



**Job Title: Financial Aid Counselor**

Department: RUO Student Financial

Shift: 1st

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

Specialty: Higher Education

Job Number: 2015-1744

**Position Highlights:**

The Financial Aid Counselor is responsible for providing counseling to all prospective and current Rush University students regarding the financial aid application process, policies and procedures, and any other financial aid matter with which students need assistance.

In addition, this role coordinates and conducts group exit counseling sessions for graduating students and monitors the average debt levels for students across all Rush University academic programs.

Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

Bachelor's degree required. Minimum 2-3 years with graduate and professional student experience preferred. Experience in university environment preferred

Experience with utilizing a variety of technologies, in student information systems, Microsoft Excel and federal financial aid databases such as CPS, COD, NSLDS and ELM. Excellent public speaking and interpersonal skills.

Exceptional organizational skills and ability to work in a fast-pace deadline driven environment. Strong written communication skills. Superior customer service skills. Strong commitment to professional development and keeping current on financial aid best practices.

Experience with resolving conflict and barriers in a strategic and diplomatic manner

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150806101346&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150806101346&)

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**Job Title: Journeyman A-HVAC - Engineering & Maint.**

Department: Engineering & Maint

Shift: 2nd

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

Specialty: HVAC

Job Number: 2015-1661

3:30 am - 12 midnight

Rush University Medical is seeking a fulltime Journeyman - HVAC. The HVAC/Refrigeration Grade 1 must possess and actively apply the knowledge of HVAC systems in large facilities; will investigate, diagnose and remedy problems and malfunctions. Is proficient in problem solving skills and capable of independently performing troubleshooting functions regarding maintenance, repair, and construction.

**Requirements:**

Must have a High School Diploma or GED

Completed a 4 year apprenticeship program and/or have equal experience

CFC certification

Knowledge of " State of the art technology" pneumatic controls, instruments, and automatic dampers (bellows)

Knowledge of air flows and air balancing in large institutions

Knowledge of the principles of operation of very large compressors and the relation between pressure and temperature variances

Knowledge of water and steam systems

Must have 2 years or more experience working as an HVAC handling commercial and industrial systems

Able to read and interpret blueprints, diagrams, schematics, service manuals

ALL APPLICANTS MUST submit a resume to be considered.

POSTED: 7/27/15

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150806102712&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150806102712&)

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**Job Title: Unit Clerk - Labor & Delivery - Part-time (Rotating Shift)**

Department: Labor & Delivery

Shift: 4th (Rotating)

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

Job Number: 2015-1173

**Position Highlights:**

The Unit Clerk performs clerical duties associated with customer service, the patient care record and electronic health record on the inpatient units. The Unit Clerk is directly responsible for the maintenance of the patient care record and its contents as well as coordinating patient activities, services and supplies from ancillary and support areas that directly relate to patient care. The Unit Clerk is also directly responsible for communication equipment. The Unit Clerk exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures. This is a part-time 20 hours per week position ROTATING between the day/evening/night and weekend shifts, benefit-eligible.

**Position Qualifications Include:**

High school diploma or GED equivalent required

Must have knowledge of basic computer and Windows programs

Strong problem solving and communication skills required

Able to write legibly and perform basic mathematical calculations

Able to type 25 words/minute or greater

Able to lift or carry objects up to 25 lbs.

Able to handle internal and external customer interaction with courtesy, diplomacy and discretion.

Work requires the ability to move throughout the Medical Center

Shifts include providing 7 days a week, 24 hours/day, coverage as necessary

Able to respond to and prioritize multiple requests and variable degrees of unpredictability

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150806104922&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150806104922&)

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### **Storage Facility Housekeeper**

U-Haul Moving Centers  
U-Haul Moving & Storage of Lincoln Park  
1200 W Fullerton Ave  
CHICAGO , IL

#### Description:

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

Must empty waste cans and remove trash to designated trash bins.

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

#### Work Status:

Moonlighter/Part-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - 8am to 7pm

Mon - 2pm to 7pm

Tue - 2pm to 7pm

Wed - 2pm to 7pm

Thu - 2pm to 7pm

Fri - 2pm to 7pm

Sat - 8am to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=154760&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=154760&mode=)

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### **Customer Service Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of Lincoln Park  
1200 W Fullerton Ave  
CHICAGO , IL

#### Description:

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

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

As a Customer Service Representative perform various duties including:

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

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

Work Status: Moonlighter/Part-Time

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

Sun - 6am to 7pm  
Mon - 6am to 2pm  
Tue - 8am to 3pm  
Wed - 8am to 3pm  
Thu - 8am to 3pm  
Fri - 2pm to 8pm  
Sat - 6am to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=154761&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=154761&mode=)

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**Facility Maintenance Technician**

U-Haul Regional Marketing Offices  
Uhc Of North Shore Chicago  
4100 W Fullerton Ave  
CHICAGO , IL

**Description:**

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

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:**

Full-Time or Moonlighter/Part-Time

**Hours Needed:**

(These hours may change based on business needs)

Sun - NA  
Mon - 8am to 5pm

Tue - 8am to 5pm  
Wed - 8am to 5pm

Thu - 8am to 5pm  
Fri - 8am to 5pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=154764&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=154764&mode=)

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### **Facility Maintenance Helper**

U-Haul Regional Marketing Offices  
Uhc Of North Shore Chicago  
4100 W Fullerton Ave  
CHICAGO , IL

#### Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings.

Perform work requiring nailing, sawing, cutting, painting, etc. Use power tools for repetitive operations.

Perform clean-up duties at renovation site.

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:

Full-Time or Moonlighter/Part-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - NA  
Mon - 8am to 5pm  
  
Tue - 8am to 5pm  
Wed - 8am to 5pm  
  
Thu - 8am to 5pm  
Fri - 8am to 5pm  
Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=154763&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=154763&mode=)

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### **U-Box Customer Care Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of Logan Square  
4100 W Fullerton Ave  
CHICAGO , IL

#### Description:

Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items.

#### Requirements:

Must possess a Class A Commercial Driver License (CDL) or higher, a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

Work Status: Full-Time or Moonlighter/Part-Time

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

Sun - 7am to 7pm  
Mon - 7am to 7pm  
Tue - 7am to 7pm  
Wed - 7am to 7pm  
Thu - 7am to 7pm  
Fri - 7am to 7pm  
Sat - 7am to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=137751&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=137751&mode=)

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### **Facility Maintenance Helper**

U-Haul Regional Marketing Offices  
UHC of Central Chicago  
435 Mannheim Rd  
BELLWOOD , IL

#### Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings.

Perform work requiring nailing, sawing, cutting, painting, etc.

Use power tools for repetitive operations.

Perform clean-up duties at renovation site. 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 - NA  
Mon - 9am to 5pm  
  
Tue - 9am to 5pm  
Wed - 9am to 5pm  
  
Thu - 9am to 5pm  
Fri - 9am to 5pm  
Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=154999&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=154999&mode=)

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### **Parts Specialist**

U-Haul Repair Facilities  
Park Forest Rers  
PARK FOREST , IL

#### Description:

Order and stock all parts, materials, tools and supplies.

Maintain inventory levels on computer.

Stock shelves; deliver parts.

Record parts descriptions on repair statements.

#### Work Status:

Moonlighter/Part-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 7am to 4pm

Tue - 7am to 4pm

Wed - 7am to 4pm

Thu - 7am to 4pm

Fri - 7am to 4pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=153123&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=153123&mode=)

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**Part-Time Servicer (3)**

Location: Markham

Office: Revenue Services

Department: Maintenance

**Job Description:**

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

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

Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

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

**Qualifications:**

Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment.

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

Qualified candidate must be capable of heavy lifting.

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

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=665](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665)

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**Job Title: Office Clerk - Opt 1**

Agency: Workers Compensation Commission

Closing Date/Time: Thu. 08/13/15 11:59 PM Central Time

Salary: \$2,636.00 - \$3,557.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC104

Bid ID#: IWCC-50-15-0017

**Minimum Requirements:**

Requires ability to bend, stoop, reach above shoulder level, lift, carry, push and pull. Requires ability to move and manipulate up to 500 lbs. of boxes with issued office equipment. Requires working knowledge of alpha-numeric sequencing and basic mathematics. Requires working knowledge, skill, and mental development equivalent to completion of high school. Requires working knowledge of office practices and procedures, indexing, scanning, and filing. Requires working knowledge of grammar, spelling and punctuation. Requires working knowledge of electronic tracking system, wireless and tethered scanner, input of data into database system.

**Work Hours & Location/Agency Contact:**

Work Hours: Monday through Friday - 8:30 a.m. to 5:00 p.m.

Illinois Worker's Compensation Commission  
100 W Randolph, 8th Floor , Chicago, Illinois 60601

How to Apply: Send Applications to:  
Illinois workers' Compensation Commission  
HR Department  
100 W. Randolph St., 8th Floor  
Chicago, IL 60601

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 1 - General**

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**Job Title: Office Coordinator - Opt 2**

Agency: Workers Compensation Commission

Closing Date/Time: Tue. 08/18/15 11:59 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IWCC-50-15-0018

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college, or completion of high school and two years of related office experience. Requires skill in keyboarding. Requires extensive knowledge of office practices, procedures and programs. Requires working knowledge of the logic of computer programs. Requires the ability to follow oral and written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance.

Work Hours & Location/Agency Contact: Monday - Friday; 8:30 AM - 5:00 PM

Illinois Workers' compensation Commission

100 W. Randolph St., 8th Floor

Chicago, IL 60601

How to Apply: Send applications to:

Illinois Workers' Compensation Commission

HR Department, 100 W. Randolph St., 8th Floor, Chicago, IL 60601

Faxed and emailed applications will not be accepted.

Click Here for Applicant Information and Grading Procedures

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](http://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](mailto: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: Paralegal Assistant**

Agency: Children & Family Services

Closing Date/Time: Tue. 08/18/15 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1503007-030837

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision of a licensed attorney, writes legal memoranda, legal opinions, or other documents for review and approval by licensed legal staff; assumes no independent responsibility for legal validity of work performed; performs special projects and prepares statistical or other reports; receives and processes subpoenas received by Cook County staff; obtains legal materials for staff attorneys; files court documents and serves legal papers; travels in the performance of duties.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in such areas as legal, pre-legal, English, statistics or directly related coursework; preferably requires a paralegal certificate; requires travel.

Work Hours & Location/Agency Contact: Hours: Monday-Friday, 8:30am to 5:00pm

Work Location: Office of Legal Services - Juvenile Court

2245 W. Ogden Avenue, 3rd Floor, Chicago, Illinois 60612 Supervisor: Janet Ahearn

Applications and bid forms should be sent to:

Lorne Garrett

IDCFS / Office of Legal Services, 2245 W Ogden Avenue, 3rd Floor, Chicago, IL 60612

Phone: (312) 633-3406 Fax (312) 633-3965

Email: [Lorne.Garrett@Illinois.gov](mailto:Lorne.Garrett@Illinois.gov)

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Public Service Administrator - Opt 8K**

Agency: Corrections

Closing Date/Time: Wed. 08/19/15 4:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 01

Plan/BU: VR704

Bid ID#: IDOC29-82-15-1092

37015-29-82-211-00-02

Minimum Requirements: Requires knowledge, skill and mental development equivalent to a master's degree in psychology supplemented by 6 yrs. professional psychology experience; requires thorough knowledge of the theories and assumptions underlying the field of psychology, employing agency's rules and regulations governing the field of psychology; requires thorough knowledge of the application of psychology to social and emotional deviation, mental disease and rehabilitation of children or adults; requires extensive knowledge, techniques, methods and principles followed in clinical psychology; requires thorough knowledge of theory of both normal and abnormal psychology; requires working knowledge of supervisory and managerial techniques and practices. Requires registration as a psychologist by the IL. Department of Financial and Professional Regulations

**WORK HOURS & LOCATION/AGENCY CONTACT:**

WORK HOURS: 8:00 a.m. to 4:00 p.m. Monday through Friday, Days Off Saturday and Sunday

LOCATION/AGENCY: IDOC/Stateville Correctional Center, P.O. Box 112 Joliet, IL 60434

CONTACT: Jamille Kent, Human Resources Rep., Stateville Correctional Center P.O. Box 112 Joliet, IL 60434 815-727-3607 ext. 5693 Fax # 815-727-0838 email

Jamille.Kent@doc.illinois.gov

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 8K - Licensed Psychologist**

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### **Receiving Associate**

Location: Chicago, IL  
Requisition ID: 945148  
Shift: Flexible

#### **FOCUS OF POSITION:**

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks

Deliver excellent customer service and demonstrate a high degree of professionalism

**RESPONSIBILITIES:** Operate handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area

#### **MATERIAL HANDLER**

Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area. Clear processed garments/cartons to staging areas

Ensure the truck is unloaded. Key receive Direct Shipments

Verify floor readiness of pre-ticketed cartons and move to floor ready staging area

#### **DIRECT ASSOCIATE**

Help receive and sort direct cartons when they arrive

Prepare and finish appropriate paperwork for Direct cartons

Open cartons, sort, hang, and tag products

#### **PROCESSING ASSOCIATE**

Take unprocessed garments from Line Handler

Check, ticket, and hang garments

Identify errors in garment count and ticketing

Handle hang sorter cartons and bring to floor staging area

#### **LINE HANDLER**

Open boxes, identify items, and debug garments

Direct unprocessed garments to Production Associates

Identify "exceptions" and remove from regular assembly line

Sort cartons as they come off the Nest-a-flex

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

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### **Cashiers Associate**

Location: Chicago, IL  
Requisition ID: 557-943459  
Shift: Flexible  
Status: Regular

#### GENERAL PURPOSE OF POSITION:

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

#### FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks

Deliver excellent customer service and demonstrate a high degree of professionalism

#### RESPONSIBILITIES:

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service

Maintain an awareness of all promotions and advertisements

Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers

Communicate customer requests to management

Enter all media from register into the tally program

Maintain orderly appearance of register area and supplies stocked

Any other tasks as assigned from time to time by any manager

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-5086413>

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## **Sportswear Associate**

Location: Chicago, IL

Requisition ID: 557-943472

### GENERAL PURPOSE OF POSITION:

As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

### FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks  
Deliver excellent customer service and demonstrate a high degree of professionalism

### RESPONSIBILITIES:

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service

Maintain an awareness of all promotions and advertisements

Assist in floor moves, merchandising, display maintenance, and housekeeping

Assist in processing and replenishing merchandise and monitoring floor stock

Aid customers in locating merchandise

Communicate customer requests to management

Assist in completing price changes as a member of the mark-down team

Participate in year-end inventory and cycle counts

Assist in ringing up sales at registers and/or bagging merchandise

Any other tasks as assigned from time to time by any manager

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/sportswear-associate-chicago-illinois-job-5086386>

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### **Safety Officer**

Location: Arlington Heights

Office: Revenue Services

Department: Safety

#### Job Description:

Under the direction of the Department Manager Safety, Training and Security or Designee performs duties related to the Third Party Certification program, performing all aspects of attaining a CDL. Pre-trip, air brakes, skills and road test at Fox Valley centralized training.

Responsible for Testing and certifying operators and maintenance employees. May be required to do training synopsis on contract carriers and ride checks for bus operators to ensure compliance with Pace Standard Operating Procedures and Defensive Driving.

Assists in the design, preparation and implementation of new safety procedures, programs, requirements and manuals. Recommends and tests new safety material as needed. Other duties as assigned or directed.

#### Qualifications:

Qualified candidate must have an Associate's Degree in Public Administration, business or equivalent. Minimum of five (5) years experience in transportation or related experience, including a thorough knowledge of safety, training and operations inclusive of Standard Operating Procedures and Defensive bus driving. Must have possessed a Class "B" CDL with Passenger Endorsement and no air brake restriction for 1 year, have or be able to obtain, a valid Class "A" Commercial Driver's License and a third party certification through the Secretary of State. Must demonstrate: excellent written and verbal communication skills, the ability to present training material to personnel in both classroom and on the road, problem solving skills, public relations expertise, mathematical proficiency, quick, accurate decision making skills; supervision skills. Computer experience with the emphasis on Microsoft Windows applications. Must be able to work flexible hours and/or days. Must have no preventable accidents 24 month preceding bid application and up until time of job placement. Previous experience Supervisory, training/instructing bus operators and maintenance personnel and knowledge of service area preferred. Must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=711](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=711)

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**Job Title: Personal Services Contract - Trust Fund Solvency Model Consultant**

Agency: Employment Security

Closing Date/Time: Fri. 08/14/15 11:59 PM Central Time

Salary: \$125.00 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: PSC92346

**Description of Duties/Essential Functions Benefits Supplemental Questions**

The PSC will perform highly-technical software and statistical services to rebuild the IDES Trust Fund Solvency Model (TFSM). The original IDES TFSM was built more than two decades ago using Corel Quattro Pro software. Corel technical support recently detected substantial corruption in the TFSM, most likely due to the incompatibility of embedded execution functions in version upgrades. The principal symptom of this corruption is inaccurate estimation of cell formula. The PSC will rebuild the IDES TFSM in the most current version of Corel Quattro Pro software. These services will be for a limited time period, not to exceed one year.

**Minimum Requirements:** Education: Bachelor of Science degree in Engineering, Computer Science or a related field with a concentration in applied science.

**Experience:** Requires five years of experience in Quattro Pro Windows developing code related to file drivers, cell storage, data execution macros, file architecture, and diagnostic/auditing tools. Requires five years of project management experience in software engineering. Preference is five years of experience in Excel Windows developing code related to file drivers, cell storage, data execution macros, file architecture, and diagnostic/auditing tools

Requires extensive knowledge of Quattro Pro Windows program code with particular expertise in file architecture, data subsystems, data execution macros, and data flow mapping. Requires extensive knowledge of Quattro Pro Windows diagnostic and auditing tools.

**Work Hours & Location/Agency Contact:**The position is located at the Illinois Department of Employment Security (IDES) Central Office, 33 South State Street, Chicago, Illinois. The position is a 3 months contractual position with scheduled work hours of 8:30 a.m. to 5:00 p.m., Monday through Friday.

**Contact:** Ms. Sudi Garcia (312) 793-5707

**How to Apply:** Submit a completed CMS-100 Employment Application, resume and cover letter to IDES, Human Resource Management, Recruitment and Selection, Attention: Ms. Sudi Garcia, 33 South State Street, 8th floor, Chicago, Illinois 60603.

Interviews will be scheduled in Chicago at the earliest convenience.

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