



### **South Loop Job Fair! (115878) WHOLEFOODS**

Req ID 115878 - Posted 01/12/2015 - Store - Midwest - IL, Chicago - South Loop (10171) - Team/Department (3) - Full-Time - Store - Team Member - United States

Calling all foodies! South Loop Job Fair Bonanza! Whole Foods Market is growing in the Midwest and we are looking for additional part time and full time Team Members to be a part of our growth. We have 19 Chicagoland locations and opening 10 more stores in 2015.

We will be hosting an invitation only hiring event. Apply to this opening for consideration, if you've got what it takes to be a successful Team Member, our recruiting team will contact you about this event.

Whole Foods Market attracts people who are passionate—about great food, about the communities they live in, about how we treat our planet and our fellow humans—and who want to bring their passion into the workplace and make a difference.

We are looking for Team Members in the following areas:

Customer Service

Prepared Foods: Hot bar, salad bar, pizza, sandwiches, sushi, catering

#### Qualifications:

Let your inner foodie shine! We want you to love our food as much as we do, so a passion and knowledge of natural foods is desired  
Being a grocery store, we prefer if you have a background in the food industry and/or retail food preparation, but this is not a requirement  
Excellent customer service is a keystone for our success; so you must have the ability effectively communicate, build relationships, and delight and satisfy customers!  
Our retail environment isn't your typical 9-5, and that's a good thing! But because of our schedule, we'd like you to be available to work a flexible schedule to meet the store's needs  
Since we're a team-oriented environment, we're looking for team players who can be held accountable to be punctual, respectful, and motivated to complete tasks and duties within their role requirements

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled. Close Date: 02/06/2015

Apply online at <http://www.wholefoodsmarket.com/careers/find-and-apply-jobs>

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## **Grocery Service Team Member (114360) WHOLEFOODS**

Req ID 114360 - Posted 01/04/2015 - Store - Midwest - IL, Chicago - Halsted (10203)

- Team/Department (1) - Part-Time - Store - Team Member - United States

### **SUMMARY:**

As a member of our Grocery Team, your role will include receiving and preparing product, maintaining the Grocery floor and displays, and selling product in support of regional Grocery standards. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

### **REQUIREMENTS:**

Previous Grocery experience preferred.

Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers.

Ability to follow instructions and procedures.

Ability to sell proactively.

Ability to learn basic knowledge of all products carried in department.

Effective time management skills.

Strong work ethic and integrity.

Ability to visually examine products for quality and freshness.

Ability to work in a wet and cold environment.

Available for flexible scheduling to meet the needs of the department.

Use of box cutters.

Use of electric pallet jacks or other heavy machinery.

### **Essential Job Functions:**

- Stand and walk for extended periods of time.

- Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat.

- Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds.- Repetitive use of hands for grasping, pushing, pulling, and fine manipulation.

- Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled.

Apply online at <http://www.wholefoodsmarket.com/careers/find-and-apply-jobs>

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**Coordinator II- Computer Numerical Control (Part-Time) - HUM0000122**

Coordinator II - Computer Numerical Control (CNC)

Wright College - Humboldt Park

Primary objective:

The position is responsible for, but not limited to, coordinating and maintaining the day-to-day operations of multiple programs within an office at CCC.

Recommends the hire of staff within the department or a specific area. Supervises, trains, and manages their day-to-day activities in support of the program mission.

Monitors daily operational tasks in the Department to ensure that the office runs effectively. Collects and records weekly reports. Assists in the registration of students during registration and as needed. May schedule and assign tutors in support of an academic program. May administer the payroll for the department to ensure that certificate of attendance are done accurately and in a timely manner.

Assists instructors and staff in solving problems.

Develops and distributes publicity materials and keeps faculty and students abreast of department activities. Monitors internal budgets and expenditures for the department.

Prepares reports for the Department Head approval.

Serves as liaison between the College, operating staff and students.

Adheres to CCC Customer Service Excellence standards.

Performs other duties as assigned.

Qualifications

Bachelor's degree, Master's preferred, in Counseling, Guidance, Psychology or related social science/business fields and five (5) years of experience in a Human case management and/or job coaching, and supervisory management expertise.

Ability to use computers, collect and disseminate data and assessment of employer and employee needs and evaluation of basic competencies.

Excellent written and verbal communication skills

Ability to work well as a team player. Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the District. Must be able to meet deadlines in a timely manner.

We are an equal opportunity and affirmative action employer.

Job: Clerical/Secretaries

Primary Location: Humboldt Park V E C

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Jan 12, 2015, 12:00:00 AM

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

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### **MAINTENANCE WORKERS**

Facility Presence Saint Francis Hospital  
Department FACILITIES MANAGEMENT  
Schedule Full-time  
Shift Night shift - Hours 11:00pm - 7:00am  
Location Evanston, IL  
Req Number 135352

#### Job Details

This position contributes to providing a well-maintained facility by assisting Maintenance Workers and Groundskeepers in performance of duties. May independently perform basic maintenance functions.

#### Requirements:

- \* High School Diploma or equivalent.
- \* Ability to correctly follow directions.
- \* Ability to work independently.
- \* Mechanical knowledge or related experience preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=100148>

### **MECHANIC**

Facility Presence Saints Mary and Elizabeth Medical Center  
Department MAINTENANCE  
Schedule Full-time  
Shift Night shift - Hours 11:00PM- 7:30AM  
Location Chicago, IL  
Req Number 132379

#### Job Details

This position ensures the continuous efficient and safe operation of all heating, air conditioning and ventilation (HVAC) systems. Requirements: High school diploma or equivalent. Stationary Engineer license preferred. Two or more years of HVAC experience or one year of experience plus completion of a trade school HVAC program.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=996968>

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### **ASSISTANT TEACHER**

Facility Presence Resurrection Medical Center  
Department CHILD CARE CENTER  
Schedule Full-time  
Shift Day shift  
Hours 8-4:30  
Location Chicago, IL  
Req Number 130765

Job Details Assists the Teacher in implementing the Child Care Curriculum within the framework of a developmental philosophy. Activities are designed to meet the emotional, social, cognitive, and physical needs of the children. AA in Early Childhood Education (ECE) or 60 semester hours with 6 hours in ECE, or Child Development Associate (CDA) certification. Must be DCFS qualified for position as teacher and/or assistant. A minimum of one year of classroom experience is preferred. Bi-lingual preferred. Current CPR and First Aid Certification, including CPR for infants and children.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=187106>

### **COFFEE BAR at PUBLIC Chicago is hiring passionate barista!**

Public Chicago  
1301 N State Pkwy Chicago, IL  
Gold Coast, Near North Side  
Job ID: 9443033  
Job Type: Full Time  
Shift Type: Morning  
Compensation: N/A  
Experience: 1-3 Years

*No walkins or phone calls will be considered. Please apply online*

#### Job Description

Ensure excellent customer service by honoring each and every customer. The barista is a true professional that fulfills any duties the Food and Beverage Management team assigns. The barista displays a positive attitude at all times to ensure the return of our customers.

Requirements & Skills: Able to work mornings

Apply online at <http://www.shiftgig.com/job/chicago/il/barista-job-openings-at-public-chicago-9443033>

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**Cash Application Rep I - Bolingbrook, IL**

Facility Presence Health - Corporate Office

Department PFS CUSTOMER SERVICE

Schedule Full-time

Shift Day shift

Hours 8:00 am - 4:30 pm

Location Chicago, IL

Req Number 133850

**Job Details**

This position is located in our Bolingbrook, IL Office location.

**SUMMARY:**

Post daily bank deposits, lock box deposits, perform data input for all payments and adjustments onto appropriate patient accounts.

**QUALIFICATIONS:**

High school diploma or equivalent.

Six months of experience in hospital billing.

Basic computer experience.

Strong customer service skills.

Excellent verbal and written communication skills (ability to communicate clearly and professionally).

Excellent interpersonal skills.

Able to work in a fast paced environment.

**PREFERRED QUALIFICATIONS:**

Microsoft Office, EPIC, McKesson and Meditech patient accounting system experience.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=231134>

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## **CASHIER**

Facility Presence Resurrection Medical Center

Department FOOD SERVICES

Location Chicago, IL

Req Number 134875

Job Details CASHIER

Status: Part-Time, benefits eligible

Shift: Day shift

Weekends: Rotating

Work Hours: 4:00pm - 8:00pm

On Call: No

Location: Presence Resurrection Medical Center

7435 West Talcott Avenue

Chicago, IL 60631

### Summary:

Under the direction and guidance of the Supervisor or Manager Food Service, the cashier performs a variety of functions and tasks pertinent to the production, service, sanitation, and distribution of food to both patients and employees. A cashier may work in various areas of the department such as patient tray line, dish room, cafeteria, diet office or catering as assigned. The cashier is responsible for accurately ringing up all sales in the cafeteria and reconciling the cash drawer after every shift.

### Essential Duties include:

- Maintains knowledge of cash handling policies and adheres to them. Knows the price of food items and accurately rings up customers ensuring charges are reconciled to the appropriate department. Monitors the cash register and quickly rings up the customer.
- Prepares, serves, and stores food in a safe and sanitary manner ensuring all sanitation policies and procedures are followed in accordance with the HACCP principles.
- Restocks and cleans all items in their service area throughout the shift.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** - High School diploma or equivalent - 1-3 years security communication or call center experience preferred

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=868683>

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### **CNA/UNIT SECRETARY**

Facility Presence Saint Joseph Hospital - Elgin  
Department PSJH PROG CARE UNIT  
Schedule Part-time (benefits eligible)  
Shift Day shift  
Hours 0700-1530  
Location Elgin, IL  
Req Number 132657

#### Job Details

Presence Health form the largest Catholic healthcare system in Illinois, encompassing 12 hospitals, 29 long term care and senior residential facilities, numerous outpatient services and clinics, home health services, hospice, private duty, comprehensive Behavioral Health services and more.

Presence Saint Joseph Hospital in Elgin has been a leading care provider in the Fox River Valley. With more than 400 physicians on staff, 1,200 employees and 300 volunteers, we are known for providing leading-edge care and technologies to the communities we serve.

If this is what you are looking for in an organization, we welcome you to apply. We are looking for people who want more than just a job. We want the best talent - individuals that are looking for a career with a place where you can hang your hat and feel at home. A place that develops a sense of ownership and pride in everything you do.

#### Responsibilities:

Performs various direct patient care activities under the supervision of a Registered Nurse. Performs EKG's, draws blood, and assists with diagnostic tests and clinical procedures in accordance with level of training and departmental procedures. We prefer candidates with Unit Clerk experience.

Qualifications: We are looking for energetic team players join our staff. This position requires someone with excellent communication skills, patient service skills, and most importantly someone who truly has compassion for all people. Previous Hospital C.N.A. experience STRONGLY preferred. Illinois C.N.A. Certification required. CPR/BLS required.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=572720>

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### **DIETITIANS ASSISTANT**

Facility Presence Saint Francis Hospital  
Department FOOD SERVICES  
Schedule Registry/PRN/Flex  
Shift Rotation  
Hours 6:00 am - 8:00 pm  
Location Evanston, IL  
Req Number 133599

#### Job Details

Performs activities relative to patient menu selection and correction based on the need to comply with medically prescribed diets.

Checks the tray line during meal periods as directed.

Ensures that all patient menus are brought down to the department from the patient floors and processed to ensure patient satisfaction.

Maintains communication with the dietitians regarding patient concerns.

Responsible for all tasks related to patient menu processing and the coordination of menus and meals served to patients.

Good organizational, communication, interpersonal and customer relations skills required.

Must have good analytical skills, basic clerical skills, and be able to write grammatical sentences.

Requires the ability to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served.

Ability to follow directions and work under time constraints. 1-3 years experience preferred. High school diploma or equivalent required.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=201677>

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## College Clerical Asst I - Library (Part Time) - WIL0000432

### PRIMARY OBJECTIVE:

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required. Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order. Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures. Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence. Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration. Adheres to CCC Customer Service Excellence standards. Performs related duties as required.

### Qualifications

Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred. Knowledge of word processing software; and knowledge of basic office procedures. Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer. Skill in basic filing; and good verbal communication skills.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Clerical/Secretaries  
Primary Location: Wilbur Wright College  
Employee Type: Part Time | Regular  
Union Code: 1708 - PT  
Job Posting: Jan 9, 2015, 2:54:17 PM

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

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## **College Clerical Assistant II-Social Services - HAR0000327**

### Duties and Responsibilities

College Clerical Assistant II Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required. Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files. Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail. Assists in reviewing time sheets and prepares attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items. Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies. Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information. Performs related duties as required.

### Qualifications

Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience. Proficient in PC desktop and related software programs. Ability to operate a personal computer. Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions. Skill in basic filing, record keeping and operation of a variety of office machines.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

Job: Clerical/Secretaries  
Primary Location: Harold Washington College  
Employee Type: Full Time | Regular  
Union Code: 1708Unit1  
Job Posting: Jan 8, 2015, 10:53:08 AM

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

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## College Clerical Assistant II - DAL0000502

### Duties and Responsibilities

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required. Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files. Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail. Assists in reviewing time sheets and prepares attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items. Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies. Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information. Performs related duties as required.

### Qualifications

Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience. Proficient in PC desktop and related software programs. Ability to operate a personal computer. Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions. Skill in basic filing, record keeping and operation of a variety of office machines.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

Job: Office/Administrative Support  
Primary Location: Daley College  
Employee Type: Full Time | Regular  
Union Code: 1708Unit1  
Job Posting: Jan 7, 2015, 4:13:57 PM

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

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**Note Taker - Part-Time - TRU0000348**

Harry S. Truman College

Take notes in class for students with disabilities. Read printed material aloud for students with visual impairments.

Transcribe for students with mobility impairments.

Assist students with visual impairments in math classes by copying information from the board in large print.

Assist students who are visually impaired by using raised line drawing materials to produce tactile graphs used in Math classes.

Assist students with visual impairments in science labs by providing verbal descriptions of visual information.

Serve as a proctor for students with disabilities during tests.

Perform other duties as assigned.

**Qualifications**

High school diploma, or equivalent, with a minimum of one year post secondary educational experience.

Must possess an understanding of the basic issues pertinent to communication with students who have disabilities.

Ability to take thorough and organized notes utilizing available technology from information presented verbally in classrooms.

Must have legible hand writing, accurate spelling, use of acceptable grammar, and proficiency in use of computers.

Must possess good organizational skills.

Excellent written and verbal communication skills.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Student Services

Primary Location: Truman College

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Jan 15, 2015, 11:28:06 AM

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

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## **Admissions Specialist/Advisor (Temporary) - KEN0000314**

### Duties and Responsibilities

This position requires strong collaboration with CCC recruiters to secure enrollment from prospective applicants and maintaining effective follow-up by using various tracking systems. Serve as a member of the Admissions Team managing student intake to assist in achieving enrollment goals for the college. Track student participation from application to enrollment by using various data tracking systems. Contacts new applicants through phone calls, emails, etc. to assist with completion of enrollment process. Follows up with new and existing applicants to ensure enrollment and registration. Prepares reports to reflect both outreach activities and outcomes. Assist new applicants who walk-in or call-in seeking admission to the college. Informs new students and families of the admissions requirements, transfer guidelines, financial aid and scholarship information. Gathers information from prospective students who did not enroll via individual interviews, focus groups, and other means to better understand our value proposition, marketing, and customer service. Works collaboratively with, recruiters, Registrar's Office and other key departments/individuals within the college to create a seamless transition from application through enrollment and registration process. Performs other duties as assigned.

### Qualifications

Bachelor's degree in Business, Communication, Liberal Arts, Marketing, Public Relations, Counseling, Guidance, Psychology or related field.  
3-5 years of experience interacting with students, clients and customers or a minimum of 2 years work experience in student advising or in the area of Social/Human Services. Excellent written, verbal communication and customer service skills.  
Knowledge of Microsoft Windows, Microsoft Office Suite and database management, including, but not limited to PeopleSoft.  
Ability to organize materials and work with a variety of projects simultaneously.  
Ability to gather and analyze data using basic research methods and databases.  
Temporary Position: 2 to 3 Months.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Academic Advising  
Primary Location: Kennedy King College  
Employee Type: Full Time | Temporary  
Union Code: 1600Profes  
Job Posting: Jan 13, 2015, 11:38:48 AM

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

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## **Coordinator I - Part-Time (Transfer Center) - KEN0000310**

### Duties and Responsibilities

This position is responsible for the overall direction, day-to-day operation and growth of a specific program at the College. Provide direction in the development, management, coordination and operation of the program.

Higher education experience relative to the transfer student population and transfer partnership universities. Knowledgeable of the various transfer related partnership programs and articulation agreements which promote student retention, graduation, and ultimately transfer to a four year university.

Works closely with the administrative staff at the college to determine the goals and objectives of the program. Recruits, interviews and recommends the hire of additional staff in support of the program. Performs calculations and compiles pertinent data required for budgetary and fiscal reports. Prepares mandatory reports related to program funding. Retains a compilation of statistics, written reports and correspondence related to program activities. Prepares monthly mandatory reports for management review. Participates in program assessment and review to ensure the viability of the program. Performs other duties as assigned

### Qualifications

Completion of a Bachelor's Degree from an accredited college or university in the field most appropriate for the assigned program or certification in a field associated with the assigned program. A minimum of three year's previous work experience in providing services to special populations. Previous experience in the organization and execution of daily operations of a department. Must be self-directed, innovative and able to assess current operations in an effort to develop practical action programs to improve the functioning of the department. Must maintain an effective liaison among agencies, staff, administrators and the community to promote overall responsiveness to the program. Excellent verbal and written skills required with the ability to communicate persuasively with tact and diplomacy.

We are an equal opportunity and affirmative action employer.  
Thank you for your interest in CCC!

Job: Student Services

Primary Location: Kennedy King College

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Jan 11, 2015, 3:38:13 PM

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**Career Services Advisor - College to Careers (IT) - WIL0000427**

Career Services Advisor – College to Careers (Information Technology)

4300 N. Narragansett Avenue, Chicago, IL 60634

**PRIMARY OBJECTIVE:** Manage job placement services for College to Careers Cluster students and graduates for the purpose of student recruitment, retention, and employment placement assistance.

**DUTIES& RESPONSIBILITIES:** Ensures that all College to Careers Cluster program participants and graduates receive aid in seeking employment and advises program participants regarding career opportunities and prospective employment. Establishes annual objectives based on market trends and recent results. Performs other duties as assigned.

**Qualifications**

Bachelor’s degree in Sociology, Personnel or Business supplemented by five (5) years of progressively responsible experience in student/career services in higher education, or an equivalent combination of training and experience is required. Master’s degree preferred. Demonstrated track record of successful management and leadership. Previous experience in training and development. Excellent written, verbal and presentation skills. Ability to work well as a team player. Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the District. Must be able to meet deadlines in a timely manner. Must be computer proficient with knowledge of a variety of software programs.

**Special Requirements:** Availability to work some evenings and weekends. In and out of District travel may be required.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Thank you for your interest in City Colleges!

Job: Student Services

Primary Location: Wilbur Wright College

Employee Type: Full Time | Regular

Union Code: 1600Profes

Job Posting: Jan 9, 2015, 2:55:27 PM

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

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## College Advisor - HAR0000326

### Duties and Responsibilities

Under the supervision of the appropriate Dean, the College Advisor is responsible for assisting with the development, coordination, and implementation of Student Support Services and activities to increase recruitment and retention rates, course completion rates, graduation and/or transfer to either a college/university, or enter the workforce. Advises students on establishing academic and career goals; identifies the educational and career options appropriate for each student; and assists with the analysis of each option, including possible outcomes and their implications. Participates in professional activities including NACADA (National Academic Advising Association), ILACADA (Illinois Academic Advising Association), IACAC (Illinois Association for College Admission Counseling), and other professional organizations which encourages continuous professional growth and development as an Advisor. Maintains confidentiality of information exposed to in the course of business regarding students and others who may obtain advising services. Performs related duties as required.

### Qualifications

Bachelor's degree required with coursework in Education, Human Relations, Psychology, Human Services or College Student Personnel. Master's degree preferred. Three years of experience in a higher education student services environment; or supplemented by six years of related experience in a higher education environment. Knowledge of academic and occupational programs, articulation agreements, transfer guides, assessment and academic career advisement. Experience overcoming barriers similar to those faced by the target population. Must be self-directed with the ability to work independently within changing deadlines. Financial aid knowledge a plus. Ability to analyze and address the educational and personal needs of students. Knowledge of the career development process and of available career development resources. Demonstrated experience with computers and database related software. Excellent verbal and written communication skills required. Experience in advising both traditional-aged students and adults in a higher education setting desirable. Special Requirement: Availability to work some evenings and weekends. Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Academic Advising

Primary Location: Harold Washington College

Employee Type: Full Time | Regular

Union Code: 1600Profes

Job Posting: Jan 5, 2015, 9:17:18 AM

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

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**Job Title: Child Protection Specialist - Opt SS**

Agency: Children & Family Services  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 5  
Plan/BU: RC062  
Bid ID#: Chgo Investigations 2014

**Minimum Requirements:**

Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Must be able to speak and write Spanish at a colloquial skill level. The college or university issuing a degree must be accredited, and the Degree Program in Social Work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact: Mon-Fri 830a-5p  
Vacancies are located at: 1755 Lake Cook Road, Deerfield, IL 60015 (2)  
1701 S. First Ave Maywood, IL 60153 (1)  
1026 S. Damen Chicago, IL 60612 (2)  
Contact: Sue Allen-Oates / Bureau of Operations  
JRTC/100 W. Randolph, Suite 6-100 Chicago, Illinois 60601 FAX#: (312) 814-7134

**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 SS - Spanish Speaking

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**Job Title: Director of Human Resources**

Agency: Executive Inspector General \*

Salary: \$4,167.00 - \$6,250.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 01-205

Minimum Requirements:

- bachelor's degree in human resources, business or public administration or a related area of study
- five years of demonstrated success in leading human resources functions for an organization of at least 75 employees;
- five years of supervisory experience is desirable;
- extensive knowledge of State of Illinois personnel rules, and state and federal employment laws including EEO/AA, FMLA, FLSA, and Title VII;
- ability to keep and maintain current knowledge of the aforementioned areas;
- strong organizational skills;
- high personal ethical standards;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to travel, including overnight;
- ability to handle and resolve ambiguous situations and issues;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, and interact with others professionally.

Work Hours & Location/Agency Contact:

9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General

69 W. Washington Street, Suite 3400

Chicago, IL 60602

Division of Human Resources

312.814.1789

How to Apply:

Applicants should select the employment tab on our website at

[www.inspectorgeneral.illinois.gov](http://www.inspectorgeneral.illinois.gov) and click the "apply for open position" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

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

Agency: Juvenile Justice

Closing Date/Time: Thu. 01/29/15 4:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDJJ-27-42-2015-0052

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

Under general supervision of the Business Administrator (PSA), performs a variety of difficult clerical duties as timekeeper at IYC Warrenville; maintains personnel time and attendance records; processes and records benefit time, overtime, shift differential, roll call and dock time per pay period; provides timekeeping information assistance to staff; audits daily sign-in sheets; prepares payroll sheet on a bi-monthly basis; serves as back-up to payroll clerk in absence; and serves as the Worker's Compensation Coordinator.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices; procedures and programs. Requires working knowledge of spelling, punctuation, and grammar. Requires working knowledge of basic mathematics and alpha-numeric sequencing. Requires ability to type accurately at 35 wpm.

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

Work Hours: 8AM - 4PM Monday - Friday Off Days - Saturday and Sunday

Work Location: IYC Warrenville

30 W 200 Ferry Road Warrenville, IL 60555 DuPage County

**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 2 - Typing**

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