



Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today.

Apply online at <https://www.amctheatres.com/careers/theatre-crew/usher>

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Dishwasher

As a Dishwasher, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You maintain clean and sanitary conditions of all cooking utensils, flatware, china, and stemware. In addition, you maintain a clean and safe environment in all back-of-house areas. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Clean and sanitize all cooking utensils, flatware, china, stemware and workstation throughout the shift.

Sweep and mop the stockrooms and walk-in refrigerator nightly.

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you help run a food and beverage operation like a well-oiled machine?

As a Dishwasher at AMC, you'll need to demonstrate:

Ability to work at a fast pace while standing for long periods of time.

Complete basic food handling training and obtain any local or state mandated certification.

Possess good verbal communication skills.

Ability to follow instructions on safe use of all chemicals/cleaning materials.

Ability to work with minimal supervision.

Ability to, walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If making a difference, receiving great benefits and having fun matter to you, apply today!

Apply online at <https://www.amctheatres.com/careers/theatre-crew/dishwasher>

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Server

As a Server, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You accurately take food and beverage orders, relay orders to kitchen for preparation, deliver prepared food to guests, while providing superior guest service. You will also provides a vital link between our guest and the kitchen staff. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.
Possess full knowledge of bar and menu items and be able to make recommendations.
Accurately take food and beverage orders in a timely manner.
Verify guests that purchase alcohol are at least 21 years of age.
Coordinate and assist with reserved seating tactics.
Consistently use suggestive selling techniques.
Collaborate with kitchen staff to ensure that food orders are accurate.
Deliver food and beverage orders within established time frames once the entire order is completed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Server at AMC, you'll need to demonstrate:

Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21). Complete basic food handling training and obtain any local or state mandated certification. Demonstrated ability to provide superior guest service. Have a high aptitude for math and cash handling. Good verbal and written communication skills. Obtain any necessary alcohol service licensing requirements. Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a theatre, great benefits and having fun matter to you, apply today!

Apply online at <https://www.amctheatres.com/careers/theatre-crew/server>

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Supervisor

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast
Maintain facilities that are clean, safe and in good repair
Provide an experience that is comfortable, distraction-free and picture-perfect
Serve fresh, appetizing and properly prepared food and beverages
Assist with other functions as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs
As a Supervisor at an AMC theatre, you'll also be required to demonstrate:

Proven supervisory experience with effective managerial and training skills
Persuasive written and oral communication skills along with strong analytical skills

Ability to effectively delegate and follow up with booth crew members
Proficient guest service, administrative and follow-up skills
Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners

Ability to consistently meet deadlines in a timely fashion
Standing, walking, lifting, twisting and bending on a frequent basis

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today.

Apply online at <https://www.amctheatres.com/careers/theatre-crew/supervisor>

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Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast
Complete ticket purchase transactions by:
Greeting each guest and identifying tickets requested
Reading a computer screen, operating a keyboard or dispensing manual tickets
Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change
Thanking the guest
Ensure the security of all box office cash and tickets
Keep box office clean and well organized and update box office signage
Distribute and understand how to operate assisted moviegoing equipment
Enforce ratings to keep underage guests from accessing auditoriums with adult content
Perform daily box office maintenance duties and complete various reports as needed
Answer questions from guests and resolve any concerns
Assist with other functions as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:
Proficient guest service, administrative and follow-up skills
Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
Ability to communicate and work effectively with guests in high-volume setting
Good verbal communication skills as well as math and cash handling skills
Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today.

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Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items

Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change

Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock

Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms

Perform daily concession maintenance duties

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a concessionist at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Standing, walking, lifting, twisting and bending on a frequent basis

Capability to communicate and work effectively with guests in a high-volume setting

Good verbal communication skills as well as math and cash-handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and

development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If

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Cook

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly.

Perform required sanitation procedures.

Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions.

Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

As a Cook at AMC, you'll need to demonstrate: Proficiency in kitchen operations and execution. Complete food handling training and obtain any local or state mandated certification. Must be able to cook food to recipe standards. Must have working knowledge of U.S. measurements, weight and volume. Ability to follow instructions on safe use of all chemical/cleaning materials. Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines. Ability to stand on feet for an extended period of time. Ability to ascend and descend stairs. Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis. Ability to lift up to 50 pounds and move it 75 yards on a regular basis. Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, health and 401(k) plans, and an employee assistance program. If helping run a high volume kitchen, great benefits and having fun matter to you, apply today!

Apply online at <https://www.amctheatres.com/careers/theatre-crew/cook>

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Busser

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right? Let's break it down into some of your soon-to-be responsibilities:

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.

Assist wait staff and the bussing of tables.

Clear and reset tables both before and after presentation.

Maintain a clean and well stocked bus station at all times.

Assist with crowd control and seating of guests as needed.

Perform exit greetings at auditorium doors at the end of each presentation.

Perform Ticket Taker duties as needed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Busser at AMC , you'll need to demonstrate:

Ability to provide superior guest service.

Possess good verbal communication skills.

Have a general knowledge of theatre policies, prices, menu, and bar selections.

Ability to work with minimal supervision.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today!

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Booth crew member

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors.

You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
Monitor film build-up and tear down process for the highest quality
Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)

Ensure picture-perfect presentations through auditorium and booth evaluations
Identify picture and sound problems and correct accordingly
Execute trailer and pre-feature programming
Assist with other functions and perform other duties as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs

As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills
Ability to consistently meet deadlines in a timely fashion
Standing, walking, lifting, twisting and bending on a frequent basis
Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception
At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today.

Apply online at <https://www.amctheatres.com/careers/theatre-crew/booth-crew-member>

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Bartender

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.
Verify guests that purchase alcohol are at least 21 years of age.
Possess full knowledge of bar and menu items and be able to make recommendations.
Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.
Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.
Ensure that alcohol is consumed in designated areas only.
Set up and maintain appropriate stock levels for the bar.
Assist in placing orders for all liquor and bar related supplies.
Conduct inventory of all liquor and bar related supplies.
At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Bartender at AMC, you'll need to demonstrate:
Provide proof of age (21 or older).
Possess basic food handling training and obtain any local or state mandated certification.
Success in a high volume bar environment.
Demonstrated ability to provide superior guest service.
Have a high aptitude for math and cash handling.
Demonstrate excellent verbal and written communication skills.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today!

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Receiving Associate

Location: Chicago, IL

Requisition ID: 557-877994

Posting Date: 1/26/2015

Shift: Flexible Status: Regular

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

MATERIAL HANDLER

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

Ensure the truck is unloaded. Key receive Direct Shipments

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

DIRECT ASSOCIATE

Help receive and sort direct cartons when they arrive

Prepare and finish appropriate paperwork for Direct cartons

Open cartons, sort, hang, and tag products

PROCESSING ASSOCIATE

Take unprocessed garments from Line Handler. Check, ticket, and hang garments

Identify errors in garment count and ticketing

Handle hang sorter cartons and bring to floor staging area

LINE HANDLER

Open boxes, identify items, and debug garments

Direct unprocessed garments to Production Associates

Identify "exceptions" and remove from regular assembly line

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

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

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

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Cashiers Associate

Location: Chicago, IL
Requisition ID: 557-877999
Posting Date: 1/26/2015
Shift: Flexible
Status: Regular

Bring your passion for fashion to today's Burlington Coat Factory.

If you are interested in a career in retail, consider joining one of the largest off price retailers of apparel and home furnishings in the nation.

We always have a large selection of quality name brand merchandise at huge savings; coats, clothing and shoes for the whole family, fashionable accessories, home decor, and everything for baby.

Burlington means one-stop shopping for labels you love at prices you love even more. With more than 450 stores, we're always looking for good talent that can drive results.

Direct Supervisor Job Requirements - Internal Use Only -

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

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

Come join our team. You're going to like it here!

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College Advisor - WIL0000342

JOB SUMMARY

The College Advisor's primary responsibility is to provide comprehensive academic guidance and related support services to current and prospective City Colleges of Chicago students to help each choose education and career goals that are in line with their abilities, interests and aspirations. In addition to monitoring the success of each student, this position 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 transfer to a 4-year university.

Education, Training and Experience • 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. • 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. • Excellent verbal and written communication skills required. The following generally describes the Knowledge, Skills and Abilities required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties

Knowledge, Skills and Ability • Good knowledge of best practices in transfer programs at the community college level • Good knowledge of transfer information resources and CCC's articulation agreements with four year institutions • Knowledge of scholarship availability for transfer students • Knowledge of academic and career advising principles • Knowledge of applicable computer software and applications (e.g. PeopleSoft) • Excellent inter-personal and verbal communication skills • Excellent written communication skills • Strong problem-solving skills • Strong organizational and planning skills • Ability to work within a culturally diverse environment • Ability to work independently as well as lead project teams • Demonstrated ability to improve student success in a higher education setting

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

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

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College Administrative Assistant I (College to Careers) - WIL0000437

Wilbur Wright College
4300 N. Narragansett Ave
Chicago, IL 60634

Overview of the position:

Provide administrative assistance to the Dean of College to Careers and the Associate Dean of Instruction. 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. Documentation preparation for career and technical education grants of \$350,000 and \$15,500. Along with department budget of \$2,300 that included preparing Excel worksheets, coversheet, and appropriate signatures for submission to District Office for approval. Responsible to ascertain grant budgets are loaded and available for purchasing. Communicate grant allocations to department chairpersons and up to thirty career programs via email and memos. Assist in ensuring that grant funds are available for program instruction materials and equipment resulting in student achievement and retention.

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. Proficient knowledge of general office computer software. Knowledge of procurement rules for all career departments and grant expenditure experience. 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.

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Case Worker - Part-Time - MAL0000495

Duties and Responsibilities

This position is responsible for interviewing, evaluating, and enrolling students into CCC educational programs. The position also maintains case files for each student and monitors their progress.

Conducts intake interviews to evaluate students' vocational or educational potential and general eligibility for CCC programs in accordance with grantor's guidelines.

Obtains background information on potential students for the purpose of providing referrals to the appropriate community agencies.

Advises currently enrolled students regarding educational and personal adjustment issues. Assists students with goal maintenance and individualized career planning.

Assists program participants with completion of academic forms and applications.

Retains a compilation of statistics, written reports and correspondence within student files. Prepares monthly mandatory reports for management review.

Attends monthly staff meetings and may serve as liaison to community and state agencies for the purpose of receiving appropriate students services and maintaining good public relations.

Markets the program and recruits students for the program.

Disseminates information and answers questions in regards to the educational program.

Adheres to CCC Customer Service Excellence standards.

Performs other duties as assigned.

Qualifications

Bachelor's Degree in Education, Social Work, Psychology, or a related area required.

A minimum of three year's previous work experience in providing educational services; or an equivalent combination of training and experience.

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!

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Student Services Specialist (2 Positions) - OLI0000302

Duties and Responsibilities

The Olive-Harvey College Office of Student Services is seeking 2 Student Services Specialists!

Perks of this Role: Excellent benefits at a low cost; investment plans 403(b) & 457(b); SURS retirement plan; plus tuition reimbursement/waiver. For a more detailed overview of benefits (447), please visit our benefits page.

PRIMARY OBJECTIVE: This position will have the primary responsibility for Student Support Services (SSS) student's assessment, identification of appropriate services, development of Educational Support Plans, and active student intervention. Assists the Director with identifying students and designing and delivering in-service training for SSS staff. Assists the Director in record-keeping for preparation of progress reports; assist with necessary statistical data to ensure program accountability. Selects appropriate assessment and inventories; administers and interpret diagnostic tests. Utilizes test data and other relevant information and inventories; to design Educational Support Plans (ESP) for each participant. Monitors student progress, meets regularly with SSS participants, and makes revisions to Educational Support Plans as needed to enhance student probability of persistence and graduation. Assists students with preparation and submittal of applications to baccalaureate degree institutions. Coordinates participant referrals to Financial Aid, Career Services, Employment Services, and the Special Needs Office; monitors services participants receive from these centers.

Qualifications

Masters' Degree in Education or Guidance or related subjects plus three years of experience in assessment/advising in a public or private setting serving a multicultural population. Experience in a TRIO program is highly preferred. Previous knowledge in computer database applications as well as other computer software programs. Working knowledge of federal and state financial aid programs. Excellent verbal and written communication required. Ability to communicate semi-complicate information to varied audiences. Must conduct interactions, some of which may be with diverse individuals, in a polite and courteous manner.

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

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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: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: Kankakee 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: 505 S. Schuyler Kankakee, IL 60901

Contact: LORA BUSSE-FLECK
NORTHERN REGION 8 E. GALENA BOULEVARD AURORA, ILLINOIS 60506
FAX: (630) 801-3530

How to Apply:

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

Option SS - Spanish Speaking

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Job Title: Office Assistant - Opt 2 (Timekeeping)

Agency: Corrections

Closing Date/Time: Thu. 02/05/15 4:00 PM Central Time

Salary: \$2,889.00 - \$3,933.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: IDOC29-82-15-0097

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Business Administrator (Public Service Admin.), and guidance of the timekeeping lead worker (Office Associate), performs a variety of difficult clerical duties as the timekeeper at the Stateville Correctional Center and Northern Receiving and Classification Center (NRC); maintains personal 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. Position Number: 30010-29-82-180-32-02

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 alpha-numeric sequencing; requires working knowledge of office practices, procedures and programs; requires working knowledge of spelling, grammar and punctuation; requires working knowledge of basic mathematics; requires ability to follow oral and/or written instructions; requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact: WORK HOURS: 8:00am to 4:00pm Monday through Friday with days off of Saturday and Sunday. LOCATION/AGENCY: IDOC/Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 EMAIL Diana.wysocki@doc.illinois.gov FAX# (815) 727-0838.

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

Option 2 - Typing

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

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

Contact: Employee Services, HCD

100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

Option 1 - General

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Executive Receptionist - Office of the Chancellor - DIS0000549

Duties and Responsibilities

Office of the Chancellor - Special Assistant.

A Special Assistant to the Office of the Chancellor supports the handling of confidential, high level administrative and executive tasks that involve effective communication and interaction with the Chancellor and other executive level employees. A Special Assistant to the Office of the Chancellor must have a strong professional demeanor and must be reliable and trustworthy. This individual is expected to carry out all of the duties of the position in a manner consistent with the mission, strategic plan, and goals of City Colleges of Chicago. Represents the Chancellor in a professional and congenial manner, both internally and externally, as the first contact to all clients, funders, vendors, Board Members, staff, employees, media, etc. by phone, in person, and email.

Supervises and facilitates the safety and security of visitors to the Chancellor's Office.

Acts as the first line of security for the Chancellor's Office.

Adheres to CCC Customer Service Excellence standards.

Performs other duties as assigned.

Qualifications

Bachelor's degree or equivalent combination of education and/or experience required.

Five years progressive business/office experience which includes researching issues; writing drafts, reports, summaries, and other correspondence; and verbally disseminating information.

Extensive computer and software experience, including word processing, spreadsheets, database management, and desktop publishing. Must be able to adapt to computer and software changes as the District continues to upgrade automation.

Demonstrated ability to coordinate a high volume of diverse assignments, effectively handling competing priorities, maintaining a high level of confidentiality, and maintaining attention to detail.

Must be able to work well with employees at all levels of the organization, in addition to individuals working outside of the District. Must be able to handle all situations with tact and diplomacy. Must possess flexibility to adjust to a dynamic work environment.

Must be self-directed and able to prioritize assignments. Must be able to meet assignment deadlines.

High-level of human relations skills, maturity and considerable discretion in handling confidential matters required.

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

We are an equal opportunity and affirmative action employer.

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