



Coordinator, Grants and Contract

Department of Pharmacy Practice
College of Pharmacy
University of Illinois at Chicago

The Department of Pharmacy Practice in the College of Pharmacy invites applications for Coordinator of Grants and Contracts with an anticipated start date of November 16, 2014. Founded in 1859, our College is the fifth oldest College of Pharmacy in the United States and the oldest entity within the University of Illinois system. Our education and research programs are ranked among the top colleges of pharmacy in the country. The College of Pharmacy is one of six health profession colleges on the UIC campus, one of only five academic health centers in the U.S. with all of the health professions.

This position manages and coordinates finances for funded research and clinical trials programs of the department. Responsibilities include administration of research budgets and related fiscal planning, personnel management, data gathering and analysis, grant writing and reporting. This position also serves as a resource person for the department faculty and liaison for grant-related issues with other campus units and external funding agencies.

Applicants are required to have a Bachelor's degree in Business/Business Administration, Management, Accounting, Finance or a related field (Master's degree preferred). Must have a minimum of 5 years of experience in a research setting or research management with skills in several of the following: grant and contract principles and preparation, knowledge of federal funding source policies/regulations/guidelines (i.e. NIH, FDA, AHRQ), pre-award budget development and grant writing, financial planning, post award reconciliation; electronic proposal submission requirements. Ability to decipher financial and operational reports, award budgets, as well as identify, analyze and solve related problems. Excellent communication, organizational skills.

This search will remain open until position is filled. For fullest consideration, applicants are required to submit a complete application. In addition, candidates must attach curriculum vitae, cover letter, and contact information for three professional references to the online application, via the following link below to the University's online application system by October 23, 2014:

<https://jobs.uic.edu/job-board/job-details?jobID=46091>

The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Operations Officer (O'Hare)

Will manage and provide supervision to overall airport operations. Experience with banking regulations, policies, and procedures; employee development and public relations. Must provide excellent customer service. Bilingual skills a plus.

*All positions listed are in Chicago except where otherwise indicated.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE)

For all career opportunities, please send resume to HR@seawaybank.us.

Tellers (O' Hare Airport, Bronzeville, and Milwaukee) locations

Process transactions, service customers, and balance cash drawer daily. Will process foreign currency requests for airport location. Bilingual skills are a plus. High School diploma and 1-2 yrs of cashier experience is required.

*All positions listed are in Chicago except where otherwise indicated.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE)

For all career opportunities, please send resume to HR@seawaybank.us.

Administrative Assistant

Assistant will establish and maintain courteous contact with customers and assist SVP/Cashier and Operations Officer in resolving customer problems or complaints. Will retrieve documents and return messages for Cashier and Operations Officer. Types employee evaluations, warnings, and status changes for department officers. Will also type interoffice memos, schedules, and letters as assigned. A minimum of 5 yrs. administrative experience is required. Must possess excellent written and oral communication skills. Must also be proficient in Microsoft Word, Excel, and PowerPoint.

*All positions listed are in Chicago except where otherwise indicated.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE)

For all career opportunities, please send resume to HR@seawaybank.us.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Personal Banker (Milwaukee)

Will perform a variety of duties to provide existing and potential customers with efficient and cordial service; including cross-selling bank services to customers. Prior experience in banking, customer service, and cross-selling a must. High school diploma and some college preferred.

*All positions listed are in Chicago except where otherwise indicated.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE)
For all career opportunities, please send resume to HR@seawaybank.us.

Medical Assistant II (Certified)

Department: Family Practice/Residency Training Program
Schedule: Full Time
Shift: Rotation

Job Details:

Reporting to the Manager of Family Medicine Center, assists physicians in the Family Medicine Center by preparing patients for treatment, taking patient medical history, running basic laboratory tests, assisting during patient treatments and providing basic patient instructions. Performs a variety of clerical duties.

Job Specifications:

Successful completion of a Medical Assistant program and must be a Certified Medical Assistant.

One (1) to three (3) years experience as a Medical Assistant is highly desirable.

Pediatric and OB outpatient experience preferred.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=473723

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Office Assistant - Medical Office
Chicago, IL

Responsibilities in this position will include the following:

Prepare and maintain charts for new and existing patients, verify all information is correct and up to date.

Issue Patient Information, Health History and all other pertinent form's to consults / patients as they sign in. Assist consults / patients with the completion of the forms as necessary. Greet patients and escort them to the exam rooms.

Become proficient with VCA's computer hardware and software programs, i.e. VPA and Outlook. Answer the phones, according to VCA policy & procedure.

Input patient transactions into VPA at the time of service. Update patient information, scan insurance card/picture ID, enter office notes, charges and payment information.

Verify and update patient's insurance benefits and assist the team in obtaining authorizations. Assist the team with Accounts Receivable to ensure clinic is within company target – collection at time of service and insurance follow up.

Become proficient with, and be prepared to assist the OM and team in all practice building functions of the clinic to ensure all company targets are met- including inquiry/consult conversion, consult/initial conversion, map conversion, 2nd leg starts and non-convert follow-up. Become familiar with, and be prepared to, complete and transmit all daily, weekly and monthly financial reports.

Be prepared to close-out the clinic at the end of the day. Daily close should include financial reconciliation, daily deposits, report preparation, transmission.

Be prepared to open the clinic at the beginning of the day.

Be prepared to stagger your schedule with the team to provide continuous administrative support during the patient schedule.

Constantly practice and promote good patient relations.

In the absence of the Office Manager, be prepared to oversee the day-to-day operations of the practice.

All other Duties as assigned by the Office Manager or Regional Manager.

REQUIREMENTS:

College degree preferred

Experience using medical software and patient scheduling systems preferred.

Familiarity with automated office systems

Strong communication, interpersonal, and organizational skills

Excellent patient services skills

Prefer prior experience working in a medical environment

Apply online at

<http://www.hirebridge.com/v3/Jobs/JobDetails.aspx?hbid=17627940240923&cid=6167&source=indeed.com#.VD1ngWddXF8>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Admissions Officer (2)

Posted Date 10/8/2014

Requisition # 18333

Position Type Full-Time

Salaried/Hourly Exempt

Category Other - Other

Department Graduate School of Business

Campus Loop Campus Location US-IL-Chicago

General Summary: The Admissions Officer (2) will report to the Director for Recruitment and Admissions. The Assistant Director is responsible for assisting in the administration of graduate business programs with respect to student recruiting, admissions, and academic advising of new and prospective students. The position will act as liaison with other University colleges/schools in the administration of graduate programs.

Minimum Requirements

- Bachelor's Degree. •2-3 years experience in academic setting.
- Experience with database management (i.e, excel, access, etc.)
- Must have valid driver's license and access to an automobile
- Excellent organizational skills. •Superior interpersonal and communication skills.
- Ability to work independently. •Ability to establish positive interpersonal relationships.
- Ability to periodically work evening and weekend hours, as required.

Preferred Requirements:

- Masters Degree. •Experience with PeopleSoft admissions systems and query tools.

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.

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/18333/admissions-officer-%28%29/job>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Tue. 10/21/14 4:00 PM Central Time

Salary: \$2,761.00 - \$3,389.00 monthly

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 14/032

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Dietary Manager, assists in food preparation, delivery, service and cleanup; provides required sanitation procedures to assure compliance with all regulatory agencies.

Minimum Requirements:

Requires knowledge skill and mental development equivalent to completion of High School. Must attend and pass all mandatory training.

Work Hours & Location/Agency Contact:

Dietary Department
Evening Shift

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141

Fax# 708-338-7078

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).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Academic Advisor (2)

Requisition # 18241

Position Type Full-Time

Salaried/Hourly Exempt

Department Office of Academic Advising

Campus Lincoln Park Campus Location US-IL-Chicago

Principal Duties and Responsibilities

- Provide academic advising services to undeclared and exploratory undergraduate students related to exploring all academic options, course selection, and major declaration.
- Maintain communication with assigned advisees to promote progress toward major declaration and to connect them with relevant resources.
- Collaborate on, design, and offer workshops and programs with various university offices including the Office of Admission, Career Center, and Financial Fitness.
- Serve on appropriate College and University committees related to advising.
- Perform other duties as assigned.

Minimum Requirements

- Bachelor's degree. Master's degree preferred.

- Minimum of two years of experience working with students in a university setting OR Master's degree in higher education, student affairs, counseling, or related area.
- Experience working with undeclared and exploratory undergraduate students preferred.
- Computer proficiency in MS Word, Excel, PowerPoint required.
- Must have public speaking experience and ability to present to large audiences.
- Must have excellent communication (both verbal and written) and interpersonal skills.
- Should have demonstrated knowledge of developmental advising and how to effectively facilitate this process.

Preferred Requirements:

- Master's degree in higher education, student affairs, counseling, or related area.
- Some evening and weekend hours required.

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.

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/18241/academic-advisor-%28%29/job>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Part-Time Temporary Project Coordinator

Requisition # 18358

Position Type Part-Time (Temp)

Salaried/Hourly Non-Exempt

Category Other – Other

Department Steans Center

Campus Lincoln Park Campus

Location US-IL-Chicago

Minimum Requirements

- Bachelors of Science/Masters of Science in Computer Science or a related field of study or equivalent work experience. •Knowledge of ASP.NET(C#).
- Knowledge of ASP.NET MVC 4. •Knowledge of T-SQL/SQL Server.
- Knowledge of JQuery/javascript/Ajax/Json.
- Knowledge of Code First Entity Framework. •Knowledge of Lambda Expression.
- Knowledge of HTML5. •Knowledge of CSS3.
- Knowledge of IOC (Inversion Of Control)/DI(Dependency Injection).
- Knowledge of N Layered Architecture. •Knowledge of MVC.
- Knowledge of OOP. •Knowledge of Design Patterns.
- Proficiency in C#, ASP.NET/ASP.NET MVC and T-SQL/SQL Server.
- Knowledge of with JQuery/javascript/Ajax, Code First Entity Framework, Lambda Expression, HTML5 and CSS3.
- Have an understanding with MVC, OOP, IOC/DI, N Layered Architecture and Design Patterns. •Know CKEditor, FullCalendar, Microsoft.Practices.Unity, Log4net.
- Ability to periodically work evening and weekend hours, as required.

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.

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/18358/part-time-temporary-project-coordinator/job>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Part-Time Meetings & Events Assistant

Requisition # 18345

Functional Title CAA Event Coordinator

Position Type Part-Time

Department Community Outreach

Campus Loop Campus US-IL-Chicago

General Summary

The Part-Time Meetings & Events Assistant will be responsible for helping to manage ongoing CAA events, supporting the DePaul College Prep and Lakeview partnerships and Community Outreach activities, as well as providing general administrative support for the center.

Minimum Requirements •Significant progress toward bachelor's degree.

•Assist with some physical activities such as movement of materials and general program set-up. •Must have a high level of organizational and project management skills. •Must have superior written and oral communication skills and working familiarity with spreadsheet packages such as Excel.

•Ability to periodically work evening and weekend hours, as required.

Preferred Requirements:

•Experience with program delivery and event management.

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.

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/18345/part-time-meetings-%26-events-assistant/job>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Account Specialist

Location: Chicago, IL

The Account Specialist will be assigned accounts, specific to department and/or vendor, and will be responsible for all aspects of procurement and payment for those accounts. He/She will also assist with administrative duties for the Finance department.

The Account Specialist will report to the Financial Operations Manager.

Responsibilities

Review invoice documentation for appropriateness and enter invoice data pertaining to assigned accounts into the ledger system to be processed for payment. Perform review of other account specialist's data entry

Review procurement card statements for accuracy in assignment of expenses and appropriateness of expense

Data entry of purchase requisitions pertaining to assigned accounts and place order with vendor for these purchase requisitions

Initiate follow-up with departments and vendors to resolve questions and outstanding issues with purchase requisitions and/or invoices

Sort Department Mail and scan invoices to be sent to other departments

Maintain files related to vendors, purchase requisitions, invoices, and procurement cards

Other duties as assigned

Qualifications

High school diploma or equivalent is required

Minimum of one to two years experience working in a professional environment, specifically in purchasing or accounts payable is preferred

Efficient use of computer programs

Effective communication skills, both verbal and written

Excellent organization and problem-solving skills

Accuracy and attention to detail are imperative

Apply online at <http://www.fieldmuseum.org/about/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Guest Relations Representative

Location: Chicago, IL

The Guest Relations Department is responsible for providing world-class service to our visitors, generating revenue through ticket sales, and tracking museum attendance.

We are seeking friendly and energetic Guest Relations Representatives to join our team and ensure a positive and memorable experience for our visitors.

We currently have openings for both full-time (37.5 hrs/wk) and seasonal/short-term positions. Seasonal/part-time candidates must be able to work at least 24 hrs/wk.

Responsibilities

- Provide excellent face-to-face customer service for the Museum visitors
- Facilitate the admission process by providing information to visitors as they wait in line
- Monitor and maintain the flow of guests into ticketed exhibitions
- Process ticket orders (cash or credit card) using the Museum's ticketing software
- Provide excellent face-to-face customer service for Museum visitors
- Staff coat check operations - check bags, coats and renting strollers/wheelchairs
- Facilitate the admission process by providing information to visitors as they wait in line.
- Check-in all school/student groups
- Staff the Museum's Siragusa Center - our lunchroom for all student and children groups
- Additional responsibilities as assigned

Qualifications

- HS diploma or equivalency required
- Two to three years of proven customer service experience in a similar environment
- Must be available at least one weekend day per week
- Must possess excellent communication skills
- Familiarity or ability to use Windows-based computer programs
- Must have previous cash-handling experience and excellent math skills
- Must be able to stand, sit and move to different posts throughout a shift.
- This position requires standing for long periods of time (2+ hours)
- Second language is a plus. First aid and/or CPR training a plus

Apply online at <http://www.fieldmuseum.org/about/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Accountant Advanced

Agency: Insurance

Closing Date/Time: Mon. 10/27/14 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DOI 9917

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college With courses in business administration and accounting. Requires two years of professional experience in accounting, external auditing, budgetary planning and control or public accounting. Requires extensive knowledge of accounting and auditing theory, principles, methods and procedures; of laws, rules and regulations relating to state or non-state accounting or auditing procedures. Requires working knowledge of office methods, procedures, standard office accounting machines and equipment. Requires ability to prepare comprehensive accounting reports; to determine violations and noncompliance with the law and to detect and explain significant irregularities; to review detailed work including written or numerical data and to make calculations rapidly and accurately. Requires skill and ability to evaluate more difficult accounting problems and to analyze and interpret more complex accounting records. Requires ability to establish and maintain satisfactory working relationships and to deal tactfully with controversial problems. Prefers working knowledge of Administrative Code 3113, the Illinois Insurance Code and statutes as they apply to the regulation of producers. Prefers knowledge of accounting applications and the ability to type. Requires the ability to travel.

Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Insurance

Producer Regulatory/P&C Products/Chicago 122 S. Michigan Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110 Springfield, IL 62702

217-782-6239 217-782-9925 Fax

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).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Chief Technology Officer

Agency: Illinois Health Information Exchange

Closing Date/Time: Mon. 10/27/14 5:00 PM Central Time

Salary: \$0.00 / Month

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: HIE 9995

Salary To Be Determined Based On Experience

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4 years of college with coursework in management information systems, computer systems, public or business administration. Requires 4 years of responsible administrative experience in computer based management information system. Requires thorough knowledge of management information systems, data base administration, system analysis and computer/communications systems; of management principles and practices; of administrative procedures and processes utilized in organization, fiscal and staff management and budgetary preparation and control. Requires ability to plan, direct and coordinate activities of professional and nonprofessional staff in a major agency program; to analyze and evaluate operations, programs, methods, rules and regulations, and develop, implement and enforce new and revised policies and procedures associated with professional licensing and enforcement program activities; to interpret and apply state policies and procedures in order to implement a major agency program; to develop and maintain effective relationships with other administrators, staff, professional organizations and the general public. Requires travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Health Information Exchange

Executive Staff/Information Technology 100 W. Randolph, Ste 4-750

Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110 Springfield, IL 62702

217-782-6239 217-782-9925 Fax

How to Apply: This position is not covered by the CMS Examining and Counseling testing procedures. ALL interested applicants are to submit a CMS-100 application, college transcripts, and any other pertinent information directly to the Agency Contact above by the close of the posting period.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Health Facilities Surveillance Nurse

Agency: Public Health

Closing Date/Time: Fri. 10/24/14 5:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDPH 81993

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Regional Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Prepares licensure and certification survey/investigation forms, memoranda and reports of findings. Conducts on-site monitoring visits at non-compliant facilities.

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Extensive travel required. Requires excellent computer skills and work experience in word processing.

Work Hours & Location/Agency Contact:

Work Hours & Location: 4 Day Work Week

Office of Health Care Regulations

Division of Long Term Care Field Operations 4212 W. St Charles Rd. Bellwood, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

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).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Public Relations and Community Awareness Director

Location: Chicago, IL

The Public Relations and Community Awareness Director's primary responsibility is to position The Field Museum locally and globally at the forefront of natural history education and research, creating overall awareness of the institution's mission and work across various audience communities, and attracting an increased number of visitors to engage with the Museum. This Director knows the challenge is much greater than pitching stories to media outlets. Their responsibility is to be a creative and disruptive thinker for the organization; someone who finds relevant ways to put the Museum in the center of many different conversations; one who knows how to craft innovative external experiences and messages that capture the public's attention and imagination and make them talk; a person who can help grow and ultimately transform the Museum's exchange with audiences in the Chicago community and beyond.

The Public Relations and Community Awareness Director understands that we cannot wait for audiences to come to us – we must find new ways to go to them. The ideal candidate will be an energetic relationship-builder who is hyper-vigilant in seeking out unique opportunities for the Museum to share its mission and programs. This position sits within the Communications Team and reports to the Director of Communications.

Qualifications

Bachelor's or Master's degree in public relations, journalism, or related field and/or 10+ years experience in PR/Media and Community Relations

Superior written and verbal communication skills as well as attention to detail are critical

Demonstrated budget planning and management experience

Excellent leadership skills with the ability to motivate teams for individual and group growth

Ability to champion ideas, build consensus and listen to others

Deep understanding of emerging and unconventional media channels

Ability to develop and implement strategic plans in a multiple-priority environment

Skill to draw relevant connections between the Museum's work and contemporary trends and public concerns

Capacity to remain calm, thoroughly evaluate situations and create response plans under pressure

A dynamic personality, with the skill to evoke excitement and enthusiasm in others is essential

Apply online at <http://www.fieldmuseum.org/about/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Craftsperson I (Part-time)

Location: Chicago, IL

Under direct supervision of maintenance supervisor, managers and the Facility Planning and Operations director, the Craftsman I is responsible for repair and preventive maintenance duties throughout the museum.

This includes, but is not limited to, exhibition maintenance, handling and care of artifacts, live specimens and a variety of routine tasks ranging from building cleanliness to assistance of higher level maintenance craftsmen in performance of their maintenance duties. This is a part-time position and requires weekend hours.

Responsibilities

Performs preventive maintenance and janitorial duties including: patching, painting, carpentry woodworking, masonry work, cement patching, roof maintenance, change light bulbs

Performs woodworking, metal working and plastic work to build or repair exhibit elements

Move and repair exhibit fixtures, and ensure that exhibit halls and work areas are well maintained

Cleans, repairs and refurbishes existing exhibits, displays and properties

Assists in fabrication, assembly, installation, dismantling and moving of exhibit properties, structures and related materials

Performs other appropriate duties as assigned by immediate supervisor

Qualifications

Possession of vocational/technical high school diploma or equivalent required. Some art schooling is a plus

A minimum of one year related experience, museum or gallery experience, or equivalent combination of training and experience essential to the successful performance of the duties assigned to the position

Apply online at <http://www.fieldmuseum.org/about/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



College Receptionist II (Part-Time) - HUM0000116

Humboldt Park VEC

Duties and Responsibilities

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

Primary Objective:

Under supervision, operates a multiple service telephone console, greets visitors and performs routine clerical duties in an office.

Answers calls and makes the appropriate connections and requested extensions.

Provides callers with information relative to college programs, seminars and registration or provides appropriate referrals; transfers calls to appropriate personnel and takes messages in their absence.

Receives and directs visitors to appropriate college office, department or staff; assists visitors with general inquiries and requests for literature on college programs.

Receives and sorts mail and interoffice correspondence.

Trains new or temporary employees on the use of telephone console.

Types a variety of routine letters and memoranda.

Adheres to CCC Customer Service Excellence standards.

Performs other general duties as assigned.

Qualifications

Graduation from high school or the equivalent, supplemented by one year of clerical or receptionist experience; or an equivalent combination of training and experience.

Knowledge of proper telephone communications and courtesy. Knowledge of office practice and procedures.

Some knowledge of the operations of a multiple service telephone console. Ability to communicate with the public in a courteous and effective manner.

Ability to type a minimum of thirty works per minute.

Ability to perform routine clerical tasks.

Good Customer relations and verbal communication skills.

Skill in basic filing.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=60040>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Receptionist

Job Code : 2304

Location : Chicago IL US 60602

% of Travel Required : None

Job Type : Full Time

Career Level : Entry Level

Education : High School or equivalent

Skill : Administrative Support -> Heavy Phones, Reception/Greeting

Category : Administrative and Support Services

Compensation : From 14 To 14 USD Per Hour

Job Description :

Consider a new career today as a receptionist with IST Management Services, the fastest-growing, national, facilities management company in the industry. The company provides mail and copy services as well as electronic document management software solutions. Founded in 1997, the company has operations in 38 cities and is a two-time recipient of the Human Resources Professional Excellence Award granted by the Society for Human Resource Management.

Benefits Include: Dental, Vision, STD, LTD, Life, 401k, and Paid Time Off.

Job Requirements :

The ideal candidates must be able to demonstrate the following qualifications:

Minimum of 1 year customer service related experience

Minimum of 1 year related experience

Professional appearance and demeanor

Keyboarding and windows environment PC skills

Excellent communication skills both verbal and written

Ability to effectively work individually or in a team environment

Competency in performing multiple functional tasks

Ability to meet employer's attendance policy

Willingness to cross-train for other job functions

Willingness to submit to a pre-employment drug screening and criminal background check

Shift/Hours: First Shift (Day)

Apply online at https://istmanagement.tms.hrdepartment.com/cgi-bin/a/highlightjob.cgi?jobid=2304&referrer=102&site_id=148&view_language=en-US

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Associate - Opt 2

Agency: Juvenile Justice

Closing Date/Time: Tue. 10/14/14 4:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 1 Bid ID#: IDJJ27-00-14-0014

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Juvenile Justice Youth and Family Specialist Supervisor, independently performs a variety of complex, specialized clerical and communication duties; types technical and complex reports and correspondence with specialized terminology; maintains files of violation reports, court cases, warrant dispositions and related reports and logs; maintains confidential juvenile case files; coordinates data input for electronic information including the Juvenile Tracking system(s) and Automated Management Services System (AMS); monitors and transmits electronic correspondence and keeps designated logs and coordinates communications using computers and telecommunications devices including fax machines, cell phones, radios, e-mail, and texting.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires extensive knowledge of office practices, procedures, and programs; requires extensive knowledge of composition, grammar, spelling, and punctuation; requires working knowledge of basic mathematics; requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact:

Work Location: 1010 Dixie Highway Chicago Heights, IL 60411

Work Hours: 8:30 AM to 5:00 PM Mon-Fri

Agency Contact: Robert Huck - Human Resources Representative

Illinois Department of Juvenile Justice 707 N 15th St Springfield IL 62702

217-557-1030 ext. 3025 Fax: 217-557-1107

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Fri. 10/24/14 5:00 PM Central Time

Salary: \$2,845.00 - \$3,519.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC014 Bid ID#: 10-72-85739

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Staff Development Director, this position completes confidential functions for the director of staff development. such as policy and procedural recommendations, routine management reports, performance evaluations and training records, and coordinates and maintains Staff Development training records, and ensure the security of these files. This position will also coordinate the scheduling of classrooms for various training events, ; maintains timekeeping for personnel in training; composes and replies to correspondence, types memorandum, reports, training schedules and training curriculum, attends staff development meetings and takes, transcribes and distributes minutes. Conducts special projects such as gathering instructor evaluations and completing a preliminary report on the data. Establishes employee training files and maintains hard copy documentation and computerized training records of training and issuing training certificates.

Minimum Requirements: Requires general knowledge of rules and regulations, facility policies and procedures; requires the ability to type 60 words per minute. Requires the ability to operate a computer.

Work Hours & Location/Agency Contact:

Work Hours: 8:30-5:00 PM. Monday Thru Friday

Work Location: Elisabeth Ludeman Center

114 N Orchard Drive Park Forest, IL 60466

Contact Person: Alice M. Chambers / Human Resources Representative

114 N. 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 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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others