



**U-Box Customer Care Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of Logan Square  
4100 W Fullerton Ave  
CHICAGO , IL

**Description:**

Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items.

**Requirements:**

Must possess a Class A Commercial Driver License (CDL) or higher, a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

**Work Status:** Full-Time or Moonlighter/Part-Time

**Hours Needed:**

(These hours may change based on business needs)

- Sun - 7am to 7pm
- Mon - 7am to 7pm
- Tue - 7am to 7pm
- Wed - 7am to 7pm
- Thu - 7am to 7pm
- Fri - 7am to 7pm
- Sat - 7am to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=137751&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=137751&mode=)

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email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Storage Customer Service Representative**

U-Haul Storage Facilities  
U-Haul Storage of Marquette Park  
2540 W 63rd 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 - 12pm to 7pm  
Tue - 12pm to 7pm  
Wed - 12pm to 7pm  
Thu - 12pm to 7pm  
Fri - 12pm to 8pm  
Sat - 12pm to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=140997&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=140997&mode=)

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### **Detail Specialist**

U-Haul Repair Facilities  
Forest Park Shop  
FOREST PARK , IL

#### Description:

We are looking for a Detail Specialist to ensure that trucks, trailers and other equipment are thoroughly cleaned inside and out. This person will apply protective dressings to vinyl and rubber surfaces, clean inside and outside of truck cabs and van boxes, clean mirrors and windows, and make sure all equipment is "customer ready."

Work Status: Moonlighter/Part-Time

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

Sun - NA Mon - 6am to 3pm

Tue - 6am to 3pm Wed - 6am to 3pm

Thu - 6am to 3pm Fri - 6am to 3pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=138775&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=138775&mode=)

### **Line Cook/Server/Busser/Dishwasher/Retail/Cheese Monger**

Marion Street Cheese Market  
100 S Marion St Oak Park, IL  
Job ID: 8796871  
Job Type: Full Time  
Shift Type: Morning, Afternoon  
Compensation: Depending on Experience  
Experience: 1-3 Years

#### Job Description

If you are interested and passionate about the restaurant industry, this is the job for you! Currently we are seeking to fill various positions, where we encourage you to share your skills and enthusiasm within our Market/Bistro location. Our focus is on provide high quality customer service and product knowledge of our monthly menu, cheese and beverage items. You must be able to apply adequate cleanliness and kitchen operations. Work as a team player, comfortable with multitasking and working in a fast paced environment. We provide flexible hours, morning and evening shifts available. Please feel free to visit our website below. We would like to schedule an interview to meet with you and discuss further details. We hope to hear from you soon!

<http://www.marionstreetcheesemarket.com/>

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**Hitch Professional**

U-Haul Moving Centers  
U-Haul Moving & Storage of Morton Grove  
9009 Waukegan Rd  
MORTON GROVE , 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 - 7am to 3pm

Mon - 7am to 3pm

Tue - 7am to 3pm

Wed - 7am to 3pm

Thu - 7am to 3pm

Fri - 7am to 3pm

Sat - 7am to 3pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=135004&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=135004&mode=)

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**Job Title: Legal Intern**

Opening Date/Time: Thu. 10/23/14 12:00 AM Central Time

Closing Date/Time: Thu. 11/06/14 11:59 PM Central Time

Salary: \$12.00 - \$14.00 Hourly

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Legal

Description Benefits Supplemental Questions

This position will assist the Legal Department in a wide variety of research, litigation, drafting and advice/counseling assignments.

Typical Qualifications:

1. Currently a second or third year law student, Supreme Court rule 711 license preferred.
2. Must be available 15-20 hours per week during the school year or up to 40 hours per week during the summer, with reliable transportation.
3. A strong knowledge of computer applications, i.e., Microsoft Word and Excel is required. Experience with on line research tools, i.e., Westlaw as well as print resources is preferred.
4. Strong written and oral communication skills are required.
5. Must be able to work approximately from November 2014 through May 2015

Supplemental Information:

1. Excellent legal research abilities using print resources and Westlaw.
2. Must be able to interact positively with co-workers, supervisor(s) and the public.
3. Effectively execute assignments from supervisor(s).
4. Prepare memoranda of law and other technical legal documents.
5. Knowledge of basic computer software applications, such as MS Word, MS Excell, Outlook, and Westlaw.
6. Abide by the rules and regulations set forth by the Authority and follow the directions of those assigned by their immediate supervisor.
7. Appear in court proceedings representing the Authority pursuant to Supreme Court Rule 711.
8. Other duties as assigned.

Apply online at <http://agency.governmentjobs.com/illinoistollway/default.cfm>

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### **Room Attendant / Housekeeper in the Western Suburbs**

Bullpen, West Chicago Area West Chicago, IL

Job ID: 8796177

Job Type: Part Time

Shift Type: Morning, Afternoon

Compensation: N/A

Experience: < 1 Year

#### Job Description

Bullpen Staffing is building up a housekeeping team in the Western and Northwestern suburbs and is looking for experienced hotel housekeepers and room attendants.

#### Essential Job Functions:

- Removes soiled bed and bath linens and replaces with clean linens as required
- Removes accumulated trash and debris from room as required
- Cleans bathroom area. Dusts all surfaces
- Replenishes promotional materials and literature as needed
- Replenishes room amenities. Vacuums rooms
- Reports any unusual circumstances to Housekeeping Department
- Reports maintenance requests and replacement orders
- Turns in articles left in room to Executive Housekeeper for "Lost and Found" procedures
- Reports all "Do Not Disturb" or bolted door rooms to Executive Housekeeper

#### Job Requirements:

- Minimum 4 months of hotel housekeeping experience required
- Personal transportation required
- Must be able to clean 14-16 rooms in an 8 hour shift
- Previous experience with the Hilton family of hotels preferred
- Ability to stand/bend/stoop for long periods of time
- Bilingual skills a plus
- Please note: This position has the potential to become a full-time job.

#### Requirements & Skills

- Minimum 4 months of hotel housekeeping experience
- Must have reliable personal transportation
- Must be able to clean 14-16 rooms in an 8 hour shift
- Ability to stand/bend/stoop for long periods of time
- Previous experience with the Hilton family of hotels preferred
- Bilingual skills a plus

Apply online at <http://www.shiftgig.com/job/west-chicago/il/housekeeping-job-openings-at-bullpen-8796177>

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### **Facility Maintenance Technician**

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

#### Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

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:

Full-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - NA  
Mon - 8am to 5pm  
  
Tue - 8am to 5pm  
Wed - 8am to 5pm  
  
Thu - 8am to 5pm  
Fri - 8am to 5pm  
Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=138000&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=138000&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 - 1pm to 7pm

Tue - 1pm to 7pm  
Wed - 1pm to 7pm

Thu - 1pm to 7pm  
Fri - 1pm to 8pm  
Sat - 1pm to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=139182&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=139182&mode=)

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### **Facility Maintenance Helper**

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

#### Work Status:

Moonlighter/Part-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - NA  
Mon - NA  
Tue - 7am to 4pm  
Wed - 7am to 4pm  
Thu - 7am to 4pm  
Fri - 7am to 4pm  
Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=139218&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=139218&mode=)

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## **POSTAL SERVICE SALES ASSOCIATE**

Careers with USPS

Chicago IL

Job ID: 8796353

Job Type: Full Time

Shift Type: Morning, Afternoon, Night, Overnight

Compensation: Salary: \$46,950- \$57,000 Hourly:\$14.60-\$24.70

Experience: No Experience

### **POSITION SUMMARY:**

Mail Service Clerk for a USPS Postal Branch.

United States Postal Service and Exam Support ensures all knowledge of all policies and USPS regulations are adhered to.

POSITION SCHEDULED: (Full-Time)

COMPENSATION: Salary: \$46,950- \$57,000 Hourly:\$14.60-\$24.70

Contact HR Postal Support at 1-888-847-0955

### **Office Hours:**

Mon-Th 10am-5pm

Fri 11am-2pm

Sat - Sun & all federal holidays: Closed

Eastern Standard Time

### **PREFERRED QUALIFICATIONS:**

(No previous work experience with USPS required.)

- Effective communications and customer service skills.
- Knowledge of US Postal Regulations & procedures.
- Ability to lift up to 50 lbs.

### **POSITION RESPONSIBILITIES: (Training will be provided)**

- Oversees responsibilities of Receiving & Mail Coordinators.
- Manages interoffice and regular mail.
- Provides customer service to all departments.
- Operation of mailroom service window.
- Maintain accurate postal records

Note: CALL 1-888-847-0955 for Postal Exam-Employment Assistance

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### **Student Chaperone/Escort**

Westchester Board Of Education  
9981 Canterbury St Westchester, IL  
Job ID: 8795647

Job Type: Part Time  
Shift Type: Morning, Afternoon  
Compensation: N/A  
Experience: No Experience  
References: Preferred

*No walkins or phone calls will be considered. Please apply online*

Job Description: A chaperone to escort a special needs student from the front door of home to awaiting bus in front of home (AM), A chaperone to escort a special needs student from the bus in front of home to the front door of home (PM).

Requirements & Skills: Appropriate License Required

Apply online at <http://www.shiftgig.com/job/westchester/il/teaching-assistant-job-openings-at-westchester-board-education-8795647>

### **Food Runners needed for amazing restaurants in The Langham Chicago!**

The Langham Hotel, Chicago  
330 North Wabash Chicago, IL  
Near North Side, River North  
Job ID: 8796033  
Job Type: Full Time  
Shift Type: Morning, Afternoon, Night  
Compensation: N/A  
Experience: 1-3 Years  
References: Preferred

*No walkins or phone calls will be considered. Please apply online*

#### Job Description

We are looking for experienced Food Runners to work in our fabulous restaurants Travelle and Pavilion and work with an amazing team of culinary talent! If you have experience with upscale-luxury, but not stuffy service, don't miss this opportunity to be part of the amazing team of colleagues at The Langham, Chicago! Send your resume and cover letter today by responding to this email. Must be flexible with working mornings, and some evening shifts, weekends and holidays.

Apply online at <http://www.shiftgig.com/job/chicago/il/porters-job-openings-at-langham-hotel-chicago-8796033>

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**Be a guest services ambassador on the Magnificent Mile!  
(Part-time and full-time)**

Magnificent Mile, North Michigan Ave., Chicago, IL

**Job Description**

Energetic and friendly individuals needed to provide outstanding service in a customer service position at a retail location on the Magnificent Mile. Assist guests to the mall with their questions, sell gift cards and promote mall services. Starting wage \$13 per hour.

Must have superior customer service skills and be able to multi-task. Professional appearance is a must. Whether you are on your way to college or retirement - or somewhere in between - we invite you to become a part of our team!

We are looking for people who:

Have an outgoing, friendly personality and are comfortable approaching mall guests to market services and gift cards.

Have a strong knowledge of the mall, the Magnificent Mile and Chicago, and can serve as an informational resource for the mall and the surrounding area.

Are able to work in a fast-paced environment, accommodating and communicating to a broad range of clientele with varied needs.

Are able to collaborate and work within a team environment

Are proactive, approachable and solution-focused.

Have an upbeat, friendly and professional demeanor.

Are punctual and dependable.

Are proficient on basic Microsoft Office applications, iOS (smartphone) applications, and Internet.

Have a flexible schedule with availability on weekends and holidays.

Have sufficient mobility to navigate a large retail complex without assistance for up to 8 hours at a time.

Have prior retail or hospitality experience (preferred).

All candidates must successfully pass a background check and drug screening before hire. Full-time positions will average 35-40 hours per week and are eligible for benefits. Part-time positions will average 16-24 hours per week.

To apply, please email a copy of your resume to [xo639uu3ds@jobs.shiftgig.com](mailto:xo639uu3ds@jobs.shiftgig.com) in response to this ad. Be certain to reference "Position ID SDW840" in the subject line of your email.

These are regular positions, not seasonal employment. You must apply to the email address listed above; applications sent only via Shiftgig will not be seen nor considered.

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**Job Title: Budget Officer**

Agency: Illinois Board of Higher Education  
Closing Date/Time: Tue. 11/04/14 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: 1  
Bid ID#: 0

**PRINCIPAL RESPONSIBILITIES:** • Maintain the Board's internal accounting records and reconcile to Illinois Office of Comptroller reports. • Prepare financial reports, including monthly financial reports, annual budget forms, and annual GAAP package. • Review contracts and intergovernmental agreements for compliance with State Procurement Act. • Coordinate work with all external auditors as the IBHE liaison. • Prepare any special budget analysis and reports requested.

**EDUCATION AND EXPERIENCE REQUIRED:** • Bachelor's degree in accounting or related field. Prefer Certified Public Accountant. • Minimum of three to five years experience in government or not-for-profit accounting. • Prefer working knowledge of accounting systems required of Illinois state agencies, including Central Payroll, Accounting Information System (AIS), Statewide Accounting Management System (SAMS), IL Office of Comptroller WEDGE, and Illinois Procurement Bulletin (IPB).

**DESIRED SKILLS AND TRAITS:** • Excellent computer skills, including proficiency with Microsoft Office Excel spreadsheets • Excellent writing skills to draft professional reports and correspondence that are clear and concise • Strong project management and time management skills • Excellent numerical, analytical, and problem-solving skills • Excellent oral communication skills

Work Hours: M-F 8:30 a.m. to 4:30 p.m. with 1/2 hour lunch, 37.5 hours per week  
Location: 431 East Adams, 2nd Floor, Springfield, IL 62701  
Web Site: [www.ibhe.org](http://www.ibhe.org) Agency Contact: Karen Helland (217) 557-7358

**How to Apply:** Do not follow the Personnel Code process. The CMS 100 form is not required. For full consideration, submit a cover letter, a resume with a detailed work history and educational background, the contact information of three professional references, and a copy of college transcript(s). Application materials may be submitted by mail or email.

All application materials should be submitted by 5 p.m. on Tuesday, November 4, 2014 to: Karen Helland [helland@ibhe.org](mailto:helland@ibhe.org)  
Illinois Board of Higher Education 431 E. Adams, 2nd Floor Springfield, IL 62701-1404

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## **College Receptionist II (Part-Time) - HUM0000116**

Job: Clerical/Secretaries

Primary Location: Humbolt Park V E C

Employee Type: Part Time | Regular

Union Code: 1708 - PT

### 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 words 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>

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## **Lead Security Officer - Part-Time - TRU0000308**

### Qualifications

Must be a full time police officer or have previous police experience with a State or Municipal law enforcement agency.  
One year supervisory experience with a State or Municipal law enforcement agency preferred. Completion of a high school diploma or the equivalent, Associates degree or higher preferred. Must be knowledgeable of State and Municipal criminal statutes and arrest procedures. No criminal convictions. Excellent communications skills (verbal and written). Must be able to handle stressful situation in a tactful, diplomatic and profession manner when dealing with employees, students, faculty, staff or visitors. Some working knowledge of computer and the basic application software.  
Must be self-motivated, prompt and punctual.

### PHYSICAL REQUIREMENTS

Ability to regularly patrol the entire campus area on foot for a full shift.  
Ability to run or jog for short periods during emergency and non-emergency situations.  
Ability to stand at an assigned post for an extended period of time.  
Ability to quickly climb and descend stairs to respond to emergency and non-emergency situations. Ability to physically restrain and remove a person using appropriate force. Ability to bend, twist, stoop, kneel, crawl, and reach in all directions.  
Ability to lift and carry up to 50 pounds.  
Ability to operate all security-related equipment including radios, surveillance cameras, telephones, computers, fire alarm annunciator panel, fire extinguisher, and 2-way radios. Ability to drive and operate CCC vehicles.  
Physical ability to perform CPR and first aid, including operating AED equipment.  
Ability to perform job responsibilities under all weather conditions.  
Special Requirements  
Availability to work evenings and weekends.

We are an equal opportunity and affirmative action employer.  
Thank you for your interest in CCC!

Job: Security Officers  
Primary Location: Truman College  
Employee Type: Part Time | Regular  
Union Code: Local 1600  
Job Posting: Oct 23, 2014, 8:36:29 AM

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

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## **College Administrative Assistant I - Health Sciences - MAL0000418**

### Duties and Responsibilities

College Administrative Assistant I, under general supervision, performs administrative, personnel and or fiscal services in a college administrative unit; and performs related duties as required.

Performs and oversees the performance of the personnel functions for the college administration. Performs calculations and compiles pertinent data required for budgetary and fiscal reports; assists in the preparation of budgets and the allocation of program funds. Maintains a liaison between administration, faculty and students. Composes correspondence and assists in the formulation of personnel practices and procedures. Reviews material, supply and equipment requisitions and prepares expense vouchers. Conducts studies to improve the efficiency of the operations within an organizational unit.

May assist in the interview process of applicants for clerical staff positions.

Adheres to CCC Customer Service Excellence standards.

Performs related duties as required.

### Qualifications

Graduation from high school or the equivalent is required; two years of college supplemented by at least two years of progressively responsible clerical and administrative experience; or an equivalent combination of training or experience. Considerable knowledge of the principles and practices of public and business administration. Considerable knowledge of department practices and procedures. Good knowledge of general office computer software. Ability to work and interact with the general public and college personnel. Ability to plan, assign and supervise administrative and clerical tasks. Good organizational skills. Good verbal and written communication skills.

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

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Administrative Assistants

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Oct 22, 2014, 5:18:29 PM

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

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## **Coordinator II - Completion Advisor - MAL0000417**

### Duties and Responsibilities

The position is responsible for, but not limited to, coordinating and maintaining the day-to-day operations of multiple programs within an office at CCC.

Track student progress through Health Professions Pathways programs of study

Collects and records weekly reports.

Assists in the registration of students during registration and as needed.

May schedule and assign tutors in support of an academic program.

May administer the payroll for the department to ensure that certificate of attendance are done accurately and in a timely manner.

Assists instructors and staff in solving problems.

Develops and distributes publicity materials and keeps faculty and students abreast of department activities. Monitors internal budgets and expenditures for the department.

Prepares reports for the Department Head approval.

Serves as liaison between the College, operating staff and students.

Adheres to CCC Customer Service Excellence standards.

Performs other duties as assigned.

### Qualifications

Bachelor's degree, Master's preferred, in Counseling, Guidance, Psychology or related social science/business fields and five (5) years of experience in a Human case management and/or job coaching, and supervisory management expertise.

Ability to use computers, collect and disseminate data and assessment of employer and employee needs and evaluation of basic competencies. Excellent written and verbal communication skills Ability to work well as a team player. Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the District. Must be able to meet deadlines in a timely manner.

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

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Student Services

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: 1600Profes

Job Posting: Oct 22, 2014, 5:18:04 PM

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

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## **Admissions Specialist/Advisor (Temporary) - KEN0000272**

### Duties and Responsibilities

This position requires strong collaboration with CCC recruiters to secure enrollment from prospective applicants and maintaining effective follow-up by using various tracking systems. Serve as a member of the Admissions Team managing student intake to assist in achieving enrollment goals for the college. Track student participation from application to enrollment by using various data tracking systems. Contacts new applicants through phone calls, emails, etc. to assist with completion of enrollment process. Follows up with new and existing applicants to ensure enrollment and registration. Prepares reports to reflect both outreach activities and outcomes. Assist new applicants who walk-in or call-in seeking admission to the college. Informs new students and families of the admissions requirements, transfer guidelines, financial aid and scholarship information. Gathers information from prospective students who did not enroll via individual interviews, focus groups, and other means to better understand our value proposition, marketing, and customer service. Works collaboratively with, recruiters, Registrar's Office and other key departments/individuals within the college to create a seamless transition from application through enrollment and registration process. Performs other duties as assigned.

### Qualifications

Bachelor's degree in Business, Communication, Liberal Arts, Marketing, Public Relations, Counseling, Guidance, Psychology or related field. 3-5 years of experience interacting with students, clients and customers or a minimum of 2 years work experience in student advising or in the area of Social/Human Services. Excellent written, verbal communication and customer service skills. Knowledge of Microsoft Windows, Microsoft Office Suite and database management, including, but not limited to PeopleSoft. Ability to organize materials and work with a variety of projects simultaneously. Ability to gather and analyze data using basic research methods and databases. Temporary Position: 2 to 3 Months.

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

Job: Academic Advising  
Primary Location: Kennedy King College  
Employee Type: Full Time | Temporary  
Union Code: 1600Profes  
Job Posting: Oct 20, 2014, 5:36:03 PM

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### **Legendary Chicago Establishment Seeks Host**

Gino's East Sports Bar

521 S Dearborn St Chicago, IL

The Loop, Printer's Row

Job ID: 8793229

Job Type: Part Time

Shift Type: Night

Compensation: \$9.00/hr

Experience: < 1 Year

References: Preferred

Job requires cash handling and customer service responsibilities. No phone calls.

#### Requirements & Skills

Must be able to work nights and weekends

Apply online at <http://www.shiftgig.com/job/chicago/il/hosthostess-job-openings-at-ginos-east-sports-bar-8793229>

### **County BBQ is hiring food runners**

County BBQ

1352 W. Taylor St Chicago, IL

Fulton Market, Goose Island

Job ID: 8789013

Job Type: Full Time

Shift Type: Afternoon, Night

Compensation: N/A

Experience: 1-3 Years

References: Preferred

No walkins or phone calls will be considered. Please apply online

#### Job Description

Are you passionate, driven, eager and hungry?

How about....

Charming, confident, captivating and delicious?

Do mind-blowing food and unrivaled hospitality inspire you ?

If so, County BBQ is hiring food runners!

Apply online at <http://www.shiftgig.com/job/chicago/il/food-runner-job-openings-at-county-bbq-8789013>

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## **PUBLIC HOUSE NOW HIRING EXPERIENCED SECURITY STAFF**

Public House  
400 N State St., Chicago, IL  
River North, Near North Side  
Job ID: 8788301  
Job Type: Full Time  
Shift Type: Afternoon, Night  
Compensation: TBD Hourly  
Experience: 1-3 Years  
References: Preferred

No walk-ins or phone calls will be considered. Please apply online

### Job Description

Upscale River North Gastro Pub is currently seeking experienced security staff to join our team. We are looking for personable, energetic people for our security staff positions in a fast-paced, high volume environment.

### QUALIFICATIONS:

- Positive attitude and friendly/outgoing personality
- Ability to multi-task
  
- Open/Flexible schedule
- Ability to work in high stress environment
  
- Responsible and reliable
- Strong work ethic and has a desire to learn

### JOB REQUIREMENTS:

- Minimum 1 year experience in upscale or high volume restaurant
- Open availability

Apply online at <http://www.shiftgig.com/job/chicago/il/security-job-openings-at-public-house-8788301>

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