



**Coach Gymnastics (SEASONAL) REPOSTING Job ID: 2124**

Closing Date: 05/25/2015

Seasonal Only

Date Posted: 5/12/2015

Location: Central Administration - GYMNASTICS

CHICAGO PARK DISTRICT – DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

Title: Gymnastic Coach (Seasonal) Level: 3306

**CHARACTERISTICS OF THE CLASS:**

Under supervision, coaches gymnastics programs in a variety of Park District parks. Performs related duties as required.

**EXAMPLES OF DUTES:**

Provides instruction and training to children in sports and competitive athletics such as football, baseball, volleyball, soccer, basketball, wrestling, tennis, track and gymnastics. Adapts programs to reflect different levels of participant skill development. Provides information on rules of individual and team sports. Enforces and promotes safety guidelines. Resolves conflicts among participants. Sets up sports equipment and apparatus.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Enrollment in a college or university supplemented by one to two years of sports or coaching experience; or an equivalent combination of training and experience is required.

**Knowledge, Skills and Abilities:**

Basic knowledge of games, sports activities, gymnastics. Effective oral communications skills. Ability to enforce safety rules. Ability to lead and coach sports activities. Ability to exercise good judgment. Ability to work with individuals or groups of individuals or children.

Union: SEIU-Local 73 Career Service EEO: Para-Professional FLSA: Non Exempt  
Salary \$17.85 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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## **Administrative Assistant / WGN TV**

WGN-TV has an immediate opening for an Administrative Assistant in our engineering department.

The Engineering Administrative Assistant will provide general office support for the WGN-TV engineering department. Various administrative and clerical tasks will be performed. These tasks include:

- Answer phones, take messages and respond to various queries
- Create and track purchase orders
- Assist in scheduling and appointment management
- Interact with other departments in a professional and timely manner
- Organize various engineering documents and records
- Office supply ordering and management
- Assist the scheduling department with payroll preparation
- Other duties as required

The successful candidate will have at least a two year degree from an accredited program in a related field. At least two years of previous experience in an administrative support role is required. This position requires excellent written and verbal communications skills. Two years of experience with Microsoft Office including Outlook, Word, Excel and PowerPoint is required. Experience in a broadcast facility is a plus. You must be a self-starter with excellent problem-solving skills and a proactive, team-oriented attitude. This position reports to the Vice President of Technology at WGN.

WGN-TV is located seven miles Northwest of downtown Chicago just minutes from I-94. We offer excellent benefits and a competitive salary as well as free on-site parking for employees. Do you have what it takes to be on our team? Send us your resume and take your first step towards becoming a part of the WGN-TV crew!

Equal Opportunity Employer

If interested send cover letter and resume to:

WGN-TV Human Resources Department  
2501 W. Bradley Place  
Chicago, IL 60618  
Fax: 773-528-1387

Apply On-line: Please go to <http://www.tribunemedia.com>, go to Careers, then job listings and search for keywords "Engineering Administrative Assistant".

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## **Scheduling Assistant / WGN TV**

WGN-TV has an immediate opening for a Scheduling Assistant in the engineering department at WGN-TV. This position involves assisting the scheduling manager with payroll and scheduling duties for the engineering department.

The successful candidate will have excellent verbal, written, organizational and people skills. This job requires daily interaction with dozens of employees working at a hectic pace in a live television environment.

A background in accounting and/or payroll is required. Experience with accounting/payroll in a union labor environment preferred.

Excellent working knowledge of Microsoft Office products (Word, Excel, PowerPoint) is a must. Previous experience with Kronos, ADP or another payroll system is required.

An associate degree in a related field (accounting, business, etc.) is required.

This position requires occasional after hours work based on workload and reports to the Scheduling Manager for WGN-TV.

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Fax: 773-528-1387

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## **Broadcast Maintenance Engineer / WGN TV**

WGN-TV has an immediate opening for a Broadcast Maintenance Engineer. The successful candidate will be responsible for the day-to-day maintenance of broadcast, IT and production equipment in our studio and core equipment areas.

Desired Experience and Skills

- A degree in Engineering, Broadcast and/or IT preferred
- Three years experience as an engineer in a broadcast facility
- Expert knowledge of current broadcast standards including MPEG2/MPEG4 in a broadcast environment
- Knowledge of satellite transmission equipment and concepts (encoders, decoders, uplink equipment)
- Excellent IT skills including in-depth knowledge of operating systems and IP networking
- Knowledge of broadcast routing systems, signal distribution, transmission including ENG microwave and UHF transmitters
- Knowledge of television production control room systems
- Working knowledge of common television test equipment including signal generators/analyzers, stream analyzers, etc.
- Working knowledge of common business software applications, particularly Microsoft Word, Excel and Outlook
- Attention to detail and the ability to multitask in a fast-paced environment
- Ability to build cables using crimp tools and/or soldering equipment
- Ability to lift and carry equipment weighing up to 50 lbs, as well as work that may require use of a ladder

The WGN-TV facility originates WGN-TV/Channel 9 as well as three national networks and a 24-hour cable news operation. This position will require shift work which includes nights, weekends and holidays, along with overtime as situations demand.

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Equal Opportunity Employer

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WGN-TV Human Resources Department

2501 W. Bradley Place

Chicago, IL 60618

Fax: 773-528-1387

Apply On-line: Please go to <http://www.tribunemedia.com>, go to Careers, then job listings and search for keywords "Broadcast Maintenance Engineer".

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## **Account Executive / WGN TV**

### Local Television Sales

WGN-TV is seeking a Television Sales Account Executive. We are looking for a self-motivated individual who is willing to work hard and make a difference. This key position will be responsible for new business development for WGN-TV, WGNTV.com, CLTV, THIS TV and ANTENNA-TV. Sales Reps will be selling TV and online advertisers in lucrative business categories such as Health, Home Improvement, Entertainment and Sports. Experience developing new business in Radio, Print, Online, or other media is a plus. Strong client service/relationships and computer skills desired.

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WGN-TV Human Resources Department

2501 W. Bradley Place

Chicago, IL 60618

Fax: 773-528-1387

Apply On-line: Please go to <http://www.tribunemedia.com>, go to Careers, then job listings and search for keywords "Account Executive".

## **Teller Supervisor (Broadview)**

Will supervise, manage, and provide direction to the overall teller line operations. Position requires prior experience with teller line operations, environment, and management. Ideal candidate will possess excellent customer service skills; professional appearance and attitude.

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, utility payments, issues checks, and money orders and other teller related duties as assigned by supervision. High School diploma and 1-2 yrs. of Teller or cashier experience is required.

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

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**Senior Tellers (Chicago Locations)**

Assist supervisor and acts as supervisor during their absence. Coordinates daily teller activities at the respective branches. Provides a high quality of customer service to all customers.

[http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=147869&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147869&mode=)  
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)**

Process transactions, service customers, and balance cash drawer daily. Will process foreign currency requests for airport location. Bilingual skills are a plus. High School diploma and 1-2 yrs of cashier experience is required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).  
Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

**Hitch Professional**

U-Haul Moving Centers  
U-Haul Moving & Storage of Midway  
4705 W 47th St  
CHICAGO , 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 - 9am to 5pm
- Mon - 2pm to 7pm
- Tue - 2pm to 7pm
- Wed - 7am to 2pm
- Thu - 7am to 2pm
- Fri - 2pm to 8pm
- Sat - 7am to 2pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=147869&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147869&mode=)

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**Assistant Director, Community Affairs and Cubs Charities - Chicago Cubs  
(Chicago, IL)**

**RESPONSIBILITIES**

Oversee a team of two – four Associates

Work with Cubs Charities and Community Affairs leadership to grow Cubs Charities programs and develop new initiatives and activities in accordance with the mission and goals of the programs and the overall objectives of the organization.

Implement and actively manage new Community Affairs initiatives and programs which will help grow the department's reach and to create and measure impactful outcomes.

Oversee and be accountable for the operation of Cubs strategic community outreach, helping define clear strategy and objectives and measuring outcomes to see those goals are met each year.

Build internal and community support for signature programs, including working with corporate partners to develop funding and branding opportunities.

Help develop, coordinate and grow non-event based fundraising opportunities.

Supervise and coordinate Cubs Charities program staff, external agencies and volunteers.

**REQUIRED QUALIFICATIONS**

An undergraduate four-year degree in business, non-profit management, communications/public relations, education or related field from an accredited university.

Four or more years of experience and demonstrated success in related field such as program management and/or development.

Demonstrated leadership experience in a program management or development capacity

Two or more years of experience managing a staff

Demonstrated experience in managing youth sports events and/or tournaments.

Demonstrated strong communications and writing skills.

Demonstrated organizational skills and business acumen.

Ability to work non-standard hours including evenings, weekends and game days.

**PREFERRED QUALIFICATIONS**

Demonstrated excellent interpersonal skills.

Ability to foster and champion inclusion and teamwork.

Strategic thinking skills.

The Chicago Cubs are an Equal Opportunity Employer

Apply online at [http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c\\_id=chc](http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c_id=chc)

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## **Sales & Marketing: Marketing**

Associate, Authenticity & Licensing - Chicago Cubs (Chicago, IL)

### Role

The Associate, Authenticity & Licensing will assist the Assistant Director, Brand Development & Activation and the Coordinator, Authenticity and Licensing in executing and expanding the Cubs Authenticity program. The position will play an integral role in the day-to-day operations of the Cubs Authenticity program. This person will work closely with Marketing, Baseball Operations, Ballpark Operations, Cubs Charities, Levy and MLB Authenticators to help execute the Cubs Authenticity business from item collection through final sale. The Associate, Authenticity & Licensing is a full time hourly position.

### Requirements

- At least 1 year of experience with retail, memorabilia or sports game used item programs.
- Undergraduate degree in marketing, business or related studies.
- Proficiency with Microsoft Word, Excel and Outlook.
- Familiarity with Adobe Photoshop and ability to perform common graphics creation and modification tasks such as resizing, file conversion, text layout and retouching.
- Demonstrated record keeping, organization, and planning skills.
- Demonstrated oral and written communication ability.
- Ability to work a varied schedule to include evenings, weekends and holidays.
- Demonstrated baseball knowledge and understanding of Cubs history and fan base.

### Desired Qualifications

- Self starter with leadership skills.
- Ability to operate under pressure and meet tight deadlines.
- The Chicago Cubs are an Equal Opportunity Employer
- The Chicago Cubs are an Equal Opportunity Employer

The Chicago Cubs are an Equal Opportunity Employer

Apply online at [http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c\\_id=chc](http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c_id=chc)

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## **Charitable Game Day Staff - Chicago Cubs (Chicago, IL)**

Title: Charitable Game Day Staff  
Department: Chicago Cubs Charities  
Reports to: Charitable Raffle Coordinator

### **Role:**

The Chicago Cubs are looking for enthusiastic representatives and fundraisers for Cubs Charities offering raffle tickets for the 50/50 (Split the Pot) Raffle during Cubs' home day games. Ticket sellers will be stationed throughout the ballpark, and must be at ease approaching patrons and selling to a crowd. Honesty, dependability and enthusiasm are required to excel in the role.

### **Responsibilities**

- Effectively communicate and deliver information regarding Chicago Cubs Charities and 50/50 Raffle to fans.
- Attend home games and sell raffle tickets to patrons in and around Wrigley Field.
- Count monies at approximately the bottom 6th inning and report totals to Raffle Coordinator.
- Reconcile tickets sold and cash received.

### **Required Qualifications**

Experience and demonstrated ability handling cash. Demonstrated sales skills.

Familiarity with Microsoft Windows operating system.

Ability to work 60 – 81 home games, including weekends and some nights from April-October. Ability to walk, stand and climb in an outdoor setting for 4-5 hours at a time.

Ability to attend pre-season training sessions.

### **Desired Qualifications**

An enthusiastic personality exuding a positive attitude that demonstrates approachability and friendliness.

This is a contract position, for approximately 4-5 hours of work per game day (between 60-81 games) from April to October.

Chicago Cubs Charities are an Equal Opportunity Employer

Apply online at [http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c\\_id=chc](http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c_id=chc)

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**ASSISTANT MANAGER / Footlocker**

Chicago, IL

Req ID: 113349

Job Type: Full-Time/Regular

*Location: Ford City Mall*

*7601 S Cicero Ave, Chicago, IL 60652*

**Job Description:**

You can't think of anywhere else you'd rather be spending your time. You enjoy coaching and teaching your team to continually improve how they deliver a great In-Store Customer Experience, and you're now ready to start leading the team with all aspects of the Customer Experience, including: store operations, training, employee management, visual merchandising and asset protection. In the absence of the Store Manager, you will assume all managerial duties. Your performance will be measured by your ability to drive sales and maximize profit goals for a specific store.

Experience: any

Apply online at <http://sneakerjobs.com/chicago/retail-management/jobid3106626-assistant-manager-jobs>

**SALES LEAD (PART TIME MANAGEMENT) / Footlocaker**

Chicago, IL

Req ID: 120879

Job Type: Full-Time/Regular

*Location: Chicago & Kedzie Plaza*

*3218 W Chicago Ave., Chicago, IL 60651*

**Job Description:**

You get it. It is all about the In-Store Customer experience. You love to talk about athletic sneakers and apparel as much as you love to collect them. It's easy for you to start up natural, friendly conversations, adapt to different types of Customers, and resolve issues with a smile. You also like to teach others to do the same. Leading the team, you will be expected to drive sales to maximize profits following division standards. Your performance will be measured by your ability to achieve personal and productivity goals. You will assume leadership and managerial responsibilities when the Store Manager and Assistant Manager are absent.

Apply online at [http://sneakerjobs.com/chicago/retail/jobid3107644-sales-lead-\(part-time-management\)-jobs](http://sneakerjobs.com/chicago/retail/jobid3107644-sales-lead-(part-time-management)-jobs)

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**SALES ASSOCIATE (PART TIME) / Footlocker**

Chicago, IL  
Req ID: 151483  
Job Type: Part-Time

*Location: Ashland & Roosevelt  
1600 West 13th Street, Chicago, IL 606081306*

**Job Description:**

You recognize yourself when you enter one of our stores. You love to talk about athletic sneakers and apparel as much as you love to collect them. You always scope out the latest styles, and enjoy sharing your enthusiasm with Customers. It's easy for you to start up natural, friendly conversations, adapt to different types of Customers, and resolve issues with a smile. You like to work as part of a team as you improve your individual skills on the sales floor. Your success in this role will be measured through personal and productivity goals plus your ability to provide a great in-store experience to every Customer.

Apply online at [http://sneakerjobs.com/chicago/retail/jobid3715612-sales-associate-\(part-time\)-jobs](http://sneakerjobs.com/chicago/retail/jobid3715612-sales-associate-(part-time)-jobs)

**SALES ASSOCIATE / Footlocker**

Aurora, IL  
Req ID: 152485  
Job Type: Part-Time

*Location: Westfield Fox Valley  
1180 Fox Valley Center, Aurora, IL 60504*

**Job Description:**

You shop here all the time. So why not work here? As part of a team, your primary focus is to create a warm and friendly shopping environment by providing extreme customer service. You will be accountable for knowing and achieving personal productivity goals, to divisions' productivity standards.

Even the rookies get to start on our team!

Apply online at <http://sneakerjobs.com/chicago/retail-management/jobid3715592-sales-associate-jobs>

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**STORE MANAGER / Footlocker**

Cicero, IL

Req ID: 152000

Job Type: Full-Time/Regular

*Location: Hawthorne Works*

*4629 W Cermak Rd, Cicero, IL 608042509*

**Job Description:**

You're a natural teacher and coach, and have a passion for helping others deliver a great In-store Customer experience. Your team responds with your leadership and they want to work hard for you. Reporting to the District Manager, you will be accountable to lead, coach and develop all Team Members to provide a great In-Store Customer experience, and carry out all Company strategies. Your responsibilities will include all aspects of Store Management, including: execution of Company Standards in recruiting, hiring, training, customer service, visual merchandising and store operations. It is all these activities together that will drive sales to maximize profit goals for your store, and lead you and your Team to success.

Apply online at <http://sneakerjobs.com/illinois/retail-management/jobid3715622-store-manager-jobs>

**SALES ASSOCIATE (PART TIME) / Footlocker**

Chicago, IL

Req ID: 113282

Job Type: Full-Time/Regular

*Location: South State Street*

*South 219 State Street, Chicago, IL 60604*

**Job Description:**

You recognize yourself when you enter one of our stores. You love to talk about athletic sneakers and apparel as much as you love to collect them. You always scope out the latest styles, and enjoy sharing your enthusiasm with Customers. It's easy for you to start up natural, friendly conversations, adapt to different types of Customers, and resolve issues with a smile. You like to work as part of a team as you improve your individual skills on the sales floor. Your success in this role will be measured through personal and productivity goals plus your ability to provide a great in-store experience to every Customer.

Apply online at [http://sneakerjobs.com/chicago/retail/jobid3715926-sales-associate-\(part-time\)-jobs](http://sneakerjobs.com/chicago/retail/jobid3715926-sales-associate-(part-time)-jobs)

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**SUSA Mobile/Patrol (STS) Officer**

Location: Chicago, IL (150 S. Wacker)

Location Details

*Securitas Security Services USA, Inc.*

*150 S. Wacker*

*Chicago, IL 60606*

**Job Description**

As part of Securitas Timesharing Services (STS) provides shared guarding services to project a security presence, which may include operating a vehicle to perform patrol, inspection, and/or incident response services.

Checks for unsafe conditions, hazards, security violations, and unauthorized persons; inspects buildings, grounds and security devices; monitors and sets security devices. Protects evidence or scene of incident in the event of accidents, emergencies, or security investigations; sets up barriers and signage, and provides direction or information to others.

Prepares logs or reports as required for patrol route; writes and/or types reports.

Observes and reports incidents or suspicious activity to client representatives or company management.

Responds to incidents of fire, medical emergency, bomb threat, flooding, water discharge, elevator emergency, hazardous materials, inclement weather, and other incidents.

**Requirements**

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly.

Occasional reaching with hands and arms, stooping, kneeling, crouching and crawling. Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain.

Additional physical requirements may include, frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds.

Must be able to meet and continue to meet any applicable state, county and municipal licensing requirements for Security Officers.

May be required to have a valid driver's license for state of operation and any required endorsements for class of vehicle operated.

Driving record must meet company and/or insurance standards.

Apply online at

[https://wfa.kronostm.com/index.jsp?LOCATION\\_ID=13906727114&locale=en\\_US&applicationName=SecuritasNonReqExt&SEQ=postingLocationDetails&POSTING\\_ID=13907408502](https://wfa.kronostm.com/index.jsp?LOCATION_ID=13906727114&locale=en_US&applicationName=SecuritasNonReqExt&SEQ=postingLocationDetails&POSTING_ID=13907408502)

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### **SUSA Security Officer - Regular**

Location: Chicago, IL (150 S. Wacker)

Location Details

*Securitas Security Services USA, Inc.*

*150 S. Wacker*

*Chicago, IL 60606*

#### Job Description

Observes and reports activities and incidents at an assigned client site, providing for the security and safety of client property and personnel.

Makes periodic patrols to check for irregularities and to inspect protection devices and fire control equipment.

Preserves order and may act to enforce regulations and directives for the site pertaining to personnel, visitors, and premises.

Controls access to client site or facility through the admittance process

Patrols assigned site on foot or in vehicle; checks for unsafe conditions, hazards, unlocked doors, security violations, blocked entrances and exits, mechanical problems, and unauthorized persons.

Protects evidence or scene of incident in the event of accidents, emergencies, or security investigations.

Responds to incidents of fire, medical emergency, bomb threat, flooding, water discharge, elevator emergency, hazardous materials, inclement weather, and other incidents.

Prepares logs and reports as required.

#### Requirements

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly.

Occasional reaching with hands and arms, stooping, kneeling, crouching and crawling.

Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain.

Additional physical requirements may include, frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds.

Must be able to meet and continue to meet any applicable state, county and municipal licensing requirements for Security Officers.

Apply online at

[https://wfa.kronostm.com/index.jsp?LOCATION\\_ID=13906727114&locale=en\\_US&applicationName=SecuritasNonReqExt&SEQ=postingLocationDetails&POSTING\\_ID=13907407847](https://wfa.kronostm.com/index.jsp?LOCATION_ID=13906727114&locale=en_US&applicationName=SecuritasNonReqExt&SEQ=postingLocationDetails&POSTING_ID=13907407847)

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**SUSA Armed Security Officer**

Location: Chicago, IL (150 S. Wacker)

Location Details

*Securitas Security Services USA, Inc.*

*150 S. Wacker, Chicago, IL 60606*

Job Description: Responds to unusual or emergency situations at client's site using the appropriate escalation of force level up to and including armed response by following established protocol. Maintains proficiency in the use of all assigned protective equipment, restraint devices and weapons. Controls access to client site or facility through the admittance process; precludes unauthorized access to facilities, and the conversion, theft or intentional destruction of physical assets. Observes and reports activities and incidents, providing for the security and safety of client property and personnel. Patrols assigned site on foot or in vehicle; checks for unsafe conditions, hazards, unlocked doors, security violations. Observes and reports incidents or suspicious activity to client representatives or company management. Responds to incidents of fire, medical emergency, bomb threat, flooding, water discharge, elevator emergency, hazardous materials, inclement weather, and other incidents. Prepares logs and reports as required.

Requirements: With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching and crawling. Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain. Additional physical requirements may include, frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds. Must be able to meet and continue to meet any applicable state, county and municipal licensing and permit requirements for Security Officers and armed security work and specific protective device and weapons qualifications. Works in environments and under conditions that require carrying authorized weapons and ammunition, the use of protective gear and devices, and awareness of personal safety and safety of others. Required to utilize rapid and effective judgment in responding to unusual or emergency situations using appropriate escalation of force level. Experience in physical security, military service, law enforcement or a related field, sufficient to meet the minimum requirements for state and local licensing and/or site standards as established by the company.

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**Job Title: Administrative Assistant I - Skokie, Location**

Department: Rush Neurobehavioral Center

Shift: 1st

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

Job Number: 2015-0963

**Job Description:**

Are you an organized, well-rounded, proficient Administrative Professional that lives in the Skokie IL area?

**Position/Company Highlights:**

Work/Life: Typical hours: 8:00 – 4:30pm, no weekends or on call!

Market Leadership: Considered one of the top nationally ranked hospitals in Illinois

If this describes you, you may be the right candidate for the Administrative Assistant I position at Rush Neurobehavioral Center! Supports clinical operations in scheduling of patients, preparing and collecting new patient packets, scoring of simple psychological screening tests and other various paperwork and projects as needed.

**Position Qualifications Include:**

High school diploma required. Minimum one to three years' experience required. Independent problem-solving skills. Strong oral and written communication skills. Attention to detail and accuracy. Must have a strong grasp of computer skills and be proficient in the use of general computer applications such as Microsoft Word, Excel, and PowerPoint. Demonstrated organizational skills. Ability to multitask, meet tight deadlines, and work effectively under pressure and as part of a team. Ability to exercise sensitivity regarding patient health information and to maintain confidentiality of patient and other sensitive information. Utilize EPIC efficiently; employees hired into this role must successfully pass the EPIC scheduling test within three attempts, within 45 days of completion of training.

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**Job Title: MRI TECH**

Department: CIRCLE IMAGING  
Shift: 1st  
Full/Part: Type 1 (72-80 Hrs/PP)  
Job Number: 2015-0994

**Job Description:**

MRI Tech, Full Time, 1st Shift  
Benefit- eligible

**Position Highlights:**

Provides quality patient care in an efficient and cost-effective manner.  
Applies knowledge of the modality to produce quality diagnostic images.  
Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures including complying with all Rush University Medical Center Customer Service Standards.

**Position Responsibilities:**

Applies knowledge of the modality to produce quality diagnostic images & exams  
Has a working knowledge of the Radiology Information System and PACS  
Assist Radiologist in the performance of procedures  
Handles, administers and documents medications under the supervision of a radiologist  
Maintains logs and documentation as per departmental protocol  
Provides patient history or information necessary for proper interpretation of the procedure

**Position Qualifications Include:**

High School Diploma/GED required  
Formal training in an accredited Radiology Technology Program  
Valid Illinois Emergency Management Agency (IEMA) license  
Registry or Registry-eligible with the American Registry of Radiologic Technologists

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**Job Title: Radiology Aide**

Department: CIRCLE IMAGING  
Shift: 1st  
Full/Part: Type 1 (72-80 Hrs/PP)  
Job Number: 2015-0992  
Full-time position, benefit-eligible

The primary responsibility of the Radiology Aide is to contribute to the efficient flow of patients into and out of their primary area by assisting the technologist in direct patient care, room prep, image processing and retrieval, record keeping, supply inventory/storage handling of phones and maintenance of the work environment. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures including complying with all Rush University Medical Center Customer Service

**Position Responsibilities:**

Assists in the provision of quality patient care as defined by departmental and Age Specific standards of care. Maintains patient privacy and confidentiality  
Assists technologists in the performance of radiology procedures, including, but not limited to prepping patient and room and positioning patient for procedure  
Produces work in an efficient manner that meets the departmental productivity standards. Maintains work environment in a manner that meets departmental and regulatory requirements. Has a working knowledge of the Radiology Information System and PACS. Reports supply shortage or equipment failure to section supervisor  
Follows work and patient schedules. Maintains logs and documentation as per departmental protocol. Stocks department and individual work areas.

**Position Qualifications Include:** High School Diploma/GED required. Demonstrates good interpersonal and communication skills and ability to work in a team-oriented environment. Requires full range body motion including handling and lifting patients when necessary. Demonstrates good organizational skills and initiative.

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**Job Title: Ultra Sound Technician - Part-time**

Department: Cardiovasc Ultrasound

Shift: 1st

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

Job Number: 2015-0971

**Job Description:**

Rush Medical Center is seeking a part-time Ultra Sound Technician!

**Position Highlights:**

The Sonographer has formal training from an accredited Ultrasound, Vascular or Echocardiography program and possesses or is eligible to acquire certification in any of the registries defined by the American Registry of Diagnostic Medical Sonography or the Cardiovascular Credentialing International credentialing bodies.

These include Abdominal (AB), Breast (BR), Obstetrics and Gynecology (OB/GYN), Neurosonology (NE), Adult Echocardiography (AE), Pediatric Echocardiography (PE), Fetal Echocardiography (FE), Vascular (RVT), Musculoskeletal Sonography (MSK) and the CCI registry.

This is part-time position that is 40 hours every two weeks, benefit-eligible 1st shift, days are flexible

**Position Qualifications Include:**

High School Diploma/GED required

Formal training in an accredited Radiology Technology Program

Registry or Registry-eligible with the American Registry of Radiologic Technologists (ARDMS or CCI)

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**Job Title: Staff Accountant, External Reporting**

Department: Finance

Shift: 1st

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

Specialty: Accounting

Job Number: 2015-0939

**Position Highlights:**

Under general direction, this position prepares financial statements and reports for internal and external users. Assists with preparation of quarterly and annual bondholder filings, including consolidated Obligated Group financial statements, debt covenant calculations and management discussion & analysis.

**Position Qualifications Include:**

Bachelor's degree in accounting required

Minimum of 1-3 years of accounting and financial reporting experience required; one year of public accounting experience preferred. Healthcare industry experience a plus.

QuickBooks experience a plus

Excellent verbal and written communication skills.

Strong problem solving and financial analytical skills. Proficiency with Microsoft Office Suite required. Strong time-management skills.

Ability to interact effectively with all levels of staff.

Demonstrates a desire to continuously improve accounting and financial reporting skills through proactive professional development efforts.

Demonstrated ability to work independently and creatively.

Ability to perform work in a neat, concise, accurate and efficient manner.

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