

MAXOutreach™

MAXOutreach™ provides a community based job distribution service to employers and job distribution firms that are seeking job applicants in your community. This is an effort to provide employment to a more diverse group of candidates including welfare recipients and others in need of jobs.

Attached is a Notice of Job Opening(s) for a position(s) that may be available in your area. The employer(s) listed below are currently accepting applications for the positions described herein. Please process and distribute this information to all interested parties. Have your referral candidates enter the associated job posting number into the employers application.

Your assistance in these efforts is greatly appreciated.

If you have any questions, or have received this information in error, please feel free to contact our MAXOutreach™ Administrator at 1-800-274-8582 ext. 185, or by email at outreachcoordinator@maximus.com.

From: MAXIMUS Outreach Coordinator
Phone: 800-274-8582 ext 185
No Pages: 11

To: CAREER CENTER
Agency: TEXAS WOMEN'S UNIVERSITY
Fax No: 940-898-3198
Date: 2/2/2012

understanding of database management and content management systems, specifically SharePoint 2010, experience coordinating multiple projects at one time and demonstrated proficiency with software, including but not limited to: Microsoft Office Suite and Adobe Creative Suite products.

The coordinator also collaborates with and provides support to the Employee Communications Team as directed. Responsibilities include coordination of multiple projects and initiatives, managing timelines /deadlines, managing tracking and reporting to include sponsorship requests, awards and nominations, employee announcements, employee events, employee contest submissions, public appearance reviews and responding to communication requests as needed.

The candidate must be comfortable working in a fast-paced, dynamic environment and have the ability to manage confidential information with complete discretion. The candidate will be responsible for processing invoices and tracking the employee communications budget. Will also perform administrative duties for the Team such as coordinating logistics for meetings, such as reserving conference rooms, ensuring video conferencing capabilities and securing supplies.

ESSENTIAL JOB FUNCTIONS:

- Manage project reports for the Vice President, Employee Communications.
- Manage incoming communication requests and track appropriately.
- Schedule, arrange or set up meetings, conferences, department meetings.
- Assist with presentations, including drafting and creating using Microsoft Power Point.
- Use Microsoft Office, including Excel, Access, Word, as well as SharePoint 2010 to update and maintain numerous databases including mailing lists, calendars and other information.
- Assist department with verifying information, obtaining information, providing accurate reports and independently researching topics for feature stories, databases and mailings.
- Assist with the distribution of information internally and externally and maintain updated distribution lists.
- Willingness to learn and utilize department tools Vocus, Channel You Intranet, SharePoint 2010.
- Oversee budget inputting, month-end closing, and analysis for the West Region Employee Communications Team, in addition to providing accurate reports on a regular basis to leadership team.
- Assists with preparation, completion and distribution of materials, special projects and reports.
- Other duties as assigned.

HUMAN RELATIONS:

This employee will interact extensively with employees from all departments at all levels, vendors and community VIPs.

JOB REQUIREMENTS:

- Associate's Degree and minimum two years of related work experience. Experience in large, fast paced office environment preferred.
- Good initiative and judgment to independently handle administrative details.
- Resourceful in resolving challenges.
- Demonstrated ability to handle various tasks simultaneously, organize, prioritize, make decisions and work efficiently and effectively under deadlines required.
- Position has access to confidential information on a daily basis and requires a mature, responsible and trustworthy individual.
- Must be able to manage confidential information with complete discretion.
- Prior experience successfully providing administrative support to multiple people.
- Must have good written, verbal and interpersonal communication skills.
- Event management for a variety of audiences and locations.
- Demonstrated competency in multiple office and graphic software environments: Microsoft OfficeSuite (Word, Excel, Access, Power Point, and Publisher), Adobe Creative Suite (Photoshop, Illustrator, InDesign, Acrobat, Flash, Dreamweaver) SharePoint 2010 and Visio.
- Fiscal experience and ability to learn/manage online platforms such as Vocus.
- May require occasional evening and/or weekend hours for special events.

PHYSICAL REQUIREMENTS:

- Ability to communicate effectively in person, by telephone and through written correspondence.

- Typing and reading on computer and data entry.
- Repetitive data entry input may be required at times.
- Valid driver's license with satisfactory driving record.
- Ability to sit for long periods of time and view CRT.

Note: This Job Summary should not be construed, to be all inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job. While the description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties and to assign other duties as necessary.

FCC Unit_TWC HQ449

POSITION TITLE: Mgr, Business Operations

Job Requisition Number: 133216BR

Application WebSite: http://jobs.timewarnercable.com/job/Coppell-Mgr%2C-Business-Operations-Job-TX-75019/1704254/?feedId=40&campaignId=3&utm_source=maximus&utm_campaign=J2W_Maximus

Details: Posting Job Title: Mgr, Business Operations

Requisition #: 133216BR

Posting Location: United States - Texas - Coppell

Area of Interest: Project/Program Management

Sales

Telecommunications

Position Type: Full Time

Posting Job Description:

Time Warner Cable currently seeks a Mgr, Business Operations for our Commercial Services Department. Below please find a brief description of the essential duties and responsibilities required to function successfully in this position.

Job Summary

The Manager of Business Operations will be responsible for managing all West Region sales operational support processes. Act as a liaison between the West Region Market Development project managers and the Business Intelligence analyst team. Will assist in the coordination of sales operation activities, along with managing standardization of regional commercial Business Operations processes, while supporting and ensuring all sales objectives are achieved.

Essential Job Functions:

- Project management of Sales Operations processes to ensure efficient and timely processing of all new sales requests, along with the accuracy of order fulfillment activity for the West region.
- Identify, develop and manage tools, technology requirements and sales support initiatives intended to reduce intervals and drive faster revenue start times.
- Identify, develop and implement consistent sales operations processes, policies and procedures and insure compliance guidelines are met.
- Provide daily, weekly, and monthly reporting of New Market Development (NMD) activity. Develop reports and analytics for Sr. level executives which includes KPI metric results, tracking of progress of penetrations, revenue attainment, and PSU results.
- Collaborate with peers in other functional areas to ensure information is being delivered and made available to the proper business leaders. Actively participates with cross-functional groups to solve problems, build support and secure buy-in for desired objectives.
- Resolves issues affecting project scope, quality, effort, risk and schedules. Creates and manages contingency plans for task and projects assigned for completion.

Job Requirements:

- A bachelor's degree with business major or equivalent combination of experience and education required.

- Minimum of 4 to 6 years of cable experience, telecom or related experience
- Demonstrates a magnitude and scope of decisions that can be made without a higher level of approval.
- Demonstrates strong verbal/ written communication skills, strong computer application skills (MS Word, PowerPoint, Excel, Visio, etc.) as well as presentation and customer facing experience.
- Self-motivated problem solver, able to work with minimal supervision; team player.
- Demonstrates the ability and experience in utilizing good judgment, problem solving, decision making and communications skills required.

Education & Experience:

- Bachelor's degree from four-year college or university; BS Degree or equivalent work experience. Strong experience in Process & Policy standardizations, process improvements, compliance documentation, business development or telecommunications.
- 2 – 4 years in project management, business analytics and reporting.

Preferred Qualifications:

Sales, Sales Management, Marketing, Customer Support, Order Management/Order Entry, Cable and/or Telecommunications experiences or Project Management experience and certifications.

Travel Requirements:

The successful candidate must be able and willing to travel in overseeing and managing multiple aspects of Business Operations insuring the company, department and personal objectives are being achieved. Travel may require overnight stays. Weekend travel may occasionally be required.

Supervisory / Managerial Responsibilities

Lead: Assigns, trains, schedules or oversees work of others.
FCC Unit_TWC HQ449

POSITION TITLE: Network Planning Engineer

Job Requisition Number: 132999BR

Application WebSite: http://jobs.timewarnercable.com/job/Austin-Network-Planning-Engineer-Job-TX-73301/1682445/?feedId=40&campaignId=3&utm_source=maximus&utm_campaign=J2W_Maximus

Details: Posting Job Title: Network Planning Engineer

Requisition #: 132999BR

Posting Location: United States - Texas - Coppell

Area of Interest: Engineering/Technical Operations

Position Type: Full Time

Posting Job Description:

The location for this position is flexible and may be located in Coppell, TX, Cerritos, CA, or Columbus, OH.

Position Summary:

The Network Planning Engineer position will be responsible for network planning needs for the Commercial networks in the Time Warner Cable West Region.

Essential Job Functions:

- .Plan new, expansion, or Migration of the Ethernet/Sonet/MPLS networks to support carrier and commercial services including Ethernet, CWDM, DWDM, OCx, STS-x, and VT1.5/DS1.
- .Creation equipment quotes and/or bill of materials based on West Commercial Engineering standard rules of engagement.
- .Plan for space, power, HVAC, Fiber, and network equipment needs at various telco facilities, carrier hotels, POPs, LSOs, and special customer locations.

- .Maintain diagrams of Commercial networks in a consistent manor.
- .Perform regular reviews of network capacity planning across the region as it pertains to the various Commercial Networks.
- .Plan for customer migrations, network changes, and other upgrades to the various networks.
- .Manages small and medium scale projects to ensure deliverables are met on-time
- .Establish relationship and interface with other organizations and personnel within Time Warner Cable as it relates to planning, including: space requirements, power requirements, equipment usage standards, design standards, and network topology standards.
- .Maintain master site configurations and rack elevations.
- .Forecast and request outside fiber plant requirements based on locations.

Job Requirements:

- .The successful candidate will have 5 years experience administering a data (Ethernet, Sonet, DWDM) network.
- .The ability to design Sonet, MPLS, VPLS, RPR, 802.1Q switched networks, and related routing protocols.
- .Understanding of optical transmission technologies including SONET, DWDM, CWDM, and xPON services as well as layer 3 routing and layer 2 switching / circuit emulation.
- .Fully understands SONET and Standard telephony hierarchy DS0 – OC768.
- .Understanding of DC and AC power usage and planning.
- .Experience with a large campus, enterprise, or carrier MPLS/BGP network as well as Sonet/TDM equipment.
- .Microsoft Office and Visio.
- .Demonstrates knowledge of UPSR and BLSR SONET protection mechanism.
- .Understanding physical and logical cross-connects as it relates to network design and traffic management.
- .Has the ability to perform data analysis and reconciliation with reports and other data sources in order to support the network.

Preferred Qualifications:

- .Prefer Cisco, Alcatel, Juniper, Infinera, and/or Nortel experience preferred but not required.
- .Working experience with Telcordia Granite inventory and circuit database is preferred but not required.
- .Industry recognized network certification is preferred by not required

Education:

Bachelor's degree (B.A.) from a four-year college or university; or equivalent training, education and experience.

Some travel is required.

Time Warner Cable offers competitive benefits to include medical, dental, vision, a matched 401(k) plan, tuition reimbursement, and free cable (in specified areas). Qualified candidates should apply on-line at www.timewarnercable.com. EOE/M/F/D/V

FCC Unit_TWC HQ449

POSITION TITLE: Spec, Sales Support

Job Requisition Number: 133245BR

Application WebSite: http://jobs.timewarnercable.com/job/Coppell-Spec%2C-Sales-Support-Job-TX-75019/1706064/?feedId=40&campaignId=3&utm_source=maximus&utm_campaign=J2W_Maximus

Details: Posting Job Title: Spec, Sales Support

Requisition #: 133245BR

Posting Location: United States - Texas - Coppell

Area of Interest: Administrative/Clerical

Sales

Telecommunications

Position Type: Full Time

Posting Job Description:

Time Warner Cable is currently seeking a Sales Support Specialist- Outside Sales for our Commercial Services department. Below please find a brief description of the essential duties and responsibilities required to function successfully in this position.

The Sales Support Team supports the Commercial Sales Team in negotiating and closing new sales and expediting sales contract and order related activity that is part of the sales process between "Prospect" and "Closed Won" status in the Salesforce.com system. This includes hand-off to the Commercial Order Management team for provisioning. Perform, and is responsible for, work activities that enable the sales team to return to selling as soon as possible, spending the majority of their time engaging with customers, new selling activities and pursuing new business. Sales productivity improvement and superior customer experience are the driving factors in determining additional job duties which may be assigned in this team. In this team we drive consistent high performance, continuous improvements in delivering high-level sales support, timely responses and processing, minimizing order rejects, minimizing delays in service delivery to customers, improving processes in support of increased sales activity and productivity, including on-going coaching and guidance of sales personnel to increase order accuracy.

Job Summary:

- Providing sales support to assigned sales reps, teams and managers in a manner to assist in multiplying their results.
- Developing and maintaining solid system and process skills and results and develop into a strong sales support contributor and team player.
- Coaching new and existing sales reps to cultivate solid system and process skills and positive results
- Responsible for sales cycle related questions and answers, order processing and resolution
- This role requires strong technical product, system and process knowledge
- May be called on from time to time to back-up team members in their duties.
- The Sales Support Specialists' input and feedback is sought out to assist in improving departmental policies, procedures, guidelines, operations standards and process and system efficiencies and effectiveness.
- Sales Support Specialist seeks the input, advice and guidance of a Sr. Sales Support Specialist to answer daily operations and subject matter questions to assist in smooth order processing, accuracy and a positive customer experience.
- This position is part of the Sales Support Team and is aligned with territory commercial sales representatives and sales support specialists

Essential Job Duties

- Support your assigned territory sales reps with information to successfully negotiate and close new business.
- Build up, and maintain, strong and deep knowledge of the sales process, ordering process, product information and configuration and systems used daily by the sales support team.
- Enter opportunity information and other data updates in salesforce.com, i.e. new orders, moves, adds, changes, disconnects and transfers
- Check for order completeness and accuracy and drive opportunities to Close Win stage in the sales system
- Adhere to, and comply with, Sales Operations policies, procedures, guidelines and operating standards.
- Contact the customer to clarify order information or provide notification for account, as needed.

- Provide assistance and coaching to account executives related to order flow, billing systems and salesforce.com.
- Work together with team members to ensure the smooth operation of day-to-day business within the department and throughout the company. Providing back-up support to other team members as needed.
- Communicate internally and externally in support of sales efforts.
- Manage rejected orders and order exceptions to ensure the continued processing of orders.
- Perform daily activities using the following applications: Salesforce.com, CSG, ICOMS, Outlook, IM, Excel, Access, Word and PowerPoint

Required Skills and Abilities

- Associate's degree (A. A.) or equivalent from a recognized two-year college or technical school; Two years or more of relevant experience can be substituted for educational requirements
- Previous Sales Support experience is a preferred plus.
- Must be able to analyze customer accounts within our billing and salesforce.com systems to determine necessary actions and make decisions or recommendations based on available data
- Must be very responsive, patient, flexible, responsible, enthusiastic, and have a demonstrated pattern of dependability and good attendance.
- Demonstrates professional behavior in dealing with sales team, team members and customers
- Must follow company and departmental procedures, policies, guidelines and checklists, as required by the position.
- Proficient knowledge of the billing and salesforce.com systems are required and have a solid working knowledge of various computer software programs as mentioned above and be a proficient typist.
- Must possess excellent written and verbal communication skills.
- Must possess excellent interpersonal and relationship building skills.
- Must have strong attention to detail, the ability to multi-task, prioritize effectively and strong organizational skills
- Must have excellent follow-up and follow-through skills

Reporting and Schedule

- This position is a direct report of the Supervisor – Sales Support
 - This a 95% office job, travel for training or meetings should be the only exceptions
 - Standard 40 hour work week Monday-Friday, 8:00 am-5:00 pm will be the normal work schedule. Overtime may be necessary as job duties require, typically at the end of the fiscal month to complete all orders
- FCC Unit_TWC HQ449

POSITION TITLE: Sr Financial Analyst

Job Requisition Number: 133113BR

Application WebSite: http://jobs.timewarnercable.com/job/Coppell-Sr-Financial-Analyst-Job-TX-75019/1704176/?feedId=40&campaignId=3&utm_source=maximus&utm_campaign=J2W_Maximus

Details: Posting Job Title: Sr Financial Analyst

Requisition #: 133113BR

Posting Location: United States - Texas - Coppell

Area of Interest: Finance/Accounting

Position Type: Full Time

Posting Job Description:

Time Warner Cable currently seeks a Senior Financial Analyst for the West Region Commercial Finance Organization. Below please find a brief description of the essential duties and responsibilities required to function successfully in this position.

Position Summary

The Senior Financial Analyst for Commercial (West Region) prepares the annual revenue and expense budgets, monthly revenue and expense outlooks, as well as annual and monthly revenue and expense tracking and analysis. This position reports to the Sr. Director Commercial Finance-FP&A of West Region.

Essential Job Functions:

Monthly P&L review, analysis, research and fluctuation explanation to management and corporate senior management.

- Responsible for Monthly Outlook and Annual Budget preparation and presentation
- Upload Outlook into PeopleSoft monthly
- Creation and analysis of P&L schedules that support Outlook and budget
- Explanations for Key and Operational metrics
- Development of financial packages and reports such as key metrics, YTD vs Prior Year, ---Actual vs Estimate, and Outlook
- Any other duties/special projects as assigned by management

Job Requirements:

3 to 5 years of financial analysis experience

Ability to communicate with various levels of management

Strong Microsoft Application skills

Preferred Qualifications:

Hyperion, PeopleSoft, SalesForce

Education and Experience:

Bachelor's degree from four-year college or university; or equivalent training, education and experience.

Travel Requirements:

Travel % 0-10

Supervisory/Managerial Responsibilities:

No Supervisory responsibilities with this position.

FCC Unit_TWC HQ449

POSITION TITLE: Sr Sales Support Specialist

Job Requisition Number: 133225BR

Application WebSite: <http://jobs.timewarnercable.com/job/Coppell-Sr-Sales-Support-Specialist-Job-TX->

[75019/1706071/?feedId=40&campaignId=3&utm_source=maximus&utm_campaign=J2W_Maximus](https://www.maximus.com/75019/1706071/?feedId=40&campaignId=3&utm_source=maximus&utm_campaign=J2W_Maximus)

Details: Posting Job Title: Sr Sales Support Specialist

Requisition #: 133225BR

Posting Location: United States - Texas - Coppell

Area of Interest: Administrative/Clerical

Sales

Telecommunications

Position Type: Full Time

Posting Job Description:

Time Warner Cable currently seeks a Senior Sales Support Specialist for our Wholesale/Carrier Department. Below please find a brief description of the essential duties and responsibilities required to function successfully in this position.

Position Summary

Build and maintain relationships with Carrier account contacts to facilitate open communications, increase opportunity potential and encourage reciprocal business. Aid Carrier Account Managers in many facets of their jobs to increase sales productivity.

Essential Job Functions

- This position is accountable for post-sales support coordination and overall post-sales customer facing support
- Prepare pricing for customers
- Run financial analysis model to determine profitability metrics are met, and establish profitable pricing points for customer quotes
- Submit for outside plant site survey requests
- This position has responsibility for coordination and communication with divisional project managers, throughout all installations
- Will update installation trackers and communicate milestones to carrier customers
- This position is responsible for administration and implementation of metrics and performance data
- Provides an ongoing service relationship for Carrier clients, ensuring that issues involving TWC's delivery of services are promptly addressed and resolved
- Implement a communications strategy for interacting with the client that involves, Technical Support, Marketing, Engineering, Billing, Project Management and Senior Management
- Coordinate client escalations on service affecting and billing issues
- Update installation tracker and communicate milestones to the customer
- Review SLA reports with client monthly with respect to our Service Level Agreement (SLA)
- Maintain client services inventory and review with clients on a quarterly basis
- Identify client support process issues through regional teams, corporate and 3rd party vendors
- Interface directly with key internal departments like Provisioning /Tier 4 Support / RNOG & GNOC to assure delivery of quality service
- Track all performance/outage related trouble tickets
- Administer and manage client invoicing web portalPerform other related duties as assigned and/or required

Job Requirements

- Bachelor's degree (B. A. or B.S.) from four-year College or university preferred; or equivalent training, education and 5+ year's sales experience
- Must be versed in Executive Presentations, Telephony and current trends in networking
- Knowledge of Carrier markets is preferred
- Solid communication skills to effectively deal with various levels of management, staff and/or client contacts, including C-Level
- Demonstrated interpersonal skills to work effectively in a team environment and maintain a professional and positive manner
- Demonstrated ability to clearly and concisely express ideas and concepts verbally and in writing
- Ability to work effectively in a team oriented, high demand and fast paced environment with a proven ability to multi-task and prioritize

From: MAXIMUS Outreach Coordinator Phone: 940-898-2950
To: TEXAS WOMEN'S UNIVERSITY Attn: CAREER CENTER Fax: 940-898-3198

Education and Experience

Bachelor's degree from four-year college or university; or equivalent training, education and experience.

Supervisory/Managerial Responsibilities

No Supervisory responsibilities with this position

Travel Requirements

None

FCC Unit_TWC HQ449