



Become an NORC Telephone Interviewer

Telephone Survey and Support Operations

Simply stated, working at the NORC telephone and data preparation facility as a telephone interviewer or production clerk is a great job. Aside from the fact that you will be working at a prestigious research institution affiliated with the University of Chicago, telephone interviewers and production clerks have flexible hours, do meaningful work, and have excellent starting wages with possibilities of promotion within the first 12 months. All this at a great location! We are located at 1 North State Street in downtown Chicago, the epicenter of Chicago. We are within a block of every El line and dozens of bus lines, and we are close to Metra as well. Both floors have views of Millennium Park and Lake Michigan.

Tasks at the facility include telephone interviewing, respondent locating and screening, survey response coding, hard copy document management, computer assisted data entry, and survey material mailings.

Apply online at <http://www.norc.org/WorkingAtNORC/Pages/become-a-telephone-interviewer.aspx>

EEG Technician

Department: EEG

Schedule: Registry

Shift: Days

Hours: 7:00am-3:30pm

Job Details:

HS Diploma/GED

Applies electrodes from a multi-channel recorder to the head of the patient to record and measure electrical brain wave activity. May also conduct Evoked Potential response tests to measure latency of response to stimuli for detecting other neurological disorders. Observes and notes patient's response and behavior during tests and records. May also conduct basic electromyography studies.

Apply online at <http://www.westsuburbanmc.com/About/careers.aspx>

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YOUTH AND FAMILY COORDINATOR

YMCA: Greater Joliet Area YMCA

Location: Joliet, IL

POSITION SUMMARY:

Provides day to day implementation of high quality youth programming for the Youth and Family Department, including, but not limited to: Before & After School Care; Summer Day Camp; Child Watch Services; Youth/Teen Programming; and Youth/Family Special Events.

QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent experience.
2. One to two years related experience preferred.
3. Minimum age of 21.
4. Child Abuse Prevention, CPR, Blood Borne Pathogens, First Aid and AED certifications required within 30 days of employment.
5. Working knowledge of excel is preferred.

PHYSICAL DEMANDS

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.

Salary: \$28,000 - \$32,000

Additional Compensation Details:

The Greater Joliet Area YMCA rewards dedicated employees by offering our full-time employees competitive benefits package that includes a defined contribution retirement plan with 12 percent of salary contributed by the association (when eligibility requirements are met), paid time off, paid holidays, health insurance including dental and life insurance and professional development opportunities.

HOW TO APPLY

Please submit resume, cover letter and 3 references (with at least 1 being a family/friend reference) to Adriana Garcia at agarcia@jolietyymca.org

Apply By Email: agarcia@jolietyymca.org

Resumes until: 12/13/2013

Contact: Adriana Garcia

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CHIEF DEVELOPMENT OFFICER

YMCA: McGaw YMCA

Location: Evanston, IL

Job Description: The McGaw YMCA in Evanston, Illinois is recruiting for a Chief Development Officer (CDO). The CDO reports to the President/ CEO and serves as a member of McGaw's senior leadership team, providing strategic leadership in financial development to advance the McGaw YMCA's cause-driven, charitable mission through annual giving, government and foundation grants, major gifts, endowment bequests and gifts and capital campaigns. The CDO leads the effort to create a robust culture of philanthropy. In addition, the CDO assists the CEO in developing an actively engaged fundraising board of directors and volunteers, and in positioning the YMCA as a "charity of choice" for the investment of donations within the local community.

Experience/Education/Certification Requirements:

1. A Bachelor's degree in a related field or equivalent; Master's degree preferred.
2. Eight or more years of professional financial development experience with a background in fund raising in the YMCA or another cause-driven not-for-profit strongly preferred.
3. Evidence of highly developed and effective relationship-building with top volunteers, donors, prospects, and community leaders and diverse groups of people from all social and economic segments of the community.
4. Demonstrated achievement in leading, managing, supervising and inspiring staff and volunteer fund raising teams.
5. Working knowledge of giving and charitable vehicles. Foundation and government grant writing expertise.
6. Ability to create interpretive materials to enable potential donors to understand the YMCA and how they contribute to the achievement of its mission.
7. Knowledge of the media and its use in gaining exposure for the YMCA philanthropic message.
8. CFRE or equivalent and professional association engagement strongly preferred; YMCA Organizational Leader certification must be obtained.
9. Spanish language fluency preferred.

Application/Resumes to: CDOapplicant@mcgawymca.org

Application/Resume Closing Day/Date/Time: December 2, 2013

Salary: \$90,000 - \$130,000

HOW TO APPLY

Send Resume to: CDOapplicant@mcgawymca.org

Resumes until: 12/2/2013

Contact: William F Geiger

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Fitness Attendant

Job ID 2013-5440

Center High Ridge

Positions 2

Address 2424 W Touhy Ave

Posted Date 11/21/2013

City Chicago

Category Health and Fitness

State IL

Type Regular Part-Time

Hours per Week 24.00

Variable Schedule Monday through Friday: 5am to 11am and 4pm to 10pm.

Saturday/Sundays: 8am to 12pm

Job Summary: Provide customer service, guidance, and leadership to all members and participants. Create and deliver fitness programs, including cardiovascular exercise, muscle conditioning and flexibility.

Scope of Responsibilities: Design and deliver fitness programs that meet individual members' needs. Represent the YMCA by utilizing tools and information to increase member knowledge of fitness as well as other programs provided through the YMCA (handouts, charts, brochures, etc.). Develop and maintain professional relationships with members by providing personal attention every shift to all participants through a proactive approach. Provide assistance/guidance and make an effort to acknowledge all members in the fitness room. Instruct members on correct position and body alignment to prevent injuries. Responds to, and reports, accidents and incidents. Reports equipment problems. Attends staff meetings and trainings. Maintains current certifications. Discusses and promotes all YMCA programs. Motivates members to commit to long-term participation. Any additional job duties as assigned.

Requirements: Have specific knowledge and ability in fitness instruction. Possess the ability to communicate verbally and in writing to individuals and small groups. Obtain YMCA Basic Fitness Leadership certification within first six months of employment, or have current A.C.E. Certification or equivalent. Principles of YMCA Health and Fitness certification must be obtained within 90 days from date of hire. Have current (within 30 days from date of hire) CPR and First Aid certifications.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/5440/fitness-attendant/job>

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Executive Office Manager-Office of Information Technology (OIT) - DIS0000250

Duties and Responsibilities

The District office is where the administrative and executive offices are located. We are conveniently situated in the loop, on the corner of Jackson and Franklin, across the street from Chicago's main attraction and one of the tallest buildings in the world, Willis tower, formerly known as Sears Tower.

Position Summary: An Executive Office Manager handles a wide range of confidential, high level administrative and executive support tasks that involve effective communication and interaction with executive level employees, including but not limited to an Officer of the District ("OD"). An Executive Office Manager must have a strong professional demeanor and must be reliable and trustworthy. This individual is expected to carry out all of the duties of the position in a manner consistent with the mission, strategic plan, and goals of City Colleges of Chicago.

Qualifications

Bachelor's degree or equivalent combination of education and/or experience required. Five years progressive business/office experience which includes researching issues; writing drafts, reports, summaries, and other correspondence; and verbally disseminating information. Extensive computer and software experience, including word processing, spreadsheets, database management, and desktop publishing. Must be able to adapt to computer and software changes as the District continues to upgrade automation. Demonstrated ability to coordinate a high volume of diverse assignments, effectively handling competing priorities, maintaining a high level of confidentiality, and maintaining attention to detail. Must be able to work well with employees at all levels of the organization, in addition to individuals working outside of the District. Must be able to handle all situations with tact and diplomacy. Must possess flexibility to adjust to a dynamic work environment. Must be self-directed and able to prioritize assignments. Must be able to meet assignment deadlines. High-level of human relations skills, maturity and considerable discretion in handling confidential matters required.

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!

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Senior Accountant - DIS0000144

DEPARTMENT - FINANCE

Number of vacancies: 1

Duties and Responsibilities

Under the general supervision of the Accounting Supervisor, the Senior Accountant will perform senior level professional accounting duties where the position works on moderate to complex accounting assignments. Records and reviews journal entries and supporting documentation for recording expenditures, reclassifications and budget transfers into general ledger on a timely basis. Reviews financial documents to ensure accuracy and proper allocation to accounts as well as complying with approved contract and funding guidelines. Monitors account balances to ensure availability of funds. Prepares monthly account analysis and reconciliation of assigned general ledger or grant accounts to ensure proper balances are reported. Responsible for identifying, investigating, and reporting all discrepancies and working with appropriate personnel to ensure that all reconciling items clear in a timely manner. Assists in the annual financial audit by compiling fiscal data to be reviewed by external auditors and included in the Comprehensive Annual Financial Report as well as other reports. Review work and assist in training of Accountants. Performs other duties as assigned.

Qualifications: Completion of a Bachelor's degree from an accredited college or university in Accounting supplemented with 3 to 5 years of professional accounting experience. Knowledge of generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) statements, audit techniques and financial report preparation. Knowledge of Endowment Accounting and Financial Accounting Statements 116 and 117 preferred.

SKILLS AND ABILITIES

Ability to prioritize multiple assignments and projects, mobilize efforts toward completion, and deliver with a high degree of quality on a consistent basis. Excellent organizational, analytical, and decision-making skills. Ability to prepare comprehensive financial reports and have an excellent working knowledge of spreadsheet applications. Must possess excellent analytical skills and the ability to manage moderate to complex accounts. Excellent verbal and written communication skills. Must be able to meet deadlines in a timely manner. Must be proficient in application of software such as PeopleSoft, Oracle or similar ERP, Microsoft Word, Excel, PowerPoint.

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Retention Specialist - MAL0000171

Duties and Responsibilities

PRIMARY OBJECTIVE: The position is responsible for, but not limited to, providing information and assistance to program participants for the purpose of student retention, transfer and recruitment.

Follows up with program participants by contacting them and making sure they are participating and taking advantage of support services within the program to insure their success.

Follows up with former program participants to identify if they have successfully completed an undergraduate degree or in the process of completing one.

Provides information and assistance regarding transferring to four year colleges and assists with the outreach and recruitment of new programs.

Organizes, plans, and coordinates program activities for the purpose of retention, transfer and recruitment.

Prepares internal and external communication regarding retention program services.

Implements reports for review by the Director of Student Support Services.

Implements systems for tracking of and follow-up of program participants and knowledge and use of computer/databases.

Works closely with the student support services staff, College Advisors, and administrative staff.

Attends meetings and conferences. Performs other duties as assigned.

Qualifications

Bachelor's degree, in Developmental Education, Career Guidance, Higher Education, Student Personnel, Management, Marketing, or related field is required.

Should possess two to three years of progressively responsible administrative experience; or an equivalent combination of training and experience.

Demonstrated skills in operating and applying microcomputer software and word processing, spreadsheet and database application. 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.

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College Library Assistant II - OLI0000178

PRIMARY OBJECTIVE: Perform standard library clerical duties that require knowledge of clerical methods and procedures. This position works under direct supervision from higher level personnel. Charges and discharges books and other library materials; computes and collects fines for overdue books or library materials and records amounts collected into cash ledgers. Maintains and updates lists of books and materials placed on reserve by faculty and students; processes reserve book requests by locating and pulling books from shelves, types reserve cards and maintains card files of reserved books by catalog numbers and course/instructors. Maintains daily count of books and materials checked out by faculty and students and prepares circulation reports. Performs bibliographic searches by checking standard tools (OCLC and ILLINET Online). Updates content of bibliographic records in local catalogs, ILLINET Online, and associated authority files, assigning tags, indicators, and subfields to data fields. Maintains records of students' delinquent notices; prepares purchase orders for books, films, periodicals and other library materials; posts purchase order information into ledgers; reviews invoices against purchase orders for accuracy and prepares payment approval forms. Circulates audio-visual equipment and media; maintains the inventory of audio-visual equipment and supplies; duplicates audio-visual media in compliance with copyright agreements. Demonstrates equipment use; supervises student aides assigned to the library; prepares work schedules and maintains daily time sheets. Types various correspondence using prescribed forms. Required to adhere to CCC Customer Service Excellence standards. Performs other duties as assigned.

Qualifications

High school graduation or the equivalent, supplemented by two years of clerical experience, including two years' experience in a library setting; or an equivalent combination of training and experience. LTA certification preferred. Knowledge of basic office procedures. Knowledge of library clerical procedures. Knowledge of alphabetical and numeric filing systems. Ability to keyboard forty-five words per minute. Ability to follow oral and written instructions. Excellent oral communication skills. Ability to supervise part-time staff. Ability to operate a personal computer and basic library equipment. Good filing skills. Skill in operating related equipment.

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Temporary Supt Staff TRiO Talent Search - MAL0000169

Recruits participants for program Assess needs of program services for each student and document all information via Individualized Educational Career Plan (IECP).

Assist with the preparation and dissemination of all correspondence involving workshops and activities provided by the program.

Provide information and assistance with FAFSA, college applications, scholarships, ACT prep, educational and career counseling.

Conduct weekly school visits and maintain consistent contact with assigned target school staff.

Secure all copies of student transcripts, test scores, college applications, acceptance letters, FAFSA documents, etc.

Assist with maintaining accurate student files.

Assist with the development and implementation of all program services, workshops and activities.

Coordinate all college, university and cultural visits.

Positively contribute to a collegial work environment.

Encourage students to read and research in order to develop familiarity with the internet.

Encourage students' personal, social and academic development and to continue their education beyond high school.

Qualifications

Minimum of Bachelor's degree in education, social work, counseling, psychology or human services field.

Ability to effectively use Microsoft Word, Excel and Power point. Excellent verbal, written and organizational skills.

Knowledge of college admissions and FAFSA process.

Have reliable transportation.

Professional or personal experience in overcoming barriers similar to those confronting project participants.

Ability to work with low-income, first generation high school students.

Formal training and/or work experience in programming that improves secondary school retention/graduation rates.

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College Advisor - DAL0000205

Primary Objective: Under the supervision of the appropriate Dean, the College Advisor is responsible for assisting with the development, coordination, and implementation of Student Support Services and activities to increase recruitment and retention rates, course completion rates, graduation and/or transfer to either a college/university, or enter the workforce.

SUPERVISORY RESPONSIBILITIES:

Direct Supervision: None

Indirect Supervision: Part-Time Staff

Work-Study Students

Qualifications

Bachelor's degree required with coursework in Education, Human Relations, Psychology, Human Services or College Student Personnel. Master's degree preferred. Three years of experience in a higher education student services environment; or supplemented by six years of related experience in a higher education environment.

Knowledge of academic and occupational programs, articulation agreements, transfer guides, assessment and academic career advisement.

Experience overcoming barriers similar to those faced by the target population.

Must be self-directed with the ability to work independently within changing deadlines.

Financial aid knowledge a plus.

Ability to analyze and address the educational and personal needs of students.

Knowledge of the career development process and of available career development resources.

Demonstrated experience with computers and database related software.

Excellent verbal and written communication skills required.

Experience in advising both traditional-aged students and adults in a higher education setting desirable.

Special Requirements: Availability to work some evenings & weekends.

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College Bursar Assistant I - TRU0000149

DUTIES & RESPONSIBILITIES:

Receives, verifies, and processes cash deposits, tuition payments, and payments of other bills. Prepares the daily bank deposits for armor pick-up. Prepares daily cash reports and log sheets for accounts payable. Reviews, verifies, and processes vouchers, accepts and disburses funds in accordance with procedural guidelines. Matches invoices to purchase orders and requests updates as needed. Reviews vendor accounts.

Prepares expense report as needed on vendor budgets and researches outstanding accounts. Contacts vendors for outstanding invoices, order updates and other inquiries. Processes registration transactions and assists in student registration activities. Processes third party transactions.

Balances daily cash transactions and cashes petty cash warrants. Assists students with inquiries regarding their accounts. Reviews system to assess. Match exceptions and problem resolution. Assists with data for preparing reports. Assists in student registration activities. Performs related duties as required.

Qualifications

Associates Degree is required; supplemented by 2 years of cash handling and accurate record of cash balancing; or an equivalent combination of training or experience. Good knowledge of basic accounting principles and techniques.

Good knowledge of accounting and auditing terminology. Some knowledge of accounting software a plus. Ability to prepare and maintain accounting records. Ability to write simple financial statements and reports. Ability to supervise work of student assistants. Good organizational skills. Good verbal and written communication skills. Basic computer skills required.

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College Clerical Assistant II - HAR0000162

College Clerical Assistant II Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

Transcript request processing, enrollment verification processing, mid-term grade entry, front counter services, archived record services, transfer credit posting, degree audit processing, grade administrative and no-show withdrawals.

Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail.

Assists in reviewing time sheets and prepares attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.

Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.

Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information.

Adheres to CCC Customer Service Excellence standards.

Performs related duties as required.

Qualifications

Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience. Proficient in PC desktop and related software programs. Ability to operate a personal computer.

Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions.

Skill in basic filing, record keeping and operation of a variety of office machines.

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College Storekeeper - DAL0000197

Duties & Responsibilities:

- Tags and records new furniture and equipment.
- Processes requisitions for materials, supplies and equipment in accordance with established procedures.
- Participates in physical inventories and maintains perpetual inventory records.
- Maintains records of the receipt and distribution of materials, supplies and equipment.
- Maintains records of obsolete equipment and furniture.
- Maintain storage room of college records.
- Moves and arranges furniture.
- Adheres to CCC Customer Service Excellence Standards.
- Perform other duties as assigned.

Qualifications

- A high school diploma supplemented by two years of college with two years experience in receiving, recording, storing and issuing materials, supplies and equipment or an equivalent combination of education and experience is required.
- Good knowledge of college store procedures.
- Must be in good physical condition and have the ability and willingness to perform some duties that may require some physical labor.
- Ability to prepare and maintain records and to perform simple mathematical computations.

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College Clerical Assistant I - PT - Nursing Department - DAL0000178

Duties and Responsibilities

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

Richard J. Daley College is located on the southwest side of Chicago. As a City College of Chicago, Daley College offers accessible and affordable opportunities for academic advancement, career development, and personal enrichment. The Advanced Manufacturing College to Careers program is headquartered at Richard J. Daley College.

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required. Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order. Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures. Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence. Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration. Required to adhere to CCC Customer Service Excellence standards. Performs related duties as required.

Qualifications

Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred. Knowledge of word processing software; and knowledge of basic office procedures. Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer. Skill in basic filing; and good oral communication skills.

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Community Outreach Worker - DAL0000201

Duties and Responsibilities

The Advanced Manufacturing College to Careers program is headquartered at Richard J. Daley College. Serves as a community presence to meet City Colleges of Chicago strategic goals and objectives and represents the district's interest to the public. Fosters an environment in which community support objectives are viewed as a high business priority affecting the reputation and success of the District.

Conducts one-on-one interviews with active Community-Based Organizations (CBOs) and Faith-Based Organizations (FBOs), and community leaders that serve within the assigned college region identified by the District Director. Maintains positive relationships with the same. Represents the City Colleges of Chicago with branded material in various non-profit community organizations' functions related to charitable or community-based activities. Develops and maintains a contact database for the department. Works with the District Director to implement community affairs relations and create partnership and support for CCC and Reinvention efforts.

Recommends to District Director community events relevant to meeting CCC goals and objectives. Identifies opportunities to achieve community support and meet City Colleges of Chicago objectives, and refers potential opportunities to the District Director. Performs other duties as assigned.

Qualifications

A Bachelor's degree in Community Relations or related field required. A combination of education and professional work experience may be considered at the discretion of management. One to three years demonstrated experience in a college or university setting, non-profit service organization or the private sector related to community relations or one to three years of experience developing community relationships. A high level of personal skills is required to make persuasive presentations to individuals or groups and to deal effectively with people from all segments of the community. Ability to initiate, develop and maintain mission-productive relationships with internal and external constituents. Strong verbal and written communication skills to communicate with individuals from diverse socioeconomic backgrounds both within the organization and with external funding agencies. Demonstrated sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds. Computer proficiency.

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Adjunct Faculty-Child Development - KEN0000150

Duties and Responsibilities

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Consider being a part of CCC's transformation and join the 5,800 faculty and staff who serve 120,000 students at seven campuses and six satellite sites city-wide. At CCC, employees contribute to the success of our students while enjoying competitive compensation and outstanding benefits packages. Build your future at City Colleges of Chicago and ensure more students complete their curricula - college-ready, career-ready and prepared to pursue their life's goals.

As a City College of Chicago, Kennedy-King College embodies the commitment to academic excellence and civic responsibility espoused by its namesakes, civil and human rights activists Robert F. Kennedy and Dr. Martin Luther King, Jr. The Washburne Culinary Arts & Hospitality College to Careers program is headquartered at Kennedy-King College. Kennedy-King College is home to Washburne's world class kitchens and a state-of-the-art main campus located on the south side of Chicago.

You must demonstrate excellence in teaching, commitment to integrating new technologies in the learning process, and the ability to inspire, motivate, and empower students to succeed. You are required to post your syllabi on Blackboard and to enter your final grades online in PeopleSoft.

Qualifications

M.S. in Child Development/Early Childhood Development or M.Ed. in Elementary or M.Ed. in Secondary Education or M.Ed. in Early Childhood Education or Human Development and Education.

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TITLE: LIFEGUARD - (YEAR ROUND - PART TIME)

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, ensures the safety and supervision of swimmers at Park District aquatic locations. Assists in swimming instructions and other organized aquatic activities. Performs related duties as required.

EXAMPLES OF DUTIES: Guards beaches and/or pool area to protect swimmers from accidents or drowning. Responds to emergency situations in accordance with established methods and procedures. Administers first aid, CPR as necessary. Enforces park rules and regulations regarding pool and beach activities. Maintains aquatic safety equipment by inspecting and reporting repairs needed to buoys, floats, ropes or other equipment installed as safety measures. Performs maintenance duties in keeping pool and beach areas clean, safe and attractive. Assists and/or leads aquatic instruction and recreational activities including swimming lessons, hydro-aerobics, water polo and swim team.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Completion of at least two years of High School is recommended.

Certification Requirements at time of hire:

American Red Cross Lifeguarding certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent

American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Bloodborne Pathogens Training or equivalent

Chicago Park District Lifeguarding Card

Knowledge, Skills and Abilities:

Knowledge of lifesaving and life guarding methods and techniques. Ability to meet and deal with the public. Ability to swim and dive proficiently. Ability to administer first aid and CPR to victims needing such attention.

SEIU-Local 73

Career Service

EEO: Protective Service

FLSA: Non-Exempt

SALARY: \$13.85 PER HOUR

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TITLE: ATTENDANT (H)

THIS POSITION IS BUDGETED FOR UP 25 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance
FLSA: Non-Exempt

Salary: \$13.61 per hour

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Title: Activities Instructor - Windy City Hoops (part-time)

The Windy City Hoops program will provide a safe environment for 12 to 17 year olds to play season-long tournaments against their peers, learn the value of teamwork, and build leadership skills. Candidates in this position will be expected to work evenings (5-10pm) on Thursdays, Fridays and Saturdays for up to one year.

CHARACTERISTICS OF THE CLASS: Under general supervision, plans, promotes, organizes, conducts and provides instruction in a specialized athletic, recreation or leisure activity including, but not limited to tennis, aerobics, yoga, boxing, sailing and skating. Conducts classes, controls specialized equipment and recruits volunteers. Performs other related duties as assigned.

EXAMPLES OF DUTIES: Plans and implements a course curriculum for the instruction of a specialized athletic, recreation or leisure activity. Provides instruction and supervision for Chicago Park District patrons involved in a specialized athletic, recreation or leisure activity. Demonstrates proper techniques and skills in specialty area. Adapts programs to reflect differing levels of participant skill development. Provides instruction in advanced competitive strategies of specialty area. Provides information on the rules and regulations governing competition in specialty area. Performs general administrative duties such as assisting in course registration, collecting fees, answering routine inquiries in person or by phone and routine record keeping. Conducts and attends workshops and in-service training seminars. May work with a special population, including but not limited to senior citizens and populations with physical, sensory and other disabilities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Associate of Arts degree or completion of two (2) full years of course work at an accredited college or university which included a minimum of twenty (20) credit hours in one (1) or more of the following areas: Recreation, Leisure Studies, Physical Education or related discipline and one (1) year of closely related instructional, practical or sanctioned competitive (i.e. IHSA, NCAA or AAU) experience in the specialty area or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities: Knowledge of athletic, leisure and recreation theories and principles; technical knowledge and skill in an area of specialization; skill in teaching the full range of skills and techniques in an area of specialization; effective oral and written communication skills; ability to evaluate skill levels in the specialty area.

Expected Salary: \$16.18 per hour

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TITLE: RECREATION LEADER
(a year-round, part-time position)

THIS POSITION IS BUDGETED UP TO 15 HOURS A WEEK.

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards. Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt
SALARY: \$12.17 per hour

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