



**The Office of Special Scholarship Programs** in the Honors College at the University of Illinois at Chicago ([go.uic.edu/oss](http://go.uic.edu/oss)) seeks candidates for a position as Scholarship Specialist. Reporting to the Director, the Scholarship Specialist is a full-time 12-month academic professional position.

**Duties:**

Administers programs that recruit and select students for scholarships, Honors College programs, and professional education pathways programs (i.e., UIC Guaranteed Professional Program Admission programs, GPPA); advises students for success in local, national, and study abroad scholarship competitions and for undergraduate pre-professional school preparation; works with senior staff across campus to facilitate program success; coordinates GPPA policies and programs across campus; publicizes programs through recruitment events, websites, and printed materials; assists with office responsibilities such as student worker supervision. Other duties as assigned.

**Qualifications:**

Bachelor's degree required. Master's degree and/or substantial relevant experience/knowledge preferred. A minimum of two years of higher education experience in educational program development and administration, or comparable experience required. Strong verbal, written, and social communication skills are essential to maintain effective working relationships with colleges, departments, employees, managers, parents, prospective and current students, other colleges/universities, scholarship foundations, and foreign foundations.

For fullest consideration, submit a detailed cover letter addressing how applicant is a fit for the job and qualifications, resume, undergraduate transcripts (unofficial accepted at this stage) and the names and contact information of three references online at <https://jobs.uic.edu/job-board/job-details?jobID=46819> by December 1, 2014. Direct questions to Gerardo Jimenez, Director of Resources Management and Planning at [gjimenez@uic.edu](mailto:gjimenez@uic.edu). The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Merchandiser Full Time-St. Charles IL**

Talent Area : Merchandising/Merchandiser

Location : St Charles, IL, USA

Requisition Number : HV042524

Full or Part Time : Regular Employee FT

### Position Description

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

### Minimum Qualifications/Eligibility Requirements

- Must be 18 years of age.
- Must be eligible to work in the United States.
- Must have a valid driver's license.
- Must have current vehicle liability insurance.
- Must have a driving record with no major moving violations in the last three (3) years.\*
- Must provide and maintain a personal vehicle for use during employee working hours.

### Preferred Qualifications

- 1 year experience working in replenishment or as Merchandiser.
- 1 year experience working in grocery, retail, consumer goods, warehousing, or related field.
- 1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
- 1 year experience working with manual or powered pallet jacks.
- Straddle stacker certification.
- Powered pallet jack certification.
- 1 year experience working under little or no supervision.
- 1 year of college coursework in business, marketing, communication, or related area.

\*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the infl We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-full-time-st-charles-il-st-charles-illinois-job-1-4908905>

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)  
please feel free to forward job leads to others



**Fleet Mechanic-Alsip, IL (Shift M-Fri 10pm-6:30am 3rd shift)**

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00027424

Full or Part Time : Regular Employee FT

**Position Description**

Responsible for performing mechanical repairs and preventative maintenance on company fleet vehicles. - Troubleshoot, diagnose and complete repairs on all types of vehicles. - Perform preventative maintenance in fleet. - Respond to service calls. - Maintain tools. - Clean work area. - Pick up and deliver vehicles. - 1+ years of mechanic experience on light and heavy equipment required. - 3+ years journeyman mechanic experience preferred. - Gasoline, diesel and propane vehicle experience preferred. - Demonstrated mechanical and technical aptitude. - May be required to supply automotive hand tools. (Not including heavy duty or diagnostic tools.) - ASE certification preferred.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/fleet-mechanic-alsip-il-shift-m-fri-10pm-630am-3rd-shift-alsip-illinois-job-1-4906702>

**Cocktail server wanted**

Brando's Speakeasy

343 S Dearborn St Chicago, IL

Printer's Row, The Loop

Job ID: 8939063

Job Type: Full Time

Shift Type: Night

Compensation: N/A

Experience: 1-3 Years

References: Preferred

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

**Job Description**

Cocktail server needed on busy weekdays and weekends. High volume bars

Requirements & Skills: Must be 21+, able to work nights and weekends, etc.

Apply online at <http://www.shiftgig.com/job/chicago/il/server-job-openings-at-brandos-speakeasy-8939063>

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)

please feel free to forward job leads to others



## **Merchandiser Seasonal-St. Charles, IL**

Talent Area : Merchandising/Merchandiser

Location : St Charles, IL, USA

Requisition Number : HV042482

Full or Part Time : Seasonal/Casual FT

### Position Description

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

### Minimum Qualifications/Eligibility Requirements

- Must be 18 years of age.
- Must be eligible to work in the United States.
- Must have a valid driver's license.
- Must have current vehicle liability insurance.
- Must have a driving record with no major moving violations in the last three (3) years.\*
- Must provide and maintain a personal vehicle for use during employee working hours.

### Preferred Qualifications

- 1 year experience working in replenishment or as Merchandiser.
- 1 year experience working in grocery, retail, consumer goods, warehousing, or related field.
- 1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
- 1 year experience working with manual or powered pallet jacks.
- Straddle stacker certification.
- Powered pallet jack certification.
- 1 year experience working under little or no supervision.
- 1 year of college coursework in business, marketing, communication, or related area.

\*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the infl We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-seasonal-st-charles-il-st-charles-illinois-job-1-4908854>

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)  
please feel free to forward job leads to others



**Driver Merchandiser Relief- Class A Required - Chicago,IL**

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Requisition Number : HV040153

Full or Part Time : Regular Employee FT

**Position Description**

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
  
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A CDL license required. - Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-relief-class-a-required-chicagoil-chicago-illinois-job-1-4875568>

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)  
please feel free to forward job leads to others



### **Driver Merchandiser - Class A CDL Required**

Talent Area : Transportation/Driver

Location : Kankakee, IL, USA

Requisition Number : HV019034

Full or Part Time : Regular Employee FT

#### Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
  
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
  
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
  
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
  
- Ability to work with minimal supervision.
- Valid Class A or B Driver's License required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-class-a-cdl-required-kankakee-illinois-job-1-4002385>

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)  
please feel free to forward job leads to others



## **Visiting Senior Research Specialist – Center for Research on Women and Gender**

The UIC Center of Research on Women and Gender (CRWG) is seeking qualified candidates for the position of Visiting Senior Research Specialist. The individual selected for this position will contribute to the development and implementation of research and evaluation activities at Center. The candidate must have experience with grant writing and dissemination of research related to women's health.

### Qualifications:

- Candidates for this position must have a doctoral degree (PhD or equivalent) in public health or a related field and at least five years of research/evaluation experience. Research related to women's health or sex/gender-based differences in health required.
- Candidates must be knowledgeable about current developments and research findings in rapidly-changing health science disciplines; able to evaluate their potential applicability to research and service program; and able to adapt them for use in execution of new research.
- Candidates must have experience with grant writing and dissemination of research through publications and presentations.
- Candidates must demonstrate high-level skills in data analysis, quantitative and qualitative research methodology and evaluation.
- Candidates must have excellent writing skills.
- Candidates must be able to work with researchers from many fields, and in a multidisciplinary, multicultural context. Candidates must also be comfortable working with community groups and community agencies.
- Previous experience leading evaluation or research projects, and experience supervising project staff, including undergraduate and graduate students, strongly preferred.

This is a full time position. The position will begin on January 16, 2015. For fullest consideration, submit a cover letter, CV, and names and addresses of three references, by December 1, 2014. Please apply through the following link <https://jobs.uic.edu/job-board>.

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## ***HIRING EVENT!!***

Friday, November 21, 2014

4314 South Cottage Grove

Room 209

9:00 am – 12:00 pm

Applicants must live in the 60637  
area code

Have an active PERC card or willing to attend  
20 hours training to apply for one

Bring State ID or Drivers License and  
Social Security Card

Have a High School Diploma or GED

Pass a background check

**EMPLOYER WILL INTERVIEW AND EXTEND JOB  
OFFERS ON SITE**

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)  
please feel free to forward job leads to others





**Job Title: Seasonal Toll Collector - South Cook County**

Opening Date/Time: Thu. 11/13/14 12:00 AM Central Time

Closing Date/Time: Wed. 11/26/14 11:59 PM Central Time

Salary: \$10.00/Hour

Job Type: Service Maintenance

Location: TC/South Cook County (Hillside, Justice, Bridgeview, Hazelcrest, Country Club Hills), Illinois

Department: Toll Operations

Examples Of Essential Duties: Seasonal/Temporary Toll Collectors report directly to the Plaza Manager, Plaza Supervisor and/or Collector-in-Charge. Abide by the Rules and Regulations as set forth by the Authority. Seasonal/Temporary Toll Collectors inform supervisors with information of any unusual road conditions, traffic accidents, and/or disabled vehicles. Returns temporary banks, and ensures proper deposit of monies collected. After repayment of temporary bank, ensures proper deposit of remaining monies collected. Properly disposes of all waste material and maintains a clean work environment. Wears and maintains uniform shirts in a clean and presentable manner. Perform other duties as assigned. Must possess the agility to walk up and down curbs, cross as many as 25 traffic lanes, and navigate stairs and doors while carrying a cash drawer. Must have the physical ability to withstand the rigors of working long periods in a standing position as well as being subjected to the severity of seasonal temperature extremes. Vision to work in both daytime and evening time conditions to be able to distinguish types of vehicles from a distance and provide change without errors is required. The ability to negotiate traffic lanes in a safe manner. Required to provide positive and courteous behavior towards patrons and interact professionally with co-workers and supervisors at all times.

Typical Qualifications: Must be able to work from approximately May 15, 2015 through October 31, 2015. One (1) year of customer service, cash handling, retail or bank experience is required. The ability to be available to work seven (7) days per week, twenty-four (24) hours a day, including nights, weekends, and holidays is required. The ability to lift twenty-five(25) pounds is required. Excellent verbal and written communication skills are required. Must pass a written examination with a seventy five (75%) percent or higher score to qualify for an interview.

To apply for a posted position or to create a "Job Interest Card," applicants should visit the Tollway's website, [www.illinoistollway.com](http://www.illinoistollway.com).

Completed applications may be mailed to the Tollway or dropped off in person at the agency's Downers Grove headquarters between the hours of 8 a.m. and 4:30 p.m., Monday through Friday. All applications must be received within the dates indicated on the job posting."

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)

please feel free to forward job leads to others



## **Account Specialist**

Field Museum

Location: Chicago, IL

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

The Account Specialist will report to the Financial Operations Manager.

### Responsibilities

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

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

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

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

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

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

Other duties as assigned

### Qualifications

High school diploma or equivalent is required

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

Efficient use of computer programs

Effective communication skills, both verbal and written

Excellent organization and problem-solving skills

Accuracy and attention to detail are imperative

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

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

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

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **Corporate Major Gifts Officer**

Field Museum

Location: Chicago, IL

The Corporate Major Gifts Officer will serve as an important member of the institutional advancement department, reporting to the Director of Corporate and Foundation Giving. The position interfaces with corporate giving and foundation program officers, marketing professionals and executives; collaborates with curators, educators, and exhibition project managers on proposal development, presentations, and events; supports trustees and Museum volunteers in corporate outreach; and provides essential knowledge, planning, and follow-through to meet the Museum's corporate fundraising goals. The Corporate Major Gifts Officer will collaborate with the Director of Corporate and Foundation Giving, designing strategic and operational plans for major gift fundraising and sponsorship.

### **Responsibilities**

Manage an assigned portfolio of 50-100 corporate prospects and donors/sponsors  
Develop and implement corporate donor cultivation, solicitation, and stewardship plans  
Compose project proposals, presentations, grant applications, reports and meeting briefings. Maintain data for assigned portfolio in Raiser's Edge database, including call reports, proposals, and other stewardship activities. Cultivate internal relationships to most effectively raise money for Museum funding priorities. Support senior staff and volunteer fundraising solicitors in identification and development of prospective donors and sponsors. Initiate calls, meetings and site visits. Other duties as assigned

### **Qualifications**

Bachelor's Degree, three years of fundraising experience, and five years or more of work experience. Demonstrated experience in corporate and/or foundation gift solicitation and/or sponsorship sales required; • Previous experience with a capital campaign and/or private foundation fundraising preferred. Ability to work on multiple projects simultaneously, set and manage priorities, and meet deadlines. Interest in science and commitment to The Field Museum's mission and programs. Excellent written and verbal communication skills required. Knowledge of Microsoft Office Suite, fundraising databases, and appropriate web-based applications and services; Raiser's Edge experience preferred. Knowledge of Chicago corporate funding community desired  
Exceptional interpersonal skills and the ability to foster strong working relationships with internal and external constituents; ability to work productively with a variety of people

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Guest Relations Representative**

Field Museum

Location: Chicago, IL

The Guest Relations Department is responsible for providing world-class service to our visitors, generating revenue through ticket sales, and tracking museum attendance. We are seeking friendly and energetic Guest Relations Representatives to join our team and ensure a positive and memorable experience for our visitors.

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

#### Responsibilities

Provide excellent face-to-face customer service for the Museum visitors  
Facilitate the admission process by providing information to visitors as they wait in line  
Monitor and maintain the flow of guests into ticketed exhibitions  
Process ticket orders (cash or credit card) using the Museum's ticketing software

Provide excellent face-to-face customer service for Museum visitors  
Staff coat check operations - check bags, coats and renting strollers/wheelchairs  
Facilitate the admission process by providing information to visitors as they wait in line.  
Check-in all school/student groups  
Staff the Museum's Siragusa Center - our lunchroom for all student and children groups  
Additional responsibilities as assigned

#### Qualifications

HS diploma or equivalency required  
Two to three years of proven customer service experience in a similar environment  
Must be available at least one weekend day per week  
Must possess excellent communication skills

Familiarity or ability to use Windows-based computer programs  
Must have previous cash-handling experience and excellent math skills  
Must be able to stand, sit and move to different posts throughout a shift. •  
This position requires standing for long periods of time (2+ hours)  
Second language is a plus. First aid and/or CPR training a plus

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Team Leader, Housekeeping**

Field Museum

Location: Chicago, IL

The Team Leader, Housekeeping, supervises and coordinates the activities of Housekeeping staff engaged in cleaning and maintaining the premises of the Museum.

Acts as a liaison between all shifts and maintains a high quality standard in housekeeping services by training, supervising and motivating the staff to ensure all schedules are complete. The Team Leader, Housekeeping, position is 2nd shift (2:30pm - 11:00pm).

#### Responsibilities

Instructs and trains employees in the proper use of new equipment and cleaning products and procedures

Submits to Facilities department recommendations for painting, repairs, furnishings, relocation of equipment, and periodically inventories supplies and equipment

Investigates new and improved cleaning instruments and methods

Maintains proper control over the use of chemicals and supplies; ensures proper usage and cost containment

Coordinates work efforts to improve productivity

Other duties as assigned

#### Qualifications

High School Graduate

Two-year previous experience as a housekeeping supervisor with demonstrated knowledge of experience with custodial cleaning equipment and project management development knowledge

Knowledge and familiarity with chemical use and dilution rates

Communicate effectively both orally and written

Ability to successfully demonstrate leadership abilities

Demonstrated computer program knowledge of Microsoft Word, Excel and Outlook

Ability to work all shifts during training period

Must be able to work under pressure as difficult situations arise and retain a sense of diplomacy and urgency. Prioritized effectively in the face of infinite demands and finite resources

Must be able to stand and walk for long periods

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

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

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

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **Protection Services Supervisor**

Field Museum

Location: Chicago, IL

The Protection Services Supervisor assists in the development and implementation of all Security policies, procedures and programs that respond to business needs while ensuring the safety of all Field Museum properties and employees.

The individual in this role will work with the Director to implement programs relating to general safety, fire protection, accident prevention and security investigations. He/She will also provide direct supervision of Security Guards and Officers to ensure an efficient and cost effective security operation.

There are two full-time positions available, one supervising the 11:00 am - 7:00 pm shift and the other 7:00 pm - 3:00 am.

### **Job Responsibilities:**

Supervise Security Guards and Officers: oversee attendance, monitor work performance, maintain employee files, and distribute both verbal and written information to Guards and Officers as needed.

Develop and administer Security Guard/Officer Training program: provide orientation and basic training, prepare/conduct on-post and in-service training and maintain training records, prepare/distribute educational materials, and review emergency evacuation plan and training.

### **Job Qualifications:**

High school diploma; college degree preferred.

Must have 2-5 years working experience in security industry and experience in staff management.

Proven ability to think and make appropriate decisions/judgments on his/her own.

Ability to manage challenging visitors and employees, address and resolve conflicts, work under pressure, and respond appropriately to emergencies and ad-hoc situations. Must have strong verbal and written skills, as well as good interpersonal skills. Excellent public relations and diplomatic skills required.

Must be computer literate and proven knowledgeable in computer applications/programs.

Experience in cultural property protection is a plus.

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Corporate Membership Officer**

Department: External Affairs/Corporate Foundation Relations

Status: Full Time

#### Responsibilities

Under the direct supervision of the Corporate Major Gifts Officer (CMGO), this individual will work with staff across the Museum to coordinate all activities supporting the identification, cultivation, solicitation and stewardship of corporate grants and sponsorships.

Serves as liaison between the Museum and funders during the application process. The Officer will also write and edit grants, sponsorship proposals, applications and supporting documents for all corporate requests including Annual Fund and restricted philanthropic gifts in support of the Museum's funding priorities.

This individual will compose solicitation and cultivation letters to donors, sponsors and prospects, track grant reports and mailings for donors and maintain lists of prospects.

#### Qualifications

Bachelor's degree required with two years of development experience.

Grant and proposal writing experience.

Advanced oral and written communication skills.

Self-directed and proactive. Ability to meet deadlines.

Strong research skills. Detail-oriented with a strong commitment to accuracy.

Able to manage confidential information with discretion.

Knowledge of private, community and corporate funding sources and their procedures.

Knowledge and understanding of the principles, goals and ethics of fundraising and sponsorship, and the roles that corporations and foundations have within the process.

Knowledge of corporate sponsorship a plus.

Familiarity with Blackbaud Raiser's Edge 7 a plus.

Knowledge of Microsoft Office.

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/corporate-membership-officer/>

The Museum of Science and Industry is an AA/EOE/ADA employer.

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)

please feel free to forward job leads to others



### **Guest Admissions Representative**

Department: Education & Guest Services

Status: Temporary Part Time (until 01/04/2015)

#### Responsibilities

Provides enthusiastic and efficient customer service by answering questions regarding Museum exhibits, special attractions, providing directions and assistance, to enhance the guest experience. Anticipates guest issues and is empowered to proactively solve guest issues and needs. Has the curiosity and excitement to learn special attractions, exhibit content and price structure to efficiently increase sales numbers.

Has the ability to build personal relations with Museum members/guests to encourage repeat visits. Participates in team meetings to create and discuss new sales tactics. Partners with Guest Operations/Guest Experience to ensure real-time traffic flow is being communicated to ensure positive museum experiences.

Processes all transactions on the Museum's ticketing system according to Museum policies and procedures. Accurately balances monies through ticketing system.

Assists guests who appear or are lost, or guests with any issues or problems.

#### Qualifications

One year of college experience or 1-2 years of related or relevant experience.

Previous cash handling experience required.

Prior computer experience a must/familiar with basic Windows operations, Microsoft Office and Internet. Successful customer service experience.

Prior telephone experience preferred. Bi-lingual is a plus.

Ability to multitask (e.g., explain Museum content while actively completing ticketing transactions). Ability to work in fast-paced environment while being friendly and outgoing. Ability to work in multi-working areas (e.g., Group Center, Membership, Lost and Found, Coat Check, Ticketing and Call Center).

Requires weekends, holidays and some evenings.

Has the curiosity to learn Museum content and culture and is able to communicate that to guests in an engaging and inclusive way.

Has the ability to learn, comprehend and utilize the Museum's Ticketing and Call Center systems to ensure efficient and accurate transactions.

A positive attitude required, strong love for working with people in a fun, inviting atmosphere. Must be flexible in working in multiple environments, such as the Call Center, Membership, and onsite Ticketing.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/temporary/guest-admissions-representative/>

The Museum of Science and Industry is an AA/EOE/ADA employer.

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)  
please feel free to forward job leads to others





### **RESTAURANT STAFF (O'HARE AIRPORT and CHICAGO LOCATIONS)**

Restaurant management positions include overseeing and managing the day to day operations of our carry-out & delivery restaurant operations. This includes, but is not limited to employee training & supervision, maintenance and submittal of paperwork and ensuring the integrity and quality of our product, as well as superior customer service. Restaurant employee positions include food preparation, taking orders and overall customer service. We are now taking applications for all of our restaurant locations.

#### **HOW TO APPLY:**

If you would like to be considered for opportunities with Reggio's Pizza, Inc., you may complete an application at our office Mondays – Fridays from 9:00 AM to 3:30 PM

Reggio's Pizza, Inc.  
340 West 83rd Street, Chicago, IL 60620 (773) 488-1411

Vacancies occur throughout each year; however, the vacancies do not equal the number of qualified applicants. If an appropriate position becomes available, your application will be considered and you will be contacted for an interview. Applications are kept on file six months from the day that you apply. Reggio's Pizza, Inc. is an equal opportunity employer.

### **RESTAURANT DELIVERY DRIVERS (CHICAGO LOCATIONS)**

Under direction from restaurant manager, driver must deliver pizzas to customers and goods to/from corporate office within specified times. Must have own vehicle, car insurance and valid driver's license and clean driving record.

#### **HOW TO APPLY:**

If you would like to be considered for opportunities with Reggio's Pizza, Inc., you may complete an application at our office Mondays – Fridays from 9:00 AM to 3:30 PM

Reggio's Pizza, Inc.  
340 West 83rd Street, Chicago, IL 60620 (773) 488-1411

Vacancies occur throughout each year; however, the vacancies do not equal the number of qualified applicants. If an appropriate position becomes available, your application will be considered and you will be contacted for an interview. Applications are kept on file six months from the day that you apply. Reggio's Pizza, Inc. is an equal opportunity employer.

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)  
please feel free to forward job leads to others



**Operations Officer (O'Hare Airport)**

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

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

For all career opportunities, please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).

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

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

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

For all career opportunities, please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).

**Award winning North Shore BBQ restaurant expanding**

Big Ed's BBQ  
536 North Milwaukee, Libertyville, IL  
ob ID: 8936213  
Job Type: Full Time  
Shift Type: Morning, Afternoon, Night  
Compensation: N/A  
Experience: < 1 Year  
References: Preferred

**Job Description**

Award winning North Shore BBQ restaurant is expanding. We are located in Waukegan and now Libertyville. We are looking for motivated and ambitious bus boys, line cooks, dishwashers and cashiers. If interested please contact us to set up an interview.

Requirements & Skills: Must be able to work nights and weekends

Apply online at <http://www.shiftgig.com/job/libertyville/il/cashier-job-openings-at-big-eds-bbq-8936213>

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)  
please feel free to forward job leads to others



### **Transport Driver**

Talent Area : Transportation/Driver

Location : Niles, IL, USA

Requisition Number : HV040326

Full or Part Time : Regular Employee FT

### **Position Description**

Position Description: Responsible for moving trailers across lots during loading and related functions.

- Conducts a daily check of trailers for raw materials and full goods in addition to assessing for empty trailers and others that need to be relocated or loaded.
- Properly stores trailers not being used.
  
- Maintains proper order of customer pick up trailers brought to the docks.
- Ensure a complete and accurate list of trailers brought in and moved to the docks.
  
- Ensure that all trailers brought to the docks have their wheels chocked.
- Reports problems or damages that occur.

Position Requirements: - High School diploma or GED preferred.

- 0 - 3 year of general work experience required.

- 1+ year prior warehouse/stocking/fork-lift experience preferred.

- Previous experience within high-speed industrial environment a plus.

- Ability to operate a manual / powered pallet jack or lift product.

- Demonstrated attention to detail.

- Fork-lift certification is required

- Must be able to repetitively lift up to 60lbs

- CDL Class A required if transporting product on public roads.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/transport-driver-niles-illinois-job-1-4932157>

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)

please feel free to forward job leads to others



## **Field Recruiter**

Talent Area : Human Resources

Location : Niles, IL, USA

Requisition Number : 00027590

Full or Part Time : Regular Employee FT

### Position Description

The Field Recruiter works closely with the Talent Acquisition Manager, Supervisor, Hiring Managers and Recruiting Assistants as well as other functional areas to attract and acquire a highly talented and diverse workforce. - Owns the hiring process. Lead and execute all TA efforts to support Frontline hiring needs for assigned Market(s) to support business needs - Responsible for all client management activities with the Market(s). Builds relationships and trust to effectively gauge needs and influence hiring decisions. Identifies issues early in the process and resolves problems proactively, uses data and results to make decisions and provides status updates on a regular basis

- Bachelors Degree Required or equivalent experience required - Minimum three years full cycle recruiting experience required, - Minimum one year managing multiple clients
- Experience managing multiple stakeholders and candidates in a high volume, fast paced environment
- Experience sourcing, screening and assessing candidate qualifications,
- Experience researching local industry/employment market to drive recruiting process
- Experience with recruiting information and applicant tracking systems,
- Experience partnering with third party vendors
- Intermediate to advanced computer skills including MS Office Suite and Lotus Notes/Outlook
- Strong communication skills both verbal and written
- Ability to work in a fast-paced high volume environment
- Productive and efficient in planning and executing work with multiple projects/priorities
- Ability to work independently with limited direction
- Strong detail orientation, follow up and organizational skills
- Ability to build positive relationships with hiring managers
- Customer focused approach to respond to the needs of hiring managers
- Listens effectively and develops relationship with candidates
- Ability to maintain strict confidentiality
- Ability to accurately assess candidate qualifications
- Ability to influence and coach managers and peers without direct authority, preferred

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/field-recruiter-niles-illinois-job-1-4928861>

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)

please feel free to forward job leads to others