



## **Shuttle Bus Driver Part Time O'Hare International Airport (Enterprise)**

The primary responsibility of this position is to safely operate an Enterprise shuttle bus between the airport and the rental facility, transporting customers picking up and returning vehicles in a courteous and helpful manner.

### **DOT Requirements:**

We are subject to certain Department of Transportation Regulations. Candidate will be required to submit to and successfully complete a D.O.T. medical examination.

May drive a maximum of 10 hours after 8 consecutive hours off duty.

You may not work more than 70 hours in 8 consecutive days.

### **Responsibilities:**

Deliver customers and vehicles to appropriate destination in a safe and courteous manner

Greet each customer personally in a friendly and welcoming manner

Operate the courtesy shuttle in accordance with all laws and regulations while following company policy to ensure a safe and pleasant operating environment

Assist customer(s) load and unload luggage, enter and exit vehicle and miscellaneous customer needs

Notify Manager of any customer or vehicle problems including daily maintenance, including but not limited to ensuring proper oil, tire and fluid levels

Provide appropriate local information, distribute maps and handouts as required

Communicate with office and other drivers via 2-way radio or cellular phone

Performs miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### **Qualifications: Must be at least 25 years of age.**

Must have a high school diploma or equivalent. Must have a valid drivers license

No more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years. No drug or alcohol related conviction on driving record in the past 5 years.

Previous driving experience in a similar vehicle (large shuttle van or bus) preferred

Must have previous customer service experience.

Must be able to lift a minimum of 50 pounds to assist customers.

Must be authorized to work in the U.S. and not require sponsorship, now or in the future. Must be available to work a day during the weekend

Must be available to work the following shift: Fri, Sat, Sun 5pm-1am for a total of 24 hours. Must be willing to work for \$9.00/hour

Apply online at [http://enterpriseholdings.tmpseoqa.com/illinois/driver/jobid6538870-shuttle-bus-driver-part-time-o'hare-international-airport-\(enterprise\)-jobs](http://enterpriseholdings.tmpseoqa.com/illinois/driver/jobid6538870-shuttle-bus-driver-part-time-o'hare-international-airport-(enterprise)-jobs)

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### **LABORATORY AIDE**

Department: LABORATORY

Schedule: Registry

Shift: Rotation

Job Details: Reporting to the Shift Supervisor the Laboratory Aide performs a variety of clerical tasks related to specimen retrieval, filing, record keeping, inventory supply and other duties necessary for meeting regulatory agency requirements.

Level of knowledge normally acquired through the completion of a High School Diploma. The computer skills necessary to check for the completeness of testing, locate duplicate orders and locate specimens with multiple accession numbers.

Ability to maintain documents, records and laboratory supplies in an organized system. The interpersonal skills necessary to assist co-workers. Must be able to lift from 5 lbs. to 50 lbs.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=100100115](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=100100115)

### **RESPIRATORY THERAPIST**

Department: Respiratory Therapy

Schedule: Registry

Shift: Rotation

Job Details:

Completion of an AMA approved Respiratory Therapy certification; current IL licensure and basic life support cert. By the AHA.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=100100110](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=100100110)

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## **Compliance Clerk**

SCR Medical Transportation - Chicago, IL

The Compliance Clerk/Assistant is primarily responsible for providing operational support in the areas of: new driver certification, recertification of existing drivers, and off boarding drivers.

### Education/Work Experience

1 years of experience in a professional office environment  
Intermediate knowledge of Microsoft Office Suite (e.g. Word, Excel)  
Excellent time management skills ; Excellent customer service skills  
Experience in high volume work environment is desired  
Key Performance Indicators ; Accuracy ; Productivity  
Timely completion of assigned projects

### Job Related Competencies

Strong interpersonal skills and professional demeanor  
Excellent verbal and written communication skills  
Analytical skills and attention to detail  
Ability to successfully perform in a high-volume, fast-paced, deadline-oriented environment  
Proactive with a can-do attitude that offers contributing ideas to help better the team  
Demonstrate professional demeanor in all forms of communication along with maintaining a high level of confidentiality in work

Physical Demands: Sitting for periods of time, operating a computer and phone, repetitive movement requiring manual dexterity and fine motor skills, normal color vision and good close-up vision to where computer screen will not inhibit vision. Occasional walking and standing. Must be able to work in an office environment that may be noisy on occasion where work can be repetitive or stressful.

This job description is not intended to be all inclusive, and employees shall perform other duties as appropriate. SCR Medical Transportation, Inc. reserves the right to change job duties as the need arises. This job description does not constitute a written or implied contract of employment. SCR Medical Transportation is an EOE.

Department: Human Resources  
Reports to: Compliance Coordinator  
Location: Chicago, IL  
Classification: Non-Exempt

Apply online at <http://www.indeed.com/viewjob?jk=96ba667813c4241f>

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## **BILINGUAL AP/AR CLERK**

Accounting Principals - Chicago, IL

Our client is looking for an individual for a Bilingual AP/AR Clerk job in Chicago, IL. You must have two years of accounting experience.

You must also be bilingual (English and Spanish).

### Bilingual AP/AR Clerk Job Responsibilities:

Verify the accuracy of invoices and other accounting documents and records

Maintain accounting ledgers by verifying and posting account transactions  
Schedule and prepare checks

Perform General Ledger reconciliations  
Resolve purchase order

Reconcile monthly statements and related transactions  
Compile data to perform a variety of assigned reports

Perform cash Receipts Applications  
Mail invoice payments and other assigned accounting

### Requirements:

Bachelor's degree in accounting or equivalent work experience  
At least four years of accounting experience

General Ledger Experience  
Knowledge of GAAP

You must be Bilingual  
You must have excellent communication skills

Ability to work with a diverse group of individuals  
Excellent communication skills

If you are interested in this contract to hire job Bilingual AP/AR Clerk job in Chicago, IL or other accounting opportunities please apply online at [www.accountingprinciples.com](http://www.accountingprinciples.com).

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**Part Time Seasonal Position- Recess Aide(Job Number: 140000UK)**  
North/Northwest Side-6634 West Raven Street (William J Onahan School)

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

[https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB\\_CPS\\_EXTN.ISCRIPT1.FieldFormula.IScript\\_CPS\\_EXTRNL\\_CAREERS](https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS)

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**Job Title: Human Services Caseworker**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,891.00 - \$5,797.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: I-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits.

**Minimum Requirements:**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm  
Contact: Employee Services, HCD  
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates 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](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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## **Violations\Customer Service Coordinator (Enterprise)**

Enterprise Holdings-Chicago has an immediate opening for a Violations/Customer Service Coordinator.

This position is based at our Group Headquarters in Lombard, IL.

The Coordinator will be required to handle administrative support tasks, work with our Citation Management System (CMS) and resolve customer questions and concerns relating to citations and administrative fees.

In addition, the coordinator will be responsible for handling questions about our Do Not Rent department.

### **Responsibilities:**

Daily duties include, but are not limited to:

Handling incoming phone calls

Answering general questions and providing information and resolution for customers and branch personnel in regards to violations and Do Not Rent issues.

Providing a high level of customer service by assisting customers and assessing their needs primarily over the phone.

Performing various administrative functions such as: researching and billing support tasks, recording data in CMS, and processing customer refunds when necessary.

Processing payments received from our customers into CMS

Performing miscellaneous and backup job-related duties as assigned.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### **Qualifications:**

Must have a high school diploma or GED

Must be at least 18 years old

Minimum of 6 months of previous customer service experience

Must have a strong proficiency using a personal computer (PC) skills and MicroSoft Office products.

Must be authorized to work in the U.S. and not require sponsorship now or in the future.

Apply online at

[http://enterpriseholdings.tmpseoqa.com/illinois/administrative/jobid6641875-violations\\_customer-service-coordinator-\(enterprise\)-jobs](http://enterpriseholdings.tmpseoqa.com/illinois/administrative/jobid6641875-violations_customer-service-coordinator-(enterprise)-jobs)

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**Outside Part Time Afternoons Return Agent \ Handheld O'Hare Airport  
(National Alamo)**

Get on the fast track to a more rewarding career with National Car Rental and Alamo Rent A Car - teams that are committed to quality, innovation, customer satisfaction and employee development.

We are a multibillion-dollar industry leader that is rapidly expanding and growing. At National and Alamo, exciting careers and opportunities are made possible, because how far you go is really up to you. It's a fast-paced, people oriented business that offers incredible earning potential and performance-based promotions.

Our philosophy is to take care of our customers and employees first. We know if we do this, success will follow - for both our company and our employees. This position is responsible for providing superior, friendly, efficient service during all aspects of the rental car process as well as assist all customers with the rental return process. The Return/Handheld position will provide professional, knowledgeable, and courteous service while accurately completing all transactions.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

- Must be at least 18 years old.
- High School Diploma or G.E.D. required.
- Minimum of 1 year customer service experience.
- Must have basic computer skills.
- Must have a valid driver's license with no more than 2 moving violations within the last 3 years.
- No drug or alcohol related convictions on driving record in the last 3 years.
- Must be able to speak, understand, read and write English.
- Must be able to work outdoors in the elements with long periods of standing.
- Must be authorized to work in the U.S. and not require work authorization sponsorship by our company for this position, now or in the future.
- Must be willing to work for \$9.75/hour.
- Must be able to work the following shift/schedule:  
2pm-10:30pm on Weekends and 2pm-10:30pm 1-2 Weekdays for a total of 24 hours.

Apply online at [http://enterpriseholdings.tmpseoqa.com/chicago/customer-service/jobid4670449-outside-part-time-afternoons-return-agent--handheld-o'hare-airport-\(national-alamo\)-jobs](http://enterpriseholdings.tmpseoqa.com/chicago/customer-service/jobid4670449-outside-part-time-afternoons-return-agent--handheld-o'hare-airport-(national-alamo)-jobs)

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**Rental Sales Agent (Midway Airport) Part Time Incentive Sales Position  
Evenings (National Alamo)**

National/Alamo car rental are looking for experienced sales professionals for Midway Airport. Our rental sales agent earns an hourly rate of \$10.00 + an average of \$1500/month in incentives. If you have experience with incentive or commission based sales, this is a great opportunity for you!!

The Rental Sales Agent provides a superior, friendly, and efficient transaction (at time of rental) using the company approved sales and service techniques. This person will also facilitate the rental process through verification and documentation of all necessary driver information to provide for an efficient and timely rental and return experience. Lastly, they perform all responsibilities with a focus on the wants and needs of our customers and in accordance with our Quality Standards.

We are a multi-billion-dollar industry leader that is rapidly expanding and growing. At National/Alamo, exciting opportunities are made possible, because how far you go is really up to you. It's a fast-paced, people oriented business that offers incredible earning potential and the stability of an industry leader.

This is a part time evening position working approximately 25 hours/week.

Key words: Looking for candidates with experience in commissioned based sales, incentive based sales, account executive, account manager, commission sales, incentive sales, sales executive, account executive, sales representative, business development, B2B sales, sales coordinator, sales manager, wireless communication sales, consumer electronics sales, who are looking for commission or incentive sales opportunities with a stable industry leader.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old

High School Diploma or G.E.D. required

Must have a minimum of 1 year of commission or incentive based sales experience

Must be authorized to work in the U.S. and not require work authorization sponsorship by our company now or in the future

Must be able to work 3-4 nights a week until 1AM, including weekends

Must be able to accept a pay rate of \$10.00/hour plus incentives

Apply online at [http://enterpriseholdings.tmpseoqa.com/chicago/sales/jobid6105030-rental-sales-agent-\(midway-airport\)-part-time-incentive-sales-position-evenings-\(national-alamo\)-jobs](http://enterpriseholdings.tmpseoqa.com/chicago/sales/jobid6105030-rental-sales-agent-(midway-airport)-part-time-incentive-sales-position-evenings-(national-alamo)-jobs)

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## **Part Time Lot Driver Position (Late Evening and Weekend Shift) (National Alamo)**

We are a multibillion-dollar industry leader that is rapidly expanding and growing. At National and Alamo, exciting careers and opportunities are made possible, because how far you go is really up to you. It's a fast-paced, people oriented business that offers incredible earning potential and performance-based promotions.

Our philosophy is to take care of our customers and employees first. We know if we do this, success will follow - for both our company and our employees.

The Driver is responsible for moving and positioning vehicles to various designated locations for servicing, transport and/or rental. Perform all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

### **Responsibilities:**

Drive the vehicles from return location to cleaning/servicing location; leave vehicles positioned for best access by service agents, as directed by management.

Drive serviced vehicles to ready line area and park for easy access by customers as directed by management.

Deliver vehicles to other locations as directed by management, such as licensee locations, rail yard, auction sites, body shops, or other corporate locations.

Move vehicles to different areas of the lot or facility as needed and directed by management.

Answer customer questions or direct them to the appropriate person.

Perform other service-related duties to ensure our products and services meet the needs of our customers.

Management reserves the right to modify, change or delete assigned duties.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:** Must be at least 18 years of age.

Experience handling similar responsibilities preferred.

Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 3 years (DUI/DWI).

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for \$8.75/hour.

Must be able to work late evenings and weekends.

Apply online at [http://enterpriseholdings.tmpseoqa.com/chicago/customer-service/jobid6162723-part-time-lot-driver-position-\(late-evening-and-weekend-shift\)-\(national-alamo\)-jobs](http://enterpriseholdings.tmpseoqa.com/chicago/customer-service/jobid6162723-part-time-lot-driver-position-(late-evening-and-weekend-shift)-(national-alamo)-jobs)

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**Driver Helper**

Chicago, IL

Job ID: ILDOB4

UPS is hiring individuals to work as temporary, seasonal Driver Helpers.

This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

It requires excellent customer contact skills and a lot of walking.

As a Driver Helper you will not drive the delivery vehicle but assist the driver in the delivery of packages.

Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m. Driver Helpers must comply with UPS appearance guidelines.

Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability.

Apply online at <http://jobs-ups.com/chicago/driver-helper/jobid6089772-driver-helper-jobs>

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**Job Title: CON Admissions Specialist**

Department: College of Nursing

Shift: 1st

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

Job Number: 2014-2438

Job Description: Rush University Medical Center's College of Nursing seeks an Admissions Specialist to join our team!

Position Highlights: The Admissions Coordinator (AC), under the general supervision of the Associate Dean of Students, participates in recruitment, advising and admission activities with the purpose of meeting enrollment goals of the academic programs of the Rush University College of Nursing.

The AC exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

Bachelor's degree required. Experience in an academic department or program is preferred. Excellent computer skills.

Excellent working knowledge and experience with MS Office and Excel.

Excellent knowledge of social media and current educational marketing trends. Knowledge of Microsoft Outlook and Student Information System, Datatel preferred.

Knowledge of the nursing field preferred. Able to consistently provide excellent customer service in a friendly, outgoing, and professional manner.

Able to lift a minimum of 20-25 pounds to manage recruitment materials for off campus events. Able and willing to periodically travel out of state and overnight.

Able to work occasional evenings and weekends. Valid driver's license and own transportation.

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=20141222112720&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141222112720&)

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**Job Title: Community Outreach Coordinator**

Department: Psychiatry Admin  
Shift: 1st  
Full/Part: Type 1 (72-80 Hrs/PP)  
Specialty: Psychiatry  
Job Number: 2014-2486

**Position Highlights:**

Road Home Program: The Center for Veterans and their Families at Rush (RHP) is a clinical resource center dedicated to assisting and supporting current service members (Active Duty, Reserve and National Guard), veterans, and their families, with vital clinic services focused on PTSD, TBI counseling and therapies

**Position Qualifications Include:**

Associates degree required, Bachelor's degree preferred. 2 - 5 years of relevant military work experience required. Experience working with military rank structure, military families, protocols and culture preferred. Strong preference for honorably discharged veterans, Military Reserves, or veteran family members (mother, father, brother, sister, or son/daughter). 1-3 years of experience in community relations, community outreach or participation in marketing events preferred and experience in relationship-building with military organizations, veterans associations, and other targeted non-profit organizations, preferred. Experience using social networking (including Facebook and Twitter) as related to service member and veteran engagement preferred. Excellent verbal and written communication and presentation skills. Excellent listening skills. Strong relationship building skills both with organizations and individuals. Strong teamwork is essential. Strong customer service focus. Proficiency with Microsoft Office (Excel, Word, and Powerpoint) and Microsoft Exchange is essential. Possession of valid US state driver's license with access to personal transportation. 75% of time will be spent traveling throughout the Chicago Metro area and collar counties. Schedule flexibility is required to support attendance at evening and weekend events as needed. Ability to review and analyze the information from activity reports and work with RHP Director to better direct resources to various outreach efforts

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=20141222112822&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141222112822&)

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**Job Title: Executive Assistant**

Department: Human Patient Simulation

Shift: 1st

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

Job Number: 2014-2452

**Job Description:**

Are you a well-organized and proficient Executive Assistant with exceptional customer service and computer skills that is looking for a new opportunity to join a great team? If this describes you, you may be the right candidate for the Executive Assistant position in the Human Patient Stimulation Center

**Position Highlights:** The Executive Assistant for the simulation center provides advanced administrative duties for the Center staff. The assistant will be well organized, detail-oriented and have the ability to interact effectively with students, faculty and staff. The incumbent plays a key and critical role in tracking and maximizing the utilization of the Center. The Executive Assistant will support production and dissemination of reports that measure participant experience and learning. The assistant collaborates successfully with Center staff and may be asked to support other functions of the Center. The incumbent will be directly responsible for the organization and coordination of scheduled simulation training events, inventory, purchasing and replacement of supplies for the Simulation Center and other related programs. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High school diploma required. Bachelor's degree preferred. 3 years or more professional administrative experience in a healthcare setting preferred Ability to coordinate and prioritize multiple tasks, projects and schedules and work independently Must possess strong project and time management skills. Intermediate to advanced computer skills in Word, Excel/Access, PowerPoint and Outlook Calendar. Must be customer-focused and interact effectively and efficiently, having excellent written and verbal communication skills with all levels of personnel.

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=20141222112925&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141222112925&)

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**Job Title: Financial Representative 1 - Billing & Collections**

Department: ROPH BILLING & COLLECTIONS

Shift: 1st

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

Specialty: Billing

Job Number: 2014-1420

**Position Highlights:**

The Billing Financial Representative will actively work claim edits in EPIC and Ecare. They will utilize current work queues with effective use of systems and resources. Contacts departments with proactive goals to resolve missing data issues, answer open questions, and assure financial commitment. Assist in some patient A/R projects as necessary. Candidate uses techniques to aid in decreasing outstanding unbilled claims while increasing both quality and productivity.

**Position Qualifications Include:**

**Knowledge:**

Minimum of 2 years current experience in medical billing or collections required.

A high school diploma/GED or higher is required.

Strong working knowledge of Microsoft Office products is preferred

Must be able to compile data for special projects or for tracking purposes.

EPIC experience is preferred. Experience with Passport/Ecare

Experience in Managed Care, Commercial and BC billing.

**Skills:**

Position requires strong analytical skills including statistical, mathematical and organizational skills. Strong interpersonal skills required for communication of finance related issues to management and ancillary departments.

**Abilities:** Ability to perform multiple tasks with strong time management skills in order to meet deadlines.

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**Job Title: Lab Tech 1 - Blood Bank - Part-time/Rotating Shifts**

Department: RML Blood Bank Lab

Shift: 4th (Rotating)

Full/Part: Type 3 (8-32 Hrs/PP)

Specialty: Blood Bank

Job Number: 2014-2483

**Position Highlights:**

The laboratory technician enters patient demographic information and places laboratory test orders in the LIS. Issues laboratory results over the telephone in a professional and courteous manner.

**Position Responsibilities:**

Perform multiple computer entry/inquiry/receiving functions.

Work the pneumatic Tube Station according to operation guidelines.

Prepare specimens accordingly for transport/delivery.

Document specimen receipt and resolve problems if necessary.

Properly uses telephone and gives accurate information.

Process phone order Add-On and Epic requests.

Reconcile blood and plasma inventory.

**Position Qualifications Include:**

High School graduate.

Medical Technology student highly desired

Knowledge of medical and laboratory terminology preferred.

Typing skills of 35 wpm.

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**Job Title: Medical Equipment Technician**

Department: Clinical Engineering

Shift: 4th (Rotating)

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

Job Number: 2014-2493

**Job Description:**

The Medical Equipment Technician maintains, inspects, repairs and distributes portable patient care equipment to meet the needs of hospital staff and clinical personnel in the performance of their duties.

**Position Highlights:**

Conducts preventative maintenance on a daily and annual basis to comply with the required preventive maintenance program.

Performs visual and clinical inspection of incoming equipment to ensure its accuracy and correct functioning within established standards.

**Position Qualifications Include:**

A high school diploma or GED is necessary as the work requires the ability to read and write English, and comprehend and transmit technical information.

Knowledge and understanding of the proper technique and usage of Universal Precautions must be attained within the probationary period allotted.

Knowledge of basic electronics is preferred.

Must have the ability to stand, walk, and bend 50% of the time.

Ability to read, understand and perform preventive maintenance procedures in conjunction with the operation of electrically operated test equipment.

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**Job Title: Mental Health Worker -- 4th Rotating**

Department: 13 Kellogg - Adult Psychiatry

Shift: 4th (Rotating)

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

Specialty: Psychiatry

Job Number: 2014-2444

**Work Schedule:**

Evening/nights rotating position

Shifts are 8 hours in length

Evening shift is 3p - 1130p and night shift is 11p - 730am

Evening and night shift scheduling would be based on the needs of the unit

You must be able to work two out of four weekends per month schedule and rotating holidays

**Position Highlights:** On this acute adult unit we treat adult patients with a wide range of ages and diagnoses with individualized programs utilizing a mix of modalities, one-on-ones and groups. In addition to Mental Health Workers, treatment team includes MDs, RNs, Social Workers, OT, and Art Therapists

**Position Responsibilities:**

The MHW functions under the supervision of an RN to perform delegated tasks, utilize basic principles of the biological & behavioral sciences in the treatment of patients, and participate in and lead group sessions. Duties include taking vital signs, bathing patients, leading therapeutic group activities and assisting patients with basic activities of daily living while maintaining patient safety on the unit.

**Position Qualifications:**

Bachelor's degree in behavioral sciences/related field required.

At least one year of experience with chronically ill psychiatric patients

Must have demonstrated ability to interact effectively with others in difficult situations.

Must be able to be flexible with scheduled days.

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**Misc. Employee - Recess Support (Job Number: 140002WQ)**

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.

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