



### **Storage Facility Housekeeper**

U-Haul Storage Facilities  
U-Haul Moving & Storage of Markham  
16643 Kedzie Ave  
MARKHAM, IL

#### Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility.

Will sweep, vacuum and mop. Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed. Prior cleaning service or custodial experience is preferred.

#### Work Status:

Moonlighter

#### Hours Needed:

(These hours may change based on business needs)

Sun - NA  
Mon - 7am to 12pm

Tue - NA  
Wed - NA

Thu - NA  
Fri - NA  
Sat - 7am to 12pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=131805&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=131805&mode=)

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**Hitch Professional**

U-Haul Moving Centers  
U-Haul of Des Plaines  
1560 Mt Prospect Rd  
DES PLAINES, IL

Description:

Be familiar with and able to recommend, sell, and install complete towing packages according to manufacturers' specifications while using good mechanical practices.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 8am to 5pm  
Mon - 4pm to 7pm

Tue - NA  
Wed - NA

Thu - NA

Fri - 4pm to 8pm

Sat - 4pm to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=128583&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=128583&mode=)

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### **Storage Customer Service Representative**

U-Haul Storage Facilities  
U-Haul Moving & Storage of Stratford Sq  
4n275 84th Crt  
HANOVER PARK , IL

#### Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection. - Clean rental equipment. - Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

Sun - 8am to 6pm

Mon - NA

Tue - 6am to 8pm

Wed - NA

Thu - NA

Fri - 6am to 9pm

Sat - 7am to 8pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=131826&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=131826&mode=)

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### **Storage Facility Housekeeper**

U-Haul Moving Centers  
U-Haul Moving & Storage of Crystal Lake  
4504 W Northwest Hwy  
CRYSTAL LAKE , IL

#### Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility.

Will sweep, vacuum and mop. Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed. Prior cleaning service or custodial experience is preferred.

#### Work Status:

Temporary/Seasonal

#### Hours Needed:

(These hours may change based on business needs)

Sun - NA  
Mon - NA

Tue - 9am to 5pm  
Wed - 9am to 5pm

Thu - NA  
Fri - NA  
Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=131676&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=131676&mode=)

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**RESIDENT / NON RESIDENT - CUSTOMER SERVICE - WRIGLEYVILLE CHICAGO  
- \$9.50 / HR BONUS**

Downtown Chicago, IL  
Self Storage

**JOB DESCRIPTION**

If you enjoy customer service and sales and wish to leave behind long weekends and evening hours, then a Property Manager position is for you.

**Qualifications**

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more.

All have common knowledge, skills and abilities which include:  
Minimum one (1) year of Customer Service and/or Sales experience  
Energetic, outgoing, customer oriented personality  
Strong communication, interpersonal and problem resolution skills

Enjoys and easily operates independently or as part of a small team  
Detail oriented with strong organizational and time management skills  
Some knowledge of computers in a windows environment  
Valid driver's license with access to reliable transportation used during the work day

Willingness to work in multiple locations  
Can work any day of the week from 9:30am to 6pm any day of the week, possibly including weekends and holidays  
Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...

Willing to submit to a pre-employment background check and drug test  
If this all sounds like the right fit for you, we want to hear from you today! Please apply on line to be considered.

Apply online at <https://publicstorage.jibeapply.com/jobs/140472/Downtown-Chicago-IL-RESIDENT-NON-RESIDENT-CUSTOMER-SERVICE-WRIGLEYVILLE-CHICAGO-9-50-HR-BONUS?lang=en-US>

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**RETAIL SALES / CUSTOMER SERVICE - BRICKYARD AREA / 2222 N NATCHEZ AVE, CHICAGO - \$9.50/ HR BONUS**

Broadview, IL  
Self Storage

**JOB DESCRIPTION**

If you enjoy customer service and sales and wish to leave behind long weekends and evening hours, then a Property Manager position is for you.

**Qualifications**

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more.

All have common knowledge, skills and abilities which include:  
Minimum one (1) year of Customer Service and/or Sales experience  
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Willingness to work in multiple locations  
Can work from 9:30am to 6pm any day of the week, including weekends and holidays  
Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...

Willing to submit to a pre-employment background check and drug test  
If this all sounds like the right fit for you, we want to hear from you today! Please apply on line to be considered.

Apply online at <https://publicstorage.jibeapply.com/jobs/140892/Broadview-IL-RETAIL-SALES-CUSTOMER-SERVICE-BRICKYARD-AREA-2222-N-NATCHEZ-AVE-CHICAGO-9-50-HR-BONUS?lang=en-US>

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**JOB FAIR**

Tuesday, April 29th

10am- 1pm

Hiring Manager will be on hand to conduct interviews

No appointment necessary

**PUBLIC STORAGE**

**INTERVIEW LOCATION:**

1110 E Roosevelt Road  
Lombard, IL 60148-4145

STORES HIRING: BROADVIEW, MELROSE PARK, LOMBARD, BOLINGBROOK, JOIET,  
GENEVA, ST CHARLES, AURORA, CAROL STREAM

Can't attend? APPLY NOW online to be considered!

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Detail oriented with strong organizational and time management skills

Some knowledge of computers in a windows environment

Valid driver's license with access to reliable transportation used during the work day

Willingness to work in multiple locations

Can work from 9:30am to 6pm any day of the week, including weekends and holidays

Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...

Willing to submit to a pre-employment background check and drug test

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**Bus Service Monitor**

Location: Arlington Heights  
Office: Revenue Services  
Department: Bus Operations

**Job Description:**

Under the direction of the Section Manager, Operating Services, responsible for boarding and alighting counts on assigned bus trips; performing spot checks on drivers and equipment; monitoring operations of carriers throughout the region; carrier start-ups, which include training operating personnel and surveying Pace routes for IBS.

Other duties as assigned or required.

**Qualifications:**

Qualified candidate must be at least 21 years of age and possess a valid driver's license and have accessibility to an automobile.

Qualified candidate must exhibit independent judgment, attention to detail and good communication skills including writing skills as selected individuals will originate reports and maintain accurate records.

Must have basic computer skills.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Must be able to obtain a Class "B" Commercial Driver's License with air brake restriction and passenger endorsement.

Qualified candidate must have a good work history. This is a safety-sensitive position.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=84](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=84)

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**Foreman**

Location: Melrose Park  
Office: Revenue Services  
Department: Bus Operations

**Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift.

Assigns work to employees utilizing Oracle.

Reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training to mechanics; handles all necessary reports.

Other duties as assigned or required.

**Qualifications:**

Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance.

Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals.

Candidate must be at least 21 years of age and possess a valid class "A" Commercial Driver's License.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Supervisory experience in preferred. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=285](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=285)

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### **Full-time Bus Operators**

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

#### Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle. Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

#### Qualifications:

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=1](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1)

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### **Part-Time Facilities Maintenance Assistant**

Location: Arlington Heights

Office: Internal Services

Department: Administration

#### **Job Description:**

Under the direction of the Department Manager of Administration, performs in-house internal and external building maintenance and service tasks requested at Headquarters.

In addition, performs various duties as assigned or required. Serves as assistant to Pace's Senior Building Engineer.

Performs in-house internal maintenance tasks including supervision of contractor work on equipment, minor plumbing and electrical repairs, carpeting repair, painting and monitoring the building automation system, etc.

Responsible for external building maintenance and service tasks requested at Headquarters including snow plowing, landscaping between contractor visits and enforcing parking lot procedures.

Maintains inventory of fax and copier supplies. Monitors footprints service tickets and performs minor equipment repairs when necessary.

#### **Qualifications:**

Must have a valid Driver's license and have a high school diploma. Associate's Degree preferred.

1 to 2 years in facilities maintenance desired. Work is performed in normal office environment.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=667](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=667)

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**Senior Contract Buyer**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

**Job Description:**

Under the direction of the Department Manager, Purchasing, responsible for the procurement of a wide variety of services and capital equipment.

This may include the procurement of various complex professional services contracts such as legal consulting services, marketing services, planning services, risk management services, human resources/benefits services; as well as the procurement of IT systems and related services, capital equipment, construction, and large scale facilities maintenance projects.

Experience with procurement of construction services, facilities renovations, and Architectural and Engineering services preferred.

This position will require knowledge of the Brooks Act and Davis Bacon and related labor requirements, the facilitation of contract negotiations, conducting complex cost and price analyses, assisting users with contract administration and developing scopes of work, chairing LIQ/RFP evaluation committees, and developing contract recommendations to present to Pace's Board of Directors.

**Qualifications:**

**QUALIFICATIONS:** Qualified candidate must have a minimum of 7 years of progressively responsible purchasing/contracting experience, preferably procurement of construction or design services, and a Bachelor's degree in Business, or its equivalent. Government procurement experience preferred. Excellent interpersonal, written and verbal communication skills are required. Proficiency in personal computer, word processing, spreadsheets and database packages is also required. Qualified candidate must have a good work history.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=664](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=664)

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## **Service Worker**

Location: Joliet

Office: Revenue Services

Department: Maintenance

### Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both.

Must operate and service washrack/ cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed.

Maintain bulletins, fliers and other materials on vehicles as required.

Responsible for routine interior cleaning of vehicles, building, grounds, and equipment utilized in performing these duties.

Makes all types of service calls and is responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

### Qualifications:

Must be at least 21 years of age, and possess or be able to obtain a valid class "B" Commercial Driver's License with Passenger and Airbrake Endorsements. Must have a good work history and a record of safe driving (5 years).

Must have knowledge of service area and the ability to operate all company equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must be capable of heavy lifting. This is a safety sensitive position.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=273](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=273)

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### **Part-time Maintenance Data Coordinator (3)**

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

#### **Job Description:**

Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications: Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=660](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660)

### **Unit Secretary**

Department: BHS EXEMPT PSYCH

Schedule: Registry

Shift: PM/Night rotation

Hours: Varies 3:00pm-11:30pm and 11:00pm-7:30am

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: The Unit Secretary is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit. Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians. The Unit Secretary facilitates a smooth, efficient patient care unit. This position requires a high school diploma or equivalent. One to three years of prior experience as a unit secretary preferred. Able to comprehend medical terminology. Ability to apply medical knowledge procedure and understand and act on technical information form supervisors, charts, reference books, procedural manual, etc.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=978335](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=978335)

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### **Part-time Bus Operators**

Location: Markham

Office: Revenue Services

Department: Bus Operations

#### Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle. Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

#### Qualifications:

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

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**Job Title: Assistant Professor/Clinical Coordinator- Perfusion Program \* \***

Department: CHS Perfusion Techno

Shift: 1st

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

Specialty: Perfusion

Job Number: 2014-0584

**Position Highlights:**

Supports the mission, vision, goals and strategic objectives of the perfusion program.

Promotes the quality of didactic and clinical training of the perfusion program.

Participates in the development of clinical affiliate training sites.

Supports and advocates for the perfusion program in the medical community.

Serves as Program Director in the Director's absence

Promoting Quality Perfusion Education

Assist in program development and participate in accreditation processes

Participate in assessment of program effectiveness

Facilitate clinical teaching opportunities for students in all phases of training in the program.

Participate in planning, organizing, conducting and evaluating the education program.

Participate in didactic and clinical teaching activities

Evaluate and assess the effectiveness of the clinical education

Maintain regular contacts with clinical affiliates and maintain a record of contacts with the clinical affiliates.

In conjunction with the program director, develop and maintain new clinical affiliates to ensure adequate rotation sites for students' training.

Maintain regular contact with students during the clinical phase of training and document these contacts

Sit on the Admissions Committee

Sit on the Advisory Committee

Sit on the Progress and Promotion Committee

**Position Qualifications Include:**

The clinical coordinator must be licensed by the state of Illinois and certified by the American Board of Cardiovascular Perfusion, or eligible for licensure in the state of Illinois. The clinical coordinator must have a Master's Degree.

Previous faculty/instructor/clinical supervisory experience preferred.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140425153102&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140425153102&)

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**Job Title: Cook 1-Cafe - Part-time**

Department: Dietary Cafeteria

Shift: 1st

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

Job Number: 2014-0586

**Position Highlights:**

Performs culinary duties as assigned, responsible primarily for cold food production for patient service, retail sales and catered functions. Ensures that food service sanitation and quality control standards are met. Orients dietetic interns to work area as assigned.

**Position Qualifications Include:**

High School Diploma/GED required

Minimum of two years general cooking experience especially in cold food preparation and/or Cook's assistant, in an institutional or health care setting, preferred.

Illinois Department of Public Health and City of Chicago Sanitation Certification required within six months of hire and maintain thereafter.

Ability to read, write and speak English

Basic math skills to calculate recipe ingredients and quantity adjustments, calculate weight and measures

Problem solving ability

Can demonstrate skills in the use of culinary hand tools (knives, etc.) and small processing equipment (vegetable choppers & processors)

Must have organizational skills

Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 50 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, ability to stand and walk 100% of the time

Ability to transport hot/cold items for service and production using recognized safety equipment in a safe manner that does not endanger self or others

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140425153141&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140425153141&)

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**Job Title: Help Desk Analyst**

Department: I S Infrastructure

Shift: 1st

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

Job Number: 2014-0101

**Position Highlights:**

Provides outstanding 1st-level (initial) support to Rush University Medical Center customers for desktop computing hardware and software problems. Resolves problems where possible and escalates to Level 2 when unable to resolve. This position requires a broad range of experience and expertise in computer hardware, application, operating system, and network troubleshooting. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

Undergraduate degree in computer or business related field preferred

Minimum of 2+ years equivalent experience with both technical and customer service interactions

Strong customer service orientation with a positive "can do" attitude

Commitment to keeping technical skills current through ongoing training

Effective multi-tasking, independent worker, and time management skills

Solid telephone, verbal, listening, and written communication skills

Ability to be flexible in terms of scheduling needs to Support a 24x7 operation

Proven technical experience with desktop operating systems, computing hardware, configuration and operation of peripherals

2+ years' experience supporting an Active Directory environment

Minimum of 2 years' experience supporting email applications (Outlook)

Experience creating Active Directory accounts

Ability to be flexible, follow industry best practices/standards, and to learn and understand new technologies

MCSE, A+ or Network+ Certifications are desired

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**Job Title: IS Desktop Field Technician**

Department: I S Infrastructure  
Shift: 1st  
Full/Part: Type 1 (72-80 Hrs/PP)  
Job Number: 2014-0099

**Position Highlights:**

Provides customer support and incident remediation both on-site and via remote access. Effectively coordinates support tasks and activities in accordance with customer's schedule Assists with Level-1 Help Desk operations, and other Information Services teams with tasks and maintenance when needed. Demonstrates a sense of urgency and knows when to escalate 3rd-level incidents, following appropriate processes and procedures. Contributes standard formatted documentation to knowledgebase Maintains required and personal training and development plans

**Position Responsibilities:** Provide outstanding customer support for end-user computing environment. Demonstrates a working knowledge of best practices, and follows documented processes and procedures in facilitation of service recovery, refresh, maintenance, moves and various other project related activities. . Effectively interacts in collaboration with immediate team, vendors, customers and all levels of Information Service staff. Utilizes incident, project management systems to document and record all activities associated with client requests and incidents

**Position Qualifications Include:**

Undergraduate degree in a technical field  
Extensive knowledge of Windows 7 and Windows 7 Operating System  
MCSE, A+, and Network+ Certification experience with both technical and customer service interactions are preferred. 3-5 years of computer-related work experience is required Comprehensive knowledge of PC operating systems, printing, networking and application support. Ability to work some nights and weekends and "on call" as required  
Excellent problem solving skills  
Strong written and oral communications skills, and ability to demonstrate outstanding customer service. Experience using ticket tracking systems  
Extensive knowledge and application of IT concepts, procedures and methodologies  
Self-motivated, goal oriented and to work independently  
Ability to lift up to 75lbs  
Positive "can do" attitude and willingness to perform routine and repetitive tasks  
Provide remote site support when needed

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**Job Title: Temporary Administrative Support Associate**

Department: Supplemental Staff

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Customer Service

Job Number: 2014-0254

**Job Description:**

Rush University Medical Center is seeking an exemplary and experienced

**Qualifications**

Minimum of two to five years of administrative and/or business office coordination experience required

High School diploma or GED required; Bachelors degree strongly preferred

Familiarity with automated phone systems and standard office equipment such as fax machine, medical terminology, photocopier and Dictaphone.

Minimum typing speed of 45 wpm required.

Strong verbal and written communication skills required.

Excellent problem solving and strong interpersonal skills are a must.

Prior experience working in a healthcare environment a plus!

Prior experience supporting senior managers in an administrative support capacity is preferred.

Ability to work under pressure in a team environment with strong attention to detail

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