



POSITION AVAILABLE: Talent Search Advisor

APPLICATION DEADLINE: UNTIL POSITION(S) IS FILLED

START DATE: Immediately

SALARY RANGE: \$30,000 to \$33,000 Annually (Commensurate with experience)

DESCRIPTION OF POSITION: The Advisor is responsible for serving the participants in our Department of Education funded FOCUS Educational Talent Search Program. Specifically, the Advisor provides direct services to youth ages 11 through 27; most of who are from low-income families and potentially first generation college bound students. The Advisor plans and conducts activities seminars and workshops on post-secondary preparation. Advisors provide assistance with completing financial aid and scholarship applications. Advisors supervise participants on college tours and visits. The Advisor maintains working relationships with area high school administrators and counselors. The Advisor also develops professional relationships with post-secondary admission and financial aid officers. The Advisor assists clients with completing SAT and ACT registration, in addition to post-secondary admission related applications. Advisors maintain documentation on eligibility and participation. Weekend and Evening hours as well as out of town travel is required.

QUALIFICATIONS:

1. Bachelor's degree in Education, Human or Social Services required.
2. Experience working with youth, higher education and or educational opportunity programs.
3. Demonstrated ability to work with individuals of low-income backgrounds.
4. Ability to interact and communicate effectively with youth.
5. Good communication, organizational and time management skills.
6. Ability to balance tasks independently, as well as within a team to achieve programmatic mandates.
7. Be able to work on multiple projects in various settings.

Introspect considers applicants for all position without regard to race, color, religion, creed, gender, national origin, disability, marital status, political, veteran's status, sexual orientation or any other legally protected status.

APPLICATION PROCEDURE: Send letter of interest and resume to:

Barbara Meschino, Coordinator
FOCUS Educational Talent Search Program
Introspect Youth Services, Inc.
430 N. Cicero Ave., Chicago, IL 60644
Telephone (773) 287-2290 Telecopier (773) 287-4444
E-Mail: bmeschino@introspectyouth.org

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Testing Specialist - Part Time, Kennedy King College - KEN0000375

Duties and Responsibilities

City Colleges of Chicago

Kennedy King College is looking for Part Time Testing Specialist.

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.

Collects test materials at end of testing period and enters test results in SPAS, if necessary.

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.

Perks of this Role: Excellent benefits at a low cost; investment plans 403(b) & 457(b); SURS retirement plan; generous vacation, holidays, personal & sick days plus tuition reimbursement. For a more detailed overview of benefits, please visit our benefits page ([click here](#)).

We are an equal opportunity and affirmative action employer.

Job: Student Services

Primary Location: Kennedy King College

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Nov 13, 2015, 7:19:46 AM

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

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Account Specialist - Truck Rental - Chicago

Job ID 2015-148228

Category Sales - Sales

Location US-IL

Area Chicagoland

Responsibilities:

Assist in Branch sales and marketing efforts to increase business and income
Prospect and target accounts to develop new business relationships
Understand, communicate and sell optional protection products, rental terms and conditions, vehicle features and benefits as well as fuel options and additional equipment
Create a strategy to convince prospects of their need to learn about our services
Conduct various meetings with our clients including initial and follow up fact-finding presentations, closing and transition meetings.
Build the initial relationship with decision makers and secure referrals
Create custom business solutions to facilitate closing the sale
Relationship management with clients after the transition on an as needed basis
Provide a high level of customer service by assisting customers and assessing their rental needs in person and/or by phone
Effectively market the company while picking up and/or dropping off customers in a safe and courteous manner and assisting customers as needed
Conduct follow-up with various customers and businesses, including insurance adjusters or agents, dealerships, body shops, road-side assistance, and mobile vendors.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 21 years old. Must have a Bachelor's degree
Minimum of one year prior successful sales experience. Prior experience in trucking, logistics, and/or business to business sales is a plus but not required
Must have a valid drivers license with no more than two moving violations and/or at-fault accidents within the last 3 years
No drug or alcohol related conviction on driving record in the past 5 years
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Apply online at <https://us-erac.icims.com/jobs/148228/account-specialist---truck-rental---chicago/job>

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Staff Accountant - Chicago

Job ID 2015-159489

Category Accounting/Finance - Accountant

Location US-IL

Area Chicagoland

Overview: Gain real-world business, accounting, and financial training that will teach you all aspects of financial management pertaining to running a successful business. Our program fully prepares you to become a Business Manager of your own financial operation. A key partner in our organization, the Business Manager oversees all aspects of financial management and provides balance to the partnership formed with the marketing and operational pieces of our business. You'll enjoy performance-based promotions and big earning potential as you climb the management ladder. Plus you'll work with fun people at a \$9 billion industry leader that supports you every step of the way.

Responsibilities: Starting as a Staff Accountant, you will be exposed to basic accounting procedures and principles ranging from accounts payable and receivable systems to financial statement, preparation, and analysis.

At Enterprise, you will have the chance to run your own financial operation and provide balance to the marketing and operational pieces of our business. We offer a comprehensive development program where you will work closely with sales and marketing, human resources, procurement, and more to produce excellence in customer service, growth strategies, operating efficiencies, and profitability.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old. Must have a Bachelor's degree in Accounting or Finance. Must be planning to attain CPA within 1-2 years. Will consider college students within 2 semesters of graduation with a degree in Accounting or Finance. Must have basic proficiency with Microsoft Excel and Word. Must be flexible to relocate outside local area/state within a 1-3 year period to accept potential promotional opportunities. Must have a valid driver's license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years. No drug or alcohol related convictions on driving record (DUI/DWI) within the past 5 years. Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apply for this job online at <https://us-erac.icims.com/jobs/159489/staff-accountant---chicago/job>

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**Macy's Seasonal Asset Protection / Loss Prevention Security Guard Part Time
Stamford Town Center (Job Number: 71074445)**

Job Overview: The Seasonal Asset Protection Security Guard's primary responsibility is to work as part of a team and maintain a strong focus on customer service to meet department and store objectives for deterring theft and ensuring a safe business environment. This position involves long periods of standing. In most instances the Seasonal Asset Protection Security guard will stand at a customer and/or employee entrance/exit door(s) for long periods of time and/or walk through high shortage departments to deter theft and provide customer service.

Education/Experience: High School Diploma or equivalent. Some college is desirable. Completion of Store Agent Training program required upon assignment to position.
Communication Skills: Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent written and verbal communication skills.

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator Reasoning

Ability: Self-starter, able to work independently and as part of a team and must have good time management skills.

Physical Demands: This position involves long periods of standing and remaining stationary. It also involves regular walking, hearing, and talking. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Other skills: Ability to think and act clearly in possible stressful and hostile situations. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Collaborate and function as a member of a team. Must possess a strong sense of urgency.

Work Hours: Flexible with scheduling and available to work retail hours, which will include early morning, day, late evening, weekends, and/or holidays. You must be available to work Thanksgiving Day, the day after Thanksgiving, Saturday after Thanksgiving and the entire week before Christmas and the entire week of Christmas.

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

https://macys.taleo.net/careersection/macys_retail_jsa_career_section/jobdetail.ftl?job=1455278&src=JB-12761

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Admissions Specialist-PT (French Pastry School) - KEN0000352

Duties and Responsibilities

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: Ambulatory RN 2 (part time)-Family Medicine Clinic

Department: MSP Family Medicine

Shift: 1st

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

Specialty: Family Medicine

Job Number: 2015-2638

Position Highlights: Opportunity to provide clinical care for adult and pediatric patients and interact with all members of the staff. Position is part-time days (48 hrs/payperiod), no weekends or holidays

Position Responsibilities

Establish therapeutic relationships with patients and families with goal of optimal patient experiences and outcomes

Utilize evidence-based ambulatory care nursing interventions during clinic visits, significant phone triage/ follow-up and electronic communication

Administer medication and perform patient procedures

Utilize critical thinking skills in assessing and prioritizing patient care

Support clinic goals and quality improvement process as well as participate in nursing shared governance. Provide education to staff and/or students in the clinic

Qualifications:

Bachelor's degree required; masters preferred.

Current Illinois RN license; CPR certification

1-3 years clinical RN experience with adults and children; ambulatory preferred.

Basic computer skills required, Epic/EMR experience preferred

Work requires ability to walk throughout the Medical Center and to be standing or walking for most of the shift

Excellent communication and interpersonal skills *

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.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20151123093558&

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Job Title: Clinical Pharmacy Specialist

Department: Pharmacy

Shift: 1st

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

Specialty: Infusion

Job Number: 2015-2580

Principal Duties and Responsibilities: Receives, reviews and verifies all new patient orders and documents are the same on the respective order form . Provides consultation and answers inquiries from patients, families, physicians and other healthcare professionals regarding medications and their appropriate use. Supervises, coordinates, directs and/or participates in the preparation of sterile intravenous admixtures, dispenses all pharmaceuticals and related supplies and equipment in accordance with federal, state and local laws and standards of practice which govern the profession of pharmacy. Processes and checks all medications, supplies and equipment prior to dispensing from the pharmacy. Maintains pharmacy records in accordance with applicable laws and regulations. Maintains clinical skills and knowledge of pharmacotherapy by reviewing the literature and attending in-services, seminars and conferences. Accurately administers all procedures involved with the procurement, inventory control, record maintenance and distribution of investigational drugs. Supervises support personnel in the data entry process, filling and dispensing of prescriptions, proper storage and adequate inventory control of drugs. Participates in on-call rotation. Participates in orientation/training programs for new personnel and current staff. Participates in the educational activities of pharmacy technicians and serves as a preceptor exposing them to all aspects of pharmacy practice

Qualifications Include: Bachelor of Science in Pharmacy, PharmD or ASHP residency highly preferred. Currently licensed as a Registered Pharmacist in the State of Illinois. Experience and strong knowledge base in intravenous admixture services, intravenous drug therapy and chemotherapy is required. Minimum of two years recent experience in an acute-care setting or one year recent experience in infusion therapy highly preferred. Flexibility with work schedule

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: Food Service Assistant 2 Cafe

Department: Dietary Cafeteria

Shift: 1st

Full/Part: Type 4 (Temporary)

Job Number: 2015-2529

Position Highlights:

Assembles, operates, and maintains food service supplies and equipment. Assists in tray assembly, loads carts, disposes of garbage and performs cleaning duties. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

THIS IS A PART TIME TEMPORARY POSITION

Position Qualifications Include:

High School Diploma or GED equivalent required.

Previous front line foodservice experience preferred.

Ability to communicate verbally and in writing in English is required.

Ability to demonstrate reading ability required.

Ability to demonstrate basic math skills required.

Good interpersonal and solid customer service skills required.

Able to operate foodservice equipment such as dish-machine, scrubber, etc required.

Ability to lift boxes/food weighing up to 65 pounds with or without accommodation required. Work demands 100% walking and/or standing to include- standing in place for extended periods, stooping, bending, lifting, pushing and pulling.

Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet). Ability to work close to hot equipment with potential exposure to broken glass, steam, moving belts, etc. required.

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.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20151123093834&

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Job Title: Mental Health Technician II

Agency: Human Services
Closing Date/Time: Wed. 12/02/15 4:59 PM Central Time
Salary: \$2,930.00 - \$3,721.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 2
Plan/BU: RC009
Bid ID#: 10/79-94048.94047

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs duties associated with the direct care and treatment designed to help patients. Performs patient care procedures that assist the patient achieve greater mental, physical and social development. Assists in maintaining a safe therapeutic environment at Chicago Read Mental Health Center.

Minimum Requirements:

Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habitation of persons with mental illness or developmental disabilities. Requires working knowledge of the causes, nature and treatment of mental illness or developmental illness or developmental disabilities and the proper methods and techniques employed in the personal and nursing care, development and habitation of persons with mental illness or developmental disabilities.

Work Hours & Location/Agency Contact: Evenings 3pm-11pm Rotating Days Off
Nights 11pm-7am Rotating Days Off
CONTACT INFORMATION: Summer Doxie / Human Resource Office
Chicago Read Mental Health Center, 4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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).

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Job Title: Office Assistant - Opt 2

Agency: Corrections
Closing Date/Time: Fri. 12/04/15 5:00 PM Central Time
Salary: \$2,782.00 - \$3,933.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-20-15-0075

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Center Supervisor (Senior Public Service Administrator), performs data entry into the Offender 360 system; answers phone; filing and basic clerical support functions of a non-technical nature from established methods.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing; office practices, procedures and programs; grammar, spelling and punctuation; basic mathematics. Requires ability to follow oral and/or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 35 words per minute.

Work Hours & Location/Agency Contact:

Work Hours: Monday through Friday 8:30am-5:00pm
Work Location: Fox Valley Adult Transition Center
1329 North Lake Street, Aurora, IL 60506
Agency Contact: Ms. Shae Bruce / Public Safety Shared Services
1301 Concordia Court, Springfield, IL 62794
Phone: 217-557-6015 Fax: 217-782-8916

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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Tax Professional

Vincent L Blume, PC - Chicago, IL

Responsibilities include individual and business income tax preparation.

Full-time, part-time, or seasonal work available.

Possible ability to work remotely.

REQUIRED Work Experience: 2 to 3 years (tax seasons)

Previous experience with Lacerte, QuickBooks Online, Intuit Tax Online, Quicken or Mint

Required experience: Tax Preparation: 3 years

Apply online at http://www.indeed.com/cmp/Vincent-L-Blume,-PC/jobs/Tax-Professional-59cc2bf3ead305b0?sdu=QwrRXKrqZ3CNX5W-09jEve3Tkr_yBRO0o0fCwS9MuAabersbMQAtto-qJ8N23V9L0cnO-RFWclKTixaWIVXRXw

Seasonal Associate (Part Time)

Job Location: Chicago, IL

Job ID: 61768142529-1213317029

Description:

PetSmart is an equal opportunity employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, genetics, and protected veteran status, as well as any other characteristic protected by federal, state or local law.

Address: 6655 W Grand Ave

[http://jobs.petsmart.com/us/united-states/general/jobid8036191-seasonal-associate-\(parttime\)?apstr=%26source%3DContactSources.IJB%26SpecificSource%3DContactSources.IJB.SpecificSources.Indeed&apstr=%26ReferredId%3D121](http://jobs.petsmart.com/us/united-states/general/jobid8036191-seasonal-associate-(parttime)?apstr=%26source%3DContactSources.IJB%26SpecificSource%3DContactSources.IJB.SpecificSources.Indeed&apstr=%26ReferredId%3D121)

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Sales Associate - Century Shopping Centre

Victoria's Secret

Job ID: 70006Chicago, IL, USA

Part-Time

Victoria's Secret is a world-class brand known around the globe for our amazing products and shopping experience. With more than 1,100 store locations worldwide, we dominate the lingerie marketplace with product for everyone from our PINK girl to our sexy and sophisticated lingerie. Our name is synonymous with all things feminine and sexy and our customers love our brand and how we make them feel when they're in our stores. Our associates are the key to delivering this amazing experience for our customer and we hire the very best who are passionate about our brand and our products.

If you are inspired by our brand, have a passion for customer service and love being part of a winning team, apply now. Whether it is a temporary position or a full-time career we have a role to fit you! You'll receive exciting perks like an associate discount on Victoria's Secret and PINK merchandise. You will receive training and coaching to develop your selling potential and build your career. And you can be part of a brand that lives our values in everything we do by improving lives for our associates and in the local communities where we live and work.

Check out these exciting opportunities waiting for you!

Seasonal & Events Team

Work with us during the holiday season or other peak events. We offer a generous merchandise discount, great opportunities for advancement and a starting hourly wage of at least \$10 per hour.

Sales & Support Generalist

These roles are part of all of the action! If you love the variety of being able to process merchandise, replenish the selling floor, support customer transactions and provide great service this role is for you.

Selling Team

We are looking for goal-oriented, experienced selling professionals who love to work in a team environment. We reward exceptional results with our very generous incentive program.

- See more at: <http://careers.lb.com/jobs/sales-associate-century-shopping-centre-job-chicago-illinois-5596264#sthash.X6pG2cbs.dpuf>

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Job Title: Office Associate - Opt 2

Agency: Children & Family Services
Closing Date/Time: Mon. 12/07/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1564013-645150

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Contract Administrator- Cook County Day Care Unit, performs a variety of complex, specialized clerical support services for the Day Care Unit; types reports and correspondence; maintains word processing system applications enters and retrieves data on computer systems; provides information and assistance to clients and the general public.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, medical, and business terminology; requires ability to utilize a computer and software applications on a daily basis.

Work Hours & Location/Agency Contact:

Work Hours: Monday thru Friday 8:30am-5:00pm
Work Location: 1911 S. Indiana, Chicago, IL 60616
Contact: Teresita Gonzalez
406 East Monroe, Station# 440, Springfield, IL 62701
Email: Teresita.M.Gonzalez@illinois.gov
Phone: 217/524-4391 Fax: 217/785-1765
TTY (NextTalk): 1-866-322-7171

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: Office Coordinator - Opt 2

Agency: Children & Family Services
Closing Date/Time: Tue. 12/08/15 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1560054-601655

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Child Intake and Recovery Administrator, performs technical, administrative secretarial and office support functions; prepares and types confidential correspondence; gathers information as requested by administrative and supervisory staff; completes monthly reports; receives and assists visitors and callers; provides general information and assistance to office inquiries; abstracts information and supportive data.

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 the ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact:
Work Hours: Monday - Friday 8:30AM - 5:00PM
Location: 1911 S Indiana, Chicago, IL 60616
Agency Contact: April Coats
406 E Monroe, Station #30, Springfield, IL 62701
Phone (217) 557-7430 Fax (217) 785-0395
APRIL.COATS@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).

Option 2 – Typing

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Payroll Clerk

Job Locations US-IL-Chicago
Category Accounting/Finance
Type Regular Full-Time

Job Description: We are actively seeking a Payroll Clerk to support the corporate finance and human resource team in processing payroll including but not limited to calculating pay and deductions and issuing payments. The ideal candidate will have strong administrative skills and experience working in a fast paced office environment for a high growth company.

Responsibilities: Maintains payroll information by collecting, calculating, and entering data. Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers. Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages. Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments. Resolves payroll discrepancies by collecting and analyzing information. Provides payroll information by answering questions and requests. Maintains payroll operations by following policies and procedures; reporting needed changes. Maintains employee confidence and protects payroll operations by keeping information confidential. Contributes to team effort by accomplishing related results as needed.

Qualifications: Knowledge, Skills and Abilities
2-3 years' experience in a similar role and environment
Strong proficiency with PC and/or MAC platforms
Willingness to work in a fast-moving, dynamic company culture and industry
Excellent teamwork and communication skills
Ability to analyze information thoroughly with attention to detail
Strong data entry skills
General math skills and a finance related mindset
Organized with strong verbal and written communication skills
Team player who can build internal and external relationships at all levels
Can thrive in an ambiguous environment with constant change
Tech savvy
Honest and ethical, with good judgment
Results orientated

Apply for this job online at <https://corporate-shiftgig.icims.com/jobs/1297/payroll-clerk/job>

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LAUNDRY WORKER SR SERV- St. Benedict's Nursing and Rehab Center, Niles, IL.

Date: Nov 23, 2015

Location: Niles, IL, US, 60714

Company: Presence Health

Requisition ID: 2937

Location: Presence St Benedict Nrsng

Location Address:

6930 West Touhy, Niles, IL 60714 United States (US)

Daily Hours: 8

Standard Hours: 20.02

Employment Status: Part-time

Employment Type: Regular

Shift: Rotating

FLSA: N

SUMMARY : The Laundry Aide maintains a consistent level of clean personal laundry for individual residents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Returns clean clothing to appropriate residents' closets and drawers.
- Puts clean linen in linen closet upon delivery from outside laundry service. Stores soiled linens and clothing separate from clean items.
- Protects clean linens from contamination during handling, transport and storage.
- Maintains linen and laundry room in neat and orderly fashion.
- Performs all laundry functions according to laundry policies and procedures.
- Helps the Housekeeping Department as needed, including cleaning dining room after breakfast and lunch.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School diploma or equivalent required.

Previous Laundry experience preferred.

Apply online at <https://jobs.presencehealth.org/job/Niles-LAUNDRY-WORKER-SR-SERV-IL-60714/299019400/>

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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.go

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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ADMISSIONS COORDINATOR- Maryhaven Nursing and Rehab Center, Glenview, IL.

Date: Nov 23, 2015

Location: Glenview, IL, US, 60025

Company: Presence Health

Requisition ID: 2914

Location: Presence Maryhaven Nrsng/Rehab

Location Address:

1700 East Lake, Glenview, IL 60025 United States (US)

Daily Hours: 4

Standard Hours: 0

Employment Status: Part-time

Employment Type: Regular

Shift: Rotating

FLSA: N

Position Summary:

Under general supervision, performs a variety of clerical duties of a semi-routine nature in accordance with pre-established guidelines. Assignments require increased interpretation, judgment or discretionary action. Selects appropriate methods from a variety of procedures or makes adaptations of a limited number of substantive guides or manuals. Maintains a cordial working relationship with families, residents, other facility departments, discharge planners, physicians, etc. in accordance with facility policies and procedures.

Minimum Acceptable Qualifications:

1+ to 3 yrs Preferred

In lieu of the educational requirements noted below

Educational Requirements:

Bachelor's degree

Specific skills required:

Language: Ability to speak and write English to the extent necessary for safe and efficient performance of the job.

Apply online at <https://jobs.presencehealth.org/job/Glenview-ADMISSIONS-COORDINATOR-IL-60025/299018200/>

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Seasonal cashier team member / TARGET

job id 5408231

location chicago, il – united states

Description: Provide fast, fun and friendly checkout service. | Resolve guest concerns in a positive, helpful manner. | Work as part of a team. | Know REDcardSM messaging and solicit guest registrations. | Use excellent guest service skills. | Handle money, refunds and exchanges. | Learn new technology. | Read labels and other product information. | Quickly and accurately scan and bag all items and collect payment. | - | Target merchandise discount. | Competitive pay. | Flexible scheduling.

Qualifications: Use excellent guest service skills. | Handle money, refunds and exchanges. | Learn new technology. | Read labels and other product information. | Quickly and accurately scan and bag all items and collect payment. | - |

Apply online at <https://jobs.target.com/job/-/-/1118/1088947>

ENV SRV WORKER - SENIOR SRV- St. Benedict's Nursing and Rehab Center

Requisition ID: 3094

Location Address: 6930 West Touhy, Niles, IL 60714 United States (US)

Daily Hours: 8

Standard Hours: 20

Employment Status: Part-time

Employment Type: Regular

Shift: Rotating

FLSA: N

SUMMARY: The Environmental Service Worker – Senior Services provides routine cleaning for resident apartments as scheduled, assures final preparation of apartments for resident move-ins as needed, assists in maintaining clean and sanitary environment in all common areas of the building as assigned while promoting outstanding customer service and hospitality to Presence Health residents and/or guests.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High School diploma or equivalent required

Apply online at <https://jobs.presencehealth.org/job/Niles-ENV-SRV-WORKER-SENIOR-SRV-IL-60714/299020400/>

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