



**Part Time Service Agent (Car Detailer) Chicago National\Alamo (Enterprise)**

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

*The position is based at 203 N LA SALLE ST CHICAGO IL 60601*

**Responsibilities:**

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Vacuum, add air freshener and clean vehicle interior (some stain removal may be required) Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle  
Verify appropriate stickers are attached to vehicle (registration, plates, etc.)  
May be responsible for maintaining an inventory of cleaning supplies  
May assist with local automobile deliveries  
Perform miscellaneous job-related duties as assigned  
Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old  
Must have 1 year of prior work experience  
Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years  
No drug or alcohol related conviction on driving record in the past 3 years  
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.  
Must be willing to work for a non-negotiable wage of \$8.25/hr.  
Apart from Religious observances you must be able to work one of the following schedules:  
Monday - Friday: 4:00pm-8:00pm  
Sunday: 12:00pm-5:00pm

Apply online at [http://careers.enterprise.com/illinois/car-detailing/jobid6007598-part-time-service-agent-\(car-detailer\)-chicago-national\\_alamo-\(enterprise\)-jobs](http://careers.enterprise.com/illinois/car-detailing/jobid6007598-part-time-service-agent-(car-detailer)-chicago-national_alamo-(enterprise)-jobs)

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## **Part Time Service Agent (Car Detailer) West Loop Autobody (Enterprise)**

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

*The position is based at 318 S. MORGAN CHICAGO IL 60607*

### Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires.

Clean vehicle exterior by hand, brush or by operating washing equipment

Vacuum, add air freshener and clean vehicle interior (some stain removal may be required)

Determine need for and add windshield fluid, gas, oil, water and antifreeze

Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### Qualifications:

Must be at least 18 years old

Must have 1 year of prior work experience

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

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

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

Must be willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work one of the following schedules:

Monday - Friday: 1:00pm - 6:00pm

Apply online at [http://careers.enterprise.com/illinois/car-detailing/jobid5957510-part-time-service-agent-\(car-detailer\)-west-loop-autobody-\(enterprise\)-jobs](http://careers.enterprise.com/illinois/car-detailing/jobid5957510-part-time-service-agent-(car-detailer)-west-loop-autobody-(enterprise)-jobs)

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## **Part Time Service Agent LaGrange (Enterprise)**

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner. The starting salary for this position is \$8.25/hr.

*This position is located at: 5508 S LA GRANGE RD, COUNTRYSIDE, IL 60525*

### **Responsibilities:**

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required) Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.) May be responsible for maintaining an inventory of cleaning supplies. May assist with local automobile deliveries. Perform miscellaneous job-related duties as assigned  
Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### **Qualifications:**

Must be at least 18 years old. Must have one year of prior work experience.  
Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years  
No drug or alcohol related conviction on driving record in the past 3 years  
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.  
Must be willing to work for 8.25/hr.  
Must be willing to work up to 25 hours/week.  
Apart from religious observations, must be able to work the following schedule:  
Monday - Friday: 3:00pm - 8:00pm  
Saturday: 8:00am - 3:00pm  
Sunday: 10:00am - 3:00pm

Apply online at [http://careers.enterprise.com/illinois/car-detailing/jobid5695927-part-time-service-agent-lagrange-\(enterprise\)-jobs](http://careers.enterprise.com/illinois/car-detailing/jobid5695927-part-time-service-agent-lagrange-(enterprise)-jobs)

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**Part Time Service Agent (Car Detailer) Evanston (Enterprise)enterprise logo**

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

The position is based at 1810 Maple Ave., Evanston, IL 60202

Benefits included with this position are:

- \*Fun and friendly environment
- \*401k and Profit Sharing with employer contribution
- \*Car Rental Discounts
- \*Vehicle Purchasing Discounts
- \*Earned Paid Days Off (after one year of cumulative service) Finish

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required) Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.) May be responsible for maintaining an inventory of cleaning supplies. May assist with local automobile deliveries. Perform miscellaneous job-related duties as assigned  
Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

- Must be at least 18 years old. Must have 1 year of prior work experience
- Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years
- No drug or alcohol related conviction on driving record in the past 3 years
- Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.
- Must be willing to work for a non-negotiable wage of \$9.00/hr.

Apart from Religious observances you must be able to work the following schedule:

Monday: 7:00am-12:00pm Friday: 7:00am-12:00pm

Saturday: 8:00am-12:00pm

Apply online at [http://careers.enterprise.com/illinois/car-detailing/jobid6764268-part-time-service-agent-\(car-detailer\)-evanston-\(enterprise\)-jobs](http://careers.enterprise.com/illinois/car-detailing/jobid6764268-part-time-service-agent-(car-detailer)-evanston-(enterprise)-jobs)

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**Recreation Leader (Seasonal Day Camp) DISTRICTWIDE Job ID: 1855**

Closing Date: 02/10/2015

Seasonal Only/Recreation Leader (Daycamp)

Date Posted: 1/13/2015

Location: DISTRICTWIDE

Region: Districtwide

Under direct supervision, provides recreational activities for children ages 3 years old and up during the operation of day camp activities. Performs related duties as assigned or required.

**EXAMPLES OF DUTIES:**

Accompany groups of children on field trips to educational institutions, public functions or recreational activities. Provide adult supervision to ensure the safety and well-being of children. Lead and participate in games, drills and agility exercises. Read to children and teach simple painting, drawing, songs and similar recreation activities.

**MINIMUM QUALIFICATIONS:**

**TRAINING AND EXPERIENCE:**

Candidates for this position must be 16 years of age or older on June 15, 2015.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work with individuals or groups of children from ages 3 years old and older; Basic knowledge of childrens' games and recreation activities; Effective oral communication skills; Ability to enforce safety rules; Ability to lead physical, recreational and leisure activities; Ability to exercise good judgment.

Union: SEIU Local 73

FLSA: Nonexempt

Career Service

EEO: Paraprofessional

SALARY: \$12.22 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Intern - Chief's Office Job ID: 1858**

Closing Date: 01/29/2015

Administrative/Intern (H)

Date Posted: 1/15/2015

Location: Central Administration Building

Date Available: 01/15/2015

Region: Administration

**CHARACTERISTICS OF THE CLASS:** Under supervision, assists in the development, implementation and evaluation of programs and special projects for the Office of the Chiefs. Performs related duties as required.

**EXAMPLE OF DUTIES:**

Responds to telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect information or to follow through with calls initiated by supervisor. Prepares correspondence, memoranda, lists and reports. Maintains data bases. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs research, analysis, handles correspondence. Collects and reviews data. Assists in planning special events, assists with material preparation for meetings, programs and events. May develop methods of analysis and reports for program and project evaluation. Works with regions and park staff on project development and events.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:** High School graduation or equivalent, One year of experience in a business office is preferred. Knowledge of Microsoft Office, Excel and Word preferred. A Bachelor's degree and experience in research, planning, analytics and evaluation is desirable. Social media experience is desirable.

**Knowledge, Skills and Abilities:** Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$15.00 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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## **Part-Time Project & Curriculum Coordinator**

Posted Date 1/8/2015

Requisition # 18448

Position Type Part-Time

Salaried/Hourly Hourly

Department The University Center for Writing-based Learning Campus Lincoln Park Campus

Location US-IL-Chicago

### General Summary

The Project & Curriculum Coordinator will assist with the Writing Fellows Program Director with planning, oversight, and maintenance of the Writing Fellows Program. The Coordinator helps ensure that the peer writing tutors who work as Writing Fellows are properly trained, that the faculty working with Writing Fellows are supported, and that the Head Writing Fellows (student leaders) have clear guidelines and regular feedback. This is a 20 hours/week position.

### 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.

### Mandated Reporting of Child Abuse & Neglect:

Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

For more information about the Illinois Abused and Neglected Child Reporting Act, please visit: [http://www.state.il.us/dcfs/about/ab\\_about.shtml](http://www.state.il.us/dcfs/about/ab_about.shtml)

DePaul University is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at <https://parttime-depaul.icims.com/jobs/18448/part-time-project%26curriculum-coordinator/job>

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**Job Title: Budget Administrator**

Department: Research & Clinical Trials Central Ops

Shift: 1st

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

Specialty: Clinical Trials

Job Number: 2015-0015

**Job Description:**

Budget Administrator

Rush University Medical Center announces its search for a Budget Administrator to join the Office of Research Affairs at Rush University Medical Center.

This detail-oriented individual will be responsible for clinical research budget development, negotiation and oversight of the coverage analysis process.

The selected candidate will collaborate with staff within the clinical departments to ensure accurate, complete and consistent pricing for procedures and other institutional resources required to conduct clinical trials.

**Knowledge, Skills and Abilities:**

Bachelor's degree required, preferably in healthcare, business administration, economics, finance or accounting or equivalent combination of education and experience.

Two (2) to four (4) years of experience in Research Administration or in a financial analysis/accounting function.

Experience in clinical research budgeting and negotiations for industry sponsored research is highly desired.

Proficiency with Microsoft Excel tables, formatting and basic calculations required.

Excellent written and oral communication skills.

Demonstrated resourcefulness and attention to detail.

**\*\*PLEASE ATTACH RESUME IN MICROSOFT WORD FORMAT FOR FULL CONSIDERATION\*\***

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150116164113&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150116164113&)

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**Job Title: Cashier - Dietary Cafeteria (Full-time)**

Department: Dietary Cafeteria

Shift: 1st

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

Specialty:

Job Number: 2015-0032

**Position Highlights:**

Operates cash register during meal service; reconciles bank at start of shift and bank, cash, meal tickets and register receipts at end of shift.

**Position Qualifications Include:**

High School diploma is required  
Ability to read, write, speak English

Bilingual preferred  
Strong math skills

Illinois Department of Public Health & City of Chicago Sanitation Certification required within three months of hire.

Minimum of one year experience as cashier in a high volume foodservice operation  
Interpersonal skills, customer service oriented, problem solving

Ability to exert 25 pounds of effort to push or pull a cart,  
Ability to lift and carry 40 pounds minimum,

Stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, cash register keyboard,

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

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150116164257&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150116164257&)

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**Job Title: Food Service Assistant 1- Patient Services (Part-time)**

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

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

Specialty: Food Service

Job Number: 2015-0007

THIS IS A PART TIME POSITION WITH A ROTATING SHIFT. YOU MUST BE AVAILABLE FROM 4:00AM TILL 10:00PM.

**Position Highlights:**

This Food Service Assistant assembles, operates, and maintains food service supplies and equipment. Assists in tray assembly, loads carts, disposes of garbage and performs various cleaning duties. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High School Diploma or GED equivalent required.

Previous front line foodservice experience preferred.

Ability to communicate verbally and in writing in English is required.

Ability to demonstrate reading ability required.

Ability to demonstrate basic math skills required.

Good interpersonal and solid customer service skills required.

Able to operate foodservice equipment such as dish-machine, scrubber, etc required.

Ability to lift boxes/food weighing up to 65 pounds with or without accommodation required.

Work demands 100% walking and/or standing to include- standing in place for extended periods, stooping, bending, lifting, pushing and pulling.

Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet).

Ability to work close to hot equipment with potential exposure to broken glass, steam, moving belts, etc. required.

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

Apply online at

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**Job Title: RN Float Women's and Children's**

Department: Women & Child Nursing Adm

Shift: 3rd

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

Specialty: Maternal-Child Nursing

Job Number: 2015-0035

**Job Description:**

Are you an RN passionate about bringing your expertise to established maternal child units at a leading academic medical center. If so, you are the right candidate for our part-time RN Maternal Child Float Pool position!

**Position Highlights:**

As a member of the Maternal Child Float Pool you will receive an excellent preceptor orientation

Cross training in our Pediatric, Pediatric ICU, Neonatal Intensive Care Unit, New Life Family Center (high risk antepartum, postpartum, well-baby nursery) and Labor and Delivery units

Once orientation is complete you will rotate between 3 and 5 units experiencing a wide range of specialties.

12 hour shifts, 7P-7A, 48 hours per pay period

Part-time benefits including tuition assistance, PTO and insurances

**Position Qualifications Include:**

Current State of Illinois Registered Nurse Licensure

BSN or MSN

Two years Maternal Child Nursing experience (OB-Peds-NICU)

Ability to work night shifts (7P-7A)

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150116164515&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150116164515&)

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## **Technical Support Specialist, Sr.**

Posted Date 1/15/2015

Requisition # 18449

Position Type Full-Time

Salaried/Hourly Non-Exempt

Category CDM Department CDM

Campus Loop Campus Location US-IL-Chicago

General Summary: Reporting to the Technical Director, the Technical Support Specialist, Sr. will be responsible for managing CDM technical resources and help-desk as well as dealing with CDM technical requests from maintaining instructional and research equipment laboratories, faculty and staff computing resources/computers as well as troubleshooting networks.

Minimum Requirements •Bachelor's Degree (B.S.) in Computer Science or related field. •1-2 years related experience and/or training. •Extensive experience with MS-Windows Workstation and server-based computer systems and applications software. •Extensive knowledge of Active Directory, Group Policy, Scripting Experience. •Experience with imaging computers en masse and using various imaging software. •Some Unix/Linux experience. •Ability to lift and/or move up to 10 pounds and occasional lift and/or move up to 40 pounds. •Ability to work and learn independently and convey results to colleagues in timely fashion. •Ability to manage several troubleshooting processes at once. •Must have excellent communication skills. •Ability to prioritize emergency equipment situations. •Ability to deal calmly and efficiently with dissatisfied users. •Knowledge of industry terminology, pricing strategies, and compatibility issues. •Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. •Ability to effectively present information to faculty and staff. •Ability to periodically work evening and weekend hours, as required.

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. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at <https://jobs-depaul.icims.com/jobs/18449/technical-support-specialist%2c-sr./job>

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**Truck Driver, Class A - Full Time - Home Daily - Melrose Park, IL**

Requisition ID 2014-12852

Primary State/Province IL

Primary City MELROSE PARK

Category Drivers Additional Work

Locations ..Employment Type Regular - Full Time (4)

Travel Requirements Driver Position Code 0601

**SAFETY IS A PRIORITY AT RYDER!** In order to be considered you cannot have more than a combination of 2 tickets/accidents in the last three years

Please note: In order to be considered for employment with Ryder as a Class A Driver – you must meet one of the experience levels listed below: This experience must be verifiable & the driving experience must be in a Tractor Trailer, Combination Unit 9 months experience within the past 3 years, OR 2 years' experience within the last 5 years, OR 5 years' experience within the last 10 years

As a driver, you're important everywhere you go. Businesses and customers are excited to see you. You help companies get their products to the people who need them. And, when you drive a Ryder Truck, you play an important part in keeping the economy moving. People around the world rely on you everyday to keep their businesses running smoothly. Ryder drivers earn excellent money, get paid weekly and enjoy a great benefits package which includes medical, dental, prescription and vision insurance, 401(k), discount employee stock purchase program, credit union and much more. If you are ready to take the next step in your career, we invite you to apply today.

Requirements: •Minimum 22 years of age •Minimum of 9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications

ADDITIONAL REQUIREMENTS:•Ability to follow written and/or oral instructions

•Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Responsibilities: This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service. Additional Responsibilities include, but are not limited to: •Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines •Detecting and eliminating or minimizing safety hazards Maintaining accurate records and logs •Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer •Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability

Apply online at <https://driver-ryder.icims.com/jobs/12852/truck-driver%2c-class-a---full-time---home-daily---melrose-park%2c-il/job>

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**Diesel Mechanic Wanted! Top Pay! Growth Opportunity! Great Benefits!**

Requisition ID 2014-13041

Job Locations US-IL-CHICAGO

Category Technicians/Service Employees

Employment Type Regular - Full Time (4)

Travel Requirements 0% Position Code 7006 Opportunity Details:

**Position Description:** Under close supervision, this position performs minor to average routine maintenance and repair services on different types of vehicles. Works with the assistance of a T3, T4, TIC, SS or SM, when performing highly technical and superior diagnostic type repairs. Task assignments are directed by shop management to encourage development in a productive manner. The T2 Technician performs minor to average repairs and routine maintenance under limited supervision. The T2 may be assigned to work/train directly with a T3 or T4.

- Requirements:**
- High school diploma or equivalent
  - Post-secondary vocational education strongly preferred
  - Must have minimum tools required as outlined in Maintenance policy 2.02

**ADDITIONAL REQUIREMENTS:** •Must have a valid driver's license •Valid CDL (license A) is highly desired; mandatory in some locations •Must possess state license as required

This position requires for you to drive Ryder vehicles. In order to become a Ryder employee you must:

- Pass a Ryder initiated drug and alcohol screening test
- Pass a regulatory agency (DOT) specific physical examination
- Pass a Ryder road test
- Provide appropriate CDL and endorsements for the position
- Verify competency in critical skill areas for the specific driving position (e.g., hazmat, doubles, frequent backing)
- Skill Area: Suspension-Chassis and Cab
  - Identify makes and models
  - Identify normal operation
  - Identify and repair air leaks
  - Identify malfunctions and make basic repairs (broken springs, excessive wear on bushings, etc.) with moderate supervision
- Skill Area: Vehicle Coupling System (PM)
  - Lubricate fifth wheel plate and slider mechanism
  - Operate slider mechanism

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace.

All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

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**Job Title Property Accountant I**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Budget & Treasury

**Position Summary**

Salary to be determined by the selected candidate's experience and qualifications.

Prepares various basic schedules, accounting statements, financial reports and journal entries. Compiles accounting data and financial information as required.

**Primary duties and Responsibilities:** Compiles accounting data and financial information used in the preparation of accounting journals and books of original entry. Prepares basic journal entries and adjustments. Maintains various accounting records and files. Required to be competent in the recording and posting of journal entries, and the preparation of financial statements. Required to possess a suitable temperament and disposition to maintain amiable relations with various levels of Authority personnel and outside contacts. Performs related duties as assigned.

**Qualifications**

**EDUCATION/EXPERIENCE REQUIREMENTS:** Required to possess a Bachelor's Degree in Accounting, Finance or a business related field.

**PHYSICAL REQUIREMENTS:** May be required to travel to various field locations as part of scheduled property and storeroom inventories, or on special project assignments. Working conditions will vary depending on location assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Must have knowledge of generally accepted accounting principles (GAAP). Must have a theoretical knowledge of business related software including Access, Excel, Word, etc.

Applicants, if hired, must comply with CTA's residency ordinance.

**CTA IS AN EQUAL OPPORTUNITY EMPLOYER**

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**Job Title HR Assistant, Drug & Alcohol Compliance**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department HR Operations, GM

**Position Summary**

SALARY TARGET IS \$45,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Under direct supervision, provides administrative support for the Drug and Alcohol Testing process, including processing paperwork, record keeping, data input, status reporting, vendor liaison, and gathering and communicating results to hiring managers.

Primary duties and Responsibilities: Compiles and audits all incoming drug and alcohol testing paperwork for quality control. Monitors posting of website test results and troubleshoots as needed to ensure accuracy and timely results of all tests. Compiles test results for DAPM to review and to determine further steps in discipline action. Assist with DOT Field audits for compliance and compiles reports for management to address. Compiles information from applicants' transitional employees' files in response to audits, grievances, law suits or other inquiries. Assists with bill payments and troubleshoots various vendor accounts. Performs other duties as might be assigned.

EDUCATION/EXPERIENCE REQUIREMENTS: Bachelor's Degree in any field, or a combination of training and experience relating to this position.

PHYSICAL DEMANDS: Requires sitting for extended period of time, standing, visual acumen. Manual dexterity and fingering for working with computer key boards.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Microsoft Office products (Word, Excel, etc.). Strong customer service skills. Strong verbal and oral communication skills. Familiarity with the Department of Transportation policies and regulations preferred.

Applicants, if hired, must comply with CTA's residency ordinance.

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**Job Title Senior Coordinator, Video Systems**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Network Systems Support

**Position Summary**

Salary to be determined by the selected candidate's experience and qualifications. Under general supervision, coordinates the maintenance and support of video recording systems, client PCs, video analytics, and diagnostic tools. Acts as the primary point of contact for all video system users.

**EDUCATION/EXPERIENCE REQUIREMENTS:** Bachelor's degree in Information Technology or a related field or, an equivalent combination of education and experience. Five (5) years of experience relating to this position. Enterprise network video experience including design, implementation, and operational support.

**PHYSICAL REQUIREMENTS:** Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer key boards. Light physical effort required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Detailed knowledge of Windows and Windows products including Windows Server and Windows XP, personal computer software set up and installation, and PC connectivity and products. General knowledge of the video system use by the CTA. Advanced technical skills working with video systems. Good analytical and problem solving skills. Good oral and written communications skills. Good interpersonal skills. Ability to design, develop, and support CTA's video system.

Applicants, if hired, must comply with CTA's residency ordinance.

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**Job Title: Business Manager**

Agency: Juvenile Justice

Closing Date/Time: Mon. 01/26/15 3:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IDJJ-27-15-15-0200

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Business Administrator (PSA) performs responsible managerial duties in the planning, directing, and coordinating of purchasing, vouching, and supply functions; certifies facility policies; comply with Comptroller's Uniform Standard Accounting System (CUSAS), State Purchasing Act, and Department of Juvenile Justice (IDJJ) Fiscal Directives; serves as working supervisor.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of college with a major in Business Administration or a related field; requires two years professional business experience such as might be obtained as a Business Administrative Specialist; or successful completion of a training course approved by the agency; requires extensive knowledge of the fundamental principles of modern business administration; requires extensive knowledge of the functions of state government and the employing agency.

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

Work Location: Illinois Youth Center - St. Charles

3825 Campton Hills Road St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S. / Human Resources Representative

3825 Campton Hills Road St. Charles, IL 60175

630-584-0506 ext. 519 630-584-1014 (fax)

[susan.swegle@doc.illinois.gov](mailto:susan.swegle@doc.illinois.gov)

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

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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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**Job Title: Support Service Worker**

Agency: Human Services

Closing Date/Time: Mon. 01/26/15 5:00 PM Central Time

Salary: \$2,761.00 - \$3,389.00 monthly Job Type: Full-Time

Location: Cook County Zone 3, Illinois Number of Vacancies: 01

Plan/BU: RC009 Bid ID#: 10-72-87999

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision performs routine housekeeping functions, which are within prescribed procedures on two homes per day. Performs manual tasks such as mopping, scrubbing, dusting and polishing of floors in assigned areas. Performs tasks such as dusting, polishing and cleaning furniture, woodwork, vents fixtures and equipment, washing windows, cleaning window sills inside and outside. Operates equipment and materials required in daily function, responsible for the care and storage of equipment and materials. Responsible for maintaining a clean and aseptic condition at all times in the assigned area, kitchen bathing and toileting areas to insure that sanitation standards are met. Functions interchangeably with other house keeping personnel. The Support Service Worker is also responsible for reporting items needing repairs such as electrical equipment, plumbing, etc. on the assigned work area. Responsible for maintaining adequate housekeeping supplies on assigned area, notifies supervisor when re-ordering of supplies is needed. Performs other duties as required or assigned, within the scope of this classification.

Minimum Requirements: Requires knowledge, of cleaning supplies, toxic and non-toxic.

Requires the ability to operate manual housekeeping machinery and equipment

Work Hours & Location/Agency Contact: WORK HOURS: Mon -Fri 8:00 AM -4:30 PM

WORK LOCATION: Elisabeth Ludeman Center

114 N. Orchard Drive Park Forest, IL 60466

CONTACT PERSON: Alice M. Chambers /Human Resources Representative

Elisabeth Ludeman Center 114 North Orchard Drive Park Forest, IL 60466

708-283-3015

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

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