



**Activities Instructor (Part Time) (Boxing) SEWARD PARK Job ID: 1253**

Closing Date: 01/06/2014

Recreation/Activities Instructor (H)

Date Posted: 12/16/2013

Location: CENTRAL REGION - SEWARD PARK

**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.

**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.

\$16.81 Per Hour

SEIU-Local 73      Career Service      EEO: Para-Professional      FLSA: Non-Exempt

SALARY \$16.81 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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## **Veteran's Services Specialist - HAR0000168**

- Implements a veteran's outreach and recruitment plan in consultation with grant managers.
- Provides enrolled veterans with information and referrals on academic, career, personal, financial and social matters.
- Provides support service referrals for veterans with academic difficulties.
- Coordinates and monitors interventions for at-risk veterans.
- Coordinates the assessment of veterans' needs, interests and values in order to identify career options.
- Helps veterans identify the skills required to reach their goals and assist veterans in identifying obstacles that prevent them from reaching their goals.
- Conducts skills development & personal interest workshops for veterans.
- Assesses needs in order to facilitate delivery of tutorial services.
- Consults with and maintain liaison with classroom instructors and monitor veteran's progress.
- Records, reviews and maintains online records on veterans served.
- Prepares outcomes assessment and annual reports.
- Attends meetings related to veteran's services as required.
- Serves as liaison to Disabilities Access Centers and personal intervention services.
- Adheres to CCC Customer Service Excellence standards.
- Performs other duties as assigned

### Qualifications

- Associates degree or higher required. Veterans with honorable discharge will be given preference. Two years of related experience working with veterans or other recruitment outreach program in a professional capacity and a background in guidance, social work, student personnel administration or related field highly preferred.
- Excellent verbal and written communication skills.
- Must be self-directed, able to prioritize work and meet deadlines. In addition, must be able to participate and interact as a team player on many projects.
- Proficiency in various software programs including word processing, spreadsheet applications and database management. Position will be posted until filled. Incomplete packages will not be considered. Once these documents are submitted, they become property of City Colleges of Chicago.

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!

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

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### **College Financial Aid Advisor I - WIL0000200**

Under general supervision, counsels and provides information to college applicants regarding student financial assistance programs; and performs related duties as required.

- Counsels and advises students, parents and other interested parties on the availability of student financial aid programs to assist in meeting college education costs.
- Interviews students applying for financial aid assistance, answers questions regarding eligibility requirements and informs them of the types of financial aid available including grants, loans and work/study programs.
- Assists students in completing financial aid applications and reviews submitted applications for accuracy and completeness.
- Uses a personal computer to verify student eligibility for Federal, State and college based financial aid assistance programs.
- Prepares and maintains manual and computerized permanent records and files of financial assistance awarded to students.
- Monitors student's academic status to insure they continue to meet eligibility requirements for financial aid awards.
- Refers students for employment placement in work/study program.
- Maintains records, work reports and time sheets for students enrolled in work/study program; may act as a field liaison explaining work/study program to potential employers. •Perform other duties as assigned.

Hours: Monday to Thursday 10am to 6pm; Friday 8am to 4pm; 35 hours per week and 1 hour lunch.

#### Qualifications

- Graduation from high school or the equivalent plus two years of college supplemented by at least two years of responsible clerical experience; or an equivalent combination of training and experience. •Some knowledge of applicable financial aid software. Knowledge of financial aid procedures in a college setting. Knowledge of financial aid programs. •Ability to operate a personal computer; perform basic math computations; interpret college and financial aid policies and procedures. •Good interviewing skills. Good verbal communication skills. Good human relations skills.

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## **College Building Services Clerk - DIS0000259**

### Duties and Responsibilities

Under the direction of the Mail Center Supervisor, provide courteous and proficient service to all customers; provide clerical support to the Security, Engineering, and Housekeeping Departments; provide assistance in the delivery of mail services and other building related services.

- Operate mail service equipment.
- Run, maneuver, navigate, or drive a forklift.
- Deliver copier paper to the departments as requested.
- Sort, process and deliver mail and packages over 40 pounds or more.
- Receive and account for dock deliveries and deliver these items to the departments.
- Sort and distribute incoming and outgoing U.S. mail and interoffice mail.
- Process requests and deliver audio/visual/video equipment.
- Assist with the Mail Center functions including using postage machines, folding and sealing machines and related duties.
- Keep office area clean and in order at all times.
- Answer questions in person or over the phone about Mail Services' products and services of the Postal Service, Federal Express and United Parcel Service.
- Adheres to CCC Customer Service Excellence standards.
- Perform other duties as assigned.

### Qualifications

- Graduation from high school or the equivalent is required, supplemented by one year of clerical or receptionist experience; or an equivalent combination of training and experience.
- Previous mail processing experience and customer service preferred.
- Ability to maintain log of equipment usage and other requests.
- Ability to perform storekeeper duties for the Mail Center only.
- Ability to take a physical inventory of assigned rooms every four weeks.
- Ability to inventory the asset account paper supply monthly.
- Ability to create monthly reports on Excel.
- Ability to handle difficult situations.
- Excellent customer service skills and ability to communicate with the public in a courteous and effective manner.
- Ability to enter, transcribe, record, store, or maintain information in either written or electronic form.
- Knowledge of USPS services.
- Intermediate level computer (PC) skills: MS Word, Excel, web browsing, e-mail.
- Good organizational skills.
- Able to work in a crowded area.
- Able to work with constant interruptions.
- Able to use a postage machine, electronic scale.

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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### **Customer Service Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of South Loop  
500 W Cermak Rd  
CHICAGO , IL

#### Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

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

Sun - 8am to 5pm

Mon - NA

Tue - NA

Wed - NA

Thu - NA

Fri - 7am to 8pm

Sat - 7am to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=124596&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=124596&mode=)

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**Job Title: Office Associate - Opt 2**

Agency: Financial & Professional Regulation  
Closing Date/Time: Mon. 12/30/13 5:00 PM Central Time  
Salary: \$2,877.00 - \$3,985.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014 Bid ID#: DFPR 8378

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, independently performs a wide variety of complex clerical and office support duties in Real Estate Investigations. Provides a wide variety of complex, specialized office support functions. Serves as a receptionist. Interacts with the Department's Integrated Licensing and Enforcement System (ILES). Receives incoming mail; opens, date stamps, sorts and distributes. Types various complex documents and reports using various software applications.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs; composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions; operate commonly used manual and automated office equipment and perform routine maintenance. Requires skill in typing accurately at 45wpm.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.  
Work Location: Illinois Department of Financial & Professional Regulation  
Professional Regulation/Enforcement/Real Estate Investigations  
9511 Harrison St. Des Plaines, IL Cook County  
Agency Contact: A & R Shared Services Center  
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702  
217-782-9993 217-782-9925 Fax

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](http://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](mailto: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: Public Aid Eligibility Assistant**

Agency: Human Services

Closing Date/Time: Tue. 12/31/13 5:00 PM Central Time

Salary: \$2,877.00 - \$3,985.00 monthly

\$34,524.00 - \$47,820.00 annually

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-92-77922

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30am – 5:00pm

Kankakee County FCRC (Satellite)

285 N. Schuyler Avenue Kankakee, IL 60901

Please submit applications to: Marc Wade

Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762

FAX: 217-524-3826

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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### **Storage Facility Housekeeper**

U-Haul Moving Centers  
U-Haul Moving & Storage of Lincoln Park  
1200 W Fullerton Ave  
CHICAGO, IL

#### Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

#### Work Status:

Moonlighter/Part-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - 6am to 9pm  
Mon - 6am to 9pm  
Tue - 6am to 9pm  
Wed - NA  
Thu - NA  
Fri - NA  
Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=125455&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=125455&mode=)

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### **Security Officer (Part-time) Various Campus Locations - DIS0000210**

Protects and assists college students, faculty, staff, and visitors during an assigned shift. Protects all property of the college and reduces the risk of liability to the college. Enforces state and municipal laws and the rules of the Board of Trustees.

- Patrols and monitors assigned areas, including buildings, dock areas and parking lots, maintaining a professional appearance at all times.
- Protects and assists staff, students and visitors. Ensures only authorized individuals with proper identification are allowed in the building/offices.
- Adheres to and enforces state and municipal laws and the rules of the Board of Trustees.
- Ensures that all policies and procedures of the District are followed by students, faculty, staff and authorized individuals.
- Applies force which is reasonable and necessary under the circumstances to protect life and property in compliance with federal and state statutes.
- Appears in court hearing related to campus incidents when he/she has signed a complaint, is required as a witness, or is served with a subpoena.
- Reports all incidents on incident report forms prior to completion of shift and notifies supervisor of disturbances and/or irregularities.
- Operates CCC vehicles for patrol and other assignments, at the discretion of the supervisor.
- Enforces parking regulations.
- Responds to sick or injured persons and calls 911 when required. Provides emergency services to their best ability to prevent further harm or injury.
- Secures access to building and offices.
- Maintains proper maintenance and handling of security radios and equipment.
- Adheres to CCC Customer Service Excellence standards.
- Performs other duties as assigned.

#### Qualifications

- Must be an active or retired sworn officer, in good standing with a current or former law enforcement or corrections agency, with at least two years of experience in a law enforcement capacity. Must have a valid driver's license, current CPR and/or first aid certification, and hazardous material training.
- Completion of a high school diploma or the equivalent, Associates degree or higher preferred. Knowledge of all relevant state statutes and local ordinances.
- Ability to articulate verbally in a clear and distinct manner during emergency and non-emergency situations.
- Have a valid driver's license.
- Ability to make accurate decisions based on observations and perceptions.
- Must be able to work well with staff and students. Must be able to handle situations with tact, diplomacy, and persuasiveness.
- Basic knowledge of personal computers and the applicable software. Working knowledge of report writing and ability to learn report codes.
- Must be self-directed and able to prioritize assignments.

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

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Thank you for your interest in CCC!

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### **U-Box Customer Care Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of Avondale  
3250 N Kedzie Ave  
CHICAGO, IL

#### Description:

Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items. **SKILLS/KNOWLEDGE:** Must possess a Class B Commercial Driver License (CDL), a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

#### Work Status:

Full-Time or Moonlighter/Part-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - 7am to 7pm  
Mon - 7am to 7pm  
Tue - 7am to 7pm  
Wed - 7am to 7pm  
Thu - 7am to 7pm  
Fri - 7am to 8pm  
Sat - 7am to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=119033&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=119033&mode=)

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### **Storage Customer Service Representative**

U-Haul Storage Facilities  
U-Haul Moving & Storage of Brighton Park  
3401 W 47th St  
CHICAGO , IL

#### **Description:**

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection. - Clean rental equipment. - Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

#### **Requirements:**

A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

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

- Sun - 8am to 1am
- Mon - 9am to 3pm
- Tue - 9am to 1am
- Wed - 11am to 3pm
- Thu - 9am to 3pm
- Fri - 7am to 3pm
- Sat - 7am to 3pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=124793&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=124793&mode=)

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**Job Title: Senior Public Service Administrator - Opt 2A**

Agency: Revenue

Closing Date/Time: Sat. 01/18/14 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: TA000 Bid ID#: DOR 8599

Description of Duties/Essential Functions Benefits Supplemental Questions  
Subject to management approval, plans, directs and coordinates, through subordinate supervisors, the Sales & Miscellaneous Taxes auditing activities of a geographical region within and/or outside the State of Illinois; interprets the proper application of tax laws, rules and regulations, policies and procedures within areas of assigned responsibility; monitors and reassigns work based on priorities established by higher level Program management; serves as a full line supervisor to subordinate staff; compiles data for a variety of management reports.

Minimum Requirements: Requires a Bachelor's degree, including 21 semester hours of progressive accounting courses; requires prior experience equivalent to six years of responsible administrative experience in state and/or federal tax auditing. Requires thorough knowledge of the various tax laws, rules, regulations, court decisions and other acts administered by the Department; requires thorough knowledge of auditing methods, procedures and techniques; requires extensive knowledge of the Federal Income Tax Act and the ability to relate its provisions to specific issues; requires ability to develop and manage a major agency program; requires ability to travel extensively, access to an automobile and possession of a valid, appropriate driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.  
Work Location: Audit/Sales Tax 100 Randolph St. Chicago, IL (Cook County)  
Agency Contact: A & R Shared Services Center  
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702  
Phone: 217-782-6239 / FAX: 217-782-9925

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).  
Option 2A - Revenue Audit Field Manager

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### **Storage Facility Housekeeper**

U-Haul Moving Centers  
U-Haul Moving & Storage of Evanston  
2125 Dempster St  
EVANSTON, IL

#### Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

#### Work Status:

Moonlighter/Part-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 2pm  
Mon - 9am to 2pm  
Tue - 9am to 2pm  
Wed - NA  
Thu - NA  
Fri - 9am to 2pm  
Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=124518&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=124518&mode=)

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**Detail Specialist**

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

Description:

We are looking for a Detail Specialist to ensure that trucks, trailers and other equipment are thoroughly cleaned inside and out.

This person will apply protective dressings to vinyl and rubber surfaces, clean inside and outside of truck cabs and van boxes, clean mirrors and windows, and make sure all equipment is "customer ready."

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

- Sun - NA
- Mon - 6am to 3pm
- Tue - 6am to 3pm
- Wed - 6am to 3pm
- Thu - 6am to 3pm
- Fri - 6am to 3pm
- Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=124991&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=124991&mode=)

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### **Facility Maintenance Helper**

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

#### Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings.

Perform work requiring nailing, sawing, cutting, painting, etc. Use power tools for repetitive operations.

Perform clean-up duties at renovation site.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

#### Work Status:

Full-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - NA  
Mon - 8am to 4pm  
Tue - 8am to 4pm  
Wed - 8am to 4pm  
Thu - 8am to 4pm  
Fri - 8am to 4pm  
Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=125307&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=125307&mode=)

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### **Facility Maintenance Technician**

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

#### Description:

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

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

Responsible for all routine roof and signage inspections.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

#### Work Status:

Full-Time

#### Hours Needed:

(These hours may change based on business needs)

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

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=123833&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=123833&mode=)

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### **Storage Customer Service Representative**

U-Haul Storage Facilities  
U-Haul Moving & Storage of Markham  
16643 Kedzie Ave  
MARKHAM, IL

#### Description:

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

#### Requirements:

A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

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

Sun - 9am to 5pm  
Mon - 3pm to 7pm  
Tue - 7am to 7pm  
Wed - NA  
Thu - NA  
Fri - 4pm to 8pm  
Sat - 2pm to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=124674&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=124674&mode=)

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**Hitch Professional**

U-Haul Moving Centers  
U-Haul of Des Plaines  
1560 Mt Prospect Rd  
DES PLAINES, IL

Description:

Be familiar with and able to recommend, sell, and install complete towing packages according to manufacturers' specifications while using good mechanical practices.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Moonlighter

Hours Needed:

(These hours may change based on business needs)

Sun - 8am to 5pm

Mon - 4pm to 7pm

Tue - NA

Wed - NA

Thu - NA

Fri - 4pm to 8pm

Sat - 1pm to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=89284&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=89284&mode=)

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### **Area Field Manager**

U-Haul Regional Marketing Offices  
DES PLAINES AREA  
DES PLAINES, IL

#### Description:

Area Field Managers effectively service U-HAUL® rental equipment and dealers at dealerships on an assigned route.

#### Responsibilities include:

- Furnish rental equipment, supplies, and instructions necessary to operate a U-Haul dealership
- Audit rental records and contracts
- Open and close dealers
- Prepare activity reports and ensure U-Haul equipment is in good operating condition
- Operate the service rig and arrange for recovery of lost, stolen, or abandoned U-Haul equipment

#### Requirements:

- Valid driver's license, a good driving record, and the ability to operate motor vehicles with both types of transmission (automatic or standard)

#### Work Status:

Full-Time

#### Hours Needed:

(These hours may change based on business needs)

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

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=123587&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=123587&mode=)

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## **Assistant Controller**

Department: Finance & Administration

Status: Full Time

The Assistant Controller is responsible for financial accounting and reporting activities and staff, monitoring the cash flows of the organization, and maximizing capabilities of the financial system as it relates to reporting and providing accurate information to users on an ongoing basis. This person will also act as ongoing liaison between Finance and Information Technology as it relates to the financial applications of various Museum software as well as overseeing the Accounts Payable, Payroll, and Accounting functions. The Assistant Controller will report directly to the Director of Finance/Controller.

### Qualifications

The Assistant Controller requires superior analytical, attention to detail, written and verbal communications skills, and exceptionally good professional judgment developed from a strong accounting background. Required qualifications are as follows: Undergraduate degree in Accounting or equivalent from four-year college or university. Five to ten years of related experience and/or training; or equivalent combination of education and experience. Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors. Excellent written and oral communication skills. Excellent management skills, including at least 5 years of managerial/supervisory experience. Excellent knowledge of financial software systems. Additional skills and experience that would be helpful to have:

CPA preferred. Background in not-for-profit financial/accounting a plus.

The Museum of Science and Industry, one of the largest science centers in the world, offers world-class and uniquely interactive science experiences that inspire inventive genius and foster curiosity. From groundbreaking and award-winning exhibits that can't be found anywhere else to Live Science Experiences that make you the scientist — a visit to MSI is where fun and learning mix. Through its Center for the Advancement of Science Education (CASE), MSI offers a variety of student, teacher and family programs that make a difference in communities and contribute to the Museum's larger vision: to inspire and motivate children to achieve their full potential in science, technology, medicine and engineering. If you are equally passionate about our vision and want to be surrounded by a team of dynamic, smart and innovative people, the Museum of Science and Industry is the right place for you.

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

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

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