



Driver

Posted by: JASC

Posted date: Feb-05-14

Location: Chicago

Agency Email www.seniorsjasc-chicago.org

Drives a motor vehicle used for transporting JASC clients visitors, and/or mail, and for running miscellaneous errands. Oversees the appearance, operation and maintenance of the vehicle.

Mandatory Job Qualifications

This position requires the ability to read, write and communicate verbally.

Position requires valid and current Commercial Driver's License.

Requires understanding of the limitations of the elderly.

Requires physician statement of health and that the employee is free of contagious disease at the beginning of employment and each annual anniversary date.

How to Apply

http://www.npo.net/job/driver/59024?action=search&13=illinois&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

Military Veteran Truck Driver Jobs

Get the top pay in trucking and your GI Bill monies at the same time.

The transition from the military world to civilian life can be overwhelming. Roehl understands that. The Roehl Honor Program gives you and your family real and immediate security. It will give you a career that provides prosperity and stability well into the future. Roehl Transport is in it with you for the long haul.

The Roehl Honor Program™ is a two-part program. It begins by giving you the recognition you deserve. The second phase is an apprenticeship. We've developed a training program that helps you not only take advantage of your GI Bill benefits, but also become successful in the transportation industry.

Please contact Jake Howey, Honor Program Specialist (U.S. Army) at 715-591-3795 extension 2587 with any questions.

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Guest Admissions Representative

Department: Education & Guest Services

Status: Temporary Part Time (until 9/07/2014)

The world-class Museum of Science and Industry is seeking individuals who can utilize excellent customer service skills and interact with guests onsite or over the telephone to sell Museum admissions, exhibits and memberships; engage guests in a positive, fun, inclusive and educational capacity. This individual will: provide compelling and personalized information while recommending event/show times to help build fun and amazing Museum experiences; perform core operational functions of ticketing system, Wayfinding, and opening and closing of Museum's ticketing operations; and cross-train to be able to work at all Ticketing and Call Center positions, as well as to work in the Entry Hall area, Lost and Found, Coat Check and at all ticketing kiosks.

Qualifications

One year of college experience or 1-2 years of related or relevant experience.

Previous cash handling experience required.

Prior computer experience a must/familiar with basic Windows operations, Microsoft Office and Internet.

Successful customer service experience.

Prior telephone experience preferred.

Bi-lingual is a plus.

Ability to multitask (e.g., explain Museum content while actively completely ticketing transactions).

Ability to work in fast-paced environment while being friendly and outgoing.

Ability to work in multi-working areas (e.g., Group Center, Membership, Lost and Found, Coat Check, Ticketing and Call Center).

Requires weekends, holidays and some evenings.

Has the curiosity to learn Museum content and culture and is able to communicate that to guests in an engaging and inclusive way.

Has the ability to learn, comprehend and utilize the Museum's Ticketing and Call Center systems to ensure efficient and accurate transactions.

A positive attitude required, strong love for working with people in a fun, inviting atmosphere.

Must be flexible in working in multiple environments, such as the Call Center, Membership, and onsite Ticketing.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/temporary/guest-admissions-representative/>

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

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Driver Trainee - Harvey, IL-1400216

Job: Operations

Primary Location: United States-Illinois-Harvey

Organization: Packaged Beverages

Schedule: Full-time

Driver Trainee

The Driver Trainee is responsible for operating Department of Transportation (DOT) regulated equipment under the supervision of a CDL certified Dr Pepper Snapple Group Employee to obtain the required hours for a CDL license.

Position Responsibilities

Provide shelf merchandise to stores upon request by manager or customer.

Deliver product to scheduled accounts in good condition and within scheduled delivery time.

Assure brands and packages are rotated properly, safeguarding against past-dated products available to consumers.

Observe trainer to compute and record transactions to convey all related cash, checks and documents to Route Auditor.

Acquire the necessary driving skills needed to obtain a Class A CDL within a specified period.

Accountable for cash/credit proceeds and products removed from inventories.

Observe and train on how to maintain assigned vehicle in accordance to applicable safety regulations.

- Monday thru Friday - 5:30am start time - \$101/daily rate/variable overtime

Qualifications

High school diploma or general equivalency diploma (GED)

21 years of age or older

Lift, push, and pull a minimum of 50 pounds repeatedly

Valid CDL permit and driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. Equal Opportunity Employer. M/F/D/V

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Merchandiser - Rockford, IL-1312896

Job: Operations

Primary Location: United States-Illinois-Rockford

Organization: Packaged Beverages

Schedule: Full-time

Description

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

Position Responsibilities

Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores.

Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule.

Build effective relationships with store personnel to assure superior customer satisfaction.

Identify incremental sales opportunities for Sales Representative to pursue.

Provide feedback on competitor activities and best practices.

Cover routes and provide sales and/or merchandising services as assigned.

Available to work weekends and holidays.

- \$11.51/hour - 6:00am to 2:30pm

- 5 day work week (weekends required) 2 days off weekly rotating between Tu-Th

- Route Territory in Rockford Area - Mileage Reimbursement

Qualifications

High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly

Push and pull up to 100 lbs repeatedly

Valid driver's license

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Warehouse Supervisor - Northlake - Illinois (2nd Shift)-1312571

Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Supply Chain

Schedule: Full-time

Description:

The Warehouse Supervisor is responsible for supervising and coordinating activities of workers that involve ordering, receiving, storing, inventorying, issuing, and shipping materials.

Shift and Schedule:

This is a full-time position that will our swing shift which typically begins at 5:00pm and works until finished. Warehouse Supervisors can expect to work an average of 45 to 50 hours per week based on business needs.

Qualifications

High school diploma or general equivalency diploma (GED)

3 years of demonstrated leadership experience in a fast paced food manufacturing / packaged beverage or similar warehouse/distribution center operation

2 years of experience with Microsoft Office Suite, including Excel

2 years of experience with RF Technology and SAP or similar Warehouse Management System

2 years analyzing data associated with processes, identifying opportunities, and providing recommendations for improvement

2 years of experience with Occupational Safety Regulations

Training in Lean Six Sigma and experience working in a 5S environment

Prior leadership experience in a unionized environment

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Maintenance Supervisor (1st Shift)-1310009

Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Supply Chain

Schedule: Full-time

Description

The Maintenance Supervisor is responsible for preventative, scheduled, and emergency maintenance on all machinery and requires strong mechanical and electrical aptitude to solve problems in a safe work environment.

This position will lead a maintenance team, working closely with team members to solve machine issues, while keeping operations management apprised of in progress projects that may impact equipment capability and production timelines.

Shift and Schedule

This is a full-time permanent position that requires flexibility to work variable shifts depending on production needs. The position will start on our 1st shift which typically begins at 5:00am and works until finished. Flexibility to work on other shifts, overtime, and weekends is required.

Qualifications

High school diploma or general equivalency diploma (GED)

1 year of experience in a manufacturing environment as a maintenance lead or supervisor

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Warehouse Supervisor (2nd Shift)-1312817

Description

The Warehouse Supervisor is responsible for supervising and coordinating activities of workers that involve ordering, receiving, storing, inventorying, issuing, and shipping materials, supplies, tools, equipment, and parts.

Shift and Schedule

This is a full time permanent position working on our 2nd shift which begins at 7:00pm and works through 4:00am. Flexibility to work variable shifts, overtime, and weekends is required based on business needs.

Qualifications

- High school diploma or general equivalency diploma (GED)
- 3 years of demonstrated leadership experience in warehouse/distribution center operations
- 2 years of experience with Microsoft Excel
- 2 years analyzing data associated with processes, identifying opportunities, and providing recommendations for improvement
- 2 years of experience with Occupational Safety Regulations

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Job: Operations

Primary Location: United States-Illinois-Northlake
Organization: Supply Chain
Schedule: Full-time

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Maintenance Mechanic - Northlake - Illinois (Variable Shifts)-1310611

Job : Operations

Primary Location : United States-Illinois-Northlake

Organization : Supply Chain

Schedule : Full-time

Description: The Maintenance Mechanic is responsible for troubleshooting, repairing, and maintaining machinery and mechanical/electrical equipment such as motors, conveyor systems, pneumatic and hydraulic systems, production machines, HVAC systems, boilers, pumps, liquid fillers, packaging equipment, material handling equipment, bulk delivery equipment, and blending/mixing systems.

Shift and Schedule: This is a full time permanent position and will need to be flexible to work variable shifts based on business needs. Our 2nd shift runs from 1:00pm to 9:30pm and our 3rd shift runs from 9:00pm to 5:30am.

Salary: The pay rate for this position is \$20.05 per hour.

Position Responsibilities

Analyze mechanical, pneumatic, hydraulic or electrical problems and make repairs through adjustments, defective parts replacement, or fabrication. Wire moderately complex control circuits. Fabricate, repair, and install hangers and all types of piping including hot/cold water, steam, process and condensate, utilizing formulas for all phases. Weld various types of metals. Machine most metals, plastics, and composites. Fabricate or replicate minor pieces for the repair or replacement of parts on equipment. Complete size changeovers, make adjustments, and trouble shoot liquid fillers and packaging equipment.

Identify problems and completes repairs, with minimal downtime or supervision.

Qualifications

High school diploma or general equivalency diploma (GED)

2 years of technical training OR 2 years related maintenance experience

Lift, push, and pull 50 pounds repeatedly, walking and standing for long period of time

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*This position is currently vacant within the Tollway.
The Human Resources Section will accept applications, with resumes from:*

February 7, 2014 through February 24, 2014
Resumes are required and must be submitted with the application.

Administration Customer Relations Coordinator \$16.67/Hour (G-10)

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

(Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

EDUCATION: High School diploma or GED is required

EXPERIENCE: Three years' experience in a mail and duplication environment is required. Supervisory experience is strongly preferred.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Excellent knowledge of Microsoft Word, Excel and Outlook is required.
- Excellent verbal and written communication skills and attention to detail are required. Knowledge of contract administration is required. Working with large production printers and mass mailing systems is required. Familiarity with contractual specifications needed for production equipment is desired.

Ways to apply

Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com

In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

By mail: Send the completed application to:

Illinois Tollway – Human Resources
2700 Ogden Avenue
Downers Grove, IL 60515

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*This position is currently vacant within the Tollway.
The Human Resources Section will accept applications, with resumes from:*

February 7, 2014 through February 24, 2014
Resumes are required and must be submitted with the application.

Legal Secretary III \$36,000.00-\$46,000.00/Annual (G-12)

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

(Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

EDUCATION: Must have a High School diploma.

EXPERIENCE: Must have at least three years of prior secretarial experience
 Prior experience in a legal office helpful

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

Must type a minimum of 55 words per minute
 Must have good oral and written communication skills

Ways to apply

Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com

In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

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Assistant Registrar - HAR0000190

Duties and Responsibilities

This position is responsible for the supervision of records and data entry by clerical staff. Coordinates, manages and writes procedures for the registration/grade process and records maintenance for the Credit, Adult Education and Skills Center programs in the Office of Admissions and Records. •1. Coordinates and manages the registration process for the Adult Education, Skills, off-campus programs and Middle College. Coordinates and manages the grade report process to and from faculty for terminal input. Follows-up on missing/outstanding grade report forms. •2. Establishes procedures and maintains the student records for Adult Education, State Legalization Impact Assistance Grant (SLIAG) and Skills programs. Coordinates the activities for these programs. Handles student related problems. •3. Verifies and processes staff certificate-of-attendance timesheets. Oversees the process for students' transcripts. Writes procedures for tasks. Prepares semester activities schedule and registration calendar for Adult Education, Nursing Program, and Credit programs. Assists in the planning of campus registration. Verifies state and reimbursement claims. •4. Trains college staff on PeopleSoft system. Interviews and recommends applicants for vacancies in the Records area of the Registrar's office. Attends various meetings. •5. Adheres to CCC Customer Service Excellence standards. •6. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Direct Supervision: Indirect Supervision, College Clerical Supervisor I None, College Clerical Assistant II, Hourly Support Staff

Qualifications •Bachelor's degree in Business Administration or Management supplemented by five-six years of college experience; or an equivalent combination of training and experience is required. •Proven organizational skills and supervisory ability. •Must have the ability to use computers to perform work activities. •Must have excellent verbal and written communication skills. •Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the District. Must be able to meet deadlines in a timely manner.

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!

Job: Administration/Management
Primary Location: Harold Washington College
Employee Type: Full Time | Regular
Job Posting: Feb 7, 2014, 9:01:11 AM

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

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Admissions Specialist/Advisor - TRU0000171

Primary Objective: This position requires strong collaboration with CCC recruiters to secure enrollment from prospective applicants and maintaining effective follow-up by using various tracking systems. Serve as a member of the Admissions Team managing student intake to assist in achieving enrollment goals for the college.

- Track student participation from application to enrollment by using various data tracking systems.
- Contacts new applicants through phone calls, emails, etc. to assist with completion of enrollment process.
- Follows up with new and existing applicants to ensure enrollment and registration.
- Prepares reports to reflect both outreach activities and outcomes.
- Assist new applicants who walk-in or call-in seeking admission to the college.
- Informs new students and families of the admissions requirements, transfer guidelines, financial aid and scholarship information.
- Gathers information from prospective students who did not enroll via individual interviews, focus groups, and other means to better understand our value proposition, marketing, and customer service.
- Works collaboratively with, recruiters, Registrar's Office and other key departments/individuals within the college to create a seamless transition from application through enrollment and registration process.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree in Business, Communication, Liberal Arts, Marketing, Public Relations, Counseling, Guidance, Psychology or related field.
- 3-5 years of experience interacting with students, clients and customers or a minimum of 2 years work experience in student advising or in the area of Social/Human Services.
- Excellent written, verbal communication and customer service skills.
- Knowledge of Microsoft Windows, Microsoft Office Suite and database management, including, but not limited to PeopleSoft.
- Ability to organize materials and work with a variety of projects simultaneously.
- Ability to gather and analyze data using basic research methods and databases.

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!

Job: Academic Advising

Primary Location: Truman College

Employee Type: Full Time | Regular

Union Code: 1600Profes

Job Posting: Feb 6, 2014, 4:30:09 PM

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

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College Clerical Assistant II - PT - HUM0000105

Duties and Responsibilities

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

- Performs data entry of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence using MS Word or other MS Office Suite applications; 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 experience in an office setting; or an equivalent combination of training and experience.
- Proficient in MS Office Suite (Word, Excel, Outlook) and related software programs.
- 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!

Job: Other Office/Administrative Support

Primary Location: Humbolt Park V E C

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Feb 5, 2014, 5:37:00 PM

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

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College Clerical Assistant II-Admissions Office - HAR0000189

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

- Transcript request processing, enrollment verification processing, mid-term grade entry, front counter services, archived record services, transfer credit posting, degree audit processing, grade administrative and no-show withdrawals.
- Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail.
- Assists in reviewing time sheets and prepares attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.
- Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.
- Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information.
- Adheres to CCC Customer Service Excellence standards.
- Performs related duties as required.

Qualifications

- Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience.
- Proficient in PC desktop and related software programs. Ability to operate a personal computer. • Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions.
- Skill in basic filing, record keeping and operation of a variety of office machines.

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!

Job: Student Services

Primary Location: Harold Washington College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Feb 5, 2014, 1:46:00 PM

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

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Commercial Driving License Instructor - OLI0000195 / Olive Harvey College

Duties and Responsibilities: Provides classroom and road instruction to prepare students to successfully complete Secretary of State written tests.

- Conducts initial, pre-CDL, and technical training classes for Class A and Class B Commercial Vehicles and operators.
- Providing theory, simulation and practical applications.
- Uses established training materials to present formal class training exercises and lab work to students.
- Provides training in policy, procedures in compliance with all local, state and federal rules, regulations and laws.
- Provide students with advanced applications, training and testing preparations in Vehicle Inspection, Skills/ Maneuvers, Range and Road Driving Skills required to meet and or exceed requirements needed to successfully pass the Illinois Commercial Drivers Test.
- Must be able to prepare and maintain daily student documentation as well as provide student performance evaluation.
- Must prepare course syllabi, lesson plans and other instructional teaching aids to prepare assist in student success.
- Assists in the scheduling of student training and testing preparations.
- Provides reports, evaluations and documentation of training materials.
- Reviews and maintains State-required documentation.
- Audits and verifies student completion documentation.
- Assist with schedules and training workshops.
- Maintains student performance data.
- Conducts orientations for potential students.
- Provides monthly comparative analysis student performance.
- Assists in the scheduling of student training and testing preparations.
- Reviews and verifies student progress, attendance and completion documentation.
- Maintains student performance data.
- Provides instructional training for advanced level students that require CDL Refresher Training.
- Conducts orientations for potential CDL and Fork Lift students.
- Provides theoretical and application instructional training for Fork Lift students.
- Performs other duties as assigned.

Qualifications

Must have a valid Class A Commercial Driver's License.

Minimum of five years of Class A driving experience.

Valid State of Illinois CDL Instructor License (minimum 3years experience).

Passenger, hazmat, tanker and double endorsements preferred.

Current Fork Lift Operator Certification preferred.

Associates Degree or a combination of education and experience.

Hours: 30 hours per week; Monday thru Friday: 9:00 a.m. – 3 p.m. or 4 p.m.-10 p.m.
May require some weekends and Fridays 7 a.m.-1 p.m.

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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Media Specialist PT - KEN0000186

Duties and Responsibilities: This position is responsible for coordinating the day-to-day operations of the media department and providing audio-visual (AV) support services that facilitate the presence of technology in the classroom for faculty and students.

This position is also responsible for providing AV support for events, meetings, conferences and various other similar activities.

- Ensures availability of functional equipment for AV requests from faculty and staff, including, but not limited to, resolution requiring laptop/computer set-up, microphone set-up, and usage of control system like Crestron/Amx or Extron for Smart boards and sound systems.
- Provides recording services for conferences and meetings, as needed, and presentation set-ups using presentation software, as required.
- May supervise staff and student aides in the provision of AV equipment and software configuration services.
- Apprises staff of new software, AV, and related resources, and maintains knowledge of technologies in areas of presentation systems, AV equipment, etc.
- Provides technology support in coordination with other campus based technical resources and district office technical resources as assigned.
- Coordinates on-campus and off-campus special events and facilitates their success by serving as a liaison between the media department and other departments and personnel.
- May provide sound reinforcement and lighting in theatre/auditoriums.
- Prepares and submits help desk tickets to document service requests and technical problems in the classroom.
- Resolves help desk tickets and service request tickets as assigned.
- Coordinates repair of AV equipment and hardware covered by third-party vendor maintenance agreements.
- Manages and supports the integration of media and technology, the maintenance of state-of-the-art media equipment, and requests for media services from students, faculty and staff.
- Assists with other college initiatives, such as, but not limited to, registration, as needed.
- Performs other duties as assigned, including, but not limited to, adherence to after hours, emergency, holiday and/or on-call schedule.

Qualifications •Associate's degree in Information Technology, Computer Science, Data Processing or related area, supplemented by two years of technical experience; or an equivalent combination of education and experience, with a history of progressively increasing responsibility and accomplishments, preferably, in a college or comparable academic setting.

- Strong technical aptitude and trouble-shooting ability to facilitate proper use of equipment. Working knowledge of and experience with AV equipment, including, but not limited to, Smart boards, projectors, microphones, and related tools.
- Sound verbal and written communication skills.
- Great team player and self-starter.

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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Janitor Supervisor - TRU0000170

PRIMARY OBJECTIVE: Direct, train and coordinate the activities of custodial personnel under their jurisdiction. •Introduce and instruct staff in the preparation, distribution and usage of equipment and materials in order to provide efficient and economical methods of maintaining the college. •Maintain an inventory of cleaning materials, supplies and equipment and prepare a requisition of items that need replenishing or are in need of repair. •Prepare daily assignments, schedules and assist in the execution of special and periodic cleaning. •Keep daily and monthly progress records of each individual and/or team of employees under his/her jurisdiction and review conditions of assigned areas of staff daily. •Keeps abreast of all construction, repair or maintenance in the college and assign necessary manpower, request additional manpower or request additional or special supplies or equipment if necessary. •Tour College daily, covering each assigned area to observe staff and determine and assure that instructions are followed, quality and quantity work performance is adequate and safety rules are observed. •Evaluate, discipline and counsel employees. Keep accurate account of payroll time sheets, attendance records and key distribution. •Assist in the scheduling of staff vacation, personal days and floating holidays. •Conduct daily inspections and review results with appropriate staff. •Perform other duties as assigned.

Qualifications

Completion of a high school diploma or the equivalent preferred. Previous experience working at a CCC facility preferred. Satisfactorily completed one (1) cycle as a Group Leader and satisfactorily completed four (4) courses in the Housekeeping Certificate Program. Ability to train and maintain harmony among employees. Ability to conduct and maintain personnel evaluations. Ability to communicate effectively in both verbal and written forms. Knowledge of all functions of the positions under the position's jurisdiction. Ability to perform the duties of lower-level janitorial staff if necessary. This is a second shift position. Hours: Monday - Thursday 3pm- 11:30pm; Friday 2 p.m. to 10:30 p.m.

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!

Job: Grounds/Maintenance
Primary Location: Truman College
Employee Type: Full Time | Regular
Union Code: Loc1 SEIU
Job Posting: Jan 31, 2014, 10:19:00 AM

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UNITED CENTER

The United Center, the premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls, is currently hiring for the following positions:

Digital Signage Designer

Responsibilities include but are not limited to designing and creating motion graphics displayed on our various sizes video displays from concept to completion.

The main responsibility will be to manage, schedule, coordinate and create graphics for our outdoor displays and indoor concourse monitor wall.

These include sponsor animations, logo treatments, opens, headshots, etc.

Extensive knowledge in After Effects, Photoshop and Illustrator is mandatory.

Additional experience in non-linear editing, 3d software and workflow in a digital environment is advantageous.

College degree preferred and 2-3 years of experience are necessary.

Flexible schedule is a must.

Competitive salary and benefits. Salary requirements MUST accompany application and/or resume.

To apply for these positions or to be considered for future job opportunities, submit your resume online, or mail or fax a resume to:

United Center
1901 W. Madison St.
Chicago, IL 60612
Attn: Human Resources

FAX: (312) 455-4750

No phone calls please.
EOE in a Drug Free Workplace

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LEVY RESTAURANTS

Great food in an exciting atmosphere is what you will find at the United Center.

Levy Restaurants at the United Center, is currently hiring for the following part-time/seasonal positions:

- Concessions - Runners
- Restaurants - Servers, Server Assistant, Runners
- Retail - Sales Associates, Retail Hostess
- Sanitation - Housekeeping, Laundry Room
- Suites - Runners
- Warehouse - Op Tech

If you are interested in working for a truly unique and exciting company, apply today by emailing your resume to ucjobs@levyrestaurants.com or visit the United Center in person:

United Center
Gate 8
1901 W. Madison St.
Chicago, IL 60612

Monday - Friday, 9:00 AM - 5:00 PM (non-event days)
Monday - Friday, 9:00 AM - Noon (event days)

Please note that most positions are during evening hours.

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Package Handler Part Time UPS

Job Location: Chicago, IL

UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week.

Employees can expect to take home between \$110.00 and \$150.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students. Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$1,500 per semester / \$3,000 per year with a maximum lifetime benefit of \$15,000.

This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn & Learn program on your first day of work.

Job ID: ILJEF1

UPS is an Equal Opportunity Employer

Apply online at <http://jobs-ups.com/chicago/part-time/jobid1863591-package-handler-part-time-jobs>

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