.com/
Ocean Pines Association	Swim Instructor Server & Cart Attendant Golf Maintenance Laborer General Laborer Aquatics Front Desk Facility Coordinator Lifeguard	Instructions to apply at https://oceanpines.org/web/pages/work-here

Olive Garden	<i>Ongoing recruitment</i> Dishwasher Line Cook Prep Cook To Go Specialist Host Busser Restaurant Server Bartender	Apply online at https://jobs.olivegarden.com/search/searchjobs
Ollie's	Freight Flow Supervisor Customer Service Associate Sales Associate	Apply online at https://www.ollies.us/careers/
Outback Steakhouse - Salisbury, Ocean City	<i>Ongoing recruitment</i> Delivery Driver Bartender Dishwasher Prep Cook Restaurant Busser Line Cook Server Host To-Go Specialist	Apply online at https://www.outback.com/careers
Panera Bread - Salisbury, Ocean City	Manager Night Baker Associate	Apply online at https://jobs.panerabread.com/
Peninsula Home Care	Home Health Aide (HHA) Occupational Therapy Assistant Physical Therapy Assistant	Apply online at https://www.peninsulahomecare.com/careers/
Pep Boys	General Service Technician Technician B Assistant Service Manager Store Manager of Service Customer Service Advisor	Apply online at https://careers.pepboys.com/
Pepsi	Beverage Equipment Trainee Fountain Install Technician Bulk Driver	Apply online at http://www.pepsibottlingventures.com/job

Perdue Farms - Salisbury	Accounts Receivable Coordinator Check Disbursement/Mail Room/Shipping Coordinator Dapec Machine Operator Edible Oil Refinery Operator Edible Oil Refinery Supervisor Electric Mechanical Maintenance Mechanic Electrician-Electronic Tech Facilities Coordinator Food Safety/Quality Lead Freight Payables Coordinator Grain Crew Leader Grain Operator Maintenance Mechanic Micro Health Services Tech Oil Driver Production Associate Production Associate-Line Lead Second Processing Mentor Sensory Technician Soy Crush Operator Soy Crushing Crew Leader Waste Water Technician	Apply online at https://www.perduecareers.com/
Piedmont	Airline Customer Service Agent	Apply online at https://piedmont.jobs.net/
Plymouth Tube	Maintenance Manager Machine Operator	Apply online at https://us60.dayforcehcm.com/CandidatePortal/en-US/Plymouth
Quality Staffing	<i>Wicomico</i> Heavy General Labor Electronic Assembler Landscape CNA Clerical Staff Assembler Executive Administrative Assistant Alignment Technician Material Kitting-Assembler Machine Operator Plating Tech Maintenance Mechanic Maintenance Technician Forestry Heavy Equipment Operator Administrative Assistant IT Manager Restaurant Staff Property Maintenance Technician Janitorial Porter Plater Lead Custodian-Supervisor	Apply online at https://easternshorejobs.com/

	<p><i>Worcester</i> Scale House Attendant Lab Technician Administrative Assistant/Guest Services Berlin Production Worker Pocomoke Heavy General Laborer Lab Tech Assistant Fabrication & Installation Technician I Sales Representative Electrician Housekeeper/Room Attendant Short Order Cook Line Cook Shipping-Receiving Clerk Dishwasher Forklift</p> <p><i>Somerset</i> RF Assembler Filter Assembler Filter Technician Senior Technician Plant Worker & Packer Packaging Associate Food Production Worker Assembly Line/Packer</p>	
Red Lobster	<p><i>Ongoing recruitment</i> Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility</p>	Apply online at https://www.redlobster.com/
Royal Farms - Salisbury, Fruitland, Princess Anne, Berlin, Ocean City <i>Available positions vary by location</i>	<p><i>Ongoing recruitment</i> Assistant Store Manager Customer Service Associate Customer Service Leader Kitchen Manager Facilities/Maintenance Shift Leader Store Manager</p>	Apply online at https://my.peoplesmatter.com/mja/royalfarms/JobApp/GetBusinessUnits
Ruby Tuesday - Fruitland & Pocomoke	<p><i>Ongoing recruitment</i> Tue-Go Specialist Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Cook</p>	Apply online at https://www.rubytuesday.com/careers
Safelite Auto Glass	Auto Glass Technician Trainee	Apply online at https://www.safelite.com/careers

Salisbury University	Accounting Clerk III Administrative Assistant I Groundskeeper Computing Lab Support Specialist Postal Services Supervisor Cashier/Customer Service Storekeeper/Customer Service Housekeeper Assistant Catering Assistant Coffee Shop Barista	Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx
Sam's Club	Maintenance Custodian Associate Member Frontline Cashier Merchandising and Stocking Associate Baker and Packager Associate Freezer, Cooler and Deli Stocker Associate Produce Associate Fresh Team Manager Member Team Lead Tbc Tire Tech Member Support Prepared Meals and Rotisserie Chicken Associate Tire & Battery Technician Member Assist Cart Attendant Cafe Associate Meat Cutter and Wrapper Pharmacy Technician Certified Member Specialist	Apply online at https://careers.walmart.com/
Sherwin Williams - Crisfield	Brushmaker Operations Packaging Technician Maintenance Mechanic	Apply online at https://www.sherwin-williams.com/
Shore Up - Wicomico, Worcester, Somerset	Administrative Assistant Human Resources Assistant Receptionist/Intake Worker Teacher II Child Development Associate Trainee Certified Nursing Assistant Health Services Assistant Nutrition Aide (Stockton) Bus Aide Bus Driver Teacher I Center Aide Custodian Teacher's Aide	Download application at https://shoreup.org/employment/join-our-team/ and email to humanresources@shoreup.org
Somerset County	Correctional Officer Emergency Communications Specialist Cook/Counter Person Groundskeeper Automotive Mechanic Transfer Station Attendant II	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
Somerset County Public Schools	Food Service Worker Administrative Associate I	Apply online at https://www.somerset.k12.md.us/
SP Industries - Pocomoke City	Picker/Packer	Apply online at https://www.spindustries.com/employment/

Staples	Retail Sales Print Supervisor Retail Sales Technology Associate Retail Sales Associate Retail Inventory Specialist Retail Sales Technology Supervisor Retail Sales Print Associate Retail Operations Supervisor	Apply online at https://retailcareers.staples.com/
State Of Maryland	DJS Resident Advisor Trainee (Wicomico)	Apply online at https://jobapscloud.com/MD/
	Office Services Clerk (Worcester)	
	Correctional Maintenance Officer I (Somerset)	
	Correctional Officer II (Somerset)	
Sun Communities, Inc.	Guest Services Coordinator Resort Groundskeeper Resort Maintenance Technician Snack Bar Attendant Store Clerk	Apply online at https://careers.suncommunities.com/viewalljobs/
Sunglass Hut - Salisbury, Ocean City	Sales Associate	Apply online at https://www.lenscrafters.com/lc-us/careers
Sysco - Pocomoke	Kitchen Assistant CDL A Local Delivery Truck Driver Diesel Fleet Mechanic Technician II Warehouse Order Selector Diesel Fleet Mechanic Master Technician III CDL A Local Delivery Truck Driver Trainee	Apply online at https://careers.sysco.com/
Target	<i>Ongoing recruitment</i> Specialty Sales (Style, Beauty or Tech) Guest Advocate (Cashier or Front of Store Attendant/Cart Attendant; Cashier-General Merchandise, Inbound) GM and Food (General Merchandise, Closing, Fulfillment, Inbound, Food & Beverage)	Apply online at https://jobs.target.com/
Texas Roadhouse - Fruitland	Host To Go Dishwasher Line Cook Server	Apply online at https://careers.texasroadhouse.com/
Tidal Health	Administrative Assistant	Apply online at https://www.tidalhealth.org/careers
	CAT Scan Technologist	
	Console Operator	
	Coordinator-Information-Laboratory	
	Coordinator-Inventory Control	
	Coordinator-Referral	
	Courier	
	ENDO Procedural Tech	
	Food service-Cafeteria Aide	
	Food Service-Cashier	
	Food Service-Catering Associate	
	Food Service-Cook (Salisbury, Crisfield)	
	Food Service-Food Production Assistant	
	Food Service-Utility Aide	
GNA (Crisfield)		

	Medical Assistant (Salisbury, Berlin, Crisfield) Medical Transcriptionist Monitor Technician Nursing Assistant Patient Care Assistant Patient Care Tech II Patient Care Technician I Patient Service Representative (Salisbury, Berlin) Phlebotomy Technician (Salisbury, Berlin) Registrar Representative-Patient Access Scheduler Scribe Supervisor-Food Service Technician-Pharmacy Certified Unit Secretary	
TJ Maxx - Ocean City	Merchandise Coordinator Retail Associate Jewelry Associate	Apply online at https://jobs.tjx.com/
Town of Berlin	Police Officer	Apply online at https://berlinmd.gov/employment/
Town of Ocean City	Plumbing Inspector Plant Operator I Vehicle Equipment Technician I Afterschool Activities Assistant Afterschool Activities Coordinator Greenkeeper Casual Labor Seasonal Maintenance Worker Temporary Parks Worker Retention & Recruitment Coordinator Bus Driver Solid Waste Worker I & II Building Maintenance Worker Vehicle Equipment Technician I Concessions Worker Boardwalk Comfort Station Attendant Concessions Supervisor Bus Maintenance Tech I Tram Driver Tram Conductor	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
Town of Snow Hill	Public Works General Laborer Water/Wastewater Operator	Apply online at https://www.snowhillmd.gov/employment.html
Tri-County Council for the Lower Eastern Shore of Maryland	Landscape & General Maintenance Laborer Auto Mechanic Personnel Coordinator AJC Navigator	Apply online at https://tcclesmd.org/human-resources/

Ulta Beauty - Salisbury, White Marlin Mall	Prestige Beauty Advisor Services Manager Beauty Advisor Hair Stylist	Apply online at https://careers.ulta.com/
UMES	Executive Administrative Assistant I Administrative Assistant I General Assistant or Associate	Apply online at https://umes.peopleadmin.com/postings/search
Vacasa - Ocean City	Front Desk Specialist Owner Relations Manager Rental Accounting Coordinator Maintenance Coordinator Maintenance Technician	Apply online at https://www.vacasa.com/careers/positions
Verizon	Retail Sales Representative	Apply online at https://www.verizon.com/about/work/
Walmart - Salisbury, Fruitland	Stocking & Unloading Online Orderfilling and Delivery Health & Wellness Hourly Supervisor and Training General Merchandise Fuel Station Food & Grocery Cashier & Front End Services Auto Care Center	Apply online at https://careers.walmart.com/
WBOC / WRDE	Field Production Vehicle Operator Traffic Coordinator	Apply online at http://drapermediajobs.com/
WCDC	Ceramics and Pottery Instructor Scheduling Coordinator Janitorial Maintenance Residential Manager Personal Supports Facilitator Personal Care Assistant and Transporter Art and Activity Instructor Weekend Residential Counselor Awake Over Night Residential Counselor	For detailed job descriptions, and to download and print application, go to http://wcdcservices.org/employment-opportunities/ Apply online at https://recruiting.paylocity.com/recruiting/jobs/All/febfa26-4102-46cf-b4be-5f1ddb2c56e2/Worcester-County-Developmental-Center
West Marine - Ocean City	Assistant Manager Cashier Sales Associate	Apply online at http://www.lifeatwestmarine.com/

Wicomico County	<p>911 Specialist (911 Call Taker and Dispatcher) Administrative Office Associate II Administrative Office Supervisor Correctional Officer I Human Resources Benefits Specialist Maintenance Technician Motor Equipment Operator I Parks Facility Worker Police Communications Specialist I Records Assistant I Records Assistant II Athletic Complex Seasonal Worker Bailiff-Circuit Court Box Office Employee Concessions Manager Concessions Staff Convenience Center Attendant Cook Court Security-Civilian Crossing Guard Emergency Management Technician Ferry Operator Kids Klub After School Staff Maintenance Technician Maintenance/Janitorial Mosquito Control Technician Mower Operator Sports Event & Services Coordinator Weed (Lead) Control Coordinator</p>	Apply online at http://www.wicomicocounty.org/jobs.aspx
Wicomico County Public Schools	<p>Instructional Assistant/Campus Patrol Human Resources Associate I Medical Assistance Accounting Assistant Substitute Transportation Position Contractual Administrative Assistant Contractual Food Service Worker</p>	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx
Wicomico Public Library	Circulation Assistant	Apply online at http://www.wicomicolibraries.org/employment
WMDT	<p>General Sales Manager Media Specialist</p>	Apply online at https://www.wmdt.com/about-us/job-openings/

Worcester County	Emergency Communications Specialist I Emergency Communications Specialist Trainee Electronic Services Specialist III 911 Call Taker Correctional Officer-Cook Correctional Officer Trainee Vehicle and Equipment Mechanic Landfill Operator I Transfer Station Attendant Landfill Operator II Maintenance Supervisor Road Worker II and III General Laborer/Maintenance Worker I Office Assistant IV Parks Worker III-IV Animal Control Officer Office Assistant IV Accounting Clerk II	Apply online at https://worcesterhr.co.worcester.md.us/
Worcester County Public Schools	Educational Assistant Mail-Food Service Driver Bus or Van Driver	Apply online at https://worcestermd.tedk12.com/hire/index.aspx
Worcester County Recreation and Parks	Referee Program Monitor Gym Monitor Concession Monitor	Apply online at https://worcesterrecandparks.org/about-us/employment
Wor-Wic Community College	Building Attendant	Apply online at https://www.schooljobs.com/careers/worwic?
YMCA - Salisbury, Pocomoke	<i>Richard A. Henson Family YMCA - Salisbury</i> Early Learning Teacher Membership Services Representative Stay & Play Child Watch Assistant Birthday Party Host Group Exercise Instructor Wellness Assistant Personal Trainer Gym Monitor Lifeguard Swim Instructor Sports Staff Cleaning Staff Day Camp Counselor Day Camp Coordinator	Apply online at http://www.ymcachesapeake.org/employment
	<i>Lower Shore Family YMCA - Pocomoke City</i> Membership Services Representative After School Counselor Group Exercise Instructor Wellness Assistant Personal Trainer Lifeguard Water Aerobics Instructor Stay & Play Child Watch Assistant Cleaning Staff Day Camp Counselor Day Camp Coordinator	



Where to find career opportunities?

www.mwejobs.maryland.gov



Serving Somerset, Wicomico and Worcester Counties

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Suite 111
Salisbury, MD 21804
www.lowershoreajc.org
(410) 341-6515

M-F 8am – 430pm



Christina Williams
Veteran Employment Rep.
410-546-6821 (office)
443-955-9147 (cell)

Now Hiring

CHESAPEAKE SHIPBUILDING SHIPBUILDERS & NAVAL ARCHITECTS



Chesapeake Shipbuilding is the most successful shipyard & naval architecture firm of its kind in the United States and has become a leading designer and builder of a notable array of commercial ships.

*****VETERAN FRIENDLY*****

CONTACT 410-742-4900 FOR MORE INFO

SHIPFITTER (SALISBURY) J.O. 1434029

PAINTER - INDUSTRIAL MARINE (SALISBURY)
J.O. 1434448

ELECTRICIAN (SALISBURY) J.O. 1434451

WELDER (SALISBURY) J.O. 1434457

“Maryland’s American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations.”



Maryland Maryland Workforce Exchange

DEPARTMENT OF LABOR

September 13, 2021 - September 17, 2021

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Job Order Number	Company	Position	Positions open
1433117	Rideout Transport, LLC	CDL A Driver	1
1431693	Salisbury University	Social Media Specialist	1
1434029	Chesapeake Shipbuilding Corp.	Shipfitter	1
1434116	CCBCC Inc	Delivery Merchandiser Trainee	1
1433437	Trimper's Rides of Ocean City, Inc.	Maintenance Helper	1
1431967	Allan Myers	Laborer	1
1432716	Bel-Art Products	Picker/Packer	1
1433946	Coach	Temporary Support Associate	1
1433357	Custom Cable Solutions Inc.	Assembler-Part Time	1
1433359	Custom Cable Solutions Inc.	First Article Prototype Mechanic	1
1434386	K&L Microwave, Inc.	RF Design Engineer	1
1432892	K&L Microwave, Inc.	Business Development Engineer	1
1431563	K&L Microwave, Inc.	Senior Electronic Technician	1
1431965	Pep Boys	Technician A	1
1434149	Pep Boys	Technician B	1
1433587	Pep Boys	General Service Technician	1
1431793	Holiday Inn Express - Pocomoke	Housekeeper	7
1431798	Holiday Inn Express - Pocomoke	Breakfast Attendant	2
1431808	Holiday Inn Express - Pocomoke	Maintenance	2
1431812	Holiday Inn Express - Pocomoke	Front Desk Clerk	2
1431818	Holiday Inn Express - Pocomoke	Laundry Attendant	2

Visit mwejobs.maryland.gov for Additional Information & Instructions to Apply

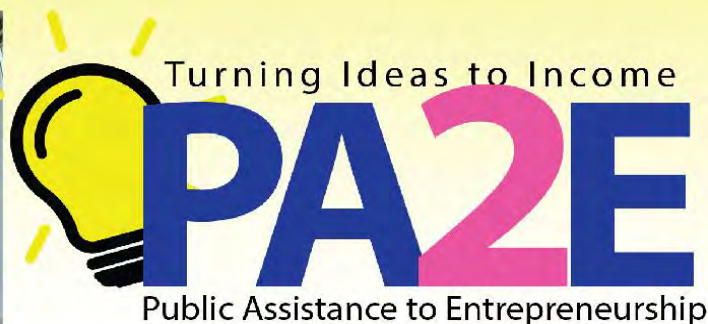
"Maryland's American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations."



MARYLAND JOBS NOW
A proud partner of the [americanjobcenter](http://americanjobcenter.org) networks



- Do you want to start your own business?
- Are you receiving SNAP benefits from DHS?
- If so, apply here for our entrepreneurship classes.
www.dhs.maryland.gov/applyPA2E



START YOUR SMALL BUSINESS!

Are you interested in small business ownership?

Do you own a small business but want help getting to the next level?

The Department of Human Services, Family Investment Administration in partnership with the Small Business Development Center is looking for entrepreneurs who are interested in learning the necessary skills for small business management.

If you are receiving TCA and/or **SNAP/Food Supplement Program assistance (Food Stamps)**, the Maryland State government may be able provide information to help get your business off the ground. Classes may be held online and/or in person. The **Public Assistance to Entrepreneurship Program** will:

1. Offer a series of complementary business classes online designed to help participants draft a business plan.
2. Provide information on credit restoration.
3. Educate participants on how to find appropriate financing for their small business venture.

This program does not provide startup capital but will assist you to source for alternative funding. Access to a computer or other electronic internet access may be required.

Call 410-677-4349 to get more information or go online to PA2E Program to submit an application: www.dhs.maryland.gov/applyPA2E

PHARMACY TECHNICIAN PROGRAM



Goodwill Industries of the Chesapeake, in conjunction with CVS Health and Baltimore City Community College, is proud to offer a Pharmacy Technician Program.

This 16 week program includes:

- Pharmacy Calculations
- Pharmacy Theory
- CPR Training
- Pharmacy Tech Certification Exam
- 160 Hour Clinical Externship (M-F 9am-5pm)

Where: **Virtual Facilitator** (*only*)

When: **Monday - Thursday 9am-4pm**

Length of training program: **16 weeks**

Contact: pharmtech@goodwillches.org

Eligibility Requirements

Applicants must be 18 or older with a HS Diploma/GED and no criminal background. Must also pass TABE assessment, urinalysis and PPD screenings.

Students must pass all course requirements to obtain the Maryland Board Pharmacy Technician Certification.

IN PARTNERSHIP with

goodwillches.org



Virtual Format

CUSTOMER SERVICE AND SALES NATIONAL RETAIL CERTIFICATION TRAINING



Goodwill and The National Retail Federation (NRF) have partnered to offer a virtual format customer service and sales training.



Learn the following skills:

- Retail Fundamentals
- Communication and Teamwork
- Problem Solving
- Customer Service
- Inventory Tracking
- Payment Procedures and more!

Where: **Virtual self-paced lessons**

Length: **1 - 2 weeks**

Contact: **443-669-5846** or digitalskills@goodwillches.org

NRF Certification exam upon completion of the training. **Internet access required.**

goodwillches.org



Serv Safe Training

Recommended for the Food and Hospitality Industries

Learn the Principles of Food Safety:

- Food Safety Regulations
- The Importance of Food Safety
- Time and Temperature Control
- Good Personal Hygiene
- Safe Food Preparation
- Preventing Cross-Contamination
- Cleaning and Sanitizing
- HACCP (Hazard Analysis and Critical Control Points)
- Allergens

Course Info:

ONE DAY Online and Self-Paced
Learn the vocabulary and pass the assessment test and receive your certification

Requirements:

- * Complete intake form
- * VALID email address and password
- * Internet required through phone, tablet or computer



Earn an official certificate documenting course hours and display your certificate on your resume!

Contact:

443-669-5846
digitalskills@goodwillches.org

WORKFORCE INNOVATION AND OPPORTUNITY ACT CAREER AND TRAINING SERVICES

DO YOU NEED SKILLS TRAINING TO START A NEW CAREER OR ADVANCE IN YOUR CURRENT CAREER?

Speak with a career counselor to see how the Lower Shore Workforce Alliance could help you reach your goals through a free CAREER TRAINING SCHOLARSHIP.



WHO ARE WE?



The Lower Shore Workforce Alliance receives funding to provide Workforce Innovation and Opportunity Act Title I training services. These funds are used to pay tuition, fees, books and supportive services for individuals who receive a career training scholarship.

WHAT TRAINING COURSES ARE ELIGIBLE?

Please visit the Maryland Eligible Training Provider list located at www.dlr.state.md.us/employment/train/ to search for trainings by training provider, training type, geographic location or key word.



NOT SURE WHAT YOU WANT TO DO?



[My Next Move](#) is an interactive tool for job seekers and students to learn more about their career options. The site has tasks, skills, salary information, and more for over 900 different careers.

HOW DO I APPLY?

- ✓ Register in MWE (mwejobs.maryland.gov/) and create a resume.
- ✓ Speak with a career counselor at the American Job Center to learn about available programs, eligibility and the enrollment process.



**LOWER SHORE
WORKFORCE ALLIANCE**

Located at the American Job Center
31901 Tri-County Way, Salisbury, MD
(410) 341-6010 — train4jobs.org



Wor-Wic Community College Free Metal Fabrication Training: M-F 5:30-9pm-Oct 2021-Feb 2022



To Be Eligible For Consideration, Candidates Must:

- Be age 17 or older
- Have a High School Diploma or GED
- Be able to pass a pre-employment drug screen
- Display hand-arm steadiness
- Display strong near-vision to see details at close range
- Possess good depth perception and manual dexterity
- Be able to work in extremely hot/cold, dusty & noisy environments
- Be able to lift at least 50 lbs. unassisted
- Be able to stand for long periods of time
- Be able to adjust controls with precision
- Be able to recognize and solve problems
- Be able to work well with others and accept positive, constructive criticism that aids in growth
- Be able to supply and wear safety equipment (e.g. welding helmet, safety glasses, gloves, steel toe boots and 100% cotton long sleeve shirts) for up to 3.5 hours per day at a total cost around \$100 (Gear List will be provided)
- Maryland resident (Lower Shore preferred)
- Be job ready
- Have reliable transportation
- Be able to support themselves for the duration of the training

Metal fabricators are in demand!

Metal fabricator training is ongoing through a partnership with Wor-Wic Community College, Arcon Welding Training Center, Crystal Steel, Quality Staffing Services and the Lower Shore Workforce Alliance. The training is free thanks to grants from the Maryland Department of Labor EARN and Maryland Energy Administration.

Courses run Monday through Friday for 14 weeks from 5:30-9:00pm. For more information, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu.

To be considered for the free career-changing training, contact Quality Staffing Services at (410) 742-2600 or visit easternshorejobs.com and apply for Metal Fabrication Training.

The new Basic Metal Fabrication course will provide 250 hours of evening instruction and practice over 14 consecutive weeks. Graduates of the training will be job and career ready and have entry level metal fabricator skills that are necessary to secure employment in the metal fabrication industry.

Students will progress from basic blue print reading and industry math to fundamental A.I.S.C. fitting practices for a variety of metal shapes. This course includes safety for fabricators and an introduction to hand and power tools. Students will develop knowledge for working safely within the industry standards, recognize and avoid potential hazards and receive OSHA trainings.

Metal fabrication students will safely work with oxy-fuel and hand-held plasma cutters for cutting steel and incorporate thermal cutting processes. Through instruction and practice, students will be able to use basic lay-out and measuring tools effectively to prepare for cutting and fit-up.

Students will be able to identify and demonstrate understanding of the basic AWS welding symbols and various electrodes and their applications. Tack welding techniques and procedures will be discussed, modeled and practiced.

There will be an introduction to industry structures and processes and students will discover requirements to qualify as metal fabricators. Metal fabrication training includes 20% classroom and 80% shop time. To graduate, 75% or greater is necessary on written and hands-on skills exams.



Wor-Wic Community College

Free Welding Training for eligible candidates

Projected Start Date of Next Course: November 2021

Welders are in demand!

Welding training is ongoing through a partnership with Wor-Wic Community College, Arcon Welding Services, Quality Staffing Services and the Lower Shore Workforce Alliance. This training is free thanks to a grant from the Department of Labor EARN Maryland grant.

For more information about the course, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu. To be considered for the training, contact Quality Staffing Services at (410) 742-2600 or visit easternshorejobs.com and apply for the Welding Training.

To Be Eligible For Consideration, Candidates Must:

- Be age 17 or older
- Have a High School Diploma or GED
- Be able to pass a pre-employment urine drug screen
- Display hand-arm steadiness
- Display strong near-vision to see details at close range
- Possess good depth perception and manual dexterity
- Be able to work in extremely hot, dusty and noisy environments
- Be able to lift at least 50 lbs, unassisted
- Be able to adjust controls with precision
- Be able to recognize and solve problems
- Be able to work well with others and accept positive, constructive criticism that aids in growth
- Be able to supply and wear safety equipment (e.g. welding helmet, safety glasses, gloves, hearing protection, steel toe boots, jacket (100% wool, leather or cotton or hybrid of these materials) and 100% cotton long sleeve shirt) at est. cost \$150-\$250)
- Maryland resident (Lower Shore preferred)
- Be job ready
- Have reliable transportation
- Be able to support themselves for the duration of the training
- Commit to attend classes, be on time, work hard and not give up!

Stick, Flux Core, MIG and TIG Welding is a 455 hour course with 5 hours of instruction per day, Monday-Friday for 18.2 weeks. The course is designed to provide the entry level welder with the skills necessary to secure employment in the welding industry.

Students will begin by developing knowledge to work safely within industry standards and recognize and avoid hazards. Through instruction, discussion, modeling and practice, students will become proficient with blueprint reading, measuring, hand and power tools, and stick/MIG/flux core/TIG set-ups, processes and clean up.

Safely establish and utilize an oxy-fuel outfit for cutting of steel and the basics of the thermal cutting processes. Use power tools for preparation of base metals prior to welding, be able to use measuring devices and fit-up tools effectively.

Identify the AWS classification of electrodes and their application to the various welding procedures as well as the limitations of filler metals. Select the proper polarity and current requirements for various electrodes and identify the common welding processes used.

Recognize common weld discontinuities, defects and successfully inspect work to industry standards set forth in the "AWS D1.1 Structural welding code." Be aware of the requirements of a "Welder Procedure Specification."

Skills will be articulated verbally, in writing and by performance on quizzes, tests, a final exam and destructive bend test prior to seeking employment. Up to eight welding qualifications may be earned for structural welding.

A welder qualification record (WQR) will be issued to successful completers. Training includes both classroom (20%) and shop instruction (80%).

The intent behind and expectation of the training is to obtain welding employment.

Wor-Wic Community College

Construction Academy: Free Training for eligible candidates



The construction industry on the Lower Eastern Shore needs workers!

Wor-Wic Community College is offering a "Construction Academy" training program funded by a Department of Labor EARN Maryland grant in partnership with industry representatives, Quality Staffing Services and the Lower Shore Workforce Alliance.

The next two course program runs from Sept. 2021-April 2022, one evening per week with a partial/whole day internship component. For more information, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu.

To be considered for this free, career-changing training, contact Quality Staffing Services at 410-742-2600 or visit EasternShoreJobs.com and apply for Carpentry Training.

To be eligible for consideration, candidates must:

- Be a Maryland resident (Lower Shore preferred)
- Have a High School Diploma or GED (Minimum age 17)
- Be able to pass a pre-employment "5 panel" drug screen
- Display hand-arm steadiness
- Display strong near-vision to see details at close range
- Be able to work in hot, cold, dusty and noisy environments
- Possess good depth perception and manual dexterity
- Be able to adjust controls with precision
- Be able to recognize and solve problems
- Be able to lift 50 lbs. unassisted
- Be able to work well with others and accept positive, constructive criticism that aids in growth
- Be able to supply and wear safety equipment (e.g. safety glasses, gloves, hearing protection)
- Be job ready
- Have reliable transportation

The "Construction Academy" is designed to prepare students with basic skills required to enter the construction industry.

Experience "hands-on" instruction on proper and safe use of hand and power tools. Focus on basic safety standards for construction. Review basic math & measurement as they relate to construction (math functions, decimal-fraction conversion and basic geometry), reading a tape measure and print reading. Review drawing plans to determine materials and fasteners needed.

Discover the importance of work ethic from the employer's perspective. Demonstrate critical thinking and problem solving skills by working through issues related to the construction industry. Focus on construction career paths and understand how a construction team works together. Topics include floor systems, wall systems, basic stair layout, doors and door hardware, drywall installation, drywall finishing, suspended ceilings, trim (window, floor & ceiling) and cabinet installation.

Experience construction through an internship to strengthen all skills. The intent behind the "Construction Academy" is to obtain construction employment.



RISE

Raising. Independent. Skilled. Employees.

Workforce Development Program

Are you in need of help getting a job and maintaining it, or continuing your education?

We can help!



We Can Help You With:

- GED enrollment
- Job Skills Training
- Work Experience
- Occupational Skills Training
- Mentorship & Counseling

Eligibility:

- 16-24 years old
- Not attending school
- Lives in Worcester, Somerset, or Wicomico County



Contact Grace Center:

(443) 513-4124
info@gracematernalhealth.org



YOUR VISION, OUR MISSION



Telamon Corporation Young Adult Career & Education Program



David Noonan
Call (443) 397-2767
or email dnoonan@telamon.org
31901 Tri-County Way, Suite 112
Salisbury, MD 21804

www.telamon.org

Telamon is an equal opportunity employer and provider of services. Auxiliary aids available upon request. Funding sources and amount available upon request.

Are you 18 to 24 years old and want to get back into school? Continue your education? Or interested in starting a career?

If so... Let's talk.

A proud partner of the
americanjobcenter
network



WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

FREE

ONLINE
AND
IN-PERSON CLASS
OPTIONS!

English for Speakers of Other Languages/ ESL Classes

Steps to Enroll into Classes:

1. Watch the Orientation Video
<https://youtu.be/ItEFyzV3q0s>



2. Complete the Application
<https://forms.office.com/r/gc5wgX4Wjn>

3. Email adulteducation@worwic.edu to schedule an appointment and Complete Testing

The program serves adults who are at least 18 yearsold and residents of Wicomico Co., Maryland. (Some exceptions apply.)

Students are placed in classes, after completion of class placement testing, on a first-come, first-served basis.

Intake, testing, and classes are free, and documentation is not required.

For more Information: Call/Text, (443) 669-6373



WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

FREE

OPCIONES DE
CLASES
VIRTUALES Y
PRESENCIALES

Clases de Inglés / ESL Classes

Pasos para Inscribirse en Clases:

1. Escuchar el Video de Orientación en Español:
https://youtu.be/Rr_haUT5e0



2. Completar la Solicitud
<https://forms.office.com/r/gc5wgX4Wjn>

3. Envíe un correo electrónico a adulteducation@worwic.edu para programar una cita y completar las pruebas

El programa atiende a adultos que tienen al menos 18 años de edad y residentes de Wicomico Co., Maryland. (Se aplican algunas excepciones).

Los estudiantes son colocados en clases, después de completar las pruebas de ubicación de clases, por orden de llegada.

La admisión, las pruebas y las clases son gratuitas y no se requiere documentación.

Para obtener más información: llame /mensaje de texto, (443) 669-6373



WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

FREE

OPSYON
VITYÈL AK
NAN KLAS
MOUN

Klas Angle / ESL Classes

Etap pou Enskri nan Klas yo:

1. Tande videyo oryantasyon an Kreyòl:
https://youtu.be/8wih90VC_y4



2. Ranpli Aplikasyon an
<https://forms.office.com/r/gc5wgX4Wjn>

3. Imèl adulteducation@worwic.edu pou pran yon randevou ak ranpli tès plasman klas la

- Pwogram nan sèvi granmoun ki gen omwen 18 an ak rezidan nan distrik de Wicomico, Maryland. (Gen kèk eksepsyon ki aplike.)

Yo mete elèv yo nan klas yo, apre yo fin fè tès plasman klas yo, sou baz premye vini, premye sèvi.

Konsomasyon, tès, ak klas yo gratis epi dokiman pa obligatwa.

Pou plis enfòmasyon: Rele / Tèks, (443) 669-6373



WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

There are TWO ways to earn a Maryland High School Diploma: Completing the National External Diploma Program® OR Passing the Official GED® Test!

The program serves adults, who are at least 18 years old and residents of Wicomico Co., Maryland. The NEDP® can enroll clients from Worcester and Somerset Co.



The NEDP® can enroll clients residing in Wicomico, Somerset, and Worcester Counties. The NEDP® is a computer-based portfolio, which is accessed online. There is a \$150 fee to enroll into the program, which is paid when the client qualifies on Reading and Math skills tests. Clients earn a diploma after all eight competency areas are 100% demonstrated.



There is a \$45 fee for the complete Official GED® Test for 1st time test takers who reside in Maryland. There is a \$30 fee for each GED® Test Subject for re-takes. There are 4 subjects in the complete test. Students schedule for the Official GED® Test at www.ged.com. The Adult Education Program provides testing and classes to help students prepare for the official test, but we are not authorized to schedule, reschedule, or administer the Official GED® Test.

WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM



Steps to Enroll into Classes:

1. Watch the Orientation Video <https://youtu.be/JtEFyzV3q0s>



2. Complete the Application <https://forms.office.com/r/gc5wgX4Wjn>
3. Email adulthoodeducation@worwic.edu to schedule an appointment and complete class placement testing

Intake, testing, and classes are free, and no documentation is required.

Students are placed in classes, after completion of class placement testing, on a first-come, first-served basis.

The program serves adults, who are at least 18 years old and residents of Wicomico Co., Maryland. The NEDP® can also enroll clients from Worcester and Somerset Counties.

For more information: Call/Text, (443) 669-6373

Steps to Enroll:

1. Watch the Orientation Video <https://youtu.be/JtEFyzV3q0s>



2. Complete the Application <https://forms.office.com/r/gc5wgX4Wjn>

3. Email adulthoodeducation@worwic.edu to schedule an appointment and Complete Testing.

Testing appointments must be scheduled in advance and completed in-person at Wor-Wic Community College or the Downtown Library in Salisbury.

For more information:
Call/Text, (443) 669-6373



INTERESTED IN ADULT EDUCATION CLASSES?

We offer Adult Basic Education (ABE) and English as a Second Language (ESL) classes.

Registration is now online!

Use the QR code to sign up or call/email us using the information below.

ABE & ESL Classes

In-person intake and pre-testing is required prior to joining a class.

Fall Semester: Sept. 13 - Dec. 17
Spring Semester: Jan. 3 - April 29

We offer day and evening classes with in-person and online options.



OPEN YOUR PHONE'S CAMERA APP AND HOLD IT ABOVE THE CIRCLE TO SIGN UP!

Worcester County Public Schools
Adult Education Program
410-632-5071
adulteducation@worcesterk12.org

Funding for the Adult Education program is provided by the MD Department of Labor



INTERESADO EN CLASES PARA ADULTOS?

Tenemos clases de educación básica para adultos (ABE) y clases de inglés (ESL). El registro está en línea.

ESL & ABE Virtual Sesiones

Se requiere admisión y pruebas previas en persona antes de unirse a una clase.

Semestre de otoño: 13 de sept - 17 de dic.
Semestre de primavera: 3 de enero - 29 de abr.

Ofrecemos clases diurnas y nocturnas con opciones presenciales y en línea.



¡ABRE LA APLICACIÓN DE LA CÁMARA DE TU TELÉFONO Y MANTÉNLA SOBRE EL CÍRCULO PARA REGISTRARTE!

Worcester County Public Schools
Adult Education Program
410-632-5071
adulteducation@worcesterk12.org

La financiación del programa de educación de adultos es proporcionado por el Departamento de Trabajo de Maryland



ENTERESE NAN KLAS EDIKASYON POU GRANMOUN?

Nou ofri Edikasyon Debaz pou granmoun (ABE) ak klas angle tankou yon dezèm lang (ESL) Enskripsyon an kounye a sou entènèt.

ESL & ABE klas yo

Semès Otòn: 13 septanm - 17 desanm
Semès prentan: 3 janvyè - 29 avril

Nou ofri klas jou ak aswè ak opsyon an pèsòn ak sou entènèt.



LOUVRI APP KAMERA TELEFÒN OU AN EPI KENBE LI ANWO SÈK LA POU ENSKRI!

Worcester County Public Schools
Adult Education Program
410-632-5071
adulteducation@worcesterk12.org

Finansman pou pwogram Edikasyon pou granmoun se bay nan Depatman Travay MD



**WORCESTER COUNTY PUBLIC SCHOOLS ADULT EDUCATION
2021-2022**

Key: █ Class begins █ Class ends New Student begins X Class closes █ Graduation Semester ends █ Make-Up Day

Month	Calendar	Notes																																																	
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Funding for the Adult Education program is provided by the Maryland Department of Labor.

Area Adult Education Providers

**** You may enroll with any program that is convenient for you no matter which Maryland county that you live in.****

Dorchester County

Chesapeake College
1000 College Circle
Wye Mills, Maryland 21679
Phone: 410-822-5400

Services offered: Classes in Reading, Writing, Math, English for Speakers of Other Languages, GED Test Preparation and National External Diploma Program

Somerset County

Princess Anne One-Stop Office
30415 Mount Vernon Rd.
Princess Anne, MD 21853
Phone: 410-677-4261

Services offered: Classes in Reading, Writing, Math, English for Speakers of Other Languages (ESOL), and GED Preparation.

Wicomico County

Wor-Wic Community College
32000 Campus Drive
Salisbury, MD 21804
Phone: 443-669-6373

Email: adulthoodeducation@worwic.edu

Services Provided: Adult Basic Education Classes, GED Preparation, English as a Second Language (ESL) Classes, and the National External Diploma Program

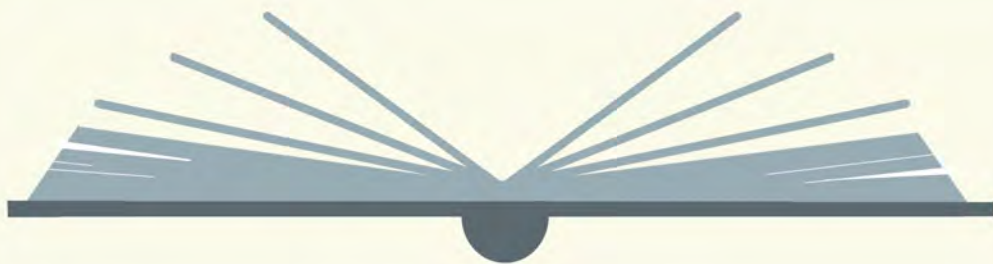
Worcester County

Worcester County Board of Education
6270 Worcester Highway
Newark, MD 21841
Phone: 410-632-5071

Services Offered Adult Basic Education (ABE) and English as a Second Language (ESL)

Need information for another county?

Maryland's providers are listed at: <http://www.dllr.state.md.us/gedmd/programs.shtml>



PROJECT READ

Need Help Reading?

Enroll in Project READ!

Do you need to improve your reading, math or other literacy skills in order to get a job or earn your GED? Find out how to enroll in Project READ.



Want to become an Adult Literacy Coach?

Would you like to help an adult learn how to read? Find out how you can make a difference in someone's life by becoming a volunteer Adult Literacy Coach.

For more information ask a staff member or contact the Project READ Coordinator at 410-749-3612 x159
www.wicomicolibraries.org



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LEGAL RESOURCES

Maryland Courts Self-Help Centers

410.260.1392
mdcourts.gov/selfhelp

Monday-Friday, 8:30 AM to 8:00 PM

Family Law Hotline

800.845.8550

Monday-Friday, 9:30 AM to 4:30 PM

Legal Forms Hotline

800.818.9988 (English)
877.293.2507 (Spanish)

Tuesday, Wednesday & Friday: 9:00AM - 12:30PM
Thursday: 9:00AM - 4:00PM



These organizations may assist you with free or reduced cost legal representation:

Disability Rights Maryland

800.233.7201
disabilityrightsmd.org

Legal Aid Bureau Inc.

800.444.4099
mdlaborg

Maryland Volunteer Lawyers Service, Inc.

800.510.0050
mvlslaw.org

Pro Bono Resource Center of Maryland, Inc.

800.396.1274
probonomd.org

Family Law Assistance

Divorce • Domestic Violence
Custody • Adoption
Visitation • Child Support
Guardianship • Name Change

Dorchester County Circuit Court

206 High Street
Cambridge, Maryland

Mondays, Noon to 3:30 PM

410.228.1395

Somerset County Circuit Court

11770 Somerset Avenue
Princess Anne, Maryland

Fridays, 9 AM to Noon

410.651.4618

Wicomico County Circuit Court

101 North Division Street
Salisbury, Maryland

Mondays, 9 AM to Noon

410.334.3127

Worcester County Circuit Court

1 West Market Street
Snow Hill, Maryland

Mondays, 9:30 AM to 2:30 PM

410.632.5638