

# JOB SERVICE - DEVILS LAKE Business Services

QUARTERLY NEWSLETTER: MAY/2024

NORTH  
**Dakota** | Devils Lake Workforce Center  
Be Legendary.™ JOB SERVICE

Meeting workforce needs.



## TOP NEWS

- Spring Career Expo held April 17th at Lake Region State College Hofstad Ag Center
- Outreach Schedule
- Meet the Devils Lake Workforce Center Staff
- Features Jobs

## Devils Lake Spring Career Expo held at Lake Region State College

The event was held on April 17th at the Hofstad Ag Center and co-sponsored by Job Service North Dakota and Lake Region State College.

31 local employers came together to look for quality candidates for their open positions. The Hofstad Ag Center at Lake Region State College in Devils Lake provided the perfect backdrop for the event.

Companies like Strata, Gleason Construction, Spirit Lake Casino & Resort, Sevita Health, Nordic Fiberglass and Leading Edge Equipment were on hand seeking employees just to name a few of the booths that were present.

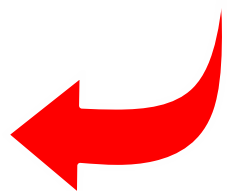
41 job seekers came searching for work at the event and you could see the earnest job hunter filling out applications and having interviews on site. Job Service will be hosting another Job Fair in the Fall so stay tuned for more info.



## Workforce Monthly Outreach



Langdon - 1st Tuesday  
Spirit Lake - 1st Thursday  
Rolla - 2nd Tuesday  
Devils Lake - 3rd Monday



## Featured Employers Close Construction

893919 - Crushing Screening Plant Operator

893920 - Diesel Engine Mechanic

893922 - Equipment Operator

893908 - Truck Driver

## Proz Lakeside at The Cove

894931 - Server

894802 - FOH Supervisor

## Devils Lake Public Schools

892883 - Agriculture Tech Teacher

893581 - Student Congress Advisor

893588 - Academic Team Advisor

893579 - Volleyball Coach Freshman

892884 - Automotive Tech Teacher

894976 - Yearbook Advisor

## Candeska Cikana Community College

894676 - Cafe Manager/Cook

890376 - Head Start Disability Specialist

893022 - Head Start Family Advocate

893366 - Human Resources Director



# Job Posting Quick Tips

## Job Creation Method

- Manual Entry - Build your Job Order using a step-by-step data entry process.
- Copy Existing Job Order - Build your new Job Order by transferring the information from an existing Job Order (quickest)
- Create Job from an Employer Template

## Job Title

Please accurately describe the position in the job title as this will be searched by individuals using keywords. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

\* Job Title:

In Workforce Connection you can click the Add a New Job Order button to begin. This goes to the first page of the Job Order Wizard form. From here, there are three job order options: Manual Entry Job Order, Copy Existing Job Order, and Create Job From one of Your Templates.

**Copy Existing Job Order is the easiest and quickest job creation method.** If you have a job order already (from an old job order), copy it. You can make edits as needed.

# Meet The Devils Lake Workforce Center Staff



Sherri Mezera - Workforce Center Manager

Lacey McKay - WIOA Advisor

Jacqui Rivers - Employment/Business Services

Nils Landin - Employment/ H2A Advisor

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