



## **Security Officer - OLI0000350**

Olive-Harvey College is Hiring Part-Time Security Officers!

**PRIMARY OBJECTIVE:** Protects and assists college students, faculty, staff, and visitors during an assigned shift. Protects all property of the college and reduces the risk of liability to the college. Enforces state and municipal laws and the rules of the Board of Trustees. Patrols and monitors assigned areas, including buildings, dock areas and parking lots, maintaining a professional appearance at all times. Protects and assists staff, students and visitors. Ensures only authorized individuals with proper identification are allowed in the building/offices. Adheres to and enforces state and municipal laws and the rules of the Board of Trustees. Ensures that all policies and procedures of the District are followed by students, faculty, staff and authorized individuals. Applies force which is reasonable and necessary under the circumstances to protect life and property in compliance with federal and state statutes. Appears in court hearing related to campus incidents when he/she has signed a complaint, is required as a witness, or is served with a subpoena. Reports all incidents on incident report forms prior to completion of shift and notifies supervisor of disturbances and/or irregularities. Operates CCC vehicles for patrol and other assignments, at the discretion of the supervisor. Enforces parking regulations. Responds to sick or injured persons and calls 911 when required. Provides emergency services to their best ability to prevent further harm or injury. Secures access to building and offices. Maintains proper maintenance and handling of security radios and equipment. Performs other duties as assigned.

### Qualifications

Must be an active or retired sworn officer, in good standing with a current or former law enforcement or corrections agency, with at least two years of experience in a law enforcement capacity. Must have a valid driver's license, current CPR and/or first aid certification, and hazardous material training. Completion of a high school diploma or the equivalent, Associates degree or higher preferred. Knowledge of all relevant state statutes and local ordinances. Ability to articulate verbally in a clear and distinct manner during emergency and non-emergency situations. Have a valid driver's license. Ability to make accurate decisions based on observations and perceptions. Must be able to work well with staff and students. Must be able to handle situations with tact, diplomacy, and persuasiveness. Basic knowledge of personal computers and the applicable software. Working knowledge of report writing and ability to learn report codes. Must be self-directed and able to prioritize assignments.

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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## **Janitor (Third Shift) - OLI0000351**

### Primary Objective:

Perform all traditional janitorial work in and around the buildings.  
Dust all ledges, counter tops, files, office equipment, desk and walls.  
Dust mop all hard surfaces.  
Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays.  
Thorough cleaning of all bathroom fixtures and partitions.  
Polishing furniture.  
Metal polishing.  
Hosing and sweeping of sidewalks.  
Trash removal.  
Dismantling and cleaning of light fixtures.  
Operation of vacuum cleaners.  
Cleaning of Venetian blinds (washing & vacuuming).  
Policing of facility and grounds (inside & outside).  
Washing of exterior walls.  
Scraping of gum and other objects form hard surfaces and carpet.  
Spot cleaning furniture or carpet, but not more than 2 hours per day.  
Setting up and /or take down of chairs and tables.  
Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces.  
Operation of compactors and /or balers.  
Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.).  
Performs other duties as assigned.

### Qualifications

Completion of a high school diploma or the equivalent preferred.  
Preference will be given to current temporary janitors at City Colleges of Chicago.  
Must be able to perform all duties listed above.

This is a third shift position. Hours: Monday - Thursday 10:00 p.m. to 6:30 a.m.,  
Friday 3:00 p.m. to 11:30 p.m.

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## **College Data Controller (3 positions) - WIL0000434**

### Duties and Responsibilities

Under supervision, controls, directs and monitors the flow of source of documents for inputting and processing; and performs related duties as required.

**DUTIES & RESPONSIBILITIES:** Inputs sections, building, room, instructor, time, days, & start & ending dates, delivery system and enrollment capacity in both SPAS & People Soft. Contacts Administration and department Chairperson regarding registration discrepancies and inquiries. Maintains registration transaction forms for Administration during registration. Processes changes and requests for adding seats to sections, opens additional classes, cancels classes, and processes student requests to repeat courses. Monitors enrollment for distinctive classes that are designated for unique student populations (Transitional Bilingual Learning Community (TBLC), DePaul Bridge, Northeastern Illinois University teacher Prep partnership, and shadow classes). Monitors staff schedule list for compliance during registration and reports to administration deficiencies and request additional assistance when required. Coordinates the collection of grade rosters from professors throughout the college. Inputs grade changes for all students enrolled during the term on the class list, student history and permanent record card. Ensures that grade changes match in both SPAS & People Soft systems. Notifies student and professor of changes to permanent record. Corrects any clerical errors made when inputting final grades. Enters NSW and ADW in People Soft. Coordinates the preparation, correction and delivery of class list folders to professors. Updates and maintains final class list and attendance rosters. Contacts department administrative assistant, chairperson and/or administration to report missing class lists and final grade reports or omitted pertinent data. Reviews and tallies student attendance through midterm for state reimbursement and audit reviews. Maintains files, answers telephone and copies documents when needed. Adheres to CCC Customer Service Excellence standards. @Performs other duties as needed.

### Qualifications

One year of experience in editing and controlling the flow of documents for computer processing; or an equivalent combination of training and experience. Knowledge, abilities and skill. Good knowledge of office machines. Good knowledge of data systems and the general flow of documents. Good knowledge of recordkeeping procedures. Ability to operate a variety of office machines including remote terminal equipment. Ability to plan and organize data control work. Ability to maintain log books and operating records. Good oral and written communication skills. Skill in the operation of data processing equipment. Skill in the application of techniques of data control.

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## **College Building Services Clerk - DIS0000548**

### Duties and Responsibilities

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.

College Building Services Clerk Under the direction of the Mail Center Supervisor, provide courteous and proficient service to all customers; provide clerical support to the Security, Engineering, and Housekeeping Departments; provide assistance in the delivery of mail services and other building related services.

### Qualifications

Graduation from high school or the equivalent is required, supplemented by one year of clerical or receptionist experience; or an equivalent combination of training and experience. Previous mail processing experience and customer service preferred.

Ability to maintain log of equipment usage and other requests.

Ability to perform storekeeper duties for the Mail Center only.

Ability to take a physical inventory of assigned rooms every four weeks.

Ability to inventory the asset account paper supply monthly.

Ability to create monthly reports on Excel. Ability to handle difficult situations.

Excellent customer service skills and ability to communicate with the public in a courteous and effective manner. Ability to enter, transcribe, record, store, or maintain information in either written or electronic form. Knowledge of USPS services.

Intermediate level computer (PC) skills: MS Word, Excel, web browsing, e-mail.

Good organizational skills. Able to work in a crowded area.

Able to work with constant interruptions.

Able to use a postage machine, electronic scale.

### PHYSICAL QUALIFICATIONS:

Must be able to lift packages, trays and tubes of mail up to 70 pounds.

Must bend, stoop and kneel frequently.

Must be able to spend a large part of the day standing up and moving around.

Must be able to work under pressure from deadlines or goals.

Must be able to work in a stressful environment.

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## **Media Specialist PT (3 Positions) - HAR0000329**

**Duties and Responsibilities:** This position is responsible for coordinating the day-to-day operations of the media department and providing audio-visual (AV) support services that facilitate the presence of technology in the classroom for faculty and students. This position is also responsible for providing AV support for events, meetings, conferences and various other similar activities. Ensures availability of functional equipment for AV requests from faculty and staff, including, but not limited to, resolution requiring laptop/computer set-up, microphone set-up, and usage of control system like Crestron/Amx or Extron for Smart boards and sound systems. Provides recording services for conferences and meetings, as needed, and presentation set-ups using presentation software, as required. May supervise staff and student aides in the provision of AV equipment and software configuration services. Apprises staff of new software, AV, and related resources, and maintains knowledge of technologies in areas of presentation systems, AV equipment, etc. Provides technology support in coordination with other campus based technical resources and district office technical resources as assigned. Coordinates on-campus and off-campus special events and facilitates their success by serving as a liaison between the media department and other departments and personnel. May provide sound reinforcement and lighting in theatre/auditoriums. Prepares and submits help desk tickets to document service requests and technical problems in the classroom. Resolves help desk tickets and service request tickets as assigned. Coordinates repair of AV equipment and hardware covered by third-party vendor maintenance agreements. Manages and supports the integration of media and technology, the maintenance of state-of-the-art media equipment, and requests for media services from students, faculty and staff. Assists with other college initiatives, such as, but not limited to, registration, as needed. Adheres to CCC Customer Service Excellence standards. Performs other duties as assigned, including, but not limited to, adherence to after hours, emergency, holiday and/or on-call schedule.

**Qualifications:** Associate's degree in Information Technology, Computer Science, Data Processing or related area, supplemented by two years of technical experience; or an equivalent combination of education and experience, with a history of progressively increasing responsibility and accomplishments, preferably, in a college or comparable academic setting. Strong technical aptitude and trouble-shooting ability to facilitate proper use of equipment. Working knowledge of and experience with AV equipment, including, but not limited to, Smart boards, projectors, microphones, and related tools. Sound verbal and written communication skills. Great team player and self-starter.

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## **Part-Time Child Development Assistant Teacher - TRU0000350**

### Primary Objective:

Under the supervision of the Teacher, the Assistant Teacher provides instructional, clerical and non-instructional support in the Child Development Center classroom, in order to implement a developmentally appropriate curriculum that is aligned with the educational and philosophical goals of the program.

Provides a safe, healthy environment for children, with a focus on classroom health, hygiene, nutrition, and safety. This includes maintaining a clean and orderly environment for the children; ensuring children attend to personal hygiene/hand washing; teaching children about health and nutrition; and reporting accidents, injuries, and illnesses to parents and supervisors.

### Qualifications

Associate's degree in Child Development, Early Childhood, or equivalent required. Bachelor's Degree preferred. In addition, two years experience with preschool children or an equivalent combination of education and experience is required.

Must have and maintain a warm, supportive attitude towards children.

Must be flexible in receiving assignments and adapting to changes in the program.

Must be willing to accept supervision and continue professional development in the field in order to improve work performance.

Ability to communicate verbally and in writing with children, parents, and other staff members, as well as for documenting children's growth and learning.

Should be able to assist in the creation and implementation of developmentally appropriate lessons, interact positively with children and other staff, and understand and attend to the physical, social, cognitive, health and safety, and emotional needs of the children.

Must be able to work well within a culturally diverse environment with the ability to handle situations with tact and diplomacy.

Ability to operate computers and use applicable software required.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

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## **Testing Specialist - Part Time - DAL0000338**

### Duties and Responsibilities

Assists with the administration of large scale, nationally standardized testing programs, computerized college placement exams or other tests requiring special arrangements.

Ensures the security of the exam environment.

Responsible for setting up/clearing the Exam Room.

Completes documentation related to the exam including tally of examinees.

Inspects admittance documents and personal identification to assure that only authorized persons are admitted to the exam site.

Instructs and monitors examinees to ensure compliance with prescribed rules and to prevent dishonesty or collusion among examinees.

Responsible for the security of confidential exam material and booklets during the exam, constantly aware that all booklets are accounted for, seeing that no one leaves the Exam Room without authorization, and assuring that no examination material is taken from the room.

Assists in clarifying test instructions for candidates.

Collects test materials at end of testing period and enters test results in PeopleSoft, if necessary.

### Qualifications

High school diploma or GED

Completion of one semester of standardized test administration; OR, any equivalent combination of experience, training and/or education approved by Human Resources.

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### **Emergency Services Coordinator**

Job Code: 145075  
Facility: Hartgrove Hospital  
Location: CHICAGO, IL US  
Travel Involved: None  
Job Type: Full Time  
Minimum Education Required: Master's Degree  
Category: Healthcare - Rehabilitation  
FTE: 1

#### Responsibilities include:

Conducts initial intake assessments and establishes provisional diagnosis for patients. Provides accurate and complete information to Hospital Administration and physicians regarding admissions, referrals, discharges, etc. Assure compliance with all applicable laws, codes, rules and regulations that pertain to psychiatric admissions. Establish a provisional diagnosis for patients upon admission. Maintain all data/records regarding the intake and admission process. Possess a strong understanding of department computer systems. Assure the maintenance of a safe and sanitary environment.

#### Requirements:

Masters Degree Required in Social Work, Clinical or Counseling Psychology; or RN, Doctorate preferred.  
Two years experience working within an intake department in a psychiatric hospital setting. LPC, LSW, LCPC, LCSW, RN w/Masters Degree in Psych Nursing; or eligible within one year. Bilingual in both Spanish and English a plus!  
Working knowledge of Illinois Confidentiality Act, Illinois Mental Health Code, EMTALA and ILPA process detailed understanding of psychiatric criteria for various levels of care. Thorough understanding of DSM-IV criteria.  
Computer training/experience, crisis intervention and risk assessment, customer service skills, leadership skills.

#### Benefits:

401(k)  
UHS Stock Purchase Plan  
Health, Dental, & Vision  
Tuition Reimbursement  
Much More

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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### **Mental Health Specialist**

Job Code: 123242  
Facility: Hartgrove Hospital  
Location: CHICAGO, IL US  
Travel Involved: 0-10%  
Job Type: Full Time  
Job Level: Entry Level  
Minimum Education Required: Associate Degree  
Category: Healthcare - Rehabilitation  
FTE: 1.00

The Primary Responsibilities are as follows:

- Run Therapeutic CBT group sessions
- Provide direct patient care under the supervision of a Registered Nurse including patient vital signs, assistance with head to toe assessments and proper clinical documentation
- Maintain a safe and therapeutic milieu including crisis intervention and Q15 observation rounds
- Assure compliance with applicable laws pertaining to psychiatric treatments
- Maintain all patient health data and records

Requirements:

- Prefer Bachelor's degree in Psychology or related disciplines; Associates Degree accepted with applicable years of experience; High School Diploma accepted with 10+ years of experience within the field
- Acute inpatient experience working with children, adolescents and/or adults strongly preferred
- Must possess knowledge of general and psychiatric group processes, therapeutic relationships and processes, age specific growth and development, limit setting, crisis and behavior management
- Must be self motivated, results-oriented individual who is customer focused
- Bilingual (English/Spanish) applicants a plus!

Benefits include:

- Medical, Dental and Vision
- 401k with matching
- UHS Stock Purchase Plan
- Paid Vacation Time
- Flex Spending Accounts
- Much more!!

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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### **Coordinator of Clinical Programming**

Job Code: 142999  
Facility: Hartgrove Hospital  
Location: CHICAGO, IL US  
Travel Involved: 0-10%  
Job Type: Full Time  
Minimum Education Required: Doctorate  
Category: Professionals  
FTE: 1.00

The Hospital is seeking a full-time Coordinator of Clinical Programming to assist with the development and success of all present and new clinical programs. The ideal candidate will have a strong clinical aptitude, exceptional presentation skills and ability to work in a fast paced environment. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities are as follows:

- Develop, implement and monitor all clinical program activities for all in-patient units, and work directly with the Chief Clinical Officer for all new specialty programs
- Provide clinical trainings and presentations to internal and external parties
- Ongoing supervision of specialty programs including documentation auditing, data gathering and interpreting, and action plan development
- Maintain appropriate industry standards to ensure hospital and programs are compliant with all external agencies
- Provide a safe, secure, therapeutic and professional environment at all times
- To lead by example and champion the philosophy of Service Excellence

Job Requirements:

- PsyD or PhD in Psychology or related field strongly preferred. Master's degree along with LCPC or LCSW licensure and strong inpatient experience required
- 4 years clinical experience with a psychiatric mental health population preferred; 2 years' experience in developing clinical programs for child, adolescents and adults
- Knowledge of principles of risk management and performance improvement related to a health care environment
- Must possess knowledge of general and psychiatric principles, working concepts and theory, leadership skills, age specific growth and development, limit setting, as well as crisis and behavioral management
- Fluent in Microsoft suite applications along with strong overall computer skills
- Must be self motivated, results-oriented individual who is customer focused

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## **Sanitation Laborer - 3rd shift-1500155**

### Description

Kraft Foods, a global leader in branded foods and beverages currently has an opening in the Sanitation Department at its Woodstock, IL facility.

The successful candidate will perform duties of general cleaning and sanitizing the production area in accordance with Oscar Mayer's Standing Cleaning Method G001.

Must perform job duties efficiently and safely.

Must follow all Kraft Policies.

Must be able to work in a Team environment and actively contribute to continuous improvement. Shift premium of forty cents (.40) per hour.

Hours of shift are 10:30 p.m. to 7 a.m.)

### Qualifications

Must perform job duties efficiently and safely.

Must follow all Kraft Policies.

Must be able to work in a Team environment and actively contribute to continuous improvement.

Overtime is required.

Must be able to work flex hours at times.

Job : Manufacturing

Primary Location : NA-US-IL-Woodstock

Apply online at <http://www.kraftcareers.com/en-us/hourly-roles>

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**PT Miscellaneous B - 3rd Shift - Champaign, IL-1500204**

**Description**

Production employees are responsible for the daily operation of packaging equipment to produce high quality food products using state of the art technology. Team members are expected to take an active role in the areas of Safety, Quality, and Productivity. Good communication, interpersonal and teambuilding skills are essential. Kraft offers an array of benefits to address every area of your life, to include medical, dental, vision, 401(k) and retirement.

**Qualifications**

Must have a high school diploma or GED  
Some computer skills are necessary  
Prior manufacturing experience will be considered, not required  
Must be able to work weekends and holidays as scheduled

Job: Manufacturing

Primary Location: NA-US-IL-Champaign

Apply online at <http://www.kraftcareers.com/en-us/hourly-roles>

**PT Miscellaneous B - 2nd Shift - Champaign, IL-1500202**

**Description**

Production employees are responsible for the daily operation of packaging equipment to produce high quality food products using state of the art technology. Team members are expected to take an active role in the areas of Safety, Quality, and Productivity. Good communication, interpersonal and teambuilding skills are essential. Kraft offers an array of benefits to address every area of your life, to include medical, dental, vision, 401(k) and retirement.

**Qualifications**

Must have a high school diploma or GED  
Some computer skills are necessary  
Prior manufacturing experience will be considered, not required  
Must be able to work weekends and holidays as scheduled

Job: Manufacturing

Primary Location: NA-US-IL-Champaign

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## **PT Miscellaneous B - 1st Shift - Champaign, IL-1500200**

### Description

Production employees are responsible for the daily operation of packaging equipment to produce high quality food products using state of the art technology. Team members are expected to take an active role in the areas of Safety, Quality, and Productivity. Good communication, interpersonal and teambuilding skills are essential. Kraft offers an array of benefits to address every area of your life, to include medical, dental, vision, 401(k) and retirement.

### Qualifications

Must have a high school diploma or GED  
Some computer skills are necessary  
Prior manufacturing experience will be considered, not required  
Must be able to work weekends and holidays as scheduled

Job : Manufacturing

Primary Location : NA-US-IL-Champaign

Apply online at <http://www.kraftcareers.com/en-us/hourly-roles>

## **Part-time Maintenance Data Coordinator (3)**

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

### Job Description:

Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

### Qualifications:

Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=660](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660)

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## **Maintenance Master Mechanic-1402895**

### Description

The Woodstock facility is looking for an enthusiastic individual with strong problem-solving skills and a willingness to take initiative. You must have experience with boiler, HVAC, ammonia, air compressors and building up-keep. Also desired is a person who has experience and have been exposed to continuous improvement activities. You must work effectively in a team environment but can also demonstrate the ability to work independently. In addition, a Certificate of Apprenticeship and/or certifications will be considered an asset. Strong written and verbal communication skills are also required. Your passion and sense of innovation will ensure you are successful in your role. Knowledge of computer applications (Microsoft Office Suite, SAP) will be considered an asset. Candidates must be available to work a split 1st and 2nd shift. Overtime will be given as needed and willing to work some weekends.

### Qualifications

Perform preventative maintenance, repair, and troubleshooting of building facility including the power-house of the building (i.e. boiler, compressors, cooling towers, air, plumbing, forklifts, and general building). Troubleshoot using electrical and mechanical tools. Fabricate machine parts. Adhere to all GMP's. Follow all safety guidelines.

Actively participate in continuous improvement activities.

Actively participate in capital projects. Perform all equipment fabrication, pipe fitting, plumbing, electrical work, machine shop projects, steam fitting, instrument calibration and refrigeration repair/installation, facility and utility repairs/additions, and new equipment installations. Must have the ability to trouble shoot in areas of electrical, pneumatics, hydraulics, mechanical, refrigeration, steam HVAC, doors, and pic electronics.

Must be familiar with engine and boiler room operation and all water testing procedures. Certification in boiler/engine room desired. Responsible participating with all mechanical personnel in trouble shooting of production machinery and building mechanical. Must communicate willingly w/management, co-workers and outside agents (Engineers, Vendors, Architects, etc,)

Must display leadership to all mechanical personnel.

Must know all allowable maximum working pressures for steam, water, air and ammonia equipment in the plant.

Job : Maintenance & Sanitation

Primary Location : NA-US-IL-Woodstock

Apply online at <http://www.kraftcareers.com/en-us/hourly-roles>

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## **Line Technician - 2nd Shift - Champaign, IL-1500197**

### Description

This position will be responsible for the overall performance of an assigned area.

Primarily concerned with operation and direction of employees in such areas as changeover, start-up, continuous operation, and shutdown of the process.

The line tech should be able to operate, adjust, troubleshoot, clean and repair all equipment in the assigned area.

The line tech monitors all operations in the area to insure that a quality product is produced at maximum effectiveness under the given standards.

They are also responsible for the cleaning of all equipment as assigned.

Frequently required to work overtime as directed by production needs.

### Qualifications

Prior manufacturing experience

Prior maintenance experience to make routine repairs and on-line adjustments

Must have high school diploma or GED

Must have computer skills

Must be able to work overtime on weekends and holidays as necessary

Job : Manufacturing

Primary Location : NA-US-IL-Champaign

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## **Bar Attendant - NoMI Garden/Lounge/ HYATT**

### Description

The Bar Attendant is responsible primarily for ensuring the bars are fully stocked.

This person must have good communication skills as well as the ability to lift a moderate amount of weight.

This is a fast paced position that will involve constant customer interaction.

### Qualifications

A true desire to satisfy the needs of others in a fast paced environment.

Refined verbal communication skills.

Must have physical stamina to lift moderate amounts of weight.

Ability to stand for long periods of time.

Property: Park Hyatt Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Full-time

Job Level: Hourly/Entry Level Employee

Job: Food and Beverage/Culinary

Job Category: Bars/Restaurants/Outlets

Req ID: CHI006710

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006710&LangID=1>

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## **On-Call Nail Technician/NoMI Spa / HYATT**

### Description

We are seeking a Nail Technician to provide a great guest experience while providing nail services.

Excellent communication skills as well as superior customer service are required.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards.

Whether its career opportunities, job enrichment or a supportive work environment; if you are ready for this challenge, then we are ready for you.

### Qualifications

A true desire to satisfy the needs of others in a fast paced environment  
Flexible schedule

Property: Park Hyatt Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: On-call/Casual

Job Level: Hourly/Entry Level Employee

Job: Golf/Health Club/Recreation/Spa

Job Category: Spa

Req ID: CHI006636

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006636&LangID=1>

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## **Part-time Beverage Server Assistant (Busser)-M/X Lounge/ HYATT**

### Description

We believe our customers select Hyatt because of our caring and attentive associates who work hard to provide efficient service and meaningful experiences. We care about our associates and our customers. This is the Hyatt Touch. The Hyatt Regency McCormick Place is currently seeking a Beverage Server Assistant in M/X Lounge.

### Responsibilities include the following:

- Assisting the Cocktail Server in providing excellent service to all guests
- Engaging in casual conversation
- Maintaining an attractive setting

All applicants must have excellent customer service skills. This is a fast-paced environment. Previous food and beverage experience preferred. Must be 21 years of age.

### Qualifications

- Excellent customer service skills
- Must be 21 years of age
- Previous food and beverage experience preferred

Property: Hyatt Regency McCormick Place

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Part-time

Job Level: Hourly/Entry Level Employee

Job: Food and Beverage/Culinary

Job Category: Bars/Restaurants/Outlets

Req ID: CHI006669

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006669&LangID=1>

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### **Administrative Assistant II, Real Estate & Capital Strategy**

Description: Under general guidance, this person will be responsible for providing a variety of administrative assistance in the form of, but not limited to, managing calendars, scheduling meetings, preparing travel itineraries, compiling and analyzing basic information for inclusion in reports or presentation materials, prepares charts, graphs, or tables as necessary, and monitoring email and incoming correspondence. This person will facilitate communications to the staff and gather information as needed as well as liaise with a variety of functions throughout the organization.

Responsibilities: Compose and prepare correspondence as needed. Answer and screen incoming telephone calls for; take messages and as appropriate handle matters on own. Manage active calendar, coordinate meetings and travel, update calendar with colleagues birthdates and milestone anniversaries. Create, organize and maintain manual and computerized file systems and data bases of highly confidential data. Provide backup for counterparts and coordinate schedules for other backup support personnel. Manage department budget, invoice management, vendor relationships and outside resources. Prepare and promptly process business expense reports and payments. Demonstrate a commitment to Hyatt core values (included in all job descriptions). The position responsibilities outlined above are in no way to be construed as all encompassing. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary (included in all job descriptions).

#### Qualifications

Experience: 3 + years administrative experience

Proven ability to project a professional image and shown capability of working independently. Track record of good judgment and critical thinking

Ability to manage multiple, and at times competing, projects

Education: HS Diploma required, some college coursework preferred

Computer Skills: Fluent in MS Office including Word, Excel, PowerPoint and Outlook. For PowerPoint, the ability to adeptly create slides, presentations and charts is required a strong plus.

Property: Real Estate and Development

Company: Hyatt Corporate Office

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Full-time

Job Level: Administrative

Job: Administrative

Req ID: CHI006680

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006680&LangID=1>

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## **Server Assistant/Busser - NoMI Garden/Lounge**

### Description

The Server Assistant/Busser is responsible primarily for assisting the Food Server in serving the guest.

This person must have good communication skills as well as the ability to lift, pull and push moderate weight.

This is a fast paced position with continual customer contact.

### Qualifications

A true desire to satisfy the needs of others in a fast paced environment.

Refined verbal communication skills.

Must have physical stamina to lift moderate amounts of weight.

Ability to stand for long periods of time.

Property: Park Hyatt Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Full-time

Job Level: Hourly/Entry Level Employee

Job: Food and Beverage/Culinary

Job Category: Bars/Restaurants/Outlets

Req ID: CHI006708

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006708&LangID=1>

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