



AUGUST 2025 HOT JOBS LIST



Welcome to the **American Job Center Job Opportunity List**, where we highlight some of the **TOP** employment opportunities in the South Central Connecticut region. Staff are available by *phone, email, Zoom & In-Person*. Register for our services online to **GAIN ACCESS** to our employment openings like the ones listed below. Visit [**workforcealliance.biz/orientation**](https://workforcealliance.biz/orientation) to complete our enrollment application!

STAFF PICKS OF THE MONTH

The American Job Centers prioritizes matching talented candidates to current local job opportunities. **STAFF PICKS OF THE MONTH** highlight job opportunities that our staff and Business Services team handpicked to include in this month's Hot Jobs List.

Staff continue to be available by appointment via phone, email or Zoom. Secure Drop Box is located at the New Haven American Job Center, 560 Ella T. Grasso Blvd., for depositing hard copies of required documents. New Customers: Start with Online Job Seeker Orientation!

HOURS & SERVICES

NEW HAVEN:

Monday-Friday
8:30 a.m. – 4:30 p.m.

MIDDLETOWN:

Monday, Wednesday,
& Thursday
8:30 a.m. – 4:00 p.m.

MERIDEN:

Monday-Friday
8:30 a.m. – 4:30 p.m.





AUGUST 2025 HOT JOBS LIST

STAFF PICKS



Associate Director of Undergraduate Admissions

Position Location: West Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Assist in the identification, recruitment and enrollment of prospective students from a geographic territory.
 - Conduct enthusiastic on-campus, off-campus and virtual information sessions while working special recruitment events throughout the year.
 - Represent the University at college fairs, college nights and virtual programs throughout the year.
 - Provide admission counseling to prospective students and be responsible for day-to-day communication with students in person, via telephone, zoom, text or email.
 - Responsible for carrying out aspects of the admission and recruitment process including, but not limited to, planning and executing fall and spring recruitment travel.
 - Coordinate time-sensitive application workflow and process applications, including the evaluation of candidates for admissions, utilizing university guidelines to determine admissibility of students and ensuring that accepted students receive appropriate communication.
 - *(Additional Responsibilities.)*
-

Digital, Mobile, and Analytics Manager

Position Location: North Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Partner with the CIO, the Executive Team, and others to architect and propel a strategic vision for digital, mobile and analytics, reporting and business intelligence in support of advancing member growth and cost-effective solutions.
 - Identify partnerships and vendors to accelerate banking digital transformation and test/learn opportunities.
 - Work closely with the development and implementation of our Next Generation of the online and mobile platform.
 - Offer guidance to team members on best ways to resolve issues and how to complete tasks on time and on budget.
 - Help design applications and reports that are flexible, scalable, and meet staff and/or member needs.
 - Provide friendly, professional, and accurate service and support to all members and associates.
 - *(Additional Responsibilities.)*
-

Site Coordinator

Position Location: Wallingford, CT, USA

Job Type: Part-time

Responsibilities:

- Plan, supervise, implement and direct childcare program at school site.
- Oversee and direct assistant teachers assigned to school sites. This includes preparation and presentation of semi-annual and annual job performance reviews.
- Promotes feelings of mutual respect, acceptance, and appreciation among youth and adults.
- Create a safe environment that helps all youth feel welcome and respected.
- *(Additional Responsibilities.)*



AUGUST 2025 HOT JOBS LIST

Medical Assistant

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Obtain patient vitals, medical history, and reason for visit, and prepare the patient for a physical exam.
 - Administer prescribed medications and treatments in accordance with the approved procedure.
 - Draw blood and preparation labs for reference lab processing and/or in-house processing.
 - Perform laboratory tests, lab-quality controls, and equipment maintenance according to written instructions.
 - Respond to all lab messages and call back requests.
 - Conduct all drug screening procedures in accordance with established rules and regulations.
 - Prepare exam rooms; sterilize instruments, equipment, and supplies for procedures.
 - *(Additional Responsibilities.)*
-

Salesforce Developer

Position Location: Middletown, CT, USA

Job Type: Full-time

Responsibilities:

- Configure the Salesforce platform spanning multiple complex initiatives, while maintaining day-to-day operations.
 - Stay abreast of Salesforce updates and best practices and recommend introduction of new technologies and processes.
 - Deep understanding of Salesforce products and best practices, with experience optimizing CRM platforms for business transformation.
 - Support integration with enterprise systems in collaboration with enterprise data and integration resources.
 - Demonstrate integrity and authenticity in your everyday interactions.
 - Familiarity with regulatory compliance in financial services, including privacy and data security policies.
 - Ability to travel is needed to coordinate with external partners and attend industry events or training.
 - Work closely with analysts, architects, and business stakeholders to create meaningful experiences for fellow bankers and customers.
 - Strong communications skills and ability to work within a team.
 - *(Additional Responsibilities.)*
-

Security Guard

Position Location: New Haven, CT, USA

Job Type: Part-time

Responsibilities:

- Ability to stand for prolonged periods of time and greet patrons within area of service.
- Comfortable with incident report writing, respond to calls via radio communication, and interact with patrons.
- Maintain a safe, clean, and secure environment.
- Must have flexible availability to assist with extra coverage as needed.
- Positive and professional demeanor is mandatory.
- *(Additional Responsibilities.)*




AUGUST 2025 HOT JOBS LIST

Picker/ Packer

Position Location: Orange, CT, USA

Job Type: Full-time

Responsibilities:


- Responsible for the selection of merchandise and preparing them for outbound shipment.
 - Operate with a strong attention to detail, you will read pick tickets, prioritizing most critical orders, verifying items picked, then match the pick tickets.
 - Send all picked orders to the packing department after verifying all items are free of defects or damage. Afterward, move the completed orders to appropriate shipment locations.
 - Pack goods following a specific set of instructions and procedures, properly sealing, and labeling all shipments.
 - Positive and can-do attitude. Punctuality is a must.
 - *(Additional Responsibilities.)*
-
- 

Emergency Medical Technician

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Provide an assessment of patients, determine necessary care and deliver emergency services by utilizing appropriate medical techniques and equipment. Collaborate with public safety, and other EMT effectively.
 - Document patient information, condition and treatment while maintaining confidentiality and patient rights.
 - Take pride in providing a safe, clean, and well-stocked environment for patients.
 - Use appropriate EMT skills to provide care including communications, medical equipment, cleaning procedures, office equipment and tools.
 - Operate an ambulance in conjunction with applicable company safety policies, and traffic laws related to the operation of emergency medical response vehicles.
 - *(Additional Responsibilities.)*
-
- 

Admissions Specialist

Position Location: New Haven, CT, USA

Job Type: Full-time

Responsibilities:

- Responsible for welcoming and orienting clients to the program, completing initial intake paperwork including required assessments, and supporting the client throughout the intake process.
- Work with the Residential Behavioral Health Treatment care team to support clients' recovery from mental illness, substance use, and homelessness.
- May help facilitate educational focus groups and activities within the treatment facility.
- Assist supervisory staff with daily operations as needed.
- *(Additional Responsibilities.)*



AUGUST 2025 HOT JOBS LIST

Individual Aide

Position Location: Hamden, CT, USA

Job Type: Full-time

Responsibilities:

- Assist teachers and parents in assessing student progress with behavior management systems.
- Adapt classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives and meeting IEP goals.
- Communicates with supervising instructional staff, and a variety of health care professionals, and professional support personnel for the purpose of communicating progress or implementing IEP objectives.
- Knowledge and ability to safely support students' physical needs such as lifting, repositioning, feeding, and toileting.
- Actively participate in ongoing professional development opportunities and training.
- *(Additional Responsibilities.)*



IT Desktop Support Technician

Position Location: Middletown, CT, USA

Job Type: [Full-time/Part-time/per diem]

Responsibilities:

- Provide telephone, e-mail and/or walk-in support for computer hardware, software, applications, printers and mobile devices.
- Attempt to resolve all calls on the first contact to maintain a high First Contact Resolution rate.
- Document accurate and detailed descriptions of all incidents in the Incident Management System.
- Demonstrate a willingness to assist other Service Desk professionals in completing tickets, responding to emails, monitoring alerts and sharing documentation.
- Experience with building and configuring PCs and laptops as well as installing software
- Must be customer service focused and be able to work independently or in teams
- Exceptional interpersonal skills, with a focus on rapport-building, listening and questioning skills in a stressful environment.
- *(Additional Responsibilities.)*



Custodian

Position Location: West Haven, CT, USA

Job Type: Part-time

Responsibilities:

- Removes garbage from each office, conference rooms, hallways and bathrooms on a daily basis.
- Thoroughly clean administrative staff offices upon request.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming; Steam-clean or shampoo carpets as needed; Strip, seal, finish, and polish floors as needed.
- Use tools required in custodial and minor maintenance work, including electrical cleaning equipment.
- *(Additional Responsibilities.)*

AUGUST 2025 HOT JOBS LIST

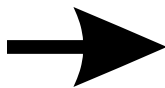
The American Job Centers of South-Central CT offer a variety of services to job seekers and employers FREE of charge. We connect thousands of people to employment each year with training, workshops, 1-on-1 counseling, and job clubs.

To find more training and employment opportunities, please visit the Workforce Alliance website or get started by scanning the QR CODE below.



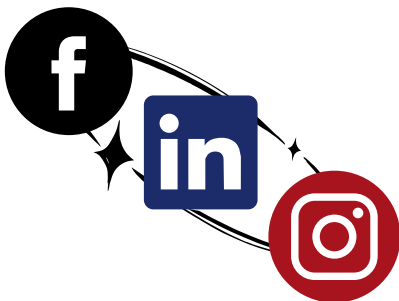
JOB TRAINING & EMPLOYMENT

Scan this code
to jumpstart
your new
career:



Once you have scanned the QR Code, click on [Job Seeker Orientation](#) and follow our 4-step process to enroll in 10 minutes or less.

FOLLOW US ON SOCIAL MEDIA



**SEPTEMBER
HOT JOBS LIST
COMING
SOON!**