



ROOSEVELT UNIVERSITY  
DEPARTMENT OF HUMAN & COMMUNITY RENEWAL  
INVITES YOU TO ATTEND OUR

## 2015 FALL CAREER & RESOURCE FAIR

We invite you to attend this **FREE** event to gain information on:

- **Employment Opportunities**
  - Meet with local employers looking to hire immediately
  - Many types of industries
- **Training/Educational Opportunities**
  - Bachelor Degree Programs
  - Certificate Programs
  - Vocational/Trade Skills

*(Construction, Janitorial, Carpentry, Food Service, and Many More)*



**When:** Tuesday October 27th, 2015, 11:00 am – 3:00 pm  
(PLEASE ARRIVE ON TIME WITH RESUMES AND DRESSED PROFESSIONALLY)

**Where:** Roosevelt University Congress Lounge,  
2<sup>nd</sup> Floor of the Auditorium Building  
430 S. Michigan Ave, Chicago IL, 60605

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
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## **Courtesy Bus Driver in Chicago Illinois United States Are you driven to help people?**

As a Courtesy Bus Driver , you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage and inquire whether a customer is a Preferred or a FastBreak member. You will make announcements if you have a Chairman customer and communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our Avis Budget Group team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

### **Compensation & Benefits:**

We provide a full-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D and 401K Savings Plan. Excellence is rewarded at every level. From our best in class recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

### **Basic Qualifications/Minimum Requirements:**

- This location requires a CDL Class B with air brake and passenger endorsements.
- Must have a high school diploma or equivalent
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record with previous driving experience
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database
- Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds

### **We provide you:**

- Competitive pay
  - Medical, Dental, Vision & 401K
  - Full training to learn the business and enhance your professional skills
  - Paid vacations, car rental discounts & much more!
- A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer  
Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/7BD22D245F084A138228ABD41BA6674F/job/>

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**Classification: Engineering Technician V Salary Range: \$5,015 - \$9,155**

Position Title: Utilities Coordinator

Union Position: Yes No

Position Number: PW015-23-51-301-30-01 I

PR#: 40581

Office/Central Bureau/District/Work Address:

Highways/District One/Bureau of Design/201 West Center Court, Schaumburg, IL

**Description Of Duties:**

This position is accountable for the supervision and overall direction of the Utility Unit in the Project Support Section of the Bureau of Design. The incumbent is responsible for researching and discovering utility conflicts and investigating and coordinating utility adjustment to facilitate district highway improvements on the state-maintained highway system, issuing permits and drafting utility agreements for reimbursable adjustments.

Special Qualifications: The following criteria is required:  A valid driver's license

The following criteria is desired:

Knowledge and skill equivalent to the completion of three years of college with the major courses of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering. Additional specialized training will be considered

Twelve years of engineering technician experience under the direction of a professional engineer or equivalent with a minimum of three years in a supervisory position

Extensive experience in utility coordination and the resolution of utility conflict

Knowledge of the preparation and processing of utility permits

Strong oral and written communication skills

Shift/Remarks: 8:00 am – 4:15 pm / Monday –Friday

**\*THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

The deadline for applicants to submit their names for consideration is 4:30 p.m. on Tuesday, October 20, 2015. Applicants will not be accepted after that time and date. Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Tuesday, October 20, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

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## **Lay Away Runner**

Location: Chicago, IL  
Requisition ID: 557-969515  
Posting Date: 10/13/2015  
Shift: Flexible  
Status: Seasonal

**GENERAL PURPOSE OF POSITION:** The Lay Away Runner is responsible for storing and releasing layaway merchandise and overall organization of the layaway desk and storage areas.

### **FOCUS OF POSITION:**

Positively demonstrate the Company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all task  
Deliver excellent customer service and demonstrate a high degree of professionalism.

**SKILLS & COMPETENCIES:** Ability to provide outstanding customer service.  
Ability to process information/merchandise through register system.  
Ability to adjust priorities and manage time wisely in a fast-paced environment.  
Ability to function effectively in a team environment.  
Ability to communicate in a clear, concise, understandable manner and listen attentively to others. Ability to reach, count, and write to accurately complete all documentation. Ability to operate all equipment necessary to perform the job.  
Ability to stand for extended periods, and to move and handle merchandise, which entails lifting, and perform all functions as set forth above.

**REQUIREMENTS:** Previous retail customer service experience within a Bix Box or Specialty environment preferred. Availability to meet minimum scheduling requirements including weeknights and weekend hours. Strong interpersonal, communication, organization and follow-through skills.

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 plus an associate discount.

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

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/lay-away-runner-chicago-illinois-job-5158637>

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### **Cashiers Associate**

Location: Chicago, IL  
Requisition ID: 969400  
Posting Date: 10/9/2015  
Shift: Flexible  
Status: Seasonal

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

#### **RESPONSIBILITIES:**

- ◆ Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service
- ◆ Expedite front lines, direct flow of customers, and ensure that each customer receives outstanding customer service
- ◆ Maintain an awareness of all promotions and advertisements
- ◆ Accurately and efficiently ring on registers and maintain all cash and media at the registers
- ◆ Communicate customer requests to management
- ◆ Enter all media from register into the tally program
- ◆ Maintain orderly appearance of register area and supplies stocked
- ◆ Any other tasks as assigned from time to time by any manager

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 an associate discount.

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

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/cashiers-associate-chicago-illinois-job-5157454>

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### **Stock Merchandise Flow Associate**

Location: Chicago, IL  
Requisition ID: 966930  
Posting Date: 10/2/2015  
Shift: Flexible  
Status: On Call

At Burlington, we know you're looking for a unique and rewarding work experience, one where you can feel like you make a difference. When joining our stores' team, you will be making that difference to your customers, your community and your career! Each one of our associates matters and we recognize each colleague's contributions in a variety of meaningful ways. Our Stocking & Receiving associates can learn new skills and work a flexible schedule which is typically Monday through Friday early mornings. As a Burlington Associate, you will have the opportunity to have fun and work with other dedicated team members while providing a great shopping experience to our customers! Our associates are important to us and are the reason for our success. To support our holiday business, we are looking for people to join our SEASONAL Stock & Merchandise Flow TEAM.

#### **GENERAL PURPOSE OF POSITION/RESPONSIBILITIES:**

As a part of our in-store operations team, a Stock & Merchandise Flow associate will process new merchandise shipments according to Company standards. Responsibilities include: ticketing, moving, conveying merchandise shipments from shipping and receiving platform to a storage or work area. In addition, this role will include timely stocking, merchandising and presentation of new stock receipts on the sales floor.

Our ideal candidates will be self-motivated, team players, who have the desire to succeed. We care about our associates, have a supportive environment that values trust and respect, offer a competitive wage plus a great associate discount! If you are interested in a seasonal opportunity in retail, come join our team. You're going to like it here!

Burlington Stores is an equal opportunity employer committed to workplace diversity.

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/stock-merchandise-flow-associate-chicago-illinois-job-5147943>

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**Purchasing Manager Job ID: 2338**

Closing Date: 10/20/2015

Finance/Purchasing Manager

Date Posted: 10/5/2015

Location: Central Administration - PURCHASING

**CHARACTERISTICS OF THE CLASS:**

Under the direction of the Director of Purchasing, is responsible for managing the small purchases program, under \$10,000 in value and supervising the Buyers in this program. Performs other duties as assigned.

**EXAMPLES OF DUTIES:** Responsible for reviewing and making recommendations to the Director of Purchasing regarding purchase orders under \$10,000. Assists in developing and improving purchasing processes and procedures. Supervises Buyers involved in the small purchases program. Reviews and approves small bids between \$5,000 and \$10,000 to ensure conformance to specifications and established purchasing policies, procedures and criteria. Mediates disputes between vendors and user departments. Performs data analysis and provides status and activity reports regarding the small purchases program. Represents the Park District at meetings, conferences, seminars and community forums regarding the Chicago Park District purchasing. May participate in annual department budget preparation.

**MINIMUM QUALIFICATIONS: TRAINING AND EXPERIENCE:**

Bachelor's degree plus five (5) or more years experience in the procurement of a variety of materials, supplies and services including at least two (2) years in a supervisory capacity or an equivalent combination of training and experience required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Comprehensive knowledge of the legal, financial and technical aspects of procurement;
- Ability to evaluate and determine conformance to contract specifications, quality and price proposal;
- Ability to mediate contract disputes;
- Ability to follow and enforce Chicago Park District rules and regulations;
- Supervisory skills;
- Contract administration and negotiation skills;
- Skill in interpreting and communication purchasing policies;
- Writing skills.
- Knowledge of procurement methods and procedures;

Senior Executive Service EEO: Professional

FLSA: Exempt

Anticipated Salary Offer: \$62,118.38 annually

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Finance>

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## **CASHIER (PART-TIME) Job**

Date: Oct 12, 2015

Location: CHICAGO, IL, US, 60603

*We have an opening for a part-time CASHIER position.*

Location: Chase Tower; JPMorgan Chicago Café; 10 S. Dearborn, Chicago, IL 60603.

Note: online applications accepted only.

Schedule: Open availability; 10:00 am to 4:00 pm.

Requirement: Must have previous cash handling experience.

Summary: Performs cashiering duties, including making cash transactions, verifying cash drawer, giving change, counting cash receipts and completing cash reports. May also perform general food service work. Maintains sanitation standards in the preparation, service and dining room facilities.

### Essential Duties and Responsibilities:

Performs sales transactions in a timely fashion. Enters all sales into the cash register to ensure purchases are accurately recorded. Makes change, accepts declining balance cards and other acceptable forms of payment; issues receipts to customers. Follows standard procedures for issuing cash refunds. Interacts with customers and resolves customer complaints in a friendly, service-oriented manner. Responsible for all assigned change funds and cash receipts ensuring that cash drawer is in compliance with overage/shortage standards. Observes customer purchases in the cafe line and differentiates between standard portions. Replenishes condiments, coffee, other beverages and general supplies while maintaining cleanliness of service areas. Keeps pastry case stocked. Ensures compliance with company service standards and inventory and cash control procedures. Ensures compliance with all sanitation, ServSafe and safety requirements. Performs other duties as assigned.

Qualified candidates must be able to perform the essential functions of this position satisfactorily with or without a reasonable accommodation. Disclaimer: this job post is not necessarily an exhaustive list of all essential responsibilities, skills, tasks, or requirements associated with this position. While this is intended to be an accurate reflection of the position posted, the Company reserves the right to modify or change the essential functions of the job based on business necessity.

Req ID: 40347

Apply online at [https://hourlyjobs.compassgroupcareers.com/job/CHICAGO-CASHIER-%28PART-TIME%29-Job-IL-60603/302291300/?feedId=97700&utm\\_source=Indeed&utm\\_campaign=CompassGroupHoldings\\_Indeed&eresc=Indeed](https://hourlyjobs.compassgroupcareers.com/job/CHICAGO-CASHIER-%28PART-TIME%29-Job-IL-60603/302291300/?feedId=97700&utm_source=Indeed&utm_campaign=CompassGroupHoldings_Indeed&eresc=Indeed)

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**Paralegal/Writer- Immigration Law Firm**  
Scott Immigration Law Group - Chicago, IL

Seeking paralegal with at least two years of U.S. business immigration experience.

Responsibilities include :

- \* Assisting in document review and all aspects of case preparation
- \* Drafting petition forms and support letters
- \* Corresponding with clients and government officials
- \* Managing document collection, deadlines, and case tracking
- \* Assisting with special projects, as necessary.

Requirements:

- \* Microsoft Office proficiency (Word, Excel and Outlook)
- \* Four-year college degree (preferred)
- \* Excellent administrative, organizational, writing and communication skills
- \* At least two years of experience as Business Immigration Paralegal

Fluency in Polish language a plus.

Our office environment is casual (jeans and dog friendly) but our work ethic is professional and entrepreneurial.

Please forward resume, writing sample and salary requirements.

Required experience: Business immigration: 2 years

Apply online at <http://www.indeed.com/cmp/Scott-Immigration-Law-Group/jobs/Paralegal-Writer-72b940a8d5930fac?q=paralegal>

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## **Vehicle Return Associate in Chicago Illinois United States / AVIS**

Our goal is to provide "Best in Class" customer care and to foster life-long customer relationships. That's why we strive to make every customer experience one that leaves a lasting impression. We handle each customer interaction with the utmost professionalism, courtesy and responsiveness.

Your passion for helping customers with their needs - whether it's directing customers as they return their rental car ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the rental vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait - makes you an important part of our Avis Budget Group Team .

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you'll need the following :

High school diploma or equivalent

At least 1 year of prior Customer Service experience

Good communication skills

Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must!

Willingness to learn and help others

Motivation and dependability

Compensation & Benefits:

- We provide you: •Competitive pay
- Medical, Dental, Vision & 401K
- Full training to learn the business and enhance your professional skills
- Paid vacations, car rental discounts & much more!

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer  
Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/3699B794091F430DA0EBAF9BB08E184C/job/>

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### **Rental Sales Associate in CHICAGO Illinois United States / AVIS**

Successful Full Time Rental Sales Associates in this location have the opportunity to earn \$90,000 annually!

As a Rental Sales Associate , you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

At Avis Budget Group , we know your success is our success. In your first weeks, we provide you the training to attain your sales goals and maximize your earning potential by using our proven sales techniques. Additionally, as you move forward in your career, we provide a number of educational opportunities that will develop your skills and prepare you for advancement

#### Compensation & Benefits:

We provide a flexible full-time schedule, hourly base pay PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D and 401K Savings Plan.

#### Basic Qualifications/Minimum Requirements:

- Must have a high school diploma
- At least 6 months of experience in a role where sales and/or customer service were key elements of your duties
- Valid driver's license and a good driving record
- Must be willing and able to work a flexible schedule including nights, weekends and holidays

Basic computer skills in order to enter information into our database In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/40EB5BE547544D78ADA9D79DF8668579/job/>

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## **Vehicle Service Attendant in CHICAGO Illinois United States /AVIS**

In our Vehicle Service Attendant position you will be on your feet all day in a fast pace outdoor environment cleaning the interior and exterior of the vehicles.

You will also perform regular maintenance (non-mechanical services such as check tire pressure, fluid levels, gas the vehicle) in a timely and safe manner.

You will also identify and report vehicle damage. Essential duties and responsibilities will vary.

In order to be considered for this outstanding opportunity you must be willing to work shifts that may include evenings, weekends, and holidays, previous detailing experience is a plus!

### **VEHICLE SERVICE ATTENDANT REQUIREMENTS:**

- Must speak English
- Must be 18 years of age or older
  
- High school diploma or equivalent
- 6 months of prior work experience preferred
  
- Physical ability to move in and out of vehicles
- Effective verbal communication skills to communicate with customers, co-workers and management
  
- Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history
  
- Must be willing to work outdoors in all types of weather conditions
- Ability to work various shifts including weekends, evenings, and holidays

Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant/DC72F2F4330B44F8A5A11F9F09FCCD86/job/>

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### **Customer Service Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of Midway  
4705 W 47th St  
CHICAGO, IL

#### Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

Sun - 9am to 5pm

Mon - 7am to 7pm

Tue - 7am to 7pm

Wed - 7am to 7pm

Thu - 7am to 7pm

Fri - 7am to 8pm

Sat - 7am to 8pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=153124&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=153124&mode=)

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**Reservation Manager**

U-Haul Regional Marketing Offices  
Uhc Chicago S & Sw Suburbs  
11855 S Cicero Ave  
ALSIP, IL

Description:

Direct incoming U-Haul equipment to dealerships and moving centers to fill every confirmed reservation.

Assist in controlling rental equipment inventories within the assigned marketing company geographic area to balance customer requirements with rental equipment supply.

Monitor current competitor rates and maintain inventory records.

Update, review and audit reports which indicate equipment inventory levels, etc.

Work Status:

Moonlighter

Hours Needed:

(These hours may change based on business needs)

- Sun - 9am to 5pm
- Mon - 11am to 7pm
- Tue - 11am to 7pm
- Wed - 11am to 7pm
- Thu - 11am to 7pm
- Fri - 11am to 7pm
- Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=155263&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=155263&mode=)

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### **Hitch Professional**

U-Haul Moving Centers  
U-Haul Moving & Storage of Park Forest  
2210 Western Ave  
PARK FOREST, IL

#### Description:

Be familiar with and able to recommend, sell, and install complete towing packages according to manufacturers' specifications while using good mechanical practices.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

#### Work Status:

Moonlighter/Part-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 5pm

Mon - NA

Tue - 7am to 1pm

Wed - 7am to 1pm

Thu - NA

Fri - NA

Sat - 7am to 5pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=158108&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=158108&mode=)

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### **Facility Maintenance Helper**

U-Haul Regional Marketing Offices  
UHC of Central Chicago  
435 Mannheim Rd  
BELLWOOD, IL

#### Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings. Perform work requiring nailing, sawing, cutting, painting, etc. Use power tools for repetitive operations.

Perform clean-up duties at renovation site. Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

#### Requirements:

A valid driver's license and maintain a good driving record.

#### Work Status:

Moonlighter/Part-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - NA  
Mon - 9am to 5pm  
Tue - 9am to 5pm  
Wed - 9am to 5pm  
Thu - 9am to 5pm  
Fri - 9am to 5pm  
Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=158894&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=158894&mode=)

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sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
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**Police Officer**

Berwyn, Illinois  
Berwyn Police Department  
c/o IOS Recruitment  
1127 S. Mannheim Road, Suite 203  
Westchester, IL 60154  
Phone: 800-343-HIRE  
E-mail: [recruitment@iosolutions.org](mailto:recruitment@iosolutions.org)  
Website: [www.recruitment.iosolutions.org](http://www.recruitment.iosolutions.org)

Starting Salary: \$57,401.27

Application Deadline: 11/11/15

The Berwyn Police Department is currently accepting applications for the position of Police Officer.

Application Deadline:

Wednesday, November 11, 2015 at 4:00 PM

Orientation/Written Exam Date:

Saturday, December 5, 2015 at 8:45 AM

Berwyn IL

Starting Salary: \$57,401.27 plus an excellent benefits package.

Preference Points will be offered at a later date for military, education, and residency.

For more information on minimum requirements, testing, and to purchase an application, please visit: [www.recruitment.iosolutions.org](http://www.recruitment.iosolutions.org)

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**Correctional Officer**

Cook County, Illinois  
Cook County Sheriff's Department  
69 W. Washington Street, Suite 1100  
Chicago, IL 60602  
Phone: 312-603-0170  
Fax: 312-603-9865

E-mail: [sheriff.meritboard@cookcountyil.gov](mailto:sheriff.meritboard@cookcountyil.gov)

Website: [www.cookcountysheriff.org](http://www.cookcountysheriff.org)

Salary: \$50,950 - \$74,770

Population: 5,194,675

Sworn Officers: 3,500

Application Deadline: Until Filled

2015 Cook County Sheriff's

Correctional Officer Application <http://www.cookcountysheriff.org>

**ALL APPLICANTS MUST:**

BE A UNITED STATES CITIZEN

BE 21 YEARS OF AGE OR OLDER OR 20 YEARS OF AGE WITH TWO (2) YEARS OF COLLEGE CREDIT IN LAW ENFORCEMENT FROM AN ACCREDITED COLLEGE OR UNIVERSITY

HAVE A VALID HIGH SCHOOL DIPLOMA OR G.E.D. ACCEPTABLE TO THE SHERIFF'S MERIT BOARD

HAVE A VALID DRIVERS LICENSE ACCEPTABLE TO THE SHERIFF'S MERIT BOARD

HAVE A VALID FIREARM OWNERS IDENTIFICATION CARD (FOID), OR BE ABLE TO OBTAIN A FOID CARD WITHIN ONE MONTH OF APPOINTMENT

Please be advised applicants will be disqualified from consideration for employment as a Cook County Correctional Officer if it is determined that the applicant has:

Committed the deliberate omission, concealment or falsification of relevant facts from any personnel security questionnaire, personal history statement, or similar form used to conduct investigations, determine employment qualifications, etc.

Been convicted of a felony

Committed employment related crimes

Sold illegal drugs

Used illegal drugs within a specific period of time

Acquired extensive debt or evidence of extreme financial negligence

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### **Certified Police Officer (Part-Time)**

Maywood, Illinois

Village of Maywood

40 Madison Street

Maywood, IL 60153

Phone: 708-450-6309

Fax: 708-450-6354

E-mail: [wdunbar@maywood-il.org](mailto:wdunbar@maywood-il.org)

Website: [www.maywood-il.org](http://www.maywood-il.org)

Salary: \$16.66/hour (Certified PTO with under 5 years); \$17.35/hour (Certified PTO with over 5 years)

Application Deadline: NA

Distinguishing Features of Position: Responsible for the prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances in a designated area on an assigned shift, or on special assignments in uniform or in plain clothes; position involves an element of personal risk of danger and other hazards. The employee must be able to act without direct supervision while exercising independent judgment in handling emergencies; assignments are carried out under order of superiors in conjunction with pre-described rules and procedures.

Code of Ethics. Must be able to operate computer equipment.

TYPICAL QUALIFICATIONS: Acceptable Experience and/or Training:

Successful completion of High School Degree or the equivalent is required. Higher education is desired and Spanish/Bilingual or proficiency in another language is desired. Meet the requirements of The Illinois Law Enforcement Standards and Training Board. Current valid Police Officer certification is required. Residency required within 15 miles of the Village of Maywood border and maintain residency throughout employment. The selected candidate must pass a criminal background check prior to an offer of employment and a comprehensive employee physical, including alcohol and drug tests following an offer of employment.

SUPPLEMENTAL INFORMATION:

Typical Disqualifiers: Felony convictions. Certain Misdemeanor convictions that could create a discredit to the policing agency. Not passing a background check, medical or other requirements as part of the hiring process. Inability to comply with any portion of this job description. Engaging in any conduct or activity that would discredit the policing agency and/or the Village or violating policies and procedures of the police department or Village of Maywood. Residency requirement.

Candidates must complete an application by applying online at: [www.maywood-il.org](http://www.maywood-il.org)

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**Active Duty Police Officer**

Chicago, Illinois

Security Dynamics Corp.

Website: [www.securitydynamicscorp.com](http://www.securitydynamicscorp.com)

Application Deadline: NA

Security Dynamics Corp., Chicago's premier private security and private detective agency, is seeking qualified and highly motivated active duty police officers for armed security accounts in the Chicago area.

Active duty police officers are defined in accord with Illinois law as

(i) any person who by virtue of his office or public employment is vested by law with a duty to maintain public order or to make arrests for offenses, whether that duty extends to all offenses or is limited to specific offenses, or

(ii) any person who, by statute, is granted and authorized to exercise powers similar to those conferred upon any peace officer employed by a law enforcement agency of this state.

Security Dynamics Corp. is an Illinois and Indiana licensed private detective and private security agency.

License numbers: IL 122-001021, IL 117-001332, IL 123-000341, IL 118-000275, IN SG21000361, & IN PI21100011.

Job openings and online application available at:

[www.securitydynamicscorp.com/employment](http://www.securitydynamicscorp.com/employment)

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