



## **COCA COLA JOB OPPORTUNITIES**

### **Inventory Control Assistant-Chicago, IL**

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : 00028663

Full or Part Time : Regular Employee FT

#### Position Description

Responsible for warehouse inventory maintenance and reconciliation on a daily basis.

- Count all full goods and raw materials in the warehouse on a daily basis, manually or using a handheld scanner.
- Research and reconcile daily inventory variances.
- Reconcile the daily, monthly, and annual inventory to the SAP computer system.
- Identify and report close dated product.
- High school diploma or GED required.
- Associate's degree preferred.
- 0-3 years warehouse/inventory experience required.
- Prior auditing experience preferred.
- Strong computer and database skills.
- Strong math skills.
- Ability to read and follow directions.
- Ability to work with minimal supervision. - Forklift certification is preferred.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-control-assistant-chicago-il-chicago-illinois-job-1-5013526>

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**Driver Merchandiser Relief- Class A Required - Chicago, IL**

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Requisition Number : HV040153

Full or Part Time : Regular Employee FT

**Position Description**

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A CDL license required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-relief-class-a-required-chicagoil-chicago-illinois-job-1-5004776>

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## **Market Development Manager - Chicago**

Talent Area : Sales

Location : Chicago, IL, USA

Requisition Number : HV044376

Full or Part Time : Regular Employee FT

Territory will be downtown Chicago.

1. Execute and close sales calls, focused on value-added selling activities in specified accounts. - Execute Looks of Success in outlets, sell and implement campaigns, and sell promotional programming. - Manage appropriate store inventory levels.
    - Support contract renewal negotiations as requested. - Generate IRR analysis. - Develop customer relationships. - Review business results with customers.
    - Ensure assets meet minimum performance requirements and develop a plan of action for those assets generating zero or low volume. - Establish and achieve equipment placement goals - Tracks daily, weekly and monthly call activity and performance measurements against assigned goals and expectations. - Manage all assigned Customer Support Tickets through to closure.
  2. [AMOP function] - In connection with an Order Replenishment sales call, - Ensure account meets Company merchandising standards, - Determine stores' product needs, - Place and transmit appropriate order in conjunction with existing geographic sales routes - Sell in incremental displays and equipment placements; - Sell in promotional programs and - Ensure customer compliance.
  3. Communicate account and market knowledge to Sales Center, to include information on new customers.
  4. Assure account and customer standards are met; including assuring proper POS is executed and proper maintenance of company assets.
  5. Check for proper company standards in product rotation.
  6. Resolve customer inquiries, including researching and closing Customer Service Tickets.
  7. Transport, replace and maintain Point of Sale advertising as appropriate for account.
  8. Periodic lifting of 50+ pounds, bending, reaching, kneeling.
  9. Business Development Function - Acquire specific number of accounts based on assigned territory opportunity - Set up new accounts with channel LOS
- Required- High School - GED or Diploma- 1+ years general sales experience  
Preferred- Bachelor's Degree - 2+ years sales and customer service specific experience

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/market-development-manager-chicago-chicago-illinois-job-1-5002027>

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### **Inventory Planner - Niles, IL**

Talent Area : Supply Chain

Location : Niles, IL, USA

Requisition Number : 7679

Full or Part Time : Regular Employee FT

#### Position Description

Responsible for maintaining inventory at maximum levels; supervisory or lead functions required.

- Count and reconcile daily inventory.
- Monitor and track syrup usage in production runs.
- Reconcile and confirm daily production orders.
- Track and report efficiencies and yields associated with inventory/production.
- Reconcile raw materials, all sales loads, and track/report in breakage, damage, and loss.
- Report to management/supervision daily out of stock items/materials
- Perform weekly age analysis and report any close dated product.
- Assist in the training and development of departmental personnel.
- Manage produced product replenishments to surrounding Sales Centers.
- Manage inventory levels to plan at a third party warehouse.
- Review, monitor, and address full good inventory levels to minimize potential out of stock risk to sales.
- High level of customer service focus and response required as an operations liaison to a Sales Center.
- Create and prioritize product replenishments (IBT's) to meet the DRP plan.
- Generate and review daily reports.
- Prepare and file reports.
- Other duties as assigned by management.
- High School Diploma or GED required.
- Bachelor's Degree in a related field preferred.
- Minimum of 1 year Inventory Control experience.
- Background knowledge of SAP preferred.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-planner-niles-il-niles-illinois-job-1-4999801>

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**General Laborer, Warehouse-St. Charles, IL (shift graveyard 10pm-done)**

Talent Area : Warehouse Operations

Location : St Charles, IL, USA

Requisition Number : HV044223

Full or Part Time : Regular Employee FT

**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.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-st-charles-il-shift-graveyard-10pm-done-st-charles-illinois-job-1-4996753>

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### **Distribution Supervisor**

Talent Area : Supply Chain

Location : Saint Charles, IL, USA

Requisition Number : 00028162

Full or Part Time : Regular Employee FT

#### Position Description

- Responsible for the effective and efficient distribution of product and management of drivers within a specific territory.

- Staff, train, evaluate and develop team members.
- Ensure adherence to delivery standards, efficiencies and regulatory requirements.

- Manage drivers' delivery schedule and hours worked.
- Establish and maintain positive customer relationships, resolving customer issues.

- Serve as liaison between distribution and sales.
- Manage and audit team member's timekeeping.

- Manage within labor and OPEX budget.
- High school diploma or GED required.

- Bachelor's degree preferred.
- 1-3 years experience in consumer products/direct store delivery required.

- Requires experience managing people/budgets.
- 1+ years supervising distribution/delivery staff preferred.
- Intermediate computer and database application skills.

- Familiarity with DOT regulations.
- Valid driver's license and driving record within MVR policy guidelines.
- CDL preferred.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/distribution-supervisor-saint-charles-illinois-job-1-4979318>

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**Full Service Delivery Driver-CDL Class A/B License required.**

Talent Area : Transportation/Driver

Location : Springfield, IL, USA

Requisition Number : HV043075

Full or Part Time : Regular Employee FT

**Position Description**

Responsible for delivering product and filling vending machines at all points of availability within established accounts. Collects and is accountable for money. - Check accuracy and stability of the load.

- Deliver product and fill vending equipment. - Restock machine to proper level, maintaining accurate in stock levels.
- Invoice and collect monies. - Secure company assets. - Maintain machine cleanliness appearance, and all appropriate Point of Sales.
- Ensure compliance with regulatory and company policies and procedures. - Settle all accounts daily.
- High School diploma or GED preferred. - 1-3 years of general work experience required. - Ability to count and secure cash required.
- 1+ years of commercial driving experience preferred. - Prior grocery store and/or consumer products experience a plus.
- Customer service and cash handling experience preferred. - Ability to operate a two or four wheeled hand-truck.
- Mechanical/electronic troubleshooting skills. - Familiarity with DOT regulations. - Ability to work with minimal supervision.
- Valid Class B CDL for straight trucks. - Class A CDL for combination trucks. - Driving record within MVR policy guidelines. - Credit history within the Applicant Background Verification policy guidelines.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/full-service-delivery-driver-cdl-class-ab-license-required-springfield-illinois-job-1-4955090>

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## Parts Expeditor

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : 00028235

Full or Part Time : Regular Employee FT

### Position Description

The Parts Expeditor insures accurate communication between the field service employees and the service parts warehouse order system. The expeditor manages the order and control processes for parts inventories.

The expeditor is responsible for recommending changes in the min/max levels of parts inventories for the employees' van stock. The expeditor manages the completion of purchase orders with the employees they are assigned.

This position is responsible for tracking and reporting the accuracy and status of order fulfillment. The expeditors are responsible for ordering, maintaining the min/max system in BASIS, transfers for service parts.

- 40%-Creating purchase orders for parts and placing the orders - 20%-Communicating with field employees about parts issues - 10%-Assisting A/P with invoice issues - 10%-Researching parts information for field employees - 5%-Assisting settlement with part issues involved in activity settlement - 5%-Assist with the distribution of parts to employees

### EDUCATION LEVEL REQUIRED

High School Diploma EXPERIENCE REQUIRED BASIS knowledge

EXPERIENCE PREFERRED Service or Installation field experience or Service Dispatch

TECHNICAL KNOWLEDGE AND SKILLS Basic Computer Skills BASIS EC knowledge Organization skills Attention to detail

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/parts-expeditor-alsip-illinois-job-1-4983763>

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### **Maintenance Mechanic**

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00024541

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.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-alsip-illinois-job-1-4571462>

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### **Driver Merchandiser - Class A CDL Required**

Talent Area : Transportation/Driver

Location : Kankakee, IL, USA

Requisition Number : HV019034

Full or Part Time : Regular Employee FT

#### Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
  
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
  
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
  
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A or B Driver's License required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-class-a-cdl-required-kankakee-illinois-job-1-4002385>

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## Job Opportunities @ City Colleges of Chicago

### Nursing Lab Coordinator - Various Campuses - MAL0000332

**PRIMARY OBJECTIVE:** This position is responsible for the organization and maintenance of a simulated nursing laboratory for students to practice and acquire psychomotor skills, used in nursing. The Nursing Lab Coordinator also facilitates student acquisition of technical nursing skills.

- Assists students in acquiring selected nursing skills by demonstrating the appropriate methods.
- Supervises and tutors students during practice performance in the laboratory.
- Creates a learning environment that will enhance students' ability to use conceptual thinking and problem solving skills.
- Works closely with departmental faculty to plan strategies that will increase the student(s) ability to meet clinical skill requirements.
- Maintains the laboratory, orders supplies, keeps inventory, and orders various anatomical training aids and multimedia supplies including computer software and videotapes.
- Provides medical equipment and supplies needed for demonstration of clinical procedures.
- Maintains records of student attendance and skill performance in a college laboratory.
- Performs other duties as required.

**Qualifications** •Bachelor's of Science in Nursing, current registered professional nursing license in the state of Illinois, supplemented by a minimum of two years experience in clinical •nursing practices and previous teaching experience required. A CPR Instruction certification preferred. •Proficiency in computer usage is required. •Must possess supervisory skills, the ability to work effectively with a diverse student body and the ability to maintain good working relationships with staff. •Must be self-directed, innovative and able to asses current operations in an effort to develop practical action programs to improve the functioning of the department. •Excellent verbal and written communication skills required with the ability to interact effectively with students. •Must be able to work well within a culturally diverse environment with the ability to handle all situations with tact and diplomacy.

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

Job: Health Care

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: 1600Profes

Job Posting: Dec 30, 2014, 10:13:27 AM

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

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**Coordinator II, Personal & Professional Development Program - KEN0000295**

Kennedy-King College is seeking a Coordinator II, Personal & Professional Development Program. 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.
- Administer Personal and Professional Development Program (PPD) academic workflow including: development of schedule, instructor assignment, and creation of instructor contract for approval.
- Administer PPD enrollment workflow including: student admissions and registration, and interface with district Workforce Development, Operational Excellence Center.
- Performs and oversees administrative duties in the Office of Academic Affairs.
- Assists with student complaints, problem solving, resolutions and record keeping.
- 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.
- Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Office/Administrative Support  
Primary Location: Kennedy King College  
Employee Type: Full Time | Regular  
Union Code: 1600Profes  
Job Posting: Dec 22, 2014, 4:31:29 PM

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## **College Administrative Assistant I - DAL0000492**

### Duties and Responsibilities

The Advanced Manufacturing College to Careers program is headquartered at Richard J. Daley College.

Under general supervision, performs administrative, personnel and or fiscal services in a college administrative unit; and performs related duties as required.

- Performs and oversees the performance of the personnel functions for the college administration.
- Performs calculations and compiles pertinent data required for budgetary and fiscal reports; assists in the preparation of budgets and the allocation of program funds.
- Maintains a liaison between administration, faculty and students.
- Composes correspondence and assists in the formulation of personnel practices and procedures.
- Reviews material, supply and equipment requisitions and prepares expense vouchers.
- Conducts studies to improve the efficiency of the operations within an organizational unit. •May assist in the interview process of applicants for clerical staff positions.
- Performs related duties as required.

### Qualifications

- Graduation from high school or the equivalent is required; two years of college supplemented by at least two years of progressively responsible clerical and administrative experience; or an equivalent combination of training or experience.
- Considerable knowledge of the principles and practices of public and business administration. Considerable knowledge of department practices and procedures. Good knowledge of general office computer software.
- Ability to work and interact with the general public and college personnel. Ability to speak and write effectively. Ability to plan, assign and supervise administrative and clerical tasks. •Good organizational skills. Good verbal and written communication skills. Good computer and keyboarding skills.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Job: Office/Administrative Support

Primary Location: Daley College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Dec 19, 2014, 1:32:42 PM

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**WIA Coordinator I - Part-Time - WIL0000426**

4300 N. Narragansett Avenue, Chicago, IL 60634

**OVERVIEW OF THE POSITION**

This position works very closely with the Dean of Career Programs and is responsible to help establish and coordinate the College's Social Service Programs.

- Recruits new students for the Social Services Certificate Program, Property Management Program and other programs in the Social Services department.
- Develops internship/practicum sites for social services programs. Develops internship/practicum manuals.
- Oversees the internship/practicum placement process by preparing, interviewing and placing interns at sites. •Serves as a liaison for the college for existing sites.
- Assists with scheduling of classes based on program enrollment.
- Retains a compilation of statistics, written reports and correspondence related to program activities. Prepares monthly mandatory reports for management review.
- Maintains files and necessary documentation of student experiences.
- Performs other duties as assigned.
- Adheres to CCC Customer Service Excellence standards.

**SUPERVISORY RESPONSIBILITIES:**

Direct Supervision: Program Staff

Indirect Supervision: None

**QUALIFICATIONS:**

- Completion of a Bachelor's Degree from an accredited college or university in a Social Service related field. •One year experience in project or program management.
- 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 possess good organizational skills.
- 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.

Job: Workforce & Economic Development

Primary Location: Wilbur Wright College

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Dec 22, 2014, 6:03:42 PM

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### **Accountant - DIS0000522**

Office of Finance–Staff Accountant.

The District office is seeking a Staff Accountant.

The District office supports all campuses which are undergoing reinvention initiatives to ensure greater student success and outcomes. The District office is where the administrative and executive offices are located. We are conveniently situated in the loop, on the corner of Jackson and Franklin, across the street from Chicago's main attraction and one of the tallest buildings in the world, Willis tower, formerly known as Sears Tower.

Under the general supervision of the Accounting Supervisor, the Accountant will perform intermediate level accounting duties where the position works on moderate accounting assignments.

#### Qualifications

- Bachelor's Degree from an accredited college or university with 15 semester hours in Accounting supplemented by 1 to 3 years of professional accounting experience.
- Knowledge of generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) statements, audit techniques and financial report preparation.
- Excellent organizational, analytical, and decision-making skills.
- Ability to prepare moderately complex financial reports and have a working knowledge of spreadsheet applications.
- Must possess analytical skills and the ability to manage moderately complex accounts.
- Excellent verbal and written communication skills.
- Must be able to meet deadlines in a timely manner.
- Must be proficient in application of software such as PeopleSoft, Oracle or similar ERP system, Microsoft Word, Excel, PowerPoint, etc.

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

Job: Accounting

Primary Location: District Office

Employee Type: Full Time | Regular

Union Code: 1600Profes

Job Posting: Dec 22, 2014, 4:30:40 PM

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

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**Finance Representative (2 positions) - DIS0000529**

District Office Human Resources–Finance Representative.

The District office is seeking a temporary Finance Representative.

City Colleges of Chicago is looking to hire a temporary Finance Representative. This role will be based in our district offices in the loop and is expected to last through summer 2015. This could be a great, entry level position for candidates interested in pursuing a career in Human Resources. Working with the Finance team, the Finance Representative supports and coordinates the administration of district-wide staff, faculty and student finance. This role will input audit and monitor critical information to ensure the effective administration of the finance function. Other duties include answering inquiries accurately, understanding and administering various collective bargaining agreements, finance procedures and actively supporting project-based work.

The District office supports all campuses which are undergoing reinvention initiatives to ensure greater student success and outcomes.

**Qualifications**

- The ideal candidate has a college degree with ability to gather and analyze various types of data.
- Proficient in Microsoft Office applications with strong Excel skills.
- Must be comfortable learning new software applications.
- Will have a strong ability to prioritize work and manage multiple responsibilities while maintaining accuracy and following up on outstanding inquiries.
- Must demonstrate customer-service orientation and the ability to maintain high degree of confidentiality and professionalism.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Payroll

Primary Location: District Office

Employee Type: Full Time | Temporary

Union Code: N/A

Job Posting: Dec 22, 2014, 4:19:41 PM

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

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**Marketing Officer - DIS0000530**

District Office Marketing/Office of Institutional Advancement–Marketing Officer

The District office is seeking a Marketing Officer.

This position helps define, plan and implement marketing strategy for the District, including collateral materials, advertising and promotional activities. The Marketing Officer will assist the Marketing Manager develop marketing strategies to support City Colleges of Chicago mission and business objectives and evaluate the effectiveness of District-wide and college-specific marketing initiatives.

- Develops marketing strategies and implementation plans.
- Assist with preparing district-wide marketing plans by conducting and analyzing market research data. •Leads the coordination of District-wide promotional activities to maximize third party relationships and deliver on CCC brand objectives and strategies.
- Assist in the development, planning and implementation of creative marketing programs, like advertising and other external campaigns, to support the CCC brand and drive CCC awareness and enrollment.
- Performs related duties as assigned.

Qualifications •A Bachelor’s degree from an accredited college or university in Marketing supplemented by at least three years of progressively responsible experience in marketing activities; or an equivalent combination of training and experience is required. •Must have knowledge of modern marketing principles and practices and the techniques used in planning, composing, editing and placement of publicity advertising and broadcast materials. •Must have knowledge of the publicity requirements of press, radio, television and available outlets for information. •Ability to coordinate various projects, assess needs and establish goals through a variety of marketing strategies. •Must have excellent verbal, written and presentation skills. •Ability to establish cooperative working relationships with persons contacted in the course of performing assigned duties. •Must have the ability to edit and analyze public information material written by others.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Job: Communications/Marketing

Primary Location: District Office

Employee Type: Full Time | Regular

Union Code: N/A

Job Posting: Dec 22, 2014, 9:47:03 AM

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

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## **College Library Assistant I -Part-Time - TRU0000341**

Primary Objective: Under immediate supervision, performs routine clerical duties relating to the operations of a college library; and performs related duties as required.

### **DUTIES & RESPONSIBILITIES:**

- Prepares a variety of library materials including catalog cards, order forms, book cards and overdue notices.
- Maintains computerized catalogs, book orders and other library records.
- Prepares delinquent book notices and notifies patrons of overdue books and materials.
- Computes and collects overdue fines from patrons.
- Answers telephones and provides general information.
- Sorts and distributes incoming mail.
- Assists at the circulation desk, charging and discharging books and materials.
- Operates appropriate library equipment.
- Performs minor repairs on library materials (such as tightening hinges and replacing or mending mutilated pages). •Performs other duties as assigned.

### **Qualifications**

- Graduation from high school or the equivalent and one year of general clerical and keyboarding experience; or an equivalent combination of training and experience.
- Knowledge of basic office procedures and some knowledge of library clerical procedures. Some knowledge of alphabetical and numeric filing systems.
- Ability to keyboard forty words per minute. Ability to follow oral and written instructions and the ability to operate a personal computer and basic library equipment.
- Physical ability to perform manual tasks.
- Skill in basic filing and in operating simple office machines. Skill in applying routine clerical library procedures. •Good verbal communication skills.

Must be able to work two (2) evenings (until 9 pm), and able to work on every third Saturday.

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

Job: Library  
Primary Location: Truman College  
Employee Type: Part Time | Regular  
Union Code: 1708 - PT  
Job Posting: Dec 18, 2014, 9:45:31 AM

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

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## **College Clerical Assistant I - PT (Student Development) - HAR0000323**

### 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.

- 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.
- 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.

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

Job: Clerical/Secretaries

Primary Location: Harold Washington College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Dec 17, 2014, 9:35:12 AM

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

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## **Reading Faculty - Full Time, Tenure Track - MAL0000406**

### Duties and Responsibilities

This is an exciting time in the history of City Colleges of Chicago (CCC), the largest community college system in Illinois and among the largest in the nation. CCC has launched Reinvention, a nationally recognized initiative to ensure even greater student success and outcomes across the system.

Consider being a part of CCC's transformation and join the 5,800 faculty and staff who serve 120,000 students at seven campuses and six satellite sites city-wide. At CCC, employees contribute to the success of our students while enjoying competitive compensation and outstanding benefits packages.

Perks of this Role: Excellent Benefits at a low cost; Investment plans 403(b) & 457(b); SURS Retirement Plan; Generous vacation, holidays, personal and sick days; Tuition Reimbursement. For a more detailed overview of benefits please visit our benefits page.

You must demonstrate excellence in teaching, commitment to integrating new technologies in the learning process and the ability to inspire, motivate and empower students to succeed.

You are required to post your syllabi on Blackboard and to enter your final grades online in PeopleSoft.

### Qualifications

M. A. in Reading or M.A. in Linguistics or M.Ed. in Adult Literacy–Reading or M. A. and 15 graduate hours in Reading or M.S.Ed. in Curriculum and Instruction (with an emphasis on Literacy/Reading).

We prefer candidates with knowledge of the Blackboard Learning Management System.

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

Job: Faculty

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: 1600Facly

Job Posting: Dec 22, 2014, 12:53:58 PM

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

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