



Job Title: Automotive Mechanic - Opt 2

Agency: Transportation

Closing Date/Time: Thu. 11/13/14 4:30 PM Central Time

Salary: \$4,239.00 - \$5,652.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC451

Bid ID#: IPR#40004

Description of Duties/Essential Functions Benefits Supplemental Questions
This position maintains and performs repairs on a fleet of vehicles at the field headquarters.

Minimum Requirements:

- Must possess Class "A" CDL License with appropriate endorsements
- Experience necessary to qualify as a skilled mechanic
- Extensive knowledge of mechanical hand tools and testing equipment
- Requires knowledge, skill and mental development equivalent to the Completion of four years of High School or coursework in Auto Mechanics or completion of an approved training course
- Option 2 – Truck and Welding
- Must be able to provide own tools

Work Hours & Location/Agency Contact:

FLEET OPERATIONS/COOK ZONE 5/ROSELLE
6:30 A.M. – 3:30 P.M. (1/2 hour unpaid lunch)

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Truck And Welding

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Job Title: Storekeeper I

Agency: Transportation

Closing Date/Time: Thu. 11/13/14 4:30 PM Central Time

Salary: \$3,989.00 - \$5,318.00 monthly

Job Type: Full-Time

Location: Cook County Zone 5, Illinois

Number of Vacancies: 1

Plan/BU: RC451

Bid ID#: IPR#40008

Description of Duties/Essential Functions Benefits Supplemental Questions
This position issues supplies and maintains inventory of equipment and commodity items for Fleet Operations maintenance facility.

Minimum Requirements:

KNOWLEDGE, SKILL AND MENTAL DEVELOPMENT EQUIVALENT TO COMPLETION OF FOUR YEARS OF HIGH SCHOOL

ONE YEAR EXPERIENCE IN KEEPING OF STORES AND STORES RECORDS

MUST POSSESS CLASS "B" COMMERCIAL DRIVERS LICENSE

Work Hours & Location/Agency Contact:

Fleet Operations/ Cook County / Zone 5, 1480 Rodenburg Rd., Roselle, IL
6:30 A.M. – 3:00 P.M (1/2 hour unpaid lunch)

How to Apply:

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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Mon. 11/17/14 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Jackson County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1438018-388005

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

Work Hours & Location/Agency Contact: M-F 8:30 AM - 5:00 PM

Location: Murphysboro Field Office

1210 Hanson Street, Murphysboro, IL 62966

Supervisor: Deborah Palmer-Thomas

Contact: Brenda Hart

DCFS Personnel 10 Collinsville Avenue # 301 East St. Louis, IL 62201

Phone: 618-583-2135 Fax: 618-583-2059

Bids MUST be received by 5:00 PM on 11/17/14.

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Human Resources Associate - Opt 2

Agency: Veterans Affairs

Closing Date/Time: Fri. 11/14/14 4:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 34-50-15-85251

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of experience. Requires knowledge of human resource programs, rules, regulations, collective bargaining agreements. Requires knowledge and ability to prepare and process personnel transactions. Requires ability to operate commonly use manual and automated office equipment, systems and software and perform routine maintenance. Requires skill in typing accurately at 30 words per minute.

Work Hours & Location/Agency Contact:

8:00 a.m.-4:30 p.m. Monday-Friday

1 hour unpaid lunch

IL Veterans Home - Manteno

#1 Veterans Drive

Manteno, IL 60950

Contact:

Human Resources

815-468-6581 ext. 328

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 – Typing

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Job Title: Land Surveyor I, Surveyor

Agency: Transportation

Closing Date/Time: Mon. 11/17/14 4:30 PM Central Time

Salary: \$3,530.00 - \$6,575.00 monthly

Job Type: Full-Time

Location: Jackson County, Illinois

Number of Vacancies: 2

Bid ID#: IPR#40139

Minimum Requirements: The following criteria is required: -A current Illinois Surveyor-in-Training license -Valid driver's license -Extensive districtwide travel and occasional statewide travel; occasional overtime during nights and weekends - Physically demanding outdoor work in a variety of conditions and weather, including, but not limited to, active construction sites and roadways open to traffic

The following criteria is desired: -Four years experience in the practice of land surveying -Working knowledge of the principles and practices of land surveying; knowledge of surveying standards and/or plats and plans preparation, and modern survey equipment and methods -Ability to perform third or higher order survey work and to make technical computations and estimates -Basic ability to prepare right-of-way plats and plans using Computer Aided Design and Drafting (CADD) workstations -Knowledge of Microsoft Office Software and the Global Positioning System

Work Hours & Location/Agency Contact:

40 hrs/week, 10 hour days (from March-November, weather permitting), 6:00 am – 4:30 pm (1/2 hour lunch)

40 hrs week, 8 hour days (from December-February, weather permitting), 7:00 am – 3:30 pm (1/2 hour lunch)

Division of Highways, Region 5/District 9, Program Development/Land Acquisition, 2801 Murphysboro Rd., Carbondale, IL

How to Apply: Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Monday, November 17, 2014, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's ACTIVE Illinois Surveyor-in-Training License MUST accompany application for this position.

To view the entire job posting and to download a PM 1080 Technical Application , please visit: <http://www.dot.il.gov/techapp/vacancy.html>

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Job Title: Library Associate

Agency: Veterans Affairs

Closing Date/Time: Tue. 11/18/14 4:00 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 34-50-15-86024

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college; requires working knowledge of standard library methods and procedures; requires knowledge of the application of standard library techniques; requires working knowledge of accessioning, cataloging and reference techniques; requires ability to prepare and maintain circulation and catalog files and to prepare ordinary operating reports on library activities; requires ability to perform incidental typing.

Work Hours & Location/Agency Contact: Monday - Friday
8:00 am - 4:30 pm (1 hour unpaid meal break)

Illinois Veterans Home @ Manteno
#1 Veterans Drive Manteno, IL 60950

Human Resources
Ph: 815-468-6581, ext. 328
Fax: 815-468-1596

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Office Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Mon. 11/17/14 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1447042-478896

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Work Hours & Location/Agency Contact:

LOCATION: 1755 LAKE COOK ROAD DEERFIELD, IL 60015

Work Hours Monday - Friday 8:30 am to 5:00 pm

Contact: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100

CHICAGO, IL 60602

FAX # (312)814-7134

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Technical Advisor II

Agency: Revenue

Closing Date/Time: Mon. 11/17/14 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#: DOR 9815

Minimum Requirements:

Requires the possession of a license to practice law in Illinois; requires working knowledge of judicial and quasi-judicial procedures and rules of evidence; requires working knowledge of the common law and the provisions of State and Federal laws relating to administrative and regulatory functions; requires working knowledge of principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Revenue

Legal Services/Chicago Income Tax Litigation

100 West Randolph Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

217-558-0987

217-782-9925 Fax

How to Apply:

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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College Clerical Assistant II - Registrar Department - WIL0000385

Wilbur Wright College
4300 N. Narragansett Ave
Chicago, IL 60634
(2 positions)

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.

PRIMARY OBJECTIVE:

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

- Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.
- 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.

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

Employee Type: Full Time | Regular
Union Code: 1708Unit1
Job Posting: Nov 4, 2014, 9:28:02 AM

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

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Part Time Food Service Worker - WAS0000119

Kennedy-King College is seeking a Part Time Food Service Worker.

Assist with the preparation of food and beverages, cleaning work areas, equipment, utensils, washing dishes, dining room bussing, delivery of food, cashiering, customer service and operation of food cart.

- Ensure that food is maintained at appropriate temperatures.
- May serve a range of hot and cold food, salads and beverages as assigned.
- Prepare food for delivery and/or serving, packing food properly for safety and delivery.
- Assist in maintaining routine records related to kitchen operation, output and inventory.
- Clean, sterilize and or disinfect areas and or equipment.
- Maintain an inventory of food, kitchen equipment and supplies.
- Keep daily checklist of inventory of food/equipment upon return to kitchen.
- Wash dishes, utensils, pots and pans; maintain established sanitary standards; clean stove, steam kettles, ovens and other standing kitchen equipment; sweep and mop floors.
- Operate kitchen equipment and report all major repairs or servicing needs to proper authority.
- Assist in dining room set-up and clean-up after meals.
- Perform related duties as assigned.

Qualifications

- Ability to understand basic sanitation requirements related to personal hygiene, food and equipment safety and sanitation.
- Ability to manage multiple tasks and meet time schedule.
- Ability to understand and follow oral and written instructions.
- Meet the physical requirements to safely and effectively perform assigned duties.
- Maintain effective work relationships with those contacted in the performance of required duties.
- Skill to interact and communicate positively with other staff and customers.
- Ability to lift and carry 25-50 pounds.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Office/Administrative Support

Primary Location: Washburne Culinary Institute

Employee Type: Part Time | Temporary

Union Code: N/A

Job Posting: Nov 4, 2014, 10:09:08 AM

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

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Job Title: Baker - Dietary Patient Food Service

Department: Dietary Patient Food Service

Shift: 1st

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

Specialty: Food Service

Job Number: 2014-2216

Position Highlights:

Performs baking duties as assigned; ensures food service sanitation and quality control standards are met.

Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

Associate Degree or Certificate of Completion in Culinary Arts/Baking is required

Illinois Department of Public Health and City of Chicago Sanitation Certification required within three months of hire

Minimum of two years baking experience in a large volume operation is required

Ability to read, write and speak English

Basic math skills to calculate recipe ingredient and quantity adjustments, calculate weight and measures

Must have organizational skills

Ability to exert 25 pounds of effort to push or pull a cart, carry 40 pounds

Ability to stoop, kneel, reach, sufficient dexterity to operate kitchen utensils

This position requires the ability to stand and walk 100% of time

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141104125107&

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Job Title: EEG Tech, Rotating Shift

Department: E E G

Shift: 4th (Rotating)

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

Job Number: 2014-2174

Job Description:

EEG Technologist

Rotating Shift

Position Responsibilities:

Performs all activities necessary for routine, portable, and pediatric EEG's. Additionally, performs sodium amytal injection studies, methohexital suppression tests, epilepsy monitoring, tilt table testing and identifies seizure onset for SISCOM injections. Responsibility for a quality improvement project is expected.

Requirements include:

Successful completion of one or two year training program

ABRET registered for EEG

Ability to work a rotating work schedule

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=20141104125220&

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Job Title: Telecommunications Operator - 1st Shift

Department: I S Telecom Staff

Shift: 1st

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

Job Number: 2014-1690

Position Highlights:

The Operator, will handle internal and external calls to the institution and provides the needed information/service or routes the caller to the appropriate location.

Position Responsibilities:

The Operator responds to user complaints to resolve problems associated with the institution's telecommunications systems.

The Operator will diagnose problem source through discussions with users and coordinates internal telecommunications support to resolve problems.

Position Qualifications Include:

Minimum of one year work related experience operating PBX telephone system attendant consoles or other help desk related position.

Required to have excellent verbal communications skills, basic analytical ability and computer knowledge and customer service skills required.

Basic PC skills & ability to handle emergency & emotionally charged callers required.

Excellent diction & strong customer focus.

Please Note: The Operator will work at both Rush University Medical Center and Rush Oak Park

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141104125816&

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Job Title: Pharmacy Tech I, Retail Pharmacy

Department: HDM-Prof Bldg Pharm

Shift: 1st

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

Specialty: Retail Pharmacy

Job Number: 2014-2226

Job Description:

The Pharmacy Technician I, under the direction of the Pharmacy Technician Manager and/or Pharmacy Unit Manager and under the general supervision of registered pharmacists, performs duties such as labeling, preparing and filling of medication orders for patients of the retail pharmacy. Such medication orders are prepared up to the point of final checking and dispensing by registered pharmacists.

Knowledge, Skills and Abilities:

High School Diploma or GED required

Valid State of Illinois Pharmacy Technician license required

Two years of experience in a customer service oriented pharmacy environment

Excellent data entry skills

Flexibility with work schedule

Good problem solving skills and the ability to work independently and quickly in responding to and resolving a wide range of problems

Excellent verbal communication skills

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=20141104125722&

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Part-Time Academic Advisor (3)

Posted Date 10/22/2014

Requisition # 18380Functional

Position Type Part-Time

Salaried/Hourly Non-Exempt Category

Department School for New Learning Campus Loop

Campus Location US-IL-Chicago

Principal Duties and Responsibilities

- Advise undergraduate and graduate students in person, by phone, and by e-mail.
- Track student contact results in University tracking systems.
- Provide scheduled coverage of academic advising unit general phone line and e-mail account.
- Contribute to enrollment, retention, and student-success related project work, as assigned.
- Participate in professional development: team meetings, monthly meetings, quarterly retreats; member of DAAN and NACADA.
- Perform other duties as assigned.

Minimum Requirements

- Master's degree in adult education.
- Two years work experience at SNL with adult, diverse, and on-line student populations.
- Knowledge of SNL's competence- and course-based undergraduate and graduate degree programs and curricula.
- Must have effective communication skills (oral and written).
- Must have effective interpersonal skills.
- Must have effective problem solving and critical thinking skills.
- Ability to interface with a diverse population of constituents (current students, alumni, faculty, professional advisors, administrators, and staff).
- Ability to work effectively in a team, as well as independently.
- Ability to set priorities, plan effectively, and make sound decisions.
- Ability to collaborate with both intra- and inter-departmental colleagues.
- Some knowledge of DePaul technology platforms: MS Office Suite (particularly Outlook), Campus Connect, D2L.
- Ability to work evenings, some weekends, and occasionally travel to other DePaul University campuses.

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

DePaul University is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at <https://parttime-depaul.icims.com/jobs/18380/part-time-academic-advisor-%283%29/job>

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Staff Attorney- Associate

Posted Date 11/4/2014

Requisition # 18395 Position Type

Full-Time Salaried/Hourly Exempt

Department Legal Resources Project For ImCampus Loop

Campus Location US-IL-Chicago

General Summary: The Staff Attorney- Associate will develop, administer and coordinate partnerships with community-based organizations (CBOs) that provide legal assistance to low-income immigrants and refugees to encourage community-based service learning for students and technical assistance for those CBOs. The attorney reports to the Asylum and Immigration Law Clinic Coordinator. The Attorney in coordination with the Asylum and Immigration Clinic Attorneys, will teach classes in the DePaul College of Law Legal Clinic (Clinic). In conjunction with the staff of the Clinic, the Attorney will plan and develops programs to meet the goals of the project.

Principal Duties and Responsibilities

- Provide direct assistance to CBOs by responding to requests for technical assistance and other direct services to partner CBOS within the scope and goals of the grant.
- Develop, administer and coordinate partnerships with CBOs.
- Develop curriculum for special workshops on immigration law and advocacy skills for CBOs and training and technical assistance materials for staff of CBO partners.
- Assist in documenting data and contributing to reports in compliance for funders and the Clinic.
- Attend US CIS, government, community coalition and other forums that involve representation of refugees and immigrants in the Chicago metropolitan area.
- Supervise students in representation of clients through the Clinic and student technical assistance to the CBOs.
- Develop class materials and training for students.
- Prepare course materials and teach law students in the Asylum and Immigration Law Clinic.
- Perform other duties as assigned.

Minimum Requirements

- Bachelor's of Arts/Bachelor's of Science, Juris Doctorate and a minimum of two years of experience with either low-income immigrant legal assistance projects, clinical education programs or related experience.
- Licensed to practice law.
- Ability to travel locally to CBO partner sites and be flexible in schedule to accommodate CBO partner requests for trainings.

Preferred Requirements: • Proficiency in a second language, particularly Spanish.

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

DePaul University is an Equal Opportunity/Affirmative Action Employer.

Apply online at <https://jobs-depaul.icims.com/jobs/18395/staff-attorney--associate/job>

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Part-Time Teacher (K-8 REG Fine Arts)(Job Number: P016795)

MINIMUM QUALIFICATIONS:

All teachers new to the district must first gain eligibility in the CPS Teacher Quality Pool to be considered for teaching positions. Information on these steps is available on the bottom of the CPS Careers page.

Education and Experience. Successful completion of all student teaching requirements as well as all course work required to obtain the appropriate teaching certificate(s) issued by the Illinois State Board of Education.

License Requirements

Teachers must possess at least one of the following valid teaching license issued by the Illinois State Board of Education: Professional Educator License (PEL), Educator License with Stipulations (ELS) or a Substitute License.

Knowledge, Abilities, and Skill. Knowledge of subject matter consistent with state certification requirements, knowledge of contemporary principles and practices of teaching, knowledge of classroom and behavior management techniques.

Ability to modify instruction to meet student needs, ability to cooperate with the school faculty and administration in the development and implementation of an articulated program of instruction, ability to work effectively with pupils, parents and guardians, staff members, and community representatives in providing an appropriate educational program; ability to understand the physical, intellectual, social, and emotional patterns of pupils.

Skill in the application of contemporary principles and practices of teaching, good oral and written communication skills, good interpersonal skills, skill in exercising sound and professional judgment.

Physical Requirements. Light Work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demands include the ability to stoop occasionally, reach frequently, handle and finger objects occasionally, talk and hear constantly, frequent use of near visual acuity, and occasional use of far visual acuity.

Apply online at

https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS

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Part Time Seasonal Position (Job Number: 140000RM)
Far South Side-821 East 103rd Street (George Henry Corliss HS)

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process. Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- * Office Support
- * Duties related to opening and closing out the school day.
- * Data entry, filing, answering phones and other various clerical duties
- * Duties associated with supporting overall school operations

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life. Join us and help make this vision a reality.

Apply online at

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Parent Worker - Bus Monitor 14002IR

North/Northwest Side-7414 North Wolcott Avenue (Jordan Community School)

Description
Parent Workers

OVERVIEW

Parent Worker positions are hourly school-based positions. They can be opened for anywhere from 4 to 8 hours per day. These positions allow principals to hire parents or community members at their schools to fulfill specific roles at a school.

Apply online at

https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS

Cashier Position

Market Creations
130 East Randolph Street GF2 Chicago, IL
Magnificent Mile, The Loop

Job Description
Ringling in customer purchases

Providing correct Change ,
Friendly, Greets Customers

Keeps condiment station stocked,
Wipes down counters

Completes sanitation assignments after the lunch rush

Presents themselves in a professional manner

Accountable for their cash drawer on a daily basis

Upsells products

Apply online at <http://www.shiftgig.com/job/chicago/il/cashier-job-openings-at-market-creations-8855007>

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