



Part Time Service Agent-Aurora (N. Lake St) Afternoons, IL

Job ID 2014-130729

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: West Suburbs

Overview:

The Service Agent at the Aurora (N. Lake St.), IL location cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

This position is based in Aurora and pays \$10.00 per hour.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Must have reliable transportation to and from Aurora, IL (off of N. Lake St)

Must be willing to work for \$10.00 per hour

MUST be able to work the following schedules

Monday 1:30pm - 6:00pm

Tuesday 1:30pm - 6:00pm

Wednesday 2:00pm - 6:00pm

Thursday 1:30pm - 6:00pm

Friday 1:30pm - 6:00pm

Saturday 9:00am - 12:00pm

Apply online at <https://us-erac.icims.com/jobs/130729/part-time-service-agent-aurora-%28n.-lake-st%29-afternoons%2c-il/job>

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Part Time Sr. Customer Assistance Representative - West & Northwest Suburbs

Job ID 2014-123073

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago: West Suburbs

Overview:

The Customer Assistance Representative Sr (CAR Sr) will provide a high level of customer service by assisting both internal and external customers, primarily face-to-face, supporting their branch and rental needs. The CAR Sr will gain knowledge through local training and hands-on experience to provide administrative support, service customers, and act as a rental back-up in a large home city branch or airport location.

This is a part-time position that pays \$9.50/hr.

Benefits included with this position are:

- *Fun and friendly environment
- *On The Job Training in a Professional Work Environment
- *401k and Profit Sharing with employer contribution
- *Car Rental Discounts
- *Vehicle Purchasing Discounts
- *Earned Paid Days Off (after one year of cumulative service)

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must have 1 year of customer service experience in a professional setting

Prefer experience working in a sales environment

Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related convictions on driving record in past 3 years (ie., DUI/DWI).

Must be at least 18 years old.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apart from religious observances, preferred work schedule:

Monday and Friday 7:30AM-12:30PM or 2:00PM-6:00PM

Saturday 8:30AM-12:30PM

Sunday 9:00AM-1:00PM

Apply online at <https://us-erac.icims.com/jobs/123073/part-time-sr.-customer-assistance-representative---west-%26-northwest-suburbs/job>

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Staff Accountant - Chicago

Job ID 2015-133389

Category Accounting/Finance - Accountant

Location US-IL

Area Chicagoland

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

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

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

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

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

Apply online at <https://us-erac.icims.com/jobs/133389/staff-accountant---chicago/job>

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REGISTRAR

Facility Presence Saint Joseph Hospital - Chicago
Department PATIENT ACCESS
Schedule Full-time
Shift PM shift
Hours 3PM-11:30PM
Location Chicago, IL
Req Number 139623

Job Details

*REGISTRAR
FULL TIME: 3PM-11:30PM
PATIENT ACCESS*

The registrar processes the registration for patients entering the organization through inpatient, outpatient, ambulatory surgery or the emergency department. Secures all information necessary for internal operations. Introduces the patient to the registration environment, explains policies, secures signatures, explains forms, completes required information in billing screens accurately, collects deposits and payments, and answers patient questions.

Maintains a high level of billing data quality and communicates with physicians and other departments effectively to minimize the hospital/Es exposure to financial risk.

Requirements:

Education : High school diploma or equivalent education/experience; some post high school education preferred. Work Experience: One to three years prior hospital or physician business office or comparable payer work experience preferred. Minimum typing speed of 40 WPM with accuracy implied. Ability to communicate effectively.

Working knowledge of medical terminology is required. Thorough knowledge of third party payers, billing requirements and reimbursement methods.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032395>

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Job Title: Educator - Opt B

Agency: Juvenile Justice

Closing Date/Time: Continuous

Salary: \$4,311.00 - \$7,969.00 monthly

\$51,732.00 - \$95,628.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: IDJJ27-10-14-0954

Minimum Requirements:

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Middle Grade or Secondary Education endorsement in the appropriate content area in which the individual is approved to work (Mathematics). Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments. Requires patience and tolerance of a wide range of behavior. Requires ability to use the English language in preparing and delivering instructions. Requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student.

Work Hours & Location/Agency Contact:

Work Hours: 8:00am - 4:00pm, Monday through Friday (Saturday/Sunday off)

Work Location: Illinois Youth Center - St. Charles

3825 Campton Hills Road, St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S. , Human Resources Representative
Illinois Youth Center - St. Charles

3825 Campton Hills Road. St. Charles, IL 60175

630-584-0506 630-584-1014 (fax)

susan.swegle@doc.illinois.gov

How to Apply:

See instructions listed above.

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.

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Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Tue. 07/07/15 11:59 PM Central Time

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-PSC-91705

Description of Duties/Essential Functions Benefits Supplemental Questions

This position reports to the Incubator Program Coordinator and performs a variety of general office duties including; answering phone calls and responding/directing as appropriate, filing, copying, typing, record processing, preparing presentations and informational literature/materials; follow general guidelines and protocols for routine matters and in personal contact with others to give non-technical information

Minimum Requirements: EDUCATION: Requires knowledge, skill and mental development equivalent to completion of high school and one year of office experience. Require ability to type accurately at 35 wpm.

EXPERIENCE: Requires working knowledge of office practices, procedures and programs. Require working knowledge of composition, grammar, spelling and punctuation. Require ability to follow oral and written instructions. Require ability to operate commonly used automated office equipment and the use of Microsoft Office application, i.e. Word, Excel and Power Point. Require experience in handling calls and inquiries in a professional manner. Require the ability to work well with a variety of people.

Work Hours & Location/Agency Contact: TERM OF CONTRACT:
FY'16 (JULY 1, 2015 - JUNE 30, 2016) PART TIME (80%)
BIDDING CONTRACT: DHS/ICRE-ROOSEVELT ATTN: BENJAMIN DAVIS
1950 W. ROOSEVELT RD., CHICAGO, IL 60608
312/433-3147 – OFFICE 312/433-3156 - FAX

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

Option 2 – Typing

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Job Title: Senior Public Service Administrator - Opt 7

Agency: Criminal Justice Information Authority

Closing Date/Time: Fri. 07/17/15 5:00 PM Central Time

Salary: \$4,295.00 - \$10,500.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 40070-50-05-300-01-01

Minimum Requirements:

An ideal candidate would possess several of the following attributes:

1. Relevant Masters Degree
2. Coursework in criminal justice, business, law, public policy, sociology and political science
3. Five years or more experience managing professional personnel
4. Grant making experience
5. Grant writing experience
6. Prior Federal, State or Local government experience
7. Strategic planning experience
8. Experience in budgeting, financial controls and compliance

Work Hours & Location/Agency Contact: Monday through Friday 8:30 am to 5:00 pm
1 hour unpaid lunch

Illinois Criminal Justice Information Authority

300 W. Adams Street, Suite 200. Chicago, Illinois 60606

Phone: 793-8550 Fax: 312-793-1030

How to Apply: Interest should be expressed by email with Cover Letter and Resume to Luz Agosto, Director of Human Resources, Illinois Criminal Justice Information Authority, luz.agosto@illinois.gov

APPLICATION PROCESS CLOSSES ON JULY 17, 2015.

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

Option 7 - Law Enforcement/Corr

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:
Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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: Support Service Worker

Agency: Human Services

Closing Date/Time: Tue. 07/07/15 4:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-70-15-0031

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires ability to lift items weighing up to 100 lbs. Requires ability to receive and follow oral and written instructions, as well as the items listed under essential functions above. Ability to drive and operate a delivery truck and a lift gate truck (which requires a valid driver's license) and climb a 10 ft ladder preferred.

Work Hours & Location/Agency Contact:

Monday - Friday, 7:00am - 3:30pm - may need to work some weekends as required based upon facility needs.

Contact: Human Resources

Ann M. Kiley Center 1401 W. Dugdale Road Waukegan, IL 60085

AX: 1-847-249-0722

Current employees submit CMS100B promotional application (if applicable); if voluntary reduction, submit CMS100 application; any non-state workers submit CMS100 application to Kiley Center - fax number shown above - prior to end of posting.

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: Storekeeper I

Agency: Human Services

Closing Date/Time: Wed. 07/01/15 5:00 PM Central Time

Salary: \$3,420.00 - \$4,818.00 monthly

\$41,040.00 - \$57,816.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-10-91489

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, maintains inventory of office commodities; prepares commodity orders for shipment to other points; checks each shipment received for correct quantity and acceptable quality; allocates storage space and bins; maintains clerical records of transactions; prepares requisitions; reorders commodities.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years of high school; requires one year experience in the keeping of stores and stores records. Requires the ability to lift over 50 lbs.

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

Business Services, 9511 Harrison, Des Plaines, IL

Please submit applications to: Kelly Kindred / Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762 FAX: 217-524-2116

****NOTE:** CMS and the bidding agency are two separate agencies, therefore, submitting your CMS-100 application to CMS for a grade is not in lieu of submitting a CMS-100 to the bidding agency as well. ******

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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Senior Security Officer (Security Services) (Job Number: P024313)

Reports to: Security Supervisor/Principal

Description

Purpose of the Position: Security Officers are responsible for the overall safety and security of the school. The security team plays a critical role in the school's culture and climate. A calm, structured, and positive learning environment is top priority for the Security Supervisor and the security team. The security team is actively involved in the progressive discipline system and provides the first line of defense to defuse and de-escalate student misconduct and/or serious incidents. Security personnel actively engage in teaching students the social skills necessary to be successful in the classroom and school community.

Qualifications/Skills:

- High school diploma or GED required
- A minimum of 2-3 years of highly successful related experience
- Knowledge of the CPS Student Code of Conduct
- Knowledge of basic methods of providing site security and safety
- Experience with CPS technology systems utilized for school business processes (i.e. Verify Door Swipe Module)
- Ability to work with adolescents in maintaining a positive and safe school culture
- Ability to follow written and oral instructions
- Proficient with teamwork and collaborating with colleagues and administration
- Exhibit passion and the ability to thrive amidst change and challenging conditions while maintaining a positive outlook and forward looking perspective
- Possess an attuned appreciation for cultural awareness and competency and a staunch commitment to continuously develop insight and proficiencies related to such matters
- Takes personal responsibility for mistakes and learns from them, while consistently following up with analysis and corrective action
- Demonstrated ability to keep up with fast paced environments and to multi-task
- Sound judgment and ethical practice
- Commitment to social justice and restorative justice practices
- Strong oral communication skills, human relations and interpersonal skills
- Impeccable attendance and punctuality
- Successful completion of CPS Security Training and a Passing Score on the CPS Security Skills Assessment is required

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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Cook II (Lunchroom Services) (Job Number: 150001VU)

South Side-9000 South Exchange Avenue (Arnold Mireles Academy)

ESSENTIAL FUNCTIONS: Submits requests for food commodities used in the preparation of a variety of foods, including, soups, sauces, gravies, dressings, vegetables, puddings, meat, fish, fowl, and desserts; prepares foods using a variety of cooking methods, including, baking, basting, blanching, braising, broiling, deep frying, roasting, sautéing, steaming, and stewing; prepares meals with an understanding of minimal loss of nutritional value; prepares food items in accordance with accepted practices and techniques established by the Chicago Public Schools' Department of Food Services, using current menus and recipes as furnished by the department; makes calculations for the purpose of increasing and decreasing recipes; operates food service equipment in accordance with accepted safety practices and policies; weighs, measures, and proportions ingredients; performs a variety of food preparation duties prior to cooking food, including, washing, peeling, cutting, chopping, dicing, mixing, blending, folding, slicing, and breading of food items; maintains sanitation levels in work areas; properly stores fresh and prepared foods; cleans all equipment after usage, including ranges, work tables, counter tops, and cooking utensils; maintains adequate levels of supplies; assists in serving food when necessary; follows departmental personal hygiene requirements.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from high school (or G.E.D. equivalent) supplemented by eighteen months of previous work experience as a cook with large volume cooking responsibility in an institutional setting; or an equivalent combination of training and experience.

Certificate Requirement. Must possess a valid State Sanitation Certificate within twelve months from date of hire.

Knowledge, Abilities, and Skill. Good knowledge of methods used in cooking a variety of foods in large quantities, good knowledge of the cooking characteristics of various food items, good knowledge of basic nutrition principles.

Ability to follow written and oral instructions and to work from recipes, ability to work in a school setting, ability to stand for long periods of time.

Good skill in the application of the principles and techniques of cooking in large quantities, good skill in the care and use of cooking utensils and equipment.

Physical Requirements. Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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Porter (Lunchroom Services) (Job Number: 150001XU)

Southwest Side-3625 South Hoyne Avenue (Velma Thomas Early Child Ctr)

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, performs manual work duties in and around a Chicago Public Schools lunchroom; and performs related duties as required.

ESSENTIAL FUNCTIONS:

Assembles and transports soiled dishes, trays and utensils from dining areas; operates dishwashing machine and replenishes dinnerware items; assists in serving food to customers; fills storeroom requisitions and maintains storeroom in an orderly fashion; rotates stock and lifts and carries bulk commodities to designated areas; sweeps and mops kitchen, serving areas, storerooms, lunchrooms, and lunchroom restrooms and locker areas; washes pots, pans, shelves, tables, and walls; cleans and sanitizes counter tops, work areas, storage areas, and various food service equipment; scrapes dishes and trays; de-limes dishwashing machines as necessary; empties wastes; follows departmental personal hygiene requirements.

MINIMUM QUALIFICATIONS:

Training and Experience.

Willingness and ability to perform the duties of the position.

Knowledge, Abilities, and Skill. Knowledge of basic sanitation principles and practices.

Ability to follow oral and written instructions.

Basic skill in performing sanitation duties.

Physical Requirements.

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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Project Coordinator - MAL0000544

PRIMARY OBJECTIVE: This position coordinates, implements, and administers a specific project and/or program for a department within the District. Plans and analyzes assigned projects, establishes schedules and project parameters and sets procedures to accomplish system objectives involving complex academic, finance, administrative, sales and/or marketing applications.

DUTIES & RESPONSIBILITIES:

Serves the administrative liaison between the College/Office and project participants. Establishes schedules and priorities for project activities. Plans, assigns, supervises and reviews activities of subordinate staff. Monitors the programs' operating budget and assists in the annual budget preparation for the fiscal year. Designs, implements, and monitors procedures utilized in program evaluation. Develops and secures commitment from other departments within the District and external agencies to provide services to program participants. Gathers information for grant proposals and prepares grant applications. Oversees the preparation of project status reports; prepares financial and narrative reports and program applications; details the progress, status and effectiveness of the program. Manages and administers special projects to ensure that participating agencies or college. Provides technical assistance or support for activities not covered by specific procedures. Serves as a liaison to outside agencies to ensure compliance with programs, policies and guidelines. Adheres to CCC Customer Service Excellence standards. Performs other duties as assigned.

Qualifications: Bachelor's degree in Public or Business Administration, Social Science, or Planning supplemented by five years of administrative experience. Master's degree from an accredited college or university is preferred. Must have experience managing retention strategies for a regionally accredited College or University. Must have the ability to identify and analyze data used for developing retention strategies. Coordinate and prepare status reports for distribution to the District Office and College. Must possess excellent verbal and written communication skills. Must be computer literate and proficient in a variety of software programs. Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the college and must be able to meet deadlines in a timely manner.

Job: Academic Advising
Primary Location: Malcolm X College
Employee Type: Full Time | Regular
Union Code: 1600Profes
Job Posting: Jun 15, 2015, 8:16:15 AM

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

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Job Title: Staff Accountant

DuSable Museum

Reports to: Chief Financial Officer Department: Finance

Job Summary:

The Senior Accountant reports to the Chief Financial Officer and is an exempt salaried position. As a member of the Finance Department, the Senior Accountant performs technical accounting working support of the museum and its departments, including professional accounting functions related to the examination, maintenance, preparation, reconciliation and analysis of financial statements, ledgers, journals and reports. Provides accounting support for effective fiscal management of the museum. Serves as lead for the museum on external audits. Provides fiscal assistance, as needed, to other accounting staff.

Essential Duties/Job Functions:

- Maintain general ledger accounts
- Reconciliation of all accounts
- Audit Preparation
- Financial Grant Reports
- Financial budget preparation for grant applications
- Accounts Payable
- Accounts Receivable
- Maintain depreciation file
- Serve as back up for payroll processing
- Create and update various reports as requested by the CFO
- Other duties as assigned

Minimum Educational Qualifications & Required Skills:

- Four year degree in accounting or related field
- Two years related work experience in accounting and working knowledge of accounting software, preferably Fund-EZ
- Strong Excel skills
- Accuracy and attention to detail in daily work and other projects
- Ability to meet communicated schedules and deadlines essential
- Excellent oral and written skills
- Confidentiality

Please email resume, cover letter, references and salary requirements (current or most recent salary acceptable) to Kristina Eason at keason@dusablemuseum.org, with "Staff Accountant" as the subject. The DuSable Museum of African American History is an equal opportunity employer. Applicants from diverse cultural backgrounds are encouraged to apply. We will contact only those candidates whose professional experience meets our requirements. NO PHONE CALLS PLEASE.

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Title: Group Services and Reservation Assistant

DuSable Museum

Reports to: Director of Educational Services and Public Programs

JOB FUNCTION:

The Group Services and Reservation Assistant is responsible for greeting museum guests, answering all incoming calls, assisting in scheduling tours, guest service and preparing contract and billing information for group reservations. The Group Services and Reservation Assistant ensures quality services are provided by working with visitors from their initial contact with the museum until the time the visit is concluded.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- Solicit and schedule groups for museum visits
- Answer all incoming switchboard calls and direct to appropriate department
- Process payments for the Department of Education
- Provide administrative support for the Department of Education staff meetings
- Help cross-promote Education & Public Programs
- Balance Cash Register receipts
- Promptly answer and return calls regarding scheduled visits
- Coordinate and archive program surveys and evaluations
- Database management
- Assist with sales and marketing of museum events and programs

Other Responsibilities

- Prepare Monthly and Weekly Reports
- Support for Educational Events and Projects
- Assist the Guest Services Coordinator
- Other activities as assigned

Minimum Requirements:

- Proficient in Microsoft Office
- Excellent organizational and customer services skills
- Exceptional Phone presences
- Ability to manage multiple task
- Two year of related work experience
- Strong verbal and written communications skills

HOW TO APPLY:

Please email resume and cover letter, to Kristina Eason at keason@dusablemuseum.org, with "Group Services Assistant Search" as the subject. The DuSable Museum of African American History is an equal opportunity employer. Applicants from diverse cultural backgrounds are encouraged to apply. We will contact only those candidates whose professional experience meets our requirements. **NO PHONE CALLS PLEASE**

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APPRENTICE

Ref#: 21722

CBS Business Unit: CBS Television Stations

Job Type: Temporary / Per Diem / Freelance

Job Schedule: Part-Time

Job Location: Chicago, IL, US

CBS Television Stations implemented the News Apprenticeship Program in 2005. The purpose of the Program is to develop strong newsroom leadership skills for those interested in behind the scenes editorial opportunities, as well as to attract a diverse pool of talented individuals who will contribute to our story selection and execution. In 2015, we are excited that WBBM-TV / CBS 2 Chicago will be participating in the News Apprenticeship Program.

To Apply for the News Apprenticeship Program:

§ After you have read the Program description and requirements detailed here, click "Apply Now" to submit your application. List any work experience, including summer or part-time jobs you may have had during high school, college or after graduation from college. § Highlight any internship(s) or extracurricular activities (i.e. campus television or radio station, newspaper, etc.) that you have participated in, any professional organization membership(s) you hold, or any additional information you want us to consider, i.e. applicable course work, awards, special skills or accomplishments, etc. § Attach a one-page, single-spaced essay on "Why I've Chosen Broadcast Journalism As A Career". Applications submitted without this essay will not be considered.

Qualifications Preferred: §Candidates must be a recent college graduate.

§Only those individuals who are highly motivated and are self-starters need apply.

§ While a degree in communications or journalism is preferred, it is not required.

Strong writing skills are essential. Candidates will be required to take a broadcast writing test and will be asked to submit a one-page, single-spaced essay on why s(he) wants to go into broadcast journalism. §Participation in college TV stations, radio, newspapers or literary magazines will be taken into account. Also, membership in any professional organizations such as RTNDA or other Journalist Associations will be considered.

Minimum Education Level: Bachelor's Degree

Major: Communications or Journalism preferred, but not required

EEO Statement: Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at <https://cbs.avature.net/cbstvscareers/JobDetail/APPRENTICE/1962>

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SALES ASSISTANT

Ref#: 22509

CBS Business Unit: CBS Television Stations

Job Type: Full-Time Staff

Job Schedule: Full-Time

Job Location: Chicago, IL, US

About Us:

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

Description:

CBS Television Stations is seeking a bright, energetic and motivated self-starter to be a Sales Assistant supporting our Dallas National Sales office.

Duties include pulling daily reports, handling order and revision input, TV station/agency relations and supporting the sales effort in its entirety.

Qualifications:

Minimum of one year prior broadcast sales experience preferred.

College degree in Sales/Marketing preferred.

Sophisticated knowledge of MS Office is essential (including Excel, Word and Power Point).

Strong writing, telephone, interpersonal and organizational skills, with strong attention to detail.

Must be able to interact with clients, account executives and management with poise and professionalism.

EEO Statement:

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at <https://cbs.avature.net/cbstvscares/JobDetail/Sales-Assistant/2759>

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TECHNICIAN

Ref#: 12615

CBS Business Unit: CBS Television Stations

Job Type: Part-Time (without benefits)

Job Schedule: Part-Time

Job Location: Chicago, IL, US

About Us:

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

Description:

PURPOSE OF POSITION: Provide technical assistance at WBBM-TV remote broadcasts

PRIMARY ACCOUNTABILITIES: Reports to on site Engineer-In-Charge (EIC) and technical manager

Qualifications:

CORE COMPETENCIES: Ability to operate video switchers, audio consoles and video and audio support equipment in a leased mobile television truck. Ability to operate full-sized broadcast cameras with zoom lenses, character generators and provide support for other lead technicians in a remote television environment.

EEO Statement:

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at <https://cbs.avature.net/cbstvs Careers/JobDetail/Technician/689>

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Job Title: News Anchor/Reporter, WMAQ-TV

Job Number 20398BR

Business Segment Broadcast Operations

Sub-Business NBCUOTS - WMAQ

Posting Category TV Content & Production

Career Level Experienced

Country United States

State/Province Illinois

City Chicago

Responsibilities: WMAQ-TV is the NBCUniversal station in Chicago and is looking for a News Reporter and Anchor responsible for gathering and preparing news information for on-air broadcast functioning as a news segment reporter or on-set anchor as assigned. Assignments include preparing stories for broadcast on the station's web site or other digital platform as assigned.

JOB DUTIES: Covers news stories as assigned by the Local News Department management and reports the facts on the station's newscasts, recorded programs and/or during other live broadcasts, either in the studio or out on location. Edits or supervises the editing of video used in conjunction with news stories and programs. Writes scripts, lead-ins, cues and bridges as requested by supervisor. Will make appearances before social and civic groups, schools and colleges on behalf of the station.

BASIC QUALIFICATIONS:

Minimum 3 years of on-air television experience covering News as a TV Reporter and/or a News Anchor. Minimum 4-year college degree in Journalism, Communications or related broadcast field , Able to travel, work longer hours with short notice and work varied schedules during the week and weekends when necessary.

ADDITIONAL JOB REQUIREMENTS:

Must be willing to submit to a background investigation

Must be willing to work in Chicago, IL

This is an AFTRA-union represented position and union membership will be required upon hire if not currently a member. Interested candidates must submit a resume/CV through www.nbcunicareers.com to be considered for this position

Apply online at

https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?SID=%5eUcP3zdY5osdLZAH2n0tdb9aeNHtIh0e3nj17S%2f8SOzH2dzwYICaR%2f00tEnKrV1x&jobId=260054&type=search&JobReqLang=1&recordstart=1&JobSiteId=5108&JobSiteInfo=260054_5108&GQId=0

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