



Research Project Assistant

Posted Date 1/3/2014

Requisition # 17909

Position Type Full-Time Salaried/Hourly Non-Exempt

Department Center for Community Research

Campus Lincoln Park

Campus Location US-IL-Chicago

General Summary

This position is funded by an external grant source. If the grant terminates for any reason, if grant funding is lost or reduced for any reason, or if the budgetary needs for fulfilling the grant requirements change, your employment with the University will be immediately discontinued.

The Research Project Assistant will report to the Director of the Center for Community Research. The Research Project Assistant will help the Director and the Project Directors of the department with tasks as needed.

Principal Duties and Responsibilities

- Schedule appointments and interviews.
- Administer and conduct interviews with participants.
- Enter, analyze, and interpret data.
- Conduct basic library research.
- Assist in the writing of manuscripts.
- Participate in weekly research meetings.
- Complete tasks designated by the director.
- Perform other duties as assigned.

Minimum Requirements

- Bachelor's of Arts or Bachelor's of Science.
 - Interest in gaining experience to pursue a higher level of education.
 - Possess strong writing skills.
 - Computer knowledge and basic knowledge of Microsoft Office (i.e. MS Word, MS Excel, etc.) and SPSS.
 - Reliable, task-oriented, and self-motivated.
 - Coordinate daily tasks, communicate effectively, and work as directed.
- Preferred Requirements: •Research experience in a related social science field.

Salary & Benefits: DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary.

<https://hr.depaul.edu/Benefits/index.html>

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

DePaul University is an Equal Opportunity/Affirmative Action Employer.

Apply online at <https://jobs-depaul.icims.com/jobs/17909/research-project-assistant/job>

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Warehouse Manager (\$80,000.00-\$100,000.00/Year)

A high school diploma or equivalent is required.

Ten (10) years of warehouse inventory security, control, and asset management are required.

Excellent knowledge of Microsoft Word, Excel, and Outlook is required. Attention to detail is required.

Excellent verbal and written communication skills are required.

Ability to interact effectively with various levels of management and to communicate well with staff and vendors is required.

Ability to compose memos and reports is required.

Relevant experience in managing a warehouse operation from planning to acquisition to distribution and disposition of surplus equipment is required.

Five (5) years or more of demonstrable relevant experience of a high degree of skill in accounting for property at a central location is required.

A valid Illinois Driver's license is required.

The selected candidate for this position will be required to be on call for emergency situations and overtime will be required.

Experience in administering labor related contract obligations for several groups of union employees is required.

The completed Illinois Tollway Employment Application is due January 22, 2014 and can be emailed to jobs@getipass.com, or mailed or hand-delivered to Human Resources, 2700 Ogden Avenue, Downers Grove, IL 60515.

Please see the attached job posting for more information, including additional job requirements and preferences. More information can be found at www.illinoistollway.com.

Questions should be directed to Human Resources at (630) 241-6800 ext. 2333.



Receptionist

Requisition # 13-1556
Title Receptionist
Shift Monday-Friday 8:00am-5:00pm
City Chicago
State IL

Description

The Records Associate is a member of the on-site Williams Lea team delivering exceptional customer service at our client locations. Responsibilities include file and database maintenance, fulfilling client record requests and special projects as needed.

Job Responsibilities : Creation of new files, following established procedures.

- Data entry of all records into the client records management database.

- Prepare records for offsite warehouse storages as necessary.

- Locate files at client request for temporary use outside of the department.

- Follow-up on files that have been released outside of the department to guarantee records are returned in a timely manner.

- Generate reports from the records management database as requested.

- Handle sensitive and/or confidential documents and information.

- Communicate with manager and client on job or deadline issues.

Job Requirements : High school diploma or equivalent.

- Minimum of one-year office service experience, preferably in a legal, banking or large corporate environment. Ability to work in a fast-paced team environment.

- Attention to detail with emphasis on accuracy and quality.

- Ability to prioritize work to balance multiple projects and deadlines.

- Excellent verbal and written communication skills.

- Exceptional customer service skills.

- Intermediate computer skills required.

- Must be able to lift up to 50 lbs. on a regular basis.

- Must be able to work standing up all or most of the time.

Williams Lea offers an exciting and supportive business environment. We develop our people and reward their contribution. We work with openness and integrity. We are an equal opportunity employer. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

Apply online at

http://jobview.monster.com/getjob.aspx?JobId=128739382&WT.mc_n=olm_sk_feed_ziprecruiter_remn

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Experienced Bellman - Crowne Plaza

Job Description: Crowne Plaza Chicago Metro Downtown

JOB OVERVIEW:

Be the first point of contact for our guests and meeting attendees and offer a warm welcome to anyone who enters the hotel. In the role you will assist guests with any luggage needs including deliver to guest rooms and storage of luggage or other items upon check-out. The bellman also is tasked with showing our guests the features of our beautiful guest rooms. In this role you will be given the tools to deliver a guest experience that is unique and brings the brand to life.

At Crowne Plaza®, we want our guests to feel successful and energized, which means we need you need to:

- Create energy by being upbeat, fun loving and surprising and delighting our guests
- Act and look the part by being clever, professional and setting a positive example
- Know your guests by being thoughtful, adaptable and building connections for them
- Make it happen by being perceptive, finding a way to say 'yes' and taking ownership

DUTIES AND RESPONSIBILITIES

People: •Ensure our guests receive a genuine, warm welcome upon arrival, offering any assistance that may be deemed necessary •Take ownership of fulfilling guests needs as it pertains to luggage or other guest items needing delivery to guest rooms

Guest Experience: •Ensure each guests feels special and taken care of by deliver quick, efficient and friendly service. Perform other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

A minimum of 6 months of customer service experience is required. Previous Hotel experience will be highly preferred. Must speak fluent English. Other languages preferred. Must be able to lift up to 75 lbs and push/pull up to 250 lbs. A flexible schedule is required for this role, weekends and holidays included.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

Apply online at <http://ihg.jobs.net/job/experienced-bellman-crowne-plaza/J3F70G6VYZT8Y2HW7P0/>

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Job Title: Clinical Psychologist

Agency: Human Services

Closing Date/Time: Thu. 01/23/14 5:00 PM Central Time

Salary: \$5,657.00 - \$8,699.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-76-78262

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the unit manager, serves as a clinical psychologist for the Metro Forensic Area; conducts inpatient evaluations in Cook county and other counties comprising the Metro area; makes clinical diagnosis; signs certificates of admission for mentally ill or court ordered admissions/transfers to a forensic unit. Testifies in court as an expert witness as defined by the Mental Health Code and Forensic Statutes.

Minimum Requirements:

Requires Doctoral degree in psychology and current licensure as a clinical psychologist in the State of Illinois. Requires familiarity with the criminal justice system including the Illinois fitness and NGRI statutes; Requires experience providing treatment to a justice involved population with mental illness; Requires experience conducting formal, structured assessments for violence risk, malingering and other related forensic issues. Requires good interpersonal and writing skills. Requires ability to travel to a variety of jails across the northern part of the state. A background in forensic fitness assessment and treatment is preferred.

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

DMH/Madden MHC 1200 South First Ave Hines IL 60141

Contact: Lisa Standefer / Bureau of Employee Services

100 South Grand Ave East, 3rd Floor Springfield IL 62762 Fax: 217-524-3385

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: Mental Health Technician II - Opt MC

Agency: Human Services

Closing Date/Time: Wed. 01/22/14 4:59 PM Central Time

Salary: \$2,930.00 - \$3,721.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC009 Bid ID#: 10/79-14/02

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs duties associated with the direct care and treatment designed to help patients. Performs patient care procedures that assist the patient achieve greater mental, physical and social development. Assists in maintaining a safe therapeutic environment at Chicago Read Mental Health Center. Utilizes American sign language skills, both with staff and recipients.

Minimum Requirements:

Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habitation of persons with mental illness or developmental disabilities. Requires working knowledge of the causes, nature and treatment of mental illness or developmental illness or developmental disabilities and the proper methods and techniques employed in the personal and nursing care, development and habitation of persons with mental illness or developmental disabilities. Requires fluency in American sign language communication skills.

Work Hours & Location/Agency Contact: Evenings 3pm-11pm
CONTACT INFORMATION: Summer Doxie
Human Resource Office Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634 fax 773-794-5583

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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 MC - Manual Communication

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Job Title: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Tue. 01/21/14 4:00 PM Central Time

Salary: \$2,877.00 - \$3,985.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: EMHC-14-0202

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Payroll Supervisor, performs complex and specialized clerical duties as facility timekeeper/payroll clerk; on a routine basis. Communicates on a regular basis with Unit Directors, Nursing Supervisors, Department Heads and other management staff to assure timely and accurate submission of all payroll/timekeeping data; answers inquiries and provides instructions regarding department and facility procedures and policies; may complete reports or assists in the completion of special projects utilizing Data-Ease or Lotus software programs on a personal computer.

Minimum Requirements:

Requires High School education plus 2 years progressively responsible office experience; working knowledge of basic software usage; knowledge of agency program rules and regulations; Must be able to type 45 wpm.

Work Hours & Location/Agency Contact: Shift: 8:00am - 4:00pm

Location: Elgin Mental Health Center - Payroll/Timekeeping

Contact: Human Resource Office

Elgin Mental Health Center 750 S State St., Elgin, IL 60123

Phone: 847-742-1040, ext. 2095; Fax: 847-429-4933

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: Stationary Engineer

Agency: Central Management Services

Closing Date/Time: Wed. 01/15/14 5:00 PM Central Time

Salary: \$44.50 - \$44.50 hourly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: PR000

Bid ID#: CMS 8415

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of eight years elementary school. Requires four years experience in power plant operation and in firing high pressure stationary boilers Requires ability to keep simple records. Requires skill in the control and regulation of high pressure boilers. Requires skill in the use of tools and equipment used in maintaining powerhouse equipment. Requires ability to observe and judge the operating efficiency of power generating and allied machinery.

Work Hours & Location/Agency Contact:

Work Hours: Rotating Shift, 3-11, 11-7 and 7-3, including weekends and holidays.

Work Location: Illinois Department of Central Management Services

Bureau of Property Management / Facilities - Chicago/Northern

DHS/Shapiro Developmental Center 100 East Jeffery Street Kankakee, IL

Kankakee County

Agency Contact: A & R Shared Services Center

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

217-558-0962 217-782-9925 Fax

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: Human Resources Associate - Opt 1

Agency: Central Management Services

Closing Date/Time: Wed. 01/22/14 5:00 PM Central Time

Salary: \$3,176.00 - \$4,502.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: CMS 8646

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Disabled Workers Program Coordinator, performs complex paraprofessional human resources functions for the Disabled Worker Programs. For the Alternative Employment Program (AEP) and Successful Disability Opportunities Program (SD), responds to inquiries, performing initial review of documents, and maintains filing systems. For the Supported Employment Program (SEP), responds to inquiries and provides assistance to state agencies with the placement of applicants through the SEP program; maintains program participant information for the SEP. Schedules accommodated and SD exams. Performs front desk duties; performs test room duties.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of college or satisfactory completion of an approved training program. Requires working knowledge of the Personnel Code, Rules and Pay Plan. Requires the ability to maintain records and prepare reports. Requires the ability to work with the public, included disabled persons.

Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: CMS/Bureau of Personnel/Examining and Counseling

Springfield Assessment Center 130 West Mason St. Springfield, IL Sangamon County

Agency Contact: A & R Shared Services Center

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

Phone: 217-558-0962, FAX: 217-782-9925

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 1 - General

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Job Title: Pension & Death Benefits Technician I

Agency: State Retirement Systems

Closing Date/Time: Thu. 01/23/14 4:30 PM Central Time

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 50-74 4-0001

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of two years of college with courses in mathematics, basic statistics, and/ or business administration plus one year of technical experience in the calculation of private or public pension and/or death benefits. Requires elementary knowledge of the procedures and methods used to calculate state employees' pension and death benefits, including the Illinois Pension Code. Requires elementary knowledge of the Social Security retirement and death benefit structure, workers compensation death benefit laws, federal tax laws applying to public pension funds, and the Retirement Systems Reciprocal Act. Requires ability to make decisions in accordance with the laws, rules and regulations governing the State Employees' Retirement System. Requires ability to learn and apply the eligibility requirements and calculations used to compute pension and death benefits and the ability to present calculation results clearly in written and verbal form. Requires ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Requires ability to examine, extract and record pertinent claims information from a variety of source documents.

Work Hours & Location/Agency Contact: Location: State Retirement Systems
2101 S. Veterans Parkway Springfield, IL 62704

Work Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Contact: Kelley Gray 217-785-7017 - Phone 217-557-3943 - Fax

Kelley.Gray@SRS.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 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: Administrative Assistant II - Major Gifts Team (Philanthropy)

Department: Philanthropy

Shift: 1st

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

Specialty: Philanthropy

Job Number: 2013-1997

Job Description: The position serves as the administrative assistant for the Major Gifts team. Provides administrative and project related support to the Major Gifts officers to support their work in major gift fund-raising. In this role, the individual will have regular interaction with Rush senior leadership, as well as Trustees and other leadership volunteers and donors to Rush. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Principal Duties and Responsibilities: Assist in the execution of project management for the Major Gifts Team. Format proposals and presentations for significant major donor solicitations. Manage schedules for the members of the Major Gifts team. Accurately maintain calendars and understand priorities for time management. Make meeting arrangements, assemble or create meeting materials including reports and presentations, and carry out follow-up communications on agreed to execution strategies. Have a thorough understanding of all aspects of the donor database in order to create reports to monitor and track fundraising activity and productivity. Meet regularly with office administrative support staff to access and monitor activity. Work with managers to identify administrative priorities, work flow and operational issues

Knowledge, Skills and Abilities:

Some college level education required; bachelor's degree preferred

At least three years of administrative experience

Ability to effectively and accurately manage multiple schedules

Ability to establish and maintain effective working relationships

Ability to prioritize workload, meet deadlines, and work effectively in a fast paced environment. Ability to manage complex projects, engaging resources from internal and external sources. Understanding of database programs with the skill to segment data for productivity analysis. Excellent communication, organizational, and interpersonal skills are essential. Self-motivated, reliable, sensitive to issues of confidentiality, detail oriented, and flexible. Proficient in Microsoft Office: Excel, PowerPoint, and Word

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140109104626&

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Job Title: Administrative Assistant II for Senior Leadership (Philanthropy)

Department: Philanthropy

Shift: 1st

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

Specialty: Philanthropy

Job Number: 2013-2007

Job Description:

Rush University Medical Center Office of Philanthropy seeks an exemplary and experience. Administrative Assistant to support our Senior Leadership team!

Principal Duties and Responsibilities:

Execute project management for the Vice President and Executive Director
Devise and prepare productivity reports on the work of the direct reports to the VP and ED. Prepare and update detailed reports for use in orienting Trustees and the President and CEO on the status of fundraising campaigns and other philanthropy projects. Format proposals and presentations for significant major donor solicitations
Accurately maintain calendars and understand priorities for time management
In consultation with the VP and ED, devise agendas for meetings between VP or ED and other senior management, volunteers, donors, and the Office of Philanthropy staff
Has a thorough understanding of all aspects of the donor database in order to create reports to monitor and track fundraising activity and productivity. Assist with tracking, monitoring and managing the estate administration program. Partner with the Special Events team in the implementation of special events for high level prospects
Meet regularly with office administrative support staff to coordinate project management. Work with team managers to identify administrative priorities, work flow and operational issues

Knowledge, Skills and Abilities: Some college level education required; bachelor's degree preferred. Three to five years of administrative experience. Ability to independently prioritize workload, meet deadlines, and work effectively in a fast paced environment with multiple demands. Ability to manage complex projects, engaging resources from inside and outside the department. Understanding of database programs with the skill to segment data for productivity analysis. Excellent communication, organizational, and interpersonal skills. Excellent interpersonal skills when interacting with colleagues, supervisors, volunteers, and donors. Self-motivated, reliable, sensitive to issues of confidentiality, detail oriented, and flexible. Proficient in Microsoft Office: Excel, PowerPoint, and Word and Outlook

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140109110940&

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Certified Medical Assistant in Gynecology/Oncology

Department: MSP Univ Gyne Oncology

Shift: 1st

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

Job Number: 2013-1941

Position Responsibilities:

The Certified Medical Assistant in Gynecology/Oncology is responsible for assisting Physicians, Mid-Level Practitioners, and Registered Nurses with the evaluation, management, and treatment of patients in an ambulatory care setting

The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing

The Certified Medical Assistant will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician

Will travel to various clinics throughout the Chicagoland area & Northwest Indiana an average of six times per month

Position Qualifications Include:

Current Medical Assistant Certification by AAMA, AMT, or NCCT (certification will be verified)

Graduate of a Medical Assistant Program

Current CPR Certification

Minimum of three years clinical experience preferred

Ability to travel to off-site offices located in the North, South & Western suburbs and southwest Indiana***

Must have reliable transportation to travel to off-site clinics

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140109111155&

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Membership Sales Associate

Department: Membership

1 Part Time Position (21 hours/week)

Job Description

The Membership Sales Associate engages Field Museum visitors, increases their awareness of the Field Museum membership program and sells memberships during on-site sales campaigns. This is a direct-sales position that requires meeting specific sales goals set by Membership Manager or Director.

This position requires flexible availability. Working weekends and holidays is required. Hours may increase above 21 hours per week during peak periods.

Responsibilities include:

- Approaching museum visitors in an effort to convert them to members during on-site sales campaigns
- Meeting daily sales goals as determined by the Director and Manager of Membership
- Assisting as-needed with processing new/renewal memberships during on-site sales programs
- Assisting with general Membership customer service as needed

Qualifications

- Flexible availability; working weekends and holidays is required
- Minimum two years of demonstrated direct, in-person sales experience
- Must have the physical endurance to talk and stand for long periods of time during on-site sales campaigns
- Ability to work independently while maintaining excellent communication and internal/external relationships
- Excellent oral and written communication skills
- Excellent public relations, customer service and problem-solving skills; must be outgoing and approachable, and also willing to approach and connect with visitors
- Ability to maintain a polished, professional demeanor
- High school diploma required
- Education or knowledge in life sciences, anthropology, and/or humanities is a plus
- Professional experience in a museum or cultural institution is a plus

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application. No phone calls please.

The Field Museum is an Equal Opportunity Employer.

Apply online at <http://www.bfound.net/detail.aspx?jobId=120866&CoId=45&rq=1>

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Building Attendant

Department: Housekeeping

2 Part-Time Positions, (21 hours/week)

Job Description

- Vacuuming
- Damp wiping
- Sanitizing bathroom fixtures
- Mopping floors
- Special project work

Qualifications

- High school diploma or equivalent
- Ability to lift at least 50 pounds
- Ability to follow verbal and written instructions
- Ability to use various tools, products, and equipment

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application.

No phone calls please.

The Field Museum is an Equal Opportunity Employer.

Apply online at <http://www.bfound.net/detail.aspx?jobId=91258&CoId=45&rq=3>

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Grounds Attendant

Department: Facility Planning & Operations
1 Full Time Position (40 hours/week)

Job Description

This person is directly responsible for the maintenance and appearance of The Museum's outside spaces.

Job Duties

Responsibilities include:

- Snow removal
- Care and maintenance of lawns, including planting and care of the grass, shrubs, hedges, and trees
- Cleaning of storm drains
- Work with a landscape architect in the development of an ongoing care and maintenance plan
- Trash pickup, roadway and parking lot cleaning
- Maintenance and repair of grounds equipment

Qualifications

- High school diploma or equivalent is required with some vocational or technical school preferred
- Must have some landscaping experience, good communication skills, and the ability to follow directions thoroughly
- Valid driver's license required
- Must be able to work on his/her feet for most of the day and manually operate hand-held landscaping equipment such as lawnmowers, snow shovels, snow blowers, etc.

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application. No phone calls please.

The Field Museum is an Equal Opportunity Employer.

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General Laborer, Warehouse Part-Time

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : HV023767

Full or Part Time : Regular Employee PT

Position Description

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment
- Restock and replenish as appropriate.
- Perform general maintenance.
- Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed.
- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.
- High School Diploma Preferred.
- 0 - 1 year of general work experience.
- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.
- Forklift certification is a plus.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-part-time-chicago-illinois-job-1-4178244>

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Merchandiser - Chicago

Talent Area : Merchandising/Merchandiser

Location : Chicago, IL, USA

Requisition Number : Hv023478

Full or Part Time : Regular Employee FT

Position Description

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

Essential Functions

Maintains product in Store racks, shelves, displays, and coolers by identifying replenishment needs; transporting product between backroom and display floor with manual equipment (for example, pallet jack, handtruck); utilizing hand tools; replenishing, facing, and rotating product; building, changing, and taking down product displays; maintaining product signage; cleaning product space; and securing damaged or defective product.

Preferred Qualifications

- 1 year experience working in replenishment or as Merchandiser.
- 1 year experience working in grocery, retail, consumer goods, warehousing, or related field.
- 1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
- 1 year experience working with manual or powered pallet jacks.
- Straddle stacker certification.
- Powered pallet jack certification.
- 1 year experience working under little or no supervision.
- 1 year of college coursework in business, marketing, communication, or related area.

*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the influence, and reckless driving. Minor moving violations include, but are not limited to, speeding, driving too close, failure to stop, and improper lane changes. Driving records, including minor moving violations, will be evaluated according to Coca-Cola Refreshments' guidelines to determine eligibility for the Merchandise.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-chicago-chicago-illinois-job-1-4170262>

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Electrician-Niles

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 0019167

Full or Part Time : Regular Employee FT

Position Description

Responsible for electrical repairs and preventative maintenance on all production equipment/machinery

- Provide preventative maintenance and repairs in maintaining PLC based control systems
 - Maintain and provide repair for compressed air, low pressure steam, and ammonia refrigeration systems
 - Maintain contact with supervision and co-workers in order to ensure and report progress
 - Maintain compliance with all company policy and procedure guidelines
 - Remain aware of and trained on all technical advances within the area of responsibility
 - Answer and complete service calls in an efficient manner
 - Utilize proper waste disposal procedures
 - Assist and support the department in achieving and maintaining budgetary goals
 - Maintain an accurate log of all parts used and assist in maintaining inventory
 - Support and assist mechanics with expertise in electrical equipment
-
- High School diploma or equivalent
 - 3 - 5 years previous electrical maintenance experience
 - Ability to read and utilize schematics in equipment repair
 - Previous experience with Allen Bradley programmable controllers and electro-cam controllers
 - Previous experience in troubleshooting and maintaining PLC and SLC along with 24-volt and 110-volt control systems
 - Knowledge of and experience with electrical and pneumatic transducers and hydraulic systems/controls
 - Prior experience with steam/compressed air and ammonia refrigeration systems
 - Ability to plan and prioritize work demands and schedules
 - Solid PC system skills and ability to use software applications

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/electrician-niles-niles-illinois-job-1-4168561>

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Maintenance Mechanic - Niles

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00019204

Full or Part Time : Regular Employee FT

Position Description

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.
- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.
- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.
- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.
- 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.
- Demonstrated mechanical and technical aptitude.
- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-niles-niles-illinois-job-1-4168534>

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