



College Clerical Assistant II - MAL0000604
CITY COLLEGE OF CHICAGO - MALCOLM X COLLEGE

The College Clerical Assistant II performs a variety of routine clerical duties within the Athletics Departmental at Malcolm X College.

RESPONSIBILITIES

- 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.
- 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.
- 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.

Qualifications

- Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting.
- Proficient in PC desktop and related software programs.
- Ability to keyboard 45 words per minute.
- Ability to follow verbal and written instructions.
- Skill in basic filing, record keeping and operation 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: Athletics/Sports/Recreation
Primary Location: Malcolm X College
Employee Type: Full Time | Regular
Union Code: 1708Unit1
Job Posting: Nov 5, 2015, 11:24:27 AM

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Janitor - MAL0000595

CITY COLLEGES OF CHICAGO - MALCOLM X COLLEGE

OBJECTIVE

The Janitor performs all traditional janitorial work in and around the buildings.

RESPONSIBILITIES

- Dust all ledges, counter tops, files, office equipment, desk and walls.
- Dust mop all hard surfaces.
- Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays.
- Thorough cleaning of all bathroom fixtures and partitions.
- Polishing furniture. Metal polishing. Hosing and sweeping of sidewalks. Trash removal.
- Dismantling and cleaning of light fixtures. Operation of vacuum cleaners.
- Cleaning of Venetian blinds (washing & vacuuming).
- Policing of facility and grounds (inside & outside).
- Washing of exterior walls.
- Scraping of gum and other objects form hard surfaces and carpet.
- Spot cleaning furniture or carpet, but not more than 2 hours per day.
- Setting up and /or take down of chairs and tables.
- Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces. Operation of compactors and /or balers.
- Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.).

Qualifications

- Completion of a high school diploma or the equivalent preferred.
- Preference will be given to current temporary janitors at City Colleges of Chicago.
- Must be able to perform all duties listed above.

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

Job: Janitorial

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: Loc1 SEIU

Job Posting: Nov 2, 2015, 10:13:58 AM

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

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College Financial Aid Adv I - HAR0000419

Duties and Responsibilities

Primary Objective: Under general supervision, counsels and provides information to college applicants regarding student financial assistance programs; and performs related duties as required.

DUTIES & RESPONSIBILITIES:

Counsels and advises students, parents and other interested parties on the availability of student financial aid programs to assist in meeting college education costs. Interviews students applying for financial aid assistance, answers questions regarding eligibility requirements and informs them of the types of financial aid available including grants, loans and work/study programs. Assists students in completing financial aid applications and reviews submitted applications for accuracy and completeness. Uses a personal computer to verify student eligibility for Federal, State and college based financial aid assistance programs. Prepares and maintains manual and computerized permanent records and files of financial assistance awarded to students. Monitors student's academic status to insure they continue to meet eligibility requirements for financial aid awards. Refers students for employment placement in work/study program. Maintains records, work reports and time sheets for students enrolled in work/study program; may act as a field liaison explaining work/study program to potential employers. Adheres to CCC Customer Service Excellence Standards. Perform other duties as assigned.

Qualifications

Graduation from high school or the equivalent plus two years of college supplemented by at least two years of responsible clerical experience; or an equivalent combination of training and experience. Some knowledge of applicable financial aid software. Knowledge of financial aid procedures in a college setting. Knowledge of financial aid programs. Ability to operate a personal computer; perform basic math computations; interpret college and financial aid policies and procedures. Good interviewing skills. Good verbal communication skills. Good human relations skills.

Job: Financial Systems

Primary Location: Harold Washington College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Nov 2, 2015, 2:44:31 PM

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

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Admissions Specialist-PT (French Pastry School) - KEN0000352

CITY COLLEGES OF CHICAGO KENNEDY KING COLLEGE

Kennedy-King College is seeking a Admissions Specialist- Pt-3 Positions.

This position requires strong collaboration with CCC recruiters to secure enrollment from prospective applicants and maintaining effective follow-up by using various tracking systems. Serve as a member of the Admissions Team managing student intake to assist in achieving enrollment goals for the college.

Track student participation from application to enrollment by using various data tracking systems. Contacts new applicants through phone calls, emails, etc. to assist with completion of enrollment process. Follows up with new and existing applicants to ensure enrollment and registration. Prepares reports to reflect both outreach activities and outcomes. Assist new applicants who walk-in or call-in seeking admission to the college. Informs new students and families of the admissions requirements, transfer guidelines, financial aid and scholarship information. Gathers information from prospective students who did not enroll via individual interviews, focus groups, and other means to better understand our value proposition, marketing, and customer service. Works collaboratively with, recruiters, Registrar's Office and other key departments/individuals within the college to create a seamless transition from application through enrollment and registration process.

Qualifications

Bachelor's degree in Business, Communication, Liberal Arts, Marketing, Public Relations, Counseling, Guidance, Psychology or related field.

3-5 years of experience interacting with students, clients and customers or a minimum of 2 years work experience in student advising or in the area of Social/Human Services. Excellent written, verbal communication and customer service skills.

Knowledge of Microsoft Windows, Microsoft Office Suite and database management, including, but not limited to PeopleSoft.

Ability to organize materials and work with a variety of projects simultaneously.

Ability to gather and analyze data using basic research methods and databases.

We are an equal opportunity and affirmative action employer.

Job: Admissions

Primary Location: Kennedy King College

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Nov 16, 2015, 11:48:42 AM

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

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Job Title: Office Coordinator - Opt 2

Agency: Healthcare & Family Services
Closing Date/Time: Thu. 12/03/15 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Lake County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: CS3223

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires the ability to type accurately at 30 WPM. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 am - 5:00 pm

Location: Division of Child Support Services
Downstate Operations (55)
Aurora Regional Office, 227A North Genesee, Waukegan, IL 60085 (Lake County)

Agency Contact: Leslie Guennewig
509 South 6th Street, Springfield, IL 62701
(217) 557-3900 (217) 524-3960 - Fax

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 – Typing

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Job Title: Paralegal Assistant

Agency: Corrections
Closing Date/Time: Thu. 12/03/15 4:00 PM Central Time
Salary: \$3,803.00 - \$5,580.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: IDOC29-82-15-0123

Position Number: 30860-29-10-406-11-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with related coursework in such areas as pre-legal, English, and statistics or related areas. Requires working knowledge of precedent cases, search procedures, writing style, format and vocabulary appropriate to the subject matter upon completion of a job learning period. Requires working knowledge of technical report writing, vocabulary, word usage and analytical ability in working with information such as would typically be acquired through a professional education. Requires ability to write in a clear and concise manner. Requires ability to analyze and organize facts, evidence and precedents and to draft written material to legal staff in clear and logical form. Requires ability to organize and present statistical data.

Work Hours & Location/Agency Contact: WORK HOURS: 6:30 am to 2:30 pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, Office of Adult Education and Vocational Services, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434, (815) 727-3607 extension 6693

Fax: (815) 727-0838

Email: Diana.wysocki@doc.illinois.gov

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Public Aid Investigator Trainee - Opt SS

Agency: Healthcare & Family Services
Closing Date/Time: Thu. 12/03/15 5:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062 Bid ID#: IG0629

Minimum Requirements:

Requires a Bachelor=s degree with major course work in law enforcement, criminal justice, or related fields, or requires an Associate degree with major course work in law enforcement, criminal justice, or related field and four years of experience in investigative work such as detective, administrative, civil or criminal investigations, licensing/certification investigations, worker=s compensation investigations, etc.; requires ability to travel with overnight stays to conduct thorough investigation; requires possession of an appropriate, valid driver=s license and must have a personal vehicle available at his/her disposal. Requires ability to speak and write Spanish at a colloquial skill level. Must not have been convicted of a felony or Class A misdemeanor. Prefers the ability to work a flexible work schedule.

Work Hours & Location/Agency Contact: Work Hours: 8:30 am - 5:00 pm
Location: Office of Inspector General / Bureau of Investigations
401 South Clinton, 5th Floor, Chicago, IL 60607 (Cook County)

Agency Contact: Lori Hudgins
Office of Inspector General/Personnel
2200 Churchill, Bldg. 1A, Springfield, IL 62702
(217) 782-7969 - Fax
(217) 524-5104 - Office

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option SS - Spanish Speaking

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Job Title: Public Aid Investigator - Opt SS

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 12/03/15 5:00 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IG0628

Minimum Requirements:

Requires a Bachelor=s degree with major course work in law enforcement, criminal justice, or related fields, or requires an Associate degree with major course work in law enforcement, criminal justice, or related field, and four years of experience in investigative work such as detective, administrative, civil or criminal investigations, licensing/certification investigations, worker=s compensation investigations, etc. Requires the successful completion of an approved Public Aid Investigator Trainee program; requires ability to travel with overnight stays to conduct thorough investigations; requires possession of an appropriate, valid driver=s license and must have a personal vehicle available at his/her disposal. Requires ability to speak and write Spanish at a colloquial skill level. Must not have been convicted of a felony or Class A misdemeanor. Prefers the ability to work a flexible work schedule.

Work Hours & Location/Agency Contact: Work Hours: 8:30 am - 5:00 pm

Location: Office of Inspector General / Bureau of Investigations

401 South Clinton, 5th Floor, Chicago, IL 60607 (Cook County)

Agency Contact: Lori Hudgins / Office of Inspector General/Personnel

2200 Churchill, Bldg. 1A, Springfield, IL 62702

(217) 782-7969 - Fax (217) 524-5104 - Office

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option SS - Spanish Speaking

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Job Title: Public Service Administrator - Opt 6

Agency: Human Services
Closing Date/Time: Tue. 12/01/15 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: GB063
Bid ID#: 10-48-94029

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in vocational counseling, guidance, social work, human resources rehabilitation or a closely related field. Requires three years progressively responsible administrative experience in rehabilitation counseling and service delivery. Requires case work management skills; requires thorough working knowledge of Federal and State regulations and procedures in provision of services to persons with disabilities. Requires ability to establish, maintain and nurture effective working relationships in communities served. Requires the ability to travel.

Work Hours & Location/Agency Contact: Hours of work: 8:30am to 5:00pm
Division of Rehabilitation Services
Bureau of Field Services, 5050 North Broadway, Chicago

How to Apply: Please submit applications to:
Melissa Bringle / Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762
FAX: 217-524-3385

HOW TO APPLY

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 6 - Health & Human Services

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Job Title: Registered Nurse II

Agency: Human Services
Closing Date/Time: Sat. 11/28/15 4:00 PM Central Time
Salary: \$5,024.00 - \$6,833.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: 1
Plan/BU: RC023
Bid ID#: 10-82/94046

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the nursing supervisor, and in accordance with established standards, policies and procedures, performs professional nursing duties to mentally ill patients. Serves as charge nurse on the assigned shift supervising the performance of RN=s, LPN=s and Mental Health Tech=s on an in-patient adult residential unit. Serves as back-up nursing supervisor of the pavilion.

Minimum Requirements:

Requires licensure as a Registered Nurse in Illinois. Ability to provide direct nursing care to patients in a psychiatric setting. Requires moderate to heavy effort in the lifting of the patients. Requires the ability to interact with patients, families, physicians, peers, medical staff and general public. Must attend and pass all mandatory training.

Work Hours & Location/Agency Contact: Epar # 94046 Pav 4 8a-4p Rotating days off

Wanda McNeal/Personnel
Madden Mental Health Center
1200 S. First Avenue
Hines, IL. 60141

Fax# 708-338-7078

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Staff Development Specialist I

Agency: Human Services
Closing Date/Time: Wed. 12/02/15 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 2
Plan/BU: RC062
Bid ID#: 10-97-93697-98

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Prefers knowledge of programs operated by Family and Community Services. Prefers progressively, responsible administrative experience in the delivery of training programs. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Bureau of Training and Development, 401 S Clinton, Chicago, IL 60607

Bidding Contact:

Lisa Horsley
100 South Grand Ave East
Springfield, IL 62762
Phone: 217-557-0347
Fax: 217-524-2116
DHS.hiringunit@illinois.gov

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Cashiers (Various 24 hour Satellite Locations)

Various cashiering duties at the City of Chicago Auto Pound and Airport locations.

Accurately collects payments and enters transaction information, balances shift work daily to ensure accuracy, prepares daily deposits, cooperates with City of Chicago Department of Finance personnel and responds thoroughly to transaction requirements. High school diploma or GED equivalent with basic computer skills.

Cashier/Cash-handling experience required. Must be flexible and able to travel.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

Tellers (Chicago Locations)

Accepts and processes deposits and withdrawals on all account types, loan payments, and utility payments. Issues checks and money orders and other teller related duties as assigned. High School diploma or GED equivalent and 1-2 years' experience as a Bank Teller or Cashier required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

Tellers (O'Hare Airport Branch)

Provide quality service to customers, process transactions, and balance cash drawer daily. Will also process foreign currency transactions. Bilingual skills are a plus. High School diploma or GED equivalent and 1-2 years' experience as a Bank Teller or Cashier required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>



Personal Banker

Open and closes personal and business accounts, cross sells products. Explain to customers the various types of accounts available. Customer Service experience of 1-2 years is a plus.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

Position: Part-Time Warehouse/Material Handler

Location: Elgin Distribution Center

State: Illinois

Zip Code: 60123

Job Category: Part-Time Warehouse Family

Description: Part-Time Warehouse/Material Handler

The Part-Time Warehouse/Material Handler position is responsible for a variety of warehouse duties. The work hours average between 20 and 25 hours per week. Weekend and Holiday work is required. Work is performed in a loud warehouse environment with minimal heating or air conditioning.

Responsibilities include: picking appropriate cases according to order and placing the orders on carts, picking up empty pallet boards and carrying them to a storage area, loading and unloading pallets and individual cases to and from trailers, operating a forklift safely, and loading trailers via carts or stacking cases on the floor of the trailer. Warehouse personnel may also be responsible for receiving and distributing product and assisting in weekly inventory of product. General housekeeping and specific sanitation task are also required.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

PepsiCo (Frito Lay) is an equal opportunity employer.

Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity

Apply online at

<http://www.fritolayemployment.com/careers/JobDetails.aspx?rid=73762&sort=1&cj=0&p=15>

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Communication Assistant

Location: Chicago, IL

Department: External Affairs Services

Status: Full Time

The Communications Assistant provides administrative and project coordination support to communication projects on behalf of External Affairs.

This position partners with the Communications Specialist, External Affairs Departments, and other MSI divisions (e.g., Marketing, Exhibits) to coordinate communications projects in support of fundraising and membership initiatives.

Qualifications:

Bachelor's degree from four-year college or university preferred, and one to two years related experience and/or training; or equivalent combination of education and experience.

Knowledge of Microsoft Word and PowerPoint; experience in Adobe InDesign, Photoshop, and Illustrator preferred.

Strong communication, organizational and time management skills.

Strong interpersonal skills and outstanding customer service skills.

Self-motivated and highly organized.

Personal initiative and ability to work as a team player.

Design, writing, and web research knowledge required.

Strong attention to detail; excellent verbal and written communication skills.

Familiarity with non-for-profit environment; Blackbaud's Raiser's Edge experience is a plus.

Ability to organize and prioritize. Detail oriented.

Ability to gather data, analyze information and prepare reports.

Ability to foster effective working relationships within a team environment.

Assist with volunteer opportunities within the division, on occasion.

Ability to manage confidential information with discretion.

The Museum of Science and Industry is an AA/EOE/ADA employer.

Apply online at <http://www.msichicago.org/about-the-museum/jobs/opportunities/>

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Facilitator 1

Location: Chicago, IL

Department: Guest Experiences

Status: Temporary, Part-time (End date, January 3, 2016)

The temporary part-time & full-time Facilitator 1's (F1) position is part of the Guest Experiences team, responsible for providing a world-class experience for all guests.

F1s engage guests in science content in an educational, memorable and fun manner by providing compelling and personalized experiences in Museum exhibits and tours.

F1s also perform core operational functions in support of exhibits, wayfinding and opening/closing of the Museum.

Qualifications:

One year of college or 1-2 years' related or relevant experience.

Ability to learn and teach exhibit content in a museum environment.

Ability to effectively present content in exhibits throughout the Museum in both one-on-one and group situations in an engaging, compelling, energetic manner.

Exceptional public speaking skills.

Ability to learn math and science content.

Ability to learn and engage guests with science content.

Ability to anticipate guests' needs and solve guest issues.

Positive attitude required: enjoy working with people in a fun, educational atmosphere.

Ability to talk and engage guests for long periods of time.

Ability to handle several activities at one time.

Must be able and willing to work weekends and holidays, and some evenings.

Prior formal or informal educational experience, science experience, theater experience, or improvisation experience is important.

The Museum of Science and Industry is an AA/EOE/ADA employer

Apply online at <http://www.msichicago.org/about-the-museum/jobs/opportunities/>

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Major Gifts Officer

Location: Chicago, IL

Job Title: Major Gifts Officer

Department: External Affairs/Individual and Major Giving

Status: Full-Time

The Major Gifts Officer will identify, cultivate, solicit, secure and steward individual prospects and donors, targeting gifts in the \$100,000+ range on behalf of the Museum.

This individual actively participates in the Museum's funding priorities for exhibitions and its Center for the Advancement of Science Education (CASE) involving volunteers and other shareholders.

Responsibilities include interacting with and soliciting donors and friends for annual gifts, major gifts and planned gifts as appropriate.

The Major Gifts Officer also works directly with all other fundraisers, senior staff and volunteer leadership.

Qualifications:

Bachelor's degree from four-year college or university and/or four to six years of related experience and/or training, or equivalent combination of education and experience.

A minimum of three to five years of fund-raising, sales or related experience, including significant experience in personal solicitation; however, applied for-profit experiences, such as sales, may be considered.

Familiar with Blackbaud Raiser's Edge 7.0 a plus.

Understands mission and goals of the Museum of Science and Industry.

Strong interpersonal skills and comfort working with donors. Experience working with high-level volunteers, donors and program staff on collaborative activities.

Detail-oriented with a strong focus on quality and accuracy.

Able to manage confidential information with discretion.

Self-directed and proactive.

The Museum of Science and Industry is an AA/EOE/ADA employer.

Apply online at <http://www.msichicago.org/about-the-museum/jobs/opportunities/>

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Senior Giving Officer

Location: Chicago, IL

Job Title: Senior Giving Officer

Department: External Affairs/Individual and Major Giving

Status: Full Time

The Senior Giving Officer identifies, cultivates, solicits, secures and stewards individual prospects and donors, targeting gifts in the \$100,000+ range on behalf of the Museum.

This person actively participates in the Museum's funding priorities for exhibitions and its Center for the Advancement of Science Education (CASE) involving volunteers and other shareholders.

The position interacts with and solicits donors and friends for annual gifts, major gifts and planned gifts as appropriate.

The Senior Giving Officer also works directly with all other fundraisers, senior staff and volunteer leadership.

Qualifications:

Bachelor's degree from a four-year college or university, and/or ten years' related experience and/or training; or equivalent combination of education and experience. Minimum of three to five years of fund-raising, sales or related experience, including significant experience in personal solicitation; however, applied for-profit experiences, such as sales, may be considered.

Familiar with Blackbaud Raiser's Edge 7.0 a plus.

Understands mission and goals of the Museum of Science and Industry.

Strong interpersonal skills and comfort working with donors. Experience working with high-level volunteers, donors and program staff on collaborative activities.

Detail-oriented with a strong focus on quality and accuracy.

Able to manage confidential information with discretion.

Self-directed and proactive.

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THIS POSITION IS BEING EXTERNALLY HANDLED BY NOETIC SEARCH.

PLEASE SEND ALL RESUMES TO RHYAN ZWEIFLER AT:

RESUMES@NOETICEXSEARCH.COM

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Robot Specialist (Temporary FT (Q3 2016 start, 2020 end))

Location: Chicago, IL

Job Title: Robot Specialist

Department: Exhibit Operations and Project Management

Status: Temporary Full Time (Q3 2016 start, 2020 end)

The Robot Coordinator position, as part of the Exhibit Operations team, maintains, analyzes, troubleshoots and repairs robot/computer systems, hardware and robot/computer peripherals along with maintaining standards and security policies. This individual is responsible for expert technical support for MSI's robotics exhibit. The ideal candidate will possess the ability to diagnose, resolve, and document hardware and software problems in a timely and accurate fashion, and provide end user training and support where required.

This position will originate in Philadelphia in September 2016. The robotics exhibit will tour and this position will be required to relocate twice a year to follow the tour through its North American venues. Essential responsibilities include, but are not limited to the following:

Qualifications: Minimum of an Associate's degree with a focus on a STEM field preferred including the education of STEM fields; OR an equivalent combination of education and experience. 3-5 years' experience with robotics and/or electronics. Working knowledge of industrial automation and control systems. Experience with open source software and operating systems. Familiarity with computer code. Proficiency in the use of MS Office (Word, Excel, PowerPoint, and Outlook). Demonstrated ability to work with within teams and manage multiple projects Excellent verbal and written communication skills. Ability to work a flexible schedule, including weekends. Must be positive and solution-focused with creative problem solving skills. Valid US passport with no travel restrictions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand, sit, reach with hands and arms, and talk or hear. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Other Specifics:

Position start is slated for September 2016; position end expected in 2020.

Must be willing to travel with exhibit and live in city of presenting Museums.

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Seasonal Dishwasher Part Time Macy's State Street

Location: Chicago, Illinois

Job Category: Restaurant/Food Service

Requisition ID: 71241872

Qualifications:

Education/Experience: No specific educational accomplishment is necessary. Previous restaurant/hospitality experience is preferred but not required. Health department license or certification and/or alcohol certification as required by state or local requirement. Per state law, a Food Handler's certificate may be required for all food service employees who prepare, store or serve food at restaurants, coffee bars or any other food service establishment.

Communication Skills: Ability to read, write, and interpret instructional documents such as safety rules, reports, and procedure manuals. Excellent written and verbal communication skills. Ability to communicate in Spanish is preferred but not required.

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator. Must be able to make change using American monetary units.

Reasoning Ability: Must be able to work independently with minimal supervision. Must be able to follow instructions.

Physical Demands: This position involves regular walking, standing, hearing and talking. May occasionally involve stooping, kneeling, or crouching. Must be able to move and/or lift at least 30 lbs. Involves close vision, color vision, depth perception, and focus adjustment.

Other skills: Must possess excellent customer service skills. Must be able to work effectively in a fast-paced environment.

Work Hours: Ability to work a flexible schedule based on department and store/company needs.

Working Conditions: Reasonable accommodations have been made to enable individuals with disabilities to perform essential job functions. Work generally occurs in an office environment with moderate temperature and noise level.

Disclaimer

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/Seasonal-Dishwasher-Part-Time-Macys-State-Street/Chicago/Illinois/71241872>

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Believe Shop Ambassador (Wish Writer): Chicago, IL, Macy's State Street

Location: Chicago, Illinois

Job Category: Marketing

Requisition ID: MAR01327

Qualifications:

Education/Experience: • Register and cash handling experience preferred

- Customer service experience required

Communication Skills: • Knowledge of a second language helpful • Strong interpersonal and communication skills • Ability to effectively communicate with and direct children

Mathematical Skills:

- Basic math functions such as addition, subtraction, multiplication and division

Reasoning Ability:

- Must have the ability to work independently with minimal supervision
- Must be able to multi-task in a fast paced environment
- Present a professional image consistent with Macy's brand values

Physical Demands:

- May involve prolonged standing and walking
- May involve lifting heavy objects 30lbs+ including small children

Other Skills:

- Effective communicator • Leadership • Customer Service • Punctuality
- Cheerful and enthusiastic disposition
- Ability to engage and entertain children

Work Hours:

- Flexible with scheduling and available to work retail hours which may include day, evening, weekends and/or holidays or sales events depending on business needs

This job description is not all inclusive. Macy's Inc. reserves the right to amend this job description at any time. Macy's Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/Believe-Shop-Ambassador-Wish-Writer-Chicago-IL-Macys-State-Street/Chicago/Illinois/MAR01327>

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