



Recreation Leader (Year Round- Part Time) Job ID: 2357

Closing Date: 10/27/15

Recreation/Recreation Leader

Date Posted: 10/13/2015

Location: Meyering Park

Region: South

THIS POSITION IS BUDGETED UP TO 25 HOURS A WEEK.

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$12.63 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Recreation>

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Recreation Leader (Windy City Hoops) Job ID: 2354

Closing Date: 10/22/2015

Recreation/Recreation Leader

Date Posted: 10/9/2015

Location: DISTRICTWIDE

Region: Districtwide

The Windy City Hoops program will provide a safe environment for 12 to 17 year olds to play season-long tournaments against their peers, learn the value of teamwork, and build leadership skills.

Candidates in this position will be expected to work evenings (5-10pm) on Fridays and Saturdays for up to one year.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required but may be waived for seasonal employees that are deferred through special hiring programs.

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

EXPECTED SALARY: \$12.63 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Recreation>

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Call Center Representative-Part Time - DIS0000675

Duties and Responsibilities

Provides excellent customer service through the City Colleges of Chicago Call Center and delivers quality information and advising to students and the general public who inquire about City Colleges of Chicago's academic programs and other services. Responsible for answering incoming calls to the call center and assisting callers with questions related to any of the seven City Colleges. Responds to requests for information in person, via telephone, live chat and by email. Maintains a log of phone and email activities regarding inquiries from marketing leads. Responsible for providing any assistance to students that may need to navigate through the City Colleges administrative requirements. Coach students on educational planning by advising them on curriculum choices, credit policy, transferability of credits and financial assistance processes. Maintains ongoing relationships with campus staff and administration to remain current with all marketing and academic components and special events. Maintains ongoing relationships with campus staff and administration to remain current with all marketing and academic components and special events. Coordinates problem resolution with appropriate departments. Refers Financial Aid and Information Technology troubleshooting questions to appropriate departments. Conducts call campaigns to assist with recruitment, retention and completion efforts. Guide prospects to complete application process, academic program selection and additional enrollment processes. Prepare prospect and students for college visits. Navigates PeopleSoft portal and Grades First to provide students with pertinent information. Responsible for attaining and updating accurate information from all seven City Colleges.

Qualifications

Associates Degree or equivalent education and three years of experience in customer service. Bachelor degree preferred. Working knowledge of City Colleges of Chicago's marketing function and operations is preferred. Must be able to work a flexible schedule, including some weekends. Proficient in basic computer skills Microsoft Excel, Word and Powerpoint. Excellent verbal and written communication, organizational, and administrative skills required. Ability to sit for long periods of time. Must be able to work well with internal and external constituents and possess the ability to handle all situations with tact and diplomacy. Must be able to complete tasks in a timely manner.

Job: Other

Primary Location: District Office

Employee Type: Part Time | Regular

Union Code: N/A

Job Posting: Oct 9, 2015, 12:55:54 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Assistant Board Secretary - DIS0000676

Duties and Responsibilities

ASSISTANT BOARD SECRETARY

CITY COLLEGES OF CHICAGO-DISTRICT OFFICE

The Board of Trustees of the City Colleges of Chicago is seeking an Assistant to the Board Secretary. This position will provide administrative support to the board of Trustees, including the Board Chair, as well as the Chancellor of the City Colleges of Chicago.

QUALIFICATIONS

The ideal candidate will possess...

A Bachelor's degree from an accredited college or university

Four years of work experience as an Executive Assistant or comparable role, reporting to a senior level executive within an organization

An equivalent combination of education and experience will be considered

Must be highly computer proficient with knowledge of a variety of software programs, including Microsoft Office (Excel, Word, PowerPoint) and Sharepoint

Excellent writing, proofreading and editing skills

Excellent organizational and administrative skills

Strong customer service skills

Excellent interpersonal and verbal communication skills

Prior experience working with a Board in an executive assistant role preferred

Must have the flexibility and ability to work evening hours occasionally

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Administration/Management

Primary Location: District Office

Employee Type: Full Time | Regular

Union Code: N/A

Job Posting: Oct 8, 2015, 2:03:05 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Testing Specialist - PT - OLI0000390

Duties and Responsibilities

CITY COLLEGES OF CHICAGO'S OLIVE-HARVEY COLLEGE IS LOOKING FOR A TESTING SPECIALIST - PART TIME

Primary Objective: Assists with the administration of large scale, nationally standardized testing programs, computerized college placement exams or other tests requiring special arrangements. Ensures the security of the exam environment.

Responsible for setting up/clearing the Exam Room.
Completes documentation related to the exam including tally of examinees.
Inspects admittance documents and personal identification to assure that only authorized persons are admitted to the exam site.
Instructs and monitors examinees to ensure compliance with prescribed rules and to prevent dishonesty or collusion among examinees.
Responsible for the security of confidential exam material and booklets during the exam, constantly aware that all booklets are accounted for, seeing that no one leaves the Exam Room without authorization, and assuring that no examination material is taken from the room.
Assists in clarifying test instructions for candidates.

Qualifications

High school diploma or GED
Completion of one semester of standardized test administration; OR, any equivalent combination of experience, training and/or education approved by Human Resources.

We are an equal opportunity and affirmative action employer.

Job: Student Services
Primary Location: Olive-Harvey College
Employee Type: Part Time | Regular
Union Code: 1600PTPROF
Job Posting: Oct 15, 2015, 2:33:18 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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College Clerical Assistant II - Registrar Department - WIL0000525

Wilbur Wright

4300 N. Narragansett

College Clerical Assistant II - Registrar

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required. Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files. Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail. Assists in reviewing time sheets and prepares attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items. Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies. Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information. Performs related duties as required. Perks of this Role: Full health benefits, 403(b) & 457(b) investment plans, paid vacation/holidays and City Colleges tuition waiver. Plus, enjoy working with a group of people who really love what they do. For a more detailed overview of benefits, please visit our benefits page.

Qualifications: Graduation from high school supplemented by one year of clerical and typing/keyboarding experience in an office setting; or an equivalent combination of training and experience. Proficient with MS Office Suite (Word, Excel, Outlook, etc.) and related software programs. Ability to type 45 words per minute. Ability to follow verbal and written instructions. Skill in basic filing, record keeping, attention to detail and operations of a variety of office machines.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Clerical/Secretaries Primary

Location: Wilbur Wright College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Oct 15, 2015, 12:32:34 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Caseworker - Part-Time - TRU0000502

Duties and Responsibilities

CITY COLLEGES OF CHICAGO'S TRUMAN COLLEGE IS LOOKING FOR A CASEWORKER - PART-TIME

Conducts intake interviews to evaluate students' vocational or educational potential and general eligibility for CCC programs in accordance with grantor's guidelines. Obtains background information on potential students for the purpose of providing referrals to the appropriate community agencies. Advises currently enrolled students regarding educational and personal adjustment issues. Assists students with goal maintenance and individualized career planning. Assists program participants with completion of academic forms and applications. Retains a compilation of statistics, written reports and correspondence within student files. Prepares monthly mandatory reports for management review. Attends monthly staff meetings and may serve as liaison to community and state agencies for the purpose of receiving appropriate students services and maintaining good public relations. Markets the program and recruits students for the program. Disseminates information and answers questions in regards to the educational program. Adheres to CCC Customer Service Excellence standards. Performs other duties as assigned.

Qualifications

Bachelor's Degree in Education, Social Work, Psychology, or a related area required. A minimum of three year's previous work experience in providing educational services; or an equivalent combination of training and experience. Must be self-directed, innovative and able to assess current operations in an effort to develop practical action programs to improve the functioning of the department. Must maintain an effective liaison among agencies, staff, administrators and the community to promote overall responsiveness to the program. Excellent verbal and written skills required with the ability to communicate persuasively with tact and diplomacy.

We are an equal opportunity and affirmative action employer.

Job: Other

Primary Location: Truman College

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Oct 9, 2015, 9:48:46 AM

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Bartender

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

- Greet guests in a timely and professional manner.
- Verify guests that purchase alcohol are at least 21 years of age.
- Possess full knowledge of bar and menu items and be able to make recommendations.
- Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.
- Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.
- Ensure that alcohol is consumed in designated areas only.
- Set up and maintain appropriate stock levels for the bar.
- Assist in placing orders for all liquor and bar related supplies.
- Conduct inventory of all liquor and bar related supplies.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Bartender at AMC, you'll need to demonstrate:

- Provide proof of age (21 or older).
- Possess basic food handling training and obtain any local or state mandated certification.
- Success in a high volume bar environment.
- Demonstrated ability to provide superior guest service.
- Have a high aptitude for math and cash handling.
- Demonstrate excellent verbal and written communication skills.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/bartender>

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Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/cashier>

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Dishwasher

As a Dishwasher, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You maintain clean and sanitary conditions of all cooking utensils, flatware, china, and stemware. In addition, you maintain a clean and safe environment in all back-of-house areas. Easier said than done, right?

Let's break it down into your soon-to-be responsibilities:

Clean and sanitize all cooking utensils, flatware, china, stemware and workstation throughout the shift.

Sweep and mop the stockrooms and walk-in refrigerator nightly.

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you help run a food and beverage operation like a well-oiled machine?

As a Dishwasher at AMC, you'll need to demonstrate:

Ability to work at a fast pace while standing for long periods of time.

Complete basic food handling training and obtain any local or state mandated certification.

Possess good verbal communication skills.

Ability to follow instructions on safe use of all chemicals/cleaning materials.

Ability to work with minimal supervision.

Ability to, walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If making a difference, receiving great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/dishwasher>

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Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/usher>

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Booth crew member

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors.

You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
Monitor film build-up and tear down process for the highest quality
Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)

Ensure picture-perfect presentations through auditorium and booth evaluations
Identify picture and sound problems and correct accordingly
Execute trailer and pre-feature programming
Assist with other functions and perform other duties as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs

As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills
Ability to consistently meet deadlines in a timely fashion
Standing, walking, lifting, twisting and bending on a frequent basis
Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items
- Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change
- Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock
- Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms
- Perform daily concession maintenance duties
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a concessionist at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Capability to communicate and work effectively with guests in a high-volume setting
- Good verbal communication skills as well as math and cash-handling skills
- Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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Server

As a Server, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You accurately take food and beverage orders, relay orders to kitchen for preparation, deliver prepared food to guests, while providing superior guest service. You will also provide a vital link between our guest and the kitchen staff. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.
Possess full knowledge of bar and menu items and be able to make recommendations.
Accurately take food and beverage orders in a timely manner.
Verify guests that purchase alcohol are at least 21 years of age.
Coordinate and assist with reserved seating tactics.
Consistently use suggestive selling techniques.
Collaborate with kitchen staff to ensure that food orders are accurate.
Deliver food and beverage orders within established time frames once the entire order is completed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Server at AMC, you'll need to demonstrate:

Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21).
Complete basic food handling training and obtain any local or state mandated certification. Demonstrated ability to provide superior guest service.
Have a high aptitude for math and cash handling. Good verbal and written communication skills. Obtain any necessary alcohol service licensing requirements.
Ability to ascend and descend stairs.
Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.
Ability to lift up to 50 pounds and move it 75 yards on a regular basis.
Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a theatre, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/server>

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Busser

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right? Let's break it down into some of your soon-to-be responsibilities:

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.
Assist wait staff and the bussing of tables.
Clear and reset tables both before and after presentation.
Maintain a clean and well stocked bus station at all times.
Assist with crowd control and seating of guests as needed.
Perform exit greetings at auditorium doors at the end of each presentation.
Perform Ticket Taker duties as needed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Busser at AMC , you'll need to demonstrate:

Ability to provide superior guest service.
Possess good verbal communication skills.
Have a general knowledge of theatre policies, prices, menu, and bar selections.
Ability to work with minimal supervision.
Ability to stand on feet for an extended period of time.
Ability to ascend and descend stairs.
Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.
Ability to lift up to 50 pounds and move it 75 yards on a regular basis.
Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.
Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/busser>

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Cook

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly.

Perform required sanitation procedures.

Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions.

Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

As a Cook at AMC, you'll need to demonstrate:

Proficiency in kitchen operations and execution.

Complete food handling training and obtain any local or state mandated certification.

Must be able to cook food to recipe standards.

Must have working knowledge of U.S. measurements, weight and volume.

Ability to follow instructions on safe use of all chemical/cleaning materials.

Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines. Ability to stand on feet for an extended period of time. Ability to ascend and descend stairs. Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis. Ability to lift up to 50 pounds and move it 75 yards on a regular basis. Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, health and 401(k) plans, and an employee assistance program. If helping run a high volume kitchen, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/cook>

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Supervisor

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast
Maintain facilities that are clean, safe and in good repair
Provide an experience that is comfortable, distraction-free and picture-perfect

Serve fresh, appetizing and properly prepared food and beverages
Assist with other functions as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs

As a Supervisor at an AMC theatre, you'll also be required to demonstrate:

Proven supervisory experience with effective managerial and training skills
Persuasive written and oral communication skills along with strong analytical skills
Ability to effectively delegate and follow up with booth crew members
Proficient guest service, administrative and follow-up skills

Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners
Ability to consistently meet deadlines in a timely fashion
Standing, walking, lifting, twisting and bending on a frequent basis

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/supervisor>

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Job Title: Administrative Assistant I

Department: JRB Older Adults Program

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2015-2296

Position Highlights:

The Administrative Assistant position is a key position within the Rush Health and Aging (RHA) team. The position focuses on supporting day-to-day operations of departmental programming and other administrative tasks in order to expand awareness and utilization of RHA programs within Rush and in the broader community. The Administrative Assistant exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High School Diploma required, Bachelor's degree preferred

Bilingual in English and Spanish is preferred.

Previous healthcare experience working with older adults in an administrative capacity, preferable. Must be detail oriented.

Computer skills including Microsoft Windows and word processing are required.

Experience with computer spreadsheets, graphics, and databases are especially desired.

The ability to work independently, a self-starter while upholding high standards of quality

The successful candidate must possess outstanding oral and written communication skills as well as display initiative, versatility to adapt to a rapidly changing environment, teamwork, a can-do attitude, and respect for all persons.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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Job Title: Administrative Assistant II

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Ophthalmology

Job Number: 2015-2382

Position Highlights:

This position provides high-level administrative support to the department specifically to the Chairman and the Administrator. The person will be responsible for maintaining and running the academic offices, providing support for ongoing programs, major projects and events within the Department of Ophthalmology. Performs and provides administrative support such as composing and preparing correspondence in final form. Responsibility for troubleshooting, scheduling meetings, establishing file systems and other software applications. Exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High School diploma required; Bachelor's degree preferred.

Minimum of 5 years' experience in an administrative assistant type role; experience working for an executive preferred.

Strong interpersonal and communication skills; ability to work effectively with a variety of staff.

Demonstrated competence in working with software programs, Excel, Word, Power Point and Outlook Scheduling.

Must have the ability to identify, act on, and resolve problems in a timely manner and handle confidential information with discretion.

Must be able to set priorities and work independently

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Job Title: Community Health RN Faculty Practice

Department: Faculty Practice

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-2349

Job Description:

We are seeking a dynamic Community/Public Health RN Faculty Practice – College of Nursing who exemplifies professionalism to join our team-

Position Highlights:

The Community/Public Health Nurse is a nurse with knowledge in a specialized area of nursing who promotes and provides quality care to individuals, groups, and communities.

The Community/Public Health Nurse supports the mission of the College of Nursing (CON) and exemplifies the Rush mission, vision and values and acts in accordance with Rush and CON policies and procedures.

Qualifications:

Current State of Illinois Registered Nurse licensure required.

Bachelors or Masters degree in Nursing from an NLN accredited school of nursing is required.

Experience in community/public health nursing preferred. * LI- EL1

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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