



**Job Title: Office Administrator**

Agency: Illinois Power Agency

Closing Date/Time: Mon. 11/17/14 11:59 PM Central Time

Salary: Depends on Qualifications

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 15-001

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the general direction of the CFO, perform important and multifaceted

Minimum Requirements: Education:

-Bachelor's degree preferably with courses in Business or Public Administration

Experience:

- 3 plus years of related Office Administrator experience
- Strong organizational skills
- Excellent written/oral communication skills and interpersonal skills
- Proficiency with Microsoft Word and Excel
- Experience with QuickBooks or other accounting software preferred
- Ability to work independently
- State Government experience strongly preferred
- Knowledge of the energy/utility industry desirable but not required
- Stable work history
- Quick learner with the ability to adapt to changing priorities

Work Hours & Location/Agency Contact:

Work Hours: 37 1/2 hours per week during normal business hours.

Work Location: Illinois Power Agency

160 North LaSalle Street, Suite C-504 Chicago, Illinois 60601

How to Apply: To apply, please send a cover letter, resume, salary history, and three professional references to:

Anthony Star, Acting Director - Illinois Power Agency

160 North LaSalle Street, Suite C-504 Chicago, Illinois 60601

[Anthony.Star@Illinois.gov](mailto:Anthony.Star@Illinois.gov)

No phone calls please.

The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.

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**Job Title: Academic Coordinator**

Department: Grad Med Education

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Higher Education

Job Number: 2014-2139

**Job Description:**

We are seeking an experienced and highly motivated Academic Coordinator for the Division of General Internal Medicine at John H. Stroger, Jr. Hospital of Cook County

**Position Highlights:**

This position is a Rush University Medical Center position sitting at John H. Stroger, Jr. Hospital of Cook County. Represents the Residency/Residency Director and Fellowship/Fellowship Director for the programs' housestaff.

The Academic Coordinator will, on average, work 70% of the week with Primary Care Internal Medicine and 30% of the week with Hospice and Palliative Medicine.

Exemplify the Rush values of innovation, collaboration, accountability, respect, and excellence, which link to Rush's strategic long term goals and themes.

**Position Qualifications Include:**

High School Diploma or equivalent required. A Bachelor's degree and three years of office management experience, OR equivalent experience in administration and office management in an academic health care setting required. Experience in the field of graduate medical education preferred. Previous experience with MedHub or New Innovations highly desired. Good technical skills: Computer literacy (Word, Excel, \* ERAS, \* NRMP, et al ) Organizational expertise and attention to detail Management and fiscal control of residency program budget Excellent written and oral communication skills required. Strong interpersonal and management skills required.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20141028112240&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141028112240&)

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## **Body Shop Supervisor**

Location: CHICAGO

Department: Maintenance

Application Deadline: Sunday, November 23, 2014

### Qualifications:

- High school graduate or GED with strong written and verbal communication skills.
- Bachelor's degree in transportation or related field preferred
- 3 + yrs of supervisory/ mgmt. exp. in ground transportation maintenance or related field required
- 3 + yrs of Body Shop repair exp. to include painting and collision repair
- Must have mechanical background
- Proven ability to work up written estimate for collision or routine body repairs
- General knowledge of all OSHA and EPA regulations
- Ability to solve problems and make real-time decisions
- Strong written and verbal communication skills required
- Must understand and be able to operate all bus models
- Driving experience and CDL preferred
- Attention to detail
- Able to led employees to perform the highest quality work and exceed expectations
- Ability to take discipline where required
- Must be motivated and possess strong interpersonal skills
- Union knowledge and experience preferred
- Experience interviewing and training preferred

### Additional Information:

The Maintenance Supervisor is responsible for the overall efficient supervision of maintenance employees and the quality and repair of the fleet.

This position will work as team with various external agencies and internal customers such as MRD, Driver Operations, Customer Service, Safety, Operations Support Center and various corporate key interfaces to ensure a pleasant customer experience.

Apply online at <https://www.grehound.com/en/careers/details.aspx>

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## **City Manager**

Location: CHICAGO

Department: Operations

Application Deadline: Friday, November 14, 2014

### Key Duties:

Selects, trains and mentors operations manager and supervisors.

Ensures all personnel have been trained and retrained according to standard operational procedures. Ensures highest level of customer satisfaction.

Resolves escalated Customer complaints.

Works with staff to ensure good labor relations are maintained. Includes working with Assistant Business Agents and Ship stewards as well as handling 3rd level grievance resolutions. Ensures compliance with Safety and environmental standards, including appropriate attendance of safety and risk reduction meetings, handling of accident investigations and conducting road/ride checks. Ensures sound cash control and maintains GLI field accounting standards. Develops initiatives to increase sales.

Performs analysis and makes recommendations to ensure competitive advantage from a marketing, customer service and human resources perspective.

Develops budget and manages operating expenses within the budget.

Other duties as assigned.

#LI-DNP

### Qualifications:

3 - 5 years of Operational Management experience

1 - 3 years of Financial analysis, customer service, marketing/merchandising and human resources experience

Bachelor's degree preferred in General Business or Transportation

Ability to exercise considerable diplomacy, judgment, and discretion in establishing and maintaining good working relationships with Company and other governing agencies

Safety and WC experience a must

Motivational focus and demonstrated leadership and interpersonal skills

Good organizational skills

Solid verbal/written communication skills

Bilingual preferred

Empathetic, with good listening skills

Ability to make a quick decision

Training experience required

Excellent personal appearance

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## **SERVICE LANE TECHNICIAN**

Location: CHICAGO

Department: Maintenance

Application Deadline: Saturday, November 22, 2014

### Key Duties:

- Performs preventive maintenance inspections on motor coaches in accordance with company standard operating procedures to include but not limited to checking and filling oil, antifreeze, power steering, transmission fluid, brake fluid, windshield washer fluid
- Completes a safety risk assessment prior all work performed
- Ensures work orders are completed properly and accurately
- Conducts appropriate course of action for repairs and follow up on written/printed repairs orders and ensures proper information flow of work order data both on daily vehicle inspection reports and input into maintenance computer system
- Inspects all buses during fueling or on a regularly scheduled basis for physical damage. Any damage will be reported immediately to the supervision/foreman
- Performs light interior & exterior maintenance on buses as required (i.e. seat repair, mirror adjustment & replacement, jump starting buses & lamp replacement)
- Evaluates completed work prior to release and seeks supervisor/foreman approval where required.
- Ensures safe use of all shop equipment, power and hand-held tools.
- Moves vehicles safely between job and work area and maintains the appropriate credentials to operate a motor coach
- Communicates professionally with team members, supervisors, and customers.
- Actively participates in safety or educational training as required
- In the event of a fuel or fluid spills, takes all necessary steps to contain the spill
- Follows all safety standards & guidelines, including but not limited to, wearing of safety glasses, wearing of steel-toed/safety shoes, appropriate safety gloves as needed, and proper attire
- Performs any other management requests or directives as requested #LI-DNP

### Qualifications:

- High School Diploma
- Commercial Driver's License (Passenger endorsement preferred)
- Ability to utilize computer systems to diagnose vehicle systems
- Some computer skill requiring basic data entry into maintenance database
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance
- Must be able to speak and read conversational English

**Additional Information:** Under general supervision of the Lead Man or Foreman, Supervisor or Manager, the Service Technician performs work required to meet and adhere to the company's maintenance policies and requirements.

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### **Cashiers Associate**

Location: Chicago, IL  
Requisition ID: 857978  
Posting Date: 10/28/2014  
Shift: Flexible  
Status: Seasonal

Bring your passion for fashion to today's Burlington Coat Factory. If you are interested in a seasonal opportunity in retail, consider joining one of the largest off price retailers of apparel and home furnishings in the nation. We always have a large selection of quality name brand merchandise at huge savings; coats, clothing and shoes for the whole family, fashionable accessories, home decor, and everything for baby. Burlington means one-stop shopping for labels you love at prices you love even more. With more than 500 stores, we're always looking for good talent that can drive results. To support our holiday business, we are looking for people to join our SEASONAL CASHIER TEAM.

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 <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-4883437>

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### **Merchandising Team Associate**

Location: Chicago, IL

Requisition ID: 857980

Posting Date: 10/28/2014

Shift: Flexible

Status: Seasonal

#### **RESPONSIBILITIES:**

Flow Floor Ready merchandise onto the sales floor within 24 hours of receipt while maintaining consistent and compelling merchandise presentation  
Replenish merchandise timely and monitor floor stock levels to ensure the store is properly stocked at all times

Execute floor moves, merchandising directives, display maintenance and general recovery (i.e., folding, straightening, etc) as directed by the manager on duty  
Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge

Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge

Timely and proper placement of merchandise for maximum impact according to

Burlington's visual presentation guidelines

Maintain an awareness of all promotions and advertisements and execute merchandise placement for sales and other promotional events

Return fitting room "go-backs" and customer returns to the selling floor ensuring they are properly sized and EAS tagged

Assist in weekly sizing maintenance projects, replace missing merchandise tickets and assist with markdowns when requested by the manager on duty

Participate in year-end inventory and cycle counts

Understand the causes of shortage and how to prevent it

Any other tasks as assigned from time to time by any member of the management team

Apply online at

<http://careers.burlingtoncoatfactory.com/jobs/descriptions/merchandising-team-associate-chicago-illinois-job-4883383>

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**Sportswear Associate**

Location: Chicago, IL  
Requisition ID: 857984  
Posting Date: 10/28/2014  
Shift: Flexible  
Status: Seasonal

**GENERAL PURPOSE OF POSITION:**

As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

**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 tasks  
Deliver excellent customer service and demonstrate a high degree of professionalism

**RESPONSIBILITIES:**

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service

Maintain an awareness of all promotions and advertisements

Assist in floor moves, merchandising, display maintenance, and housekeeping

Assist in processing and replenishing merchandise and monitoring floor stock

Aid customers in locating merchandise

Communicate customer requests to management

Assist in completing price changes as a member of the mark-down team

Participate in year-end inventory and cycle counts

Assist in ringing up sales at registers and/or bagging merchandise

Any other tasks as assigned from time to time by any manager

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/sportswear-associate-chicago-illinois-job-4883369>

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### **Customer Service Supv**

Location: Chicago, IL  
Requisition ID: 762-858233  
Posting Date: 10/28/2014  
Shift: Flexible  
Status: Regular

Bring your passion for fashion to today's Burlington Coat Factory. If you are interested in a career in retail, consider joining one of the largest off price retailers of apparel and home furnishings in the nation. We always have a large selection of quality name brand merchandise at huge savings; coats, clothing and shoes for the whole family, fashionable accessories, home decor, and everything for baby. Burlington means one-stop shopping for labels you love at prices you love even more. With more than 450 stores, we're always looking for good talent that can drive results.

#### **GENERAL PURPOSE OF POSITION:**

THE CUSTOMER SERVICE SUPERVISOR (CSS) IS RESPONSIBLE FOR ENSURING THE HIGHEST LEVEL OF CUSTOMER SERVICE THROUGHOUT THE STORE. AS A LEADER ON THE CUSTOMER SERVICE TEAM, THE CSS WILL ASSIST IN THE SUPERVISION OF CASHIERS AND CUSTOMER SERVICE ASSOCIATES. THIS INDIVIDUAL WILL FOCUS ON IMPROVING THE OVERALL CUSTOMER EXPERIENCE THROUGH INTERACTION WITH CUSTOMERS ON THE SELLING FLOOR.

#### **RESPONSIBILITIES:**

DRIVE THE DELIVERY OF EXCEPTIONAL CUSTOMER SERVICE BY INSISTING ON FRIENDLINESS AND CREATING A HEADS UP MENTALITY ON THE PART OF ALL STORE ASSOCIATES. EXPEDITE FRONT LINES, DIRECT FLOW OF CUSTOMERS, AND ENSURE THAT EACH CUSTOMER RECEIVES OUTSTANDING CUSTOMER SERV

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

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

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/customer-service-supv-chicago-illinois-job-4883034>

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**Job Title: Student Affairs Department Manager**

Department: RUO Student Affairs

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Higher Education

Job Number: 2014-2149

**Position Highlights:**

The department manager oversees the planning, facilitation, implementation and completion of multiple activities, including following up on key projects and events sponsored by the division of Student Affairs and the Associate Provost of Student Affairs. The manager provides overall direction for office operations and departmental activities, including meetings, database management, Human Resources management, Commencement and assists in the resolution of complex problems. This individual exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

Bachelor's degree with 3 or more years of related experience required. Master's degree preferred.

Knowledge of statistics and accounting functions are essential.

Computer skills required, including knowledge of word processing, databases, and web development software, etc.

Must have experience in the management of large databases.

Excellent writing and communication skills are required.

Previous higher education experience preferred.

Strong analytical ability and problem-solving skills; must be able to provide and use statistical and accounting concepts with regard to financial and budgetary procedures.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20141028125153&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141028125153&)

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**General Foreman - 90000780 - Chicago**

Date: Oct 23, 2014

Location: Chicago, IL, US, 60632

Your success is a train ride away.

**SUMMARY OF DUTIES:**A General Foreman is responsible for directing the operation of an area performing inspections, running repairs, modifications, and/or light overhauls for cars and/or locomotives in operating divisions. This operation includes, but is not limited to numbers of mechanics, laborers, and technicians using large and small production machinery and moderate amounts of material. A General Foreman may also manage local commuter, regional and state mechanical efforts.

**WORK EXPERIENCE:**• Experience in electrical repairs, and testing advanced electrical/electronic systems and reading, drafting, and interpreting circuit diagrams, schematics and mechanical drawings • Experience in both A/C and D/C electrical systems • Knowledge of mechanical and electrical systems • Ability to troubleshoot using schematics and multimeters • Knowledge and skill in the use of electrical tools, equipment and the measurements necessary to meet established standards. • Ability to train others in attaining higher skill levels in inspections and repairs • Demonstrated computer skills • Ability to read, write and communicate proficiently. • Knowledge of electrical regulatory compliance codes.

**PREFERRED EDUCATION:** • Completion of technical school, apprenticeship program or AA/AS degree in electronics

Requisition ID: 5621

Posting Location(s): Illinois

Relocation Offered: Yes

Education Requirements: Associates Degree

Travel Requirements: Up to 25%

Employment Experience Requirements: 3-5 years of experience

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Apply online at <http://jobs.amtrak.com/job/Chicago-General-Foreman-90000780-Chicago-IL-60632/227518200/>

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**Customer Service Representative - 90173044 - Chicago**

Date: Oct 21, 2014

Location: Chicago, IL, US, 60606

**WORK EXPERIENCE:** • Some cash handling knowledge • Some customer service experience • Must have knowledge of and be familiar with the use of radio equipment as outlined by Amtrak

**OTHER REQUIRMENTS:**

- You may be required to conduct surveys • You will be responsible for dissemination of both verbal and written information to passengers including schedules, fares, routing, tour, baggage and boarding locations • You might provide guidance to area tourist attractions for our passengers • You might make car and hotel reservations
- You must demonstrate creative solution techniques and skills in handling customers
- You may be responsible for the receipt of cash and reports from conductors and food service employees and to insure the proper distribution of reports and deposits of cash
- You might issue conductor's supplies, ticket stock and change to conductors and food service employees • Interpret and disseminate pertinent information to conductors on regulations, tariff circulars and special instruction relating to ticketing procedures
- You will become proficient in all aspects of the receiving, delivering and forwarding of passengers' baggage including the lost and found • You may become qualified to operate electrical powered baggage equipment • You may become forklift qualified

**COMMUNICATION AND INTERPERSONAL SKILLS:**

Must have excellent oral and written communication skills.

Requisition ID:5632

Posting Location(s):Illinois

Relocation Offered: No

Education Requirements: High School/GED

Travel Requirements: None

Employment Experience Requirements:3-5 years of experience

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Apply online at <http://jobs.amtrak.com/job/Chicago-Customer-Service-Representative-90173044-Chicago-IL-60606/226914900/>

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**Pass Engineer Trainee - 90138783 - Chicago**

Date: Oct 13, 2014

Location: Chicago, IL, US, 60616

PREFERRED EDUCATION: Some College or Vocational Training

**OTHER REQUIREMENTS:**

1. Although a driver's license is not required, applicants with a driver's license must provide a certified copy of motor vehicle driving record from the chief of the state driver's licensing agency in which the applicant was last issued a license and any license(s) issued or reissued from other state(s) within the preceding 60 months. Motor vehicle records must be void of any drug and alcohol violations within the previous 36 months. 2. Must have a motor vehicle driving record void of any convictions or state action canceling, revoking, suspending or denying a driver's license for operating a motor vehicle while under the influence of or impaired by alcohol or a controlled substance within the last 36 months or a record of refusal to undergo such testing as required by state law within the last 36 months. 3. Must sign a release of records authorizing all previous railroad employers to provide Amtrak with background information, if applicable. In accordance with FRA regulations, previous railroad service records must be void of any drug and alcohol violations within the previous 60 months.

OTHER: If selected, incumbent will be required to successfully complete Engineer Training as follows: Individuals not previously certified as Class 1 Train Service Engineers: 7-10 weeks classroom and field work while headquartered at Amtrak's Training Center in Wilmington, DE; followed by extensive qualifying and on-the-job training associated with the Crew Base for which hired; paid at the student training rate until incumbent achieves certification as a Class 1 Train Service Engineer.

Individuals currently certified as Class 1 Train Service Engineers:

9-12 weeks classroom and field work while headquartered at Amtrak's Training Center in Wilmington, DE, followed by additional qualifying associated with the Crew Base for which hired; paid at the rate determined by the agreement schedule.

Requisition ID: 5363 Relocation Offered: No

Education Requirements: High School/GED Travel Requirements: Up to 100%

Employment Experience Requirements: Under 1 year of experience

We proudly support and encourage U.S. Veterans to apply for Amtrak job opportunities. All positions require pre-employment background verification, medical review and pre-employment drug screen. Amtrak is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply online at <http://jobs.amtrak.com/job/Chicago-Pass-Engineer-Trainee-90138783-Chicago-IL-60616/225232300/>

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**TITLE: Accounting Clerk**

EOE STATEMENT: We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

**DESCRIPTION**

The Adler Planetarium (Chicago, IL) has an opportunity available in our Business Office department for an Accounting Clerk. The Accounting Clerk is responsible for processing all aspects of accounts payable and payroll. The Accounting Clerk is also responsible for reviewing expense and credit card reports for accuracy.

**Duties and Responsibilities:**

- Accounts payable processing and review for accuracy.
- Data Entry into system (Great Plains)
- Prepare cash requirement reports and generate checks.
- Maintain hard copy and electronic files
- Payroll processing to include; manual adjustments, import worked hours, reconcile hours, journal entries. Reconcile hours worked per timekeeping system to hours paid per payroll register.
- Review credit card and employee expense reports for accuracy, approval and compliancy with policy. Follow up on missing coding
- Assist with journal entries and monthly close as needed.
- Assist with annual audit, A-133 audit, tax return and other reports
- Calculate group term life and other taxable, non-cash items for inclusion in W-2s and prepare 1099s
- Maintain/update vendor, credit card, employee expense report and ACH files.

**Education and Experience:**

High School diploma or equivalent. Bachelor's degree in Accounting preferred  
2+ years of experience processing accounts payable transactions and working with payroll service. Previous work in nonprofit with Great Plains and Paychex highly preferred. Strong organizational and computer skills. Ability to work independently and cooperatively with the Business Office and other Adler departments.

FULL-TIME/PART-TIME: Full-Time

REQ NUMBER: ACC-14-00002

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

Apply online at

[https://www.appone.com/MainInfoReq.asp?R\\_ID=941449&B\\_ID=91&fid=1&Adid=&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2](https://www.appone.com/MainInfoReq.asp?R_ID=941449&B_ID=91&fid=1&Adid=&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2)

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**TITLE: Museum Services Staff**

**EOE STATEMENT** We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

**DESCRIPTION**

The Adler Planetarium (Chicago, IL) has an opportunity available in the Operations department with the Floor Staff group as a Museum Services Staff (MSS). This position is a front line person and highly visible. This position inspires visitors by promoting a quality museum experience. The MSS position greets visitors, provides information on shows, museum activities, provides exhibit interpretation, provide crowd control. MSS must be able to support our Super Nova program with enthusiasm.

Greet visitors proactively and with enthusiasm.  
Provide information on the museum programs and facility  
Contributes to the success of theater presentations by greeting, checking tickets,, controlling crowds, seating and assisting ticket holders in a friendly and efficient manner. Monitors assigned area to provide security to visitors and staff  
Assists with moving tables, chairs, boxes, signs, helps shovel snow in seasonal times and perform other physical duties as needed.

**Requirements:**

- High school diploma or equivalent
- Customer service background a plus
- Must be able to work some evenings and weekends.
- Must have a professional demeanor
- Must be able to move quickly through a four floor museum in emergency situations
- Assist with seating in a virtually dark theater
- Must have a warm and friendly attitude
- Must be able to read tickets, hear and multi-task in a very busy environment
- Must be able to stand for long periods of time

**FULL-TIME/PART-TIME** Part-Time  
**REQ NUMBER** CUS-14-00002  
**THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.**

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**TITLE: Database Coordinator**

**EOE STATEMENT** We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

**DESCRIPTION**

The Adler Planetarium (Chicago, IL) has an opportunity available in the Institutional Advancement department for a Database Coordinator.

The Database Coordinator will be responsible for correctly processing and coding all gifts that arrive through the Advancement and Membership departments.

The Database Coordinator will be the chief manager of the Raiser's Edge database and track and fulfill all memberships and gifts, as well as maintain the accuracy of the database.

**Duties and Responsibilities:**

- Process all gifts and memberships
- Reconcile all deposits and reports with the business office
- Run reports and pull lists for review by fundraising directors and for mailings
- Uphold the integrity of the database with regular clean-up and maintenance

**Education and Experience:**

- Bachelor's Degree
- 2+ years of Raiser's Edge experience required
- Experience in a Chicago cultural institution preferred
- Organized, exceptional attention to detail and proficiency with technology required.

**FULL-TIME/PART-TIME** Full-Time

**REQ NUMBER** FUN-14-00004

**THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.**

Apply online at

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**TITLE: Women's Board Coordinator**

**EOE STATEMENT** We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

**DESCRIPTION**

The Adler Planetarium (Chicago, IL) has a full time position available in the Advancement department for a Women's Board and Major Gifts Coordinator. The Coordinator is responsible for providing critical support to the department's individual and major gift fundraising efforts. This position reports directly to the Director of Major Gifts. In this role, the Coordinator will manage Women's Board events, meetings, annual giving, sponsorship and dues, coordinates the Trustees' Annual Fund and Development Committee and stewards the Friends of the Webster Institute auxiliary membership group. The Coordinator will work with the Women's Board and museum colleagues to direct the Adler's two significant fundraising events each year: Celestial Ball gala and Women in Space Science Award Celebration luncheon.

**Education and Experience:**  
Bachelor's degree required

1-3 years of progressive experience in fundraising for a major cultural organization with demonstrated expertise working with boards and volunteers.

Working knowledge in planning large and small special events, as well as meeting management. Proficient written and verbal communication skills, attention to detail, and organizational skills are essential for this role

Must have the ability to meet deadlines while working on multiple projects and while managing volunteer's schedules and needs

Must have experience with MS Word, Excel, PowerPoint, and Raiser's Edge software  
Knowledge of fundraising strategies and tools with track record of achieving financial goals. Customer Service experience

Must be flexible and capable of managing multiple projects while working with a variety of constituents

**FULL-TIME/PART-TIME** Full-Time

**REQ NUMBER** FUN-14-00002

**THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.**

Apply online at

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### **General Stores Tech**

Location: Chicago/Southeast, Illinois

Job ID: 7777

Facility: TRINITY HOSPITAL

Dept/Unit: General Stores

Status-FTE: 0.00 Registry - 0

Shift: Rotate All Shifts

SHIFT: DAYS & WEEKENDS

High School Diploma, or equivalent training. One to two years experience in Material Management working on with a wide diversity of medical products, equipment and systems. Basic working knowledge of the following systems: Lawson. Good communication skills to be able to interact with patients, and equipment users (clinical staff). Ability to effectively use a computer to document work efforts. Ability to track, maintain and order equipment as needed. N/A Ability to work under the stressful environment created when clinical equipment users (physicians, nurses) mandate that their equipment be located, cleaned or repaired in minimal time frames. Ability to work with extremely high voltage and with complex electronics circuitry. Daily exposure to blood borne pathogens, bodily fluids and air borne contaminants.. Ability to assume responsibility for on-call pager response and to report to work as assigned by Manager of Material Management.

**Job Description** This position is responsible for tracking, distribution and re-distribution of medical equipment throughout Trinity Hospital. Maintains patient care equipment devices, instruments, systems and related technologies to ensure its safe and effective performance. Works with Clinical Engineering in the performance of scheduled preventive maintenance according to hospital policies, procedures and industry-recognized standards as assigned. Maintains documentation of all tracking events, performance tests. Maximizes patient safety by supporting the availability, proper use, application and operational performance of patient care equipment.

**Accountabilities:** 1. Equipment Control

2. Scheduled/Preventative Maintenance, Safety and Quality Assurance Testing

3. Corrective Maintenance

4. Rental Control

5. Documentation

6. Clinical Support

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid6340589-general-stores-tech-jobs>

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### **Culinary Conservation Coordinator**

Location: Chicago, IL

Experience: Salary: Unspecified

FLSA Status: Exempt

Hours: FULL-TIME

#### Position Summary:

Champions the day-to-day execution of Shedd's Right Bite sustainable seafood program and other culinary conservation efforts. Executes industry and consumer education and outreach; builds strategic partnerships to advance GLS goals; serves as resident sustainable seafood expert at the Aquarium; supports communication and collaboration with other departments and stakeholders.

#### Qualifications: Education:

- Culinary Arts or Bachelor's degree required, preferably in the areas of fisheries science, biology, environmental science, conservation, or education.

#### Experience:

At least 3 years of successful experience with program coordination, public outreach and presentation delivery. Culinary industry experience a plus.

#### Special Skills:

Demonstrated ability to handle large workload in a fast-paced, high-energy department. Excellent communication skills and a talent for planning and delivering educational activities. Proficient with Microsoft Office suite. Aware of current, local, national and international conservation issues, with the ability to effectively and clearly communicate them to various audiences. Skilled home cooks, preferred.

Poised, articulate professional with diplomacy, a sense of humor, a positive attitude, and charisma. Driven, highly organized self-starter. Confident, outgoing, and enjoys socializing with diverse audiences. Appreciation for and strong attention to detail. Passionate about the environment. A lifelong learner. Foodies preferred.

Must be able to work flexible hours including frequent nights, weekends and early mornings, as necessary, and walk/stand/sit for extended periods of time, both indoors and outdoors. Must be comfortable working outdoors in all weather. Position requires consumption of seafood and shellfish. Position requires frequent travel. Must have valid driver's license. Must be able to do moderate lifting to transport equipment and material to sites.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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## **Conservation Communications Specialist**

Location: Chicago, IL

Experience: Salary: Unspecified

FLSA Status: Exempt

Hours: FULL-TIME

**Position Summary:** Works directly with EAC leadership to fulfill the variety of GLS content needs and implement daily public relations tactics to position Shedd Aquarium as a leading conservation, research, education and sustainability organization in North America, with a special focus on the Great Lakes region.

### **Qualifications:**

**Education:** Bachelor's degree in a communications, environmental science or education-related field preferred.

**Experience:** Minimum 2 years of experience in communications related to conservation, sustainability and/or education

### **Special Skills:**

Excellent writing, editing, verbal and organizational skills required. Demonstrated ability to tell compelling stories in a variety of formats to a wide range of audiences including, but not limited to, social media, web, print media, grant proposals and reports, annual reports, etc. Must possess a high level of decision-making ability; good planning, problem-solving skills; understand complementary relationship between external and internal communications; perform well under pressure, juggle multiple tasks simultaneously. Must know word processing and be computer literate. Must be available 24/7 via cell phone (with exception of scheduled vacations.)

Positive attitude and supportive to colleagues in a team based environment necessary. Interest in conservation, zoo/aquarium, non-profit, cultural institutions and strong desire to excel in this industry. Ability to handle confidential information, maintain composure, be flexible and perform under pressure. Demonstrated love for adventure, exploration and storytelling. Interact with staff and the public in a consistently honest, friendly and positive manner.

Must be able to work flexible hours including frequent nights, weekends and early mornings, as necessary, and walk/stand/sit for extended periods of time, both indoors and outdoors. Must be comfortable working outdoors in all weather. Position requires handling live animals. Position requires frequent travel. Must have valid driver's license. Must be able to do moderate lifting to transport equipment and material to sites.

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