



Carpenter

Agency: Central Management Services

Closing Date/Time: Wed. 05/27/15 5:00 PM Central Time

Salary: \$43.35 - \$45.08 hourly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: PR000

Bid ID#: CMS 10542

Minimum Requirements:

Requires knowledge, skills and mental development equivalent to completion of eight years of elementary school. Requires experience necessary to qualify as a skilled carpenter. Requires a working knowledge of tools, methods, and standard practices of the trade. Requires ability to read, interpret, and perform work from plan, sketches, or simple diagrams. Requires ability to make simple arithmetic computations and bulk estimates. Requires ability to climb ladders, stairs, and roofs and access all locations at the facility. Must be able to communicate verbally and follow instructions. Requires ability to lift 75 pounds. Requires an appropriate, valid driver's license and the ability to travel. Prefers completion of a four year carpentry apprenticeship program and four years of experience in the repair and maintenance carpentry field.

Work Hours & Location/Agency Contact:

Work Hours: 7:00 A.M. – 3:30 P.M.; Mon.-Fri. with ½ Hour Unpaid Lunch

Work Location: Central Management Services

Property Management/Facilities Management/Chicago & Northern Region /Ludeman Developmental Center, 114 N. Orchard Drive, Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702

217-782-6239 217-782-9925 Fax

You will be contacted if chosen for an interview.

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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: Clinical Pharmacist

Agency: Human Services

Closing Date/Time: Wed. 05/27/15 5:00 PM Central Time

Salary: \$6,547.00 - \$10,163.00 monthly

\$78,564.00 - \$121,956.00 annually

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-89-90403

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Pharmacy Manager, functions as a Clinical Pharmacist for clients who reside at Kiley Developmental Center to verify drug usage is in accordance with Accreditation, HCFA, Public Health, DHS and facility policies, rules and procedures as well as other applicable laws and regulations.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of an accredited five year College of Pharmacy, including formal training in clinical pharmacy practice or completion of the American Society of Hospital Pharmacists Introduction to Clinical Pharmacy. Requires current registration as a Pharmacist in the State of Illinois. Requires one year professional experience as a registered practicing pharmacist. Requires the ability to communicate in oral and written form. Requires the ability to push or lift a moderate load.

Work Hours & Location/Agency Contact: 8:00 am - 4:30 pm
OCAPS/Kiley Developmental Center, 1401 W Dugdale Rd, Waukegan, IL 60085
Please submit CMS 100 (revised 10/2014) applications and bid form to:
Bureau of Employee Services / Lisa Horsley
100 South Grand Ave East, 3rd floor, Springfield, IL 62762 FAX: 217-524-2116
Candidates must be deemed qualified or have submitted an application to CMS examining to receive a qualifying grade prior to the closing of the posting period.

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

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Job Title: Human Services Caseworker

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,891.00 - \$5,797.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: I-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits.

Minimum Requirements: Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

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Job Title: Methods & Procedures Advisor II

Agency: Public Health

Closing Date/Time: Thu. 05/28/15 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 74999

Minimum Requirements:

Requires working knowledge, skill and mental development equivalent to completion of four years of college with courses in public administration, accounting, industrial relations, pre-legal or personnel management. Requires extensive knowledge and ability to assess organization needs, formulate quality improvement plans to meet identified needs, and effectively communicate strategies, tools and skills needed for continuous quality improvement to agency staff and other key stakeholders. Requires ability to utilize information management tools to collect data, prepare reports, organize information, analyze results and submit required reports.

Work Hours & Location/Agency Contact:

Work Hours & Location: 8:30AM - 5:00 PM

Office of Women's Health & Family Services

Division of Population Health Management, 122 S. Michigan Ave., Springfield, IL

Agency Contact:

Office of Human Resources

535 W. Jefferson St. 4th fl

Springfield, IL 62761

Phone: 217-785-2031

Fax: 217-785-2038

How to Apply:

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

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Job Title: Social Service Program Planner III

Agency: Human Services

Closing Date/Time: Wed. 05/27/15 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

\$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-89-90161

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a related master's degree. Requires one year of progressively responsible professional experience in a community organization, social service work, program planning and development or licensure/certification activities of community agencies serving people with developmental disabilities or a mental illness. Requires ability to meet the requirements to be classified as a Qualified Intellectual Disability Professional (QIDP) or a Qualified Mental Health Professional (QMHP) or at least two years of experience in Licensure and Certification of Community Integrated Living Arrangements (CILA) and Community Based Mental Health Programs. Requires thorough knowledge of DHS and OCAPS programs. Requires ability to travel.

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

OCAPS/Bureau of Accreditation, Licensure, and Certification

401 S Clinton, Chicago, IL 60607

Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services / Lisa Horsley

100 South Grand Ave East, 3rd floor, Springfield, IL 62762 FAX: 217-524-2116

Candidates must be deemed qualified or have submitted an application to CMS examining to receive a qualifying grade prior to the closing of the posting period.

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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Guest Experience Manager

Location: Chicago, IL

Experience: 3 - 5 Years Experience

Salary: Unspecified

FLSA Status: Exempt

Hours: FULL-TIME

Position Summary:

The Guest Experience Manager embraces and models Shedd's mission and Service Standards to lead a 180-person experience team to run a 364-day guest facing operation. The position builds continuous improvement to the guests' experience through mission-driven creativity and advanced technical and technological application. It elevates the staff's experience and performance by enhancing formal training and recognition programs. It drives efficiency and flexibility in the operation with a focus on innovatively increasing various revenue streams. This is a responsible exempt-level position and requires the ability to work evenings, weekends, and holidays.

Qualifications:

Required:

- Minimum of 3-5 years of experience in a guest service/attraction environment.
- Experience managing a team of 100+ people, including assistant managers and leads.
- Experience with inventory management and loss prevention preferred.
- Excellent guest service skills and response efficiency.
- Strong interpersonal and verbal/written communication skills.
- Strong attention to detail, organizational, problem-solving, and time management skills.
- Must be proficient with Microsoft Office 2010, especially Outlook, Excel, and Word.
- Demonstrated ability to work with confidential information.
- Must possess a team oriented working style and be a self-starter.
- Must be able to work irregular hours including evenings, weekends, and early mornings.

Preferred:

- Strong motivator who builds self-confidence in others to achieve goals and objectives.
- Proven ability to foster collaboration and alignment of key departments and partners.
- Experience working with customer relationship management software.
- 4-year college degree

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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Marketing Events Representative

Location: Chicago, IL

Salary: Unspecified

FLSA Status: Non-Exempt

Hours: PART-TIME

Position Summary:

This is a seasonal, part-time position with Shedd Aquarium's Marketing department. The Marketing Events Representative supports Shedd Aquarium's promotion and public outreach initiatives by assisting the Promotions and Events Manager.

Responsibilities and Duties:

- Demonstrate commitment to Shedd's vision, mission and values.
- Coordinate and fulfill cross-promotional partnership deliverables and serve as a point of contact with Shedd promotional partners.
- Assure promotions are properly executed on-site at Shedd and through associated e-communication channels, working with the e-communications team.
- Represents Shedd to public audiences at off-site and on-site events.
- Responsible for event coordination, preparing materials, set-up and tear-down.
- Transport Shedd materials, animals and staff and volunteers to and from event locations.
- Keep stock of promotional materials and notify Promotions and Events Manager when stock needs to be replenished or repaired.
- Perform other duties as needed.

Qualifications:

Education:

High school degree required; Bachelor's degree or currently enrolled in a bachelor's or master's degree program preferred.

Experience:

Candidates should possess excellent oral and written communication skills and strong leadership skills and motivation. Experience in event coordination and activation, marketing, or communications preferred. Must have vehicle and valid driver's license, insurance and willingness to drive to outreach sites.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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Coordinator of Guest Engagement

Location: Chicago, IL

Experience: Salary: Unspecified

FLSA Status: Exempt

Hours: FULL-TIME

Position Summary: The Coordinator of Guest Engagement uses creativity, evidence-based teaching and learning practices and a passion for the natural world to coordinate a programmatic suite that enhances the learner's ability to connect to the natural world and take further steps to protect aquatic life for future generations. S/he has expertise in learner-centered teaching strategies, especially as it relates to interpretation, leadership development and guest experience. S/he supervises two part-time guest engagement assistants and also works with the engagement specialists through the project management of the Guest Engagement suite of programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. 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.

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: Bachelor's degree in interpretation, science/environmental studies, education, museum studies or a related field

Experience: - This position must be able to work irregular hours including evening, weekends and holidays - Minimum 2 years of experience in planning, development, implementation and evaluation of interpretive programming, teen and volunteer programming, adult programming and training. Preferably in an informal setting - Minimum 2 years supervisory experience - Experience working with the following audiences: teens, volunteers and adult professionals - Experience working in team-based environments - Excellent organizational and time management skills - Excellent written and oral communication skills

Preferred - Budget management experience

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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Janitor

Division : Mercy Housing Management Group (MHM)

Location : Chicago IL US 60640

Property : Delmar Apts

Job Type : Full Time

Career Level : Experienced (Non-Manager)

Compensation : 10.00 DOE

Category : Maintenance Manager

Job Description : Must be a team player who provides safe, decent, and affordable housing to the residents of the community. The Janitor/Housekeeper will work in conjunction with maintenance staff to coordinate an appropriate schedule to meet the regular operational maintenance requirements of the property.

Job Responsibilities Include:

1. Cleans and maintains entry lobby, including cleaning of windows, doors, mopping floors, vacuuming carpets, etc., at least daily, and more if necessary to maintain excellent entrance appeal.
2. Cleans laundry room, community room, conference room, and management offices on a daily basis.
3. Vacuums hallways on a daily basis.
4. Cleans community bathrooms on a daily basis, more if necessary to maintain in a sanitary manner.
5. Cleans stairways and elevators on a regularly scheduled basis.
6. Does cleaning of units, including stoves, refrigerators, bathrooms, floors, windows, etc.
7. Reports all maintenance repairs needed to Maintenance Supervisor.
8. Sweeps and cleans parking lot on daily basis.
9. Waters flower box on a daily basis (seasonal).
10. Picks up trash from grounds.
11. Uses hose to clean front entry walks.
12. Changes all light bulbs in hallways and common areas.
13. Does minor work orders for residents and/or management as assigned by Maintenance Supervisor.
14. Sets a good example for residents and assists residents in learning good housekeeping/cleaning skills.
15. Is always courteous and helpful to residents.

Education: High School Diploma preferred.

Experience: Experience with janitorial routine.

Abilities: Sensitivity to the special needs of the resident population. Good communication skills; able to understand and follow directions. Ability to perform minor repairs. Flexibility and reliability. Treat a variety of people with respect and compassion. Represent Mercy Housing with a professional manner at all times. Understand and commit to the Mission and Values of Mercy Housing.

% of Travel Required : None

Apply online at

<https://mercyhousing.tms.hrdepartment.com/jobs/6006/JanitorChicago-IL?referrer=93>

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PT Shift Warehouse Associate – Chicago PDC-TMS00207

Description

The following position is with Toyota Motor Sales (TMS), U.S.A., Inc., the marketing, sales, distribution and customer service arm of Toyota, Lexus and Scion in North America. Toyota's Chicago Parts Distribution Center (CHPDC), located in Aurora, IL is looking for Warehouse Associates to join our team.

The primary responsibility of this position is to ship automotive service parts and accessories to Toyota, Lexus and Scion dealers on time, error and damage free. The associate will need to meet or exceed established productivity and quality measures in a high performing team based environment. All safety practices, operational procedures and guidelines and company policies and procedures must be strictly adhered to at all times.

Reporting to the Assistant Operations Manager, the Warehouse Associate will support the department's objective of providing world class customer support and the implementation of best practices.

Warehouse associates are required to rotate job tasks and work overtime in order to meet business needs. This job requires dedication to continuous improvement, participation on warehouse committees and Kaizen projects. Associates must maintain an acceptable work attendance record.

This position is for a PT shift assignment. PT shift hours are from either 1:00 PM – 6:00 PM or 6:00 PM – 12:00 AM depending on business need.

Qualifications Required

- Accuracy and attention to detail
- Ability to correctly inventory, pick, store, ship, and receive parts
- Ability to carry, stand, walk, lift, stoop, bend, push, pull, climb stairs, and operate various power equipment (reach trucks, stock chasers, forklifts, order pickers) and to operate power equipment at heights up to 25 ft.
- Ability to lift parts weighing up to 50 lbs. without power equipment assistance
- Available to work PT shift hours from either 1:00 PM – 6:00 PM or 6:00 PM – 12:00 AM depending on business need

Apply online at

https://tmm.taleo.net/careersection/10020/jobdetail.ftl?job=247721&src=JB-11040&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

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Body Person

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

Job Description:

Under the direction of the Superintendent of Maintenance or designate, performs all types of interior and exterior body repair and refurbishing.

Paints all company vehicles, panels, building and equipment. Performs welding on various metals.

Maintains all equipment, tools, etc. in accordance with manufacturer's recommendations. Maintains necessary paperwork required for tracking paint and solvent usage. Other duties as assigned or required.

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

Qualifications:

Qualified candidate must be 21 years of age and have a valid Class "A" Commercial Drivers License with Passenger and Airbrake endorsements.

Qualified candidate must have a minimum of three (3) years experience in body repair, welding and painting in a professional, industrial environment; successfully pass all written and practical exams pertaining to the position; possess knowledge of all types of primers and paints, paint booth operation and maintenance, application of paints and use of all safety equipment.

Qualified candidate must have the necessary tools to perform the duties of the position. Must be able to work independently with little or no supervision.

The performance of these duties may be required at any time of day and night, any night and day of the week. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=549

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Accounting Technician I

Location: Arlington Heights

Office: Internal Services

Department: Finance

Job Description:

Under the direction of the Supervisor, Accounts Payable/Receivable, will be responsible for accounts payable processing.

Duties include entering vendor invoices and matching them against contracts, regular purchase orders and blanket purchase orders.

Invoice processing includes checking for correct pricing, proper authority to expend funds, etc.

May also perform or provide coverage for payments related to internal claim processing, expense report review, purchasing card statement review and payment interface and Vanpool driver reimbursement processing. Some analysis work is required. Other duties as assigned or required.

Qualifications:

Qualified candidate must have 1 to 2 years of accounts payable experience, demonstrate good figure aptitude, and have previous experience working in a computerized accounting system.

Experience working in Oracle is a plus.

Good communication skills are essential.

Data entry and/or spreadsheet experience is required.

Qualified candidates must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=488

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Bus Supervisor

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Transportation, or designate, responsible for supervising all field operations which include investigating accidents, passenger incidents, vehicle breakdowns and monitoring the performance of Bus Operators.

Conducts continuous checks on schedules, routes, passenger loads and boarding, road conditions, and adherence to Company rules and schedules by Bus Operators.

Assists and instructs Bus Operators on maintaining service in emergency situations. Performs Dispatch duties as needed. Other duties as assigned or required.

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

Qualifications:

Qualified candidate must have a minimum of three (3) years experience in transportation.

Must be at least 21 years of age and have a valid Illinois Commercial Driver's License (CDL) Class B or equivalent, extensive knowledge of transit system, supervisory ability, excellent written and verbal communication skills, and ability to make quick, accurate decisions.

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 have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=208

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Part-Time Advertising Coordinator

All times are in Central Daylight Time.

Posted Date 5/13/2015

Requisition # 18621

Position Type Part-Time

Salaried/Hourly Non-Exempt

Category Communication Department College of Communication

Campus Loop Campus Location US-IL-Chicago

Principal Duties and Responsibilities

- Monitor and keep records of all advertising.
- Hire Sales Force.
- Train student Sales Force how to sell ads.
- Solicit national advertising and local advertising.
- Coordinate and keep track of student selling progress and meet with student sales force regularly.
- Send out tear sheets and billing information for national and local ads.
- Determine advertising rates for the following year with the Editor in Chief and Faculty Advisor.
- Prepare rate cards, update rate card on website.
- Set billing and collection policies for local and national advertisements.
- Check quarterly with Faculty Advisor on unpaid advertising and put in place system to contact overdue accounts.
- Attend staff meetings when possible; if not, keep up to date on stories planned for upcoming edition.
- Work with Corporate Relations staff as it looks for corporate sponsors that want to advertise.
- Place ads on pages on Thursday.
- Work with editorial staff and Faculty Advisor to come up with ideas for special sections.
- Perform other duties as assigned.

Minimum Requirements

- Bachelor of Arts.
- Minimum of 3 years of advertising sales experience.

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

Mandated Reporting of Child Abuse & Neglect: Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

DePaul University is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, marital status, physical or mental disability, protected veteran status, genetic information or any other legally protected status, in accordance with applicable federal, state and local EEO laws.

Apply online at <https://jobs-depaul.icims.com/jobs/18621/part-time-advertising-coordinator/job>

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Accounts Payable Specialist

All times are in Central Daylight Time.

Posted Date 5/13/2015

Requisition # 18623

Position Type Full-Time

Salaried/Hourly Hourly

Category Accounting and Finance Department Accounts Payable

Campus Loop Campus Location US-IL-Chicago

Minimum Requirements •High school education. •Minimum of three years business experience. •PeopleSoft or comparable ERP experience. •Proven track record with process improvements and automation. •Strong and accurate data entry skills. •Intermediate to advanced spreadsheet and database skills. •Good verbal and written communication skills. •Strong interpersonal skills. •Data entry work primarily performed at desk for extended periods of time. •Good mathematical aptitude. •Ability to exercise sound judgment in decision-making. •Ability to work overtime, as needed.

Preferred Requirements: •Some college. •Accounts payable experience. •Previous tax experience. •Accounts Payable Certification.

Required Background Screening:

All final candidates extended an offer of employment will undergo background screening.

Mandated Reporting of Child Abuse & Neglect: Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

DePaul University is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, marital status, physical or mental disability, protected veteran status, genetic information or any other legally protected status, in accordance with applicable federal, state and local EEO laws.

Apply online at <https://jobs-depaul.icims.com/jobs/18623/accounts-payable-specialist/job>

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Admissions Officer (2)

All times are in Central Daylight Time.

Posted Date 5/11/2015

Requisition # 18502

Position Type Full-Time

Salaried/Hourly Exempt

Category Other - Other Department College of Computing & Digital Media (CDM)

Campus Loop Campus Location US-IL-Chicago

Principal Duties and Responsibilities

- Review applications for admission, make admission decisions, and assist in the enrollment of new graduate students.
- Communicate with prospective students and applicants via email, telephone, and face to face appointments to review application status.
- Prepare international student visa applications.
- Participate in admission events, including: Accelerated Admission, Open House, and Information Session events on campus and select recruitment events off campus.
- Perform other duties as assigned.

Minimum Requirements

- Bachelor's Degree.
- 1-3 years of experience working in higher education student services.
- Ability to transport computer and promotional materials to off campus events.
- Ability to work occasional evening and weekend hours.
- Ability to occasionally travel out of town, as required.

Preferred Requirements: •Admission related experience.

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

Mandated Reporting of Child Abuse & Neglect: Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

DePaul University is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, marital status, physical or mental disability, protected veteran status, genetic information or any other legally protected status, in accordance with applicable federal, state and local EEO laws.

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Dispatcher

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Transportation, or designate, performs dispatcher functions encompassing supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis.

Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Maintains appropriate dispatch paperwork. Answers phones and field calls.

Assists with bus operator run/vacation picks, passenger complaints, monitor reports and monitors bus operators compliance with Pace rules policies and procedures. Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least five (5) years experience in transportation.

Must be 21 years of age and possess or be able to obtain a valid Class B Commercial Driver's License.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions and proficient use of computers with focus on Microsoft Windows.

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

Management experience preferred. Qualified candidate must have a good work history.

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P/T Driver/ Clerk

Location: Arlington Heights

Office: Revenue Services

Department: Maintenance

Job Description: Under the direction of the Regional Manager-South Holland or designee, the Driver/ Clerk is responsible for taking loaner/unassigned vans for preventative and unscheduled maintenance, wash vans and delivery of temporary loaner replacement vans to vanpool drivers throughout the Pace service area. On days when van movements are not required, the part-time Driver/Clerk will perform various clerical duties including data entry and filing as needed.

Qualifications: Qualified candidate must be at least 21 years of age have a valid driver's license, excellent organizational, verbal and written communication skills. Geographic knowledge of the 6-county Chicago region preferred. Qualified candidate must have a good work history and driving record.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=542

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



Part-time Retirement Benefits Assistant

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

Job Description:

Under the direction of the Department Manager, Human Resources, assists in the administration of union and non-bargained for retirement plans with approximately 1,600 active and retired participants; enrolls eligible union and non-bargained-for employees into respective 401(k) plans; researches and resolves participants account issues; processes 401(k) plan loan payoffs and final distributions; reconciles monthly 401(k) loan reports between payroll and service provider records; reconciles payroll contribution records and trustees participant allocation reports; coordinates activities related to the external audits of the union retirement plans; performs administrative duties during absence of Human Resources Assistant; and performs reception desk duties during the absence of the Receptionist. Other HR duties as assigned.

Qualifications: Qualified candidate must have a High School Diploma and 1-2 years prior office experience. Preferred Candidate will have a College Degree and prior Retirement/Benefits Administration experience. Candidate must be detail-oriented, have excellent organizational skills, and be able to communicate effectively both verbally and in writing.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=689

Security at Roof at the Wit in Chicago

201 N State St Chicago, IL

Job Type: Part Time

Shift: Night

Job Description: Looking for Nightclub Security Officer for High-End Property Downtown

Minimum Requirements:

Nightclub experience preferred; 20 Hour training certification; PERC card; Physically Fit Well-groomed; Good customer service skills. Must be available nights and weekends.

Computer skills (must be able to send emails and write reports)

Attached picture with resume will be considered first!

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Payroll Administrator

Location: Des Plaines

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Regional Manager, or designate, responsible for accurately and efficiently processing payroll for both union and non-union divisional employees. Responsibilities include tracking vacations and floating holidays for all employees, maintaining employee files, verifying and adjusting payroll reports, answering employee payroll questions, notifying employees of tax levies and wage deduction orders in addition to calculating the amounts, calculate manual checks, union progressions, etc., acts as liaison for 401K pension questions and changes, backs up petty cash custodian, handle farebox reconciliation, cash receipts/petty cash reconciliation.

Qualifications:

Qualified candidate must possess a High School Diploma with two years office and automated payroll experience, preferably with union contracts.

Proficiency in use of office machines including calculator and computer is required.

Qualified candidate must possess good organizational and communications skills, adaptability, flexibility, and exercise sound, independent judgment while always maintaining confidentiality.

Must have good work and attendance history.

Experience with Microsoft Office and intermediate to advance skills with Excel.

Must be willing to work occasional weekends or holidays during the payroll processing week.

Knowledge of Oracle, ADP and ProBusiness is preferred.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=707

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