



College Library Assistant I -Part Time - OLI0000191

Job: Library

Primary Location: Olive-Harvey College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Dec 26, 2013, 12:00:00 AM

Duties and Responsibilities

Under immediate supervision, performs routine clerical duties relating to the operations of a college library; and performs related duties as required.

Prepares a variety of library materials including catalog cards, order forms, book cards and overdue notices.

Maintains computerized catalogs, book orders and other library records.

Prepares delinquent book notices and notifies patrons of overdue books and materials.

Computes and collects overdue fines from patrons.

Answers telephones and provides general information.

Sorts and distributes incoming mail.

Assists at the circulation desk, charging and discharging books and materials.

Operates appropriate library equipment.

Performs minor repairs on library materials such as tightening hinges and replacing or mending mutilated pages.

Performs other duties as assigned.

Qualifications

Graduation from high school or the equivalent and one year of general clerical and keyboarding experience; or an equivalent combination of training and experience.

Knowledge of basic office procedures and some knowledge of library clerical procedures. Some knowledge of alphabetical and numeric filing systems.

Ability to keyboard forty words per minute. Ability to follow oral and written instructions and the ability to operate a personal computer and basic library equipment.

Physical ability to perform manual tasks.

Skill in basic filing and in operating simple office machines.

Skill in applying routine clerical library procedures.

Good verbal communication skills.

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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College Lab Assistant I - PT - DAL0000219

Job: Office/Administrative Support
Primary Location: Daley College
Employee Type: Part Time | Regular
Union Code: 1708 - PT
Job Posting: Dec 23, 2013, 12:00:00 PM

Primary Objective

To assist the biology and physical science faculty members in all phases of laboratory procedures and/or lecture demonstrations emphasizing laboratory safety practices. Supervise students during biology and chemistry laboratory classes. Prepare living and preserved specimens, reagents, chemical solutions, equipment and materials for laboratory procedures and demonstrations as needed. Perform and evaluate prospective and/or current experiments. Set up, operate and maintain existing instruments, audio-visual materials, procedures and equipment as requested. Maintain laboratories and storerooms of the biology and physical science departments as to cleanliness, orderliness, safety, and availability of equipment and maintaining inventory using computer software. Assist in the student registration process. Perform other duties as assigned.

Qualifications

Minimum two years of college with course work in general and advanced biology and general and organic chemistry. Knowledge of routine laboratory safety practices and the ability to perform routine biological and chemical laboratory procedures. Computer literacy is also required.

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

We are an equal opportunity and affirmative action employer.

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College Clerical Asst II - College To Careers (Part Time) - OLI0000189

Job: Clerical/Secretaries

Primary Location: Olive-Harvey College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Dec 20, 2013, 12:00:00 AM

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. Assists in reviewing time sheets and prepares attendance reports for payroll processing. Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail. 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. 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 oral 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. Thank you for your interest in CCC!

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Cultural Enrichment Manager Job ID: 1280

Date Posted: 12/19/2013 Closing Date: 01/06/2014

Cultural/Cultural Enrichment Manager

Location: Central Administration - CULTURE ARTS NATURE

Date Available: ASAP Level: 3217

EXAMPLES OF DUTIES: Develops and manages programs in music, visual arts, dance, literary, media arts and theater. Oversees the Cultural Enrichment budget, staff hiring and other administrative activities. Establishes partnerships with outside arts and cultural organizations, community groups and individuals interested in collaborating on programs and events. Works with park staff and management to enhance cultural arts programming. Monitors the progress and evaluates the success of projects. Manages project budgets and time lines. Provides technical assistance to park staff as assigned. Advises park managers on organizing cultural arts programs. Lends creative and educational support to projects. Helps to promote and publicize Cultural Enrichment programs. Ensures District and departmental operating policies and procedures are adhered to. Keeps current on grant and funding opportunities; writes, manages and develops grant proposals for program support. Consults on program training needs and assists as required. Monitors program data collection. Works collaboratively with regions and park staff on program development, staffing and events.

TRAINING AND EXPERIENCE: A Bachelor of Fine Arts Degree or related field, plus six years experience in arts programming, with some arts administration experience, and a demonstrated ability to work with community groups and outside agencies in the field of Cultural Enrichment or an equivalent combination of education and experience is required. A Master's Degree in Arts Administration or a related field preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the structure of government and nonprofit agencies; Ability to handle multiple projects on deadline; Excellent follow through; Ability to effectively present ideas in writing and verbally; High energy; Ability to manage team efforts; Sincere interest in public education in nontraditional settings; Working knowledge of community-based arts education theory and practice; Computer skills; Knowledge of education and curriculum design principles; Knowledge of visual and performing arts supplies and equipment; Budget preparation and planning skills; Ability to evaluate programs based on value to program participants and industry standards.

Career Service: Exempt • EEO: Professional • FLSA: Exempt

Expected Salary Offer: \$68,000

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Attendant Part-time (North Region) YEAR ROUND Job ID: 1284

Closing Date: 01/05/2014

Custodial/Attendant (H)

Date Posted: 12/23/2013

Location: NORTH REGION

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

EXAMPLES OF DUTIES:

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

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

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

Knowledge, Skills and Abilities:

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

Union: SEIU- Local 73

Career Service

EEO: Service-Maintenance

FLSA: Non-Exempt

Salary: \$13.61 per hour

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Purchasing Manager Job ID: 1282

Closing Date: 01/06/2014

Finance/Purchasing Manager

Date Posted: 12/23/2013

Location: Central Administration - PURCHASING

Date Available: 12/23/2013

Salary: \$49,088

CHARACTERISTICS OF THE CLASS: Under the direction of the Director of Purchasing, is responsible for managing the small purchases program, under \$10,000 in value and supervising the Buyers in this program. Performs other duties as assigned.

EXAMPLES OF DUTIES: Responsible for reviewing and making recommendations to the Director of Purchasing regarding purchase orders under \$10,000. Assists in developing and improving purchasing processes and procedures. Supervises Buyers involved in the small purchases program. Reviews and approves small bids between \$5,000 and \$10,000 to ensure conformance to specifications and established purchasing policies, procedures and criteria. Mediates disputes between vendors and user departments. Performs data analysis and provides status and activity reports regarding the small purchases program. Represents the Park District at meetings, conferences, seminars and community forums regarding the Chicago Park District purchasing. May participate in annual department budget preparation.

DESIRABLE MINIMUM QUALIFICATIONS:

TRAINING AND EXPERIENCE:

Bachelor's degree plus five (5) or more years experience in the procurement of a variety of materials, supplies and services including at least two (2) years in a supervisory capacity or an equivalent combination of training and experience required.

KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of the legal, financial and technical aspects of procurement; Ability to evaluate and determine conformance to contract specifications, quality and price proposal; Ability to mediate contract disputes; Ability to follow and enforce Chicago Park District rules and regulations; Supervisory skills; Contract administration and negotiation skills; Skill in interpreting and communication purchasing policies; Writing skills. Knowledge of procurement methods and procedures; Senior Executive Service

EEO: Professional

Flsa: Exempt

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Account Manager in Chicago Illinois United States

Our teams of Account Managers/Business Development Managers are responsible for targeting and acquiring corporate headquartered business within their assigned geography, while maintaining and growing an existing customer base of Mid-market Corporate accounts already contracted with us.

The Account Manager/Business Development Manager is the face of our company to our corporate customers and needs to be able to effectively represent and promote the Avis and Budget brands, products and services to C-level contacts, Travel Managers, and Procurement departments.

This is a business development role that is best suited to individuals with a "hunter/gatherer" profile; someone who gets job satisfaction from over-achieving commercial targets and excels at consultative selling. We are seeking "sellers" that want to achieve the highest level of success and are focused on building a career with our company.

Benefits

- * We provide a competitive salary as well as bonus potential
- * In addition to comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D and 401K Savings Plan (with company match of 6%).
- * Sales employees are eligible for a fleet car (inclusive of insurance and gas) and will be provided with a company owned laptop and cell phone.

Requirements * Bachelors degree, plus a minimum of two (2) years successful outside sales/account management (utilizing direct sales techniques) required * o In lieu of a bachelor's degree, candidate must have a high school diploma/GED, as well as six (6) years additional sales experience to be considered minimally qualified * Willingness to travel overnight for business required. Based on geographic location the percent of overnight travel will vary * Candidate must have a valid driver's license

Professional Development: Avis Budget Group recognizes its people to be its most valuable asset, so we are committed to your professional and personal development and individual success. We offer a comprehensive array of employee support and training programs to help you broaden your skills, enhance your talents and achieve continuous improvement within your field.

Avis Budget Group is proud to be an Equal Opportunity Employer M/F/D/V

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Agency Operator in CHICAGO Illinois United States

Do you have what it takes to be the boss? Could you make a business profitable with the solid support of an internationally-recognized brand? If so, Avis Budget Group has the opportunity for you!

Experience all the perks of being your own boss while having one of America's most familiar brands supporting you along the way. Avis Budget Group has exciting BUSINESS OPPORTUNITIES available for entrepreneurial-minded people to operate an Avis Budget Group location.

As an *Agency Operator you will be responsible for:

- * Growth and success of an Avis Budget Group location
- * Staffing your location
- * Marketing your operation
- * Promoting world renowned Avis Budget Group "We Try Harder" values
- * Maintaining a business plan aimed at developing rent-a-car business in your local area
- * Daily operational costs

With our cars provided, you put yourself in the driver's seat to success.

After a paid training program, you will select your own employees and maintain a business plan aimed at developing rent-a-car business in your local area. To help grow your operation, an experienced staff will guide you through training, goal setting, sales and marketing. As the operator of your business, there are no earning limitations.

Our most successful Agency Operators are people-oriented, aggressive, goal-oriented and understand the importance of great customer service.

The Agency Operator should possess:

- * Sales / Marketing experience
- * Business ownership experience
- * The ability to work independently
- * Outstanding Customer Service Skills
- * Car Rental/Travel experience preferred but not required.

*This is an Independent Agency Operator opportunity, subject to the terms of that program, and it is not an employment relationship or a franchise.

Avis Budget Group is an EEO/AA Employer

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Vehicle Service Attendant in Chicago Illinois United States

Avis Budget Group is an action-packed, high-energy workplace where things move forward everyday. We are a global leader in the travel services industry operating through our Avis and Budget brands, which have more than 10,000 rental locations in approximately 175 countries around the world, and through our Zipcar brand, which is the world's leading car sharing network, with more than 775,000 members. We are a customer-led, service-driven organization that offers an enthusiastic, family-friendly and collaborative work environment where you can expect to be developed, recognized and rewarded for a job well done. If you want to GO somewhere in your career, Avis Budget Group is the place to be.

As a Seasonal Vehicle Service Attendant, you will work behind the scenes in an outdoor environment to ensure customer satisfaction during the rental pick up process. In this role, you will be responsible for maintaining the cleanliness of our fleet while also performing regular, non-mechanical maintenance tasks such as checking tire pressure, fluid levels and fuel vehicles in a timely and safe manner. If you love working in a fast-paced environment, are detail oriented and possesses good communication skills, this position is for you!

Vehicle Service Attendant Requirements:

- * Must be 18 years of age or older
- * High school diploma or equivalent or preferred
- * 6 months of prior work experience preferred
- * Physical ability to move in and out of vehicles
- * Effective verbal communication skills to communicate with customers, co-workers and management
- * Must be willing to work outdoors in all types of weather conditions
- * Must be willing to work various shifts including weekends, nights, and holidays
- * Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history
- * Willing to complete pre-employment testing, drug screen and background check

Get your GO on!

Avis Budget Group is an equal opportunity employer, and is committed to ensuring diversity in our workforce.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant/29892549/job/>

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Vehicle Return Associate in Chicago Illinois United States

Are you driven to help people?

Are you looking to accelerate your career into the fast lane?

Then Avis Budget Group is the place for you!

Our goal is to provide "Best in Class" customer care and to foster life-long customer relationships. That is why we strive to make every customer experience one that leaves a lasting impression. We handle each customer interaction with the utmost professionalism, courtesy and responsiveness.

Your passion for helping customers with their needs - whether it is directing customers as they return their rental car ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the rental vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait - makes you an important part of our Avis Budget Group Team.

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you are motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you will need the following:

- * High school diploma
- * At least 1 year of prior Customer Service experience
- * Good communication skills
- * Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must!
- * Willingness to learn and help others
- * Motivation and dependability

We provide you: * Competitive pay * Medical, Dental, Vision & 401K

* Full training to learn the business and enhance your professional skills

* Paid vacations, car rental discounts & much more!

If you are motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO/AA Employer

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/23304458/job/>

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Rental Sales Associate in Chicago Illinois United States

Successful Full Time Rental Sales Associates in this location have the opportunity to earn \$90,000 annually!

As a Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

At Avis Budget Group, we know your success is our success. In your first weeks, we provide you the training to attain your sales goals and maximize your earning potential by using our proven sales techniques. Additionally, as you move forward in your career, we provide a number of educational opportunities that will develop your skills and prepare you for advancement.

Some of the programs and services we provide include:

- * Free tobacco cessation courses (including nicotine replacement supplies)
- * Customized nutritional coaching * Fitness center discount program
- * Healthy weight loss nutrition solutions * One-on-one active lifestyle coaching
- * Trusted, on-line health information available 24/7 * Free flu shots

Excellence is rewarded at every level. From our "best in class" recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

Rental Sales Associate Requirements: * At least 6 months of experience in a role where sales and/or customer service were key elements of your duties * Ability to handle high-pressure sales and service situations in a calm and collected manner * Willing to work various shifts including nights, weekends, and holidays * Basic computer skills in order to enter information into our database

* Willing to complete pre-employment testing, drug screen, and background check

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays.

Avis Budget Group is an equal opportunity employer, and is committed to ensuring diversity in our workforce.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/23304444/job/>

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Operations Manager Trainee in Chicago, IL in Chicago Illinois United States

As an Operations Manager Trainee you will be responsible for influencing customer satisfaction, increasing revenue and overseeing operational effectiveness and quality. You will supervise shift personnel and ensure operational success and financial profitability.

Why You Should Join

The first step to a successful management career at Avis Budget Group begins with our Management Training Curriculum (MTC). Created to give outstanding individuals an accelerated management path, the MTC is a 18 week program that:

- * Jump starts your management career with Avis Budget Group
- * Leverages comprehensive hands-on experience
- * Imparts real world knowledge
- * Helps develop skills unique to management in the vehicle rental industry
- * Offers support and guidance through a mentorship program

How it Works

As an "Operations Manager Trainee" you will spend a period of time rotating through the various key functions and areas of responsibility assigned to an Operations Manager including: Operations (on and off airport), Fleet Distribution and Maintenance, Customer Loyalty, Quality Assurance, Sales, and Administration.

What to Expect: After graduating, you will be assigned to a leadership position overseeing operational activities where you will be responsible for developing and executing strategies, creating solutions and improvements, assuring operational success and financial profitability.

Requirements: * Experience providing high quality customer service (or ability to do so)
* Good decision making skills * Ability to build loyalty with both internal and external customers * Valid driver's license and good driving record * Must work flexible schedules (evenings, holidays, overnight shifts) * Willingness and ability to pass drug screen and background check * Bachelor's Degree is preferred

Benefits We Provide You * A share of the success – Competitive Base Salary and Bonus Potential * Upward Mobility – Career Advancement Opportunities and Training to get you there * Use of a company vehicle - Including Gas and Insurance
* Outstanding Benefits Package – 401K, Medical, Dental, Paid Vacation, Tuition Reimbursement, Various Discounts

Avis Budget Group is an EEO/AA Employer

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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.

EXAMPLES OF DUTIES:

Plans and implements a course curriculum for the instruction of a specialized athletic, recreation or leisure activity. Provides instruction and supervision for Chicago Park District patrons involved in a specialized athletic, recreation or leisure activity. Demonstrates proper techniques and skills in specialty area. Adapts programs to reflect differing levels of participant skill development. Provides instruction in advanced competitive strategies of specialty area. Provides information on the rules and regulations governing competition in specialty area.

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.

SEIU-Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt
SALARY \$16.81 per hour

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Activities Instructor (Windy City Hoops) Job ID: 1184

Closing Date: 04/01/2014

Recreation/Activities Instructor (H)

Date Posted: 10/17/2013

Location: DISTRICTWIDE
(part-time)

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

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

EXAMPLES OF DUTIES: Plans and implements a course curriculum for the instruction of a specialized athletic, recreation or leisure activity. Provides instruction and supervision for Chicago Park District patrons involved in a specialized athletic, recreation or leisure activity. Demonstrates proper techniques and skills in specialty area. Adapts programs to reflect differing levels of participant skill development. Provides instruction in advanced competitive strategies of specialty area. Provides information on the rules and regulations governing competition in specialty area.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

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

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

Expected Salary: \$16.18 per hour

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Activities Instructor II- Wellness Job ID: 1283

Closing Date: 01/05/2013

Recreation/Activities Instructor II

Date Posted: 12/23/2013

Location: COMMUNITY RECREATION

Position is 25 hours per week

CHARACTERISTICS OF THE CLASS:

Under general supervision, plans, promotes, organizes, conducts and provides instruction to a specialized athletic, recreation or leisure activity including but not limited to tennis, aerobics, yoga, boxing, sailing and skating. Performs related duties as required.

EXAMPLES OF DUTIES:

Plans and implements a course curriculum for the instruction of a specialized athletic, recreation or leisure activity. Demonstrates proper techniques and skills in specialty area. Promotes sportsmanship and encourages creativity in participants. Issues and maintains an inventory of specialized equipment and supplies. Determines tournament eligibility requirements. Establishes schedules for tournaments, leagues and competitions. Enforces and promotes safety guidelines for specialized activities. Adapts programs to reflect differing levels of participant's skill development.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Associate of Arts degree in recreation, leisure studies, physical education or related field, supplemented by three years of instructional, practical or sanctioned competitive experience in a specialty area.

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.

Career Service

EEO: Para Professional

EEO: Non-Exempt

SALARY: \$17.20 per hour

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College Clerical Assistant II - MAL0000179

Job: Admissions

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Dec 26, 2013, 9:54:00 AM

College Clerical Assistant II Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required. 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. 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. Thank you for your interest in CCC!

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Recreation Leader (H) YEAR ROUND Gladstone Park Job ID: 1286

Closing Date: 01/05/2014

Recreation/Recreation Leader

Date Posted: 12/23/2013

Location: NORTH REGION
(YEAR ROUND POSITION)

CHARACTERISTICS OF THE CLASS:

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

EXAMPLES OF DUTIES:

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

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

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

Knowledge, Skills and Abilities:

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

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

SALARY: \$12.17 per hour

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Recreation Leader (H) YEAR ROUND Peterson Park Job ID: 1287

Closing Date: 01/05/2014

Recreation/Recreation Leader

Date Posted: 12/23/2013

Location: NORTH REGION

CHARACTERISTICS OF THE CLASS:

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

EXAMPLES OF DUTIES:

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

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

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

Knowledge, Skills and Abilities:

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

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

SALARY: \$12.17 per hour

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Recreation Leader (H) YEAR ROUND Shabbona Park Job ID: 1288

Closing Date: 01/05/2014

Recreation/Recreation Leader

Date Posted: 12/23/2013

Location: NORTH REGION

CHARACTERISTICS OF THE CLASS:

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

EXAMPLES OF DUTIES:

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

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

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

Knowledge, Skills and Abilities:

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

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

SALARY: \$12.17 per hour

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Recreation Leader (H) YEAR ROUND PORTAGE Park Job ID: 1281

Closing Date:01/05/2014

Recreation/Recreation Leader

Date Posted: 12/19/2013

Location: NORTH REGION
(YEAR ROUND POSITION)

CHARACTERISTICS OF THE CLASS:

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

EXAMPLES OF DUTIES:

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

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

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

Knowledge, Skills and Abilities:

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

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

SALARY: \$12.17 per hour

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