



Part Time Sr. Customer Assistance Representative-Chicago Lincoln Park

Job ID 2013-97769

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago City Northside: Lincoln Park/Lakeview/Wrigleyville/Logan Square

We are an Equal Opportunity Employer M/F/D/V.

This is a part-time position that pays \$9.50/hr.

Benefits included with this position are:

- *Fun and friendly environment
- *On The Job Training in a Professional Work Environment
- *401k and Profit Sharing with employer contribution
- *Car Rental Discounts
- *Vehicle Purchasing Discounts
- *Earned Paid Days Off (after one year of cumulative service)

Qualifications:

Currently enrolled in college or received an associates or bachelor's degree

Must have 1 year of customer service experience in a professional setting

Prefer experience working in a sales environment

Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related convictions on driving record in past 3 years (ie., DUI/DWI).

Must be at least 18 years old.

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.

Apart from religious observances, preferred work schedule:

Monday 7:00am-12:00pm

Tuesday 7:00am-12:00pm

Friday 7:00am-12:00pm

Saturday 8:30am-1:30pm

Sunday 9:00am-12:00pm

Apply online at <https://us-erac.icims.com/jobs/97769/part-time-sr.-customer-assistance-representative-chicago-lincoln-park/job>

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Job Title Analyst, Testing and Selection

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Human Resources

Position Summary

SALARY TARGET: \$50,000 - \$60,000

Administers tests utilized for the selection and placement of personnel. Maintains test requirement files and reviews records to determine if testing standards have been met. Produces reports on test results and provides support to ensure the highest level of success for the Testing section.

Primary duties and Responsibilities

Administers, assesses and grades tests utilized for the selection and placement of personnel. Monitors testing results for adverse impact and usability. Provides administrative support for the testing section, including data entry, typing correspondence, preparing routine personnel documents and other reports, scheduling appointments, etc. Orders materials, supplies and tests and keeps detailed records of the transactions using appropriate system/software. Reviews test requirements compared to applicant's score to determine if standards are met. Conducts benchmarking analyses on testing best practices and testing resources. Monitors printing and destruction of test materials. Performs other duties as they might be assigned.

Education and Experience Requirements

Bachelor's degree in Industrial/Organizational Psychology, Human Resources or related field, or a combination of education and experience. Master's degree preferred. 2+ years of data analytical experience. Working knowledge of statistical analysis techniques and tools to analyze data. Ability to develop, maintain and administer testing protocols, maintain confidentiality and discretion to handle confidential information, and perform duties within high ethical standards. Excellent written and oral communication skills. Ability to multi-task and prioritize assignments.

Applicants, if hired, must comply with CTA's residency ordinance.
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Job Title Coordinator, Testing & Selection

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Human Resources

Position Summary

SALARY TARGET: \$59,000 - \$69,000

Under direction, coordinates the design, development, revision and administration of pre-employment and promotional tests used in selecting candidates that will provide the CTA with the most qualified workforce. Coordinates interviews for promotional training programs.

Primary duties and Responsibilities

Coordinates the development and administration of all testing activities performed by the Human Resources Department. Manages the coordination of selection testing tools, protocols and execution. Prepares testing department reports for management review. Recommends testing best practices and conducts benchmark analyses for testing resources utilized in comparable industries. Oversees all testing resources and ensures that tests are administered within the confines of applicable state and federal law. Conducts and monitors adverse impact studies and needs analyses of test content.

Education and Experience Requirements

Master's degree in Industrial/Organizational Psychology, Educational Testing and Measurement, or a related field, or a combination of education and experience. Three plus (3+) years of experience designing, developing and administering assessment tests. Good knowledge of the principles and procedures of test design, administration and assessment. Good knowledge of test design and development methods. Good knowledge of statistical analysis, applications software and psychometrics associated with testing. Good knowledge of employment laws and regulations governing employment assessment and selection. Ability to develop, maintain and administer testing protocols. Ability to maintain confidentiality and perform duties with high ethical standards. Good analytical skills. Good written and oral communication skills. Good organization skills. Good interpersonal skills.

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Job Title Budget Analyst

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Budget and Capital Finance

Position Summary

SALARY TARGET: \$68,000 - \$80,000

Under general supervision, develops and manages organizational budgets. Serves as the lead analyst to departments in establishing, managing, and maintaining their operating budgets. Evaluates operational performance, develops strategies to improve efficiencies, and presents findings. Acts as lead on large scaled special projects with direct impact on CTA's financial stability.

Education and Experience Requirements

Bachelor's degree in Accounting, Finance, Economics, Public Policy, or a related degree. Five plus (5+) years of experience in financial analysis, or, a combination of education and experience related to the position.

Prior public sector/capital finance experience is a plus.

Detailed knowledge of finance, budgets, and cyclical processes.

Detailed knowledge of cash flow analysis, business planning, capital analysis, spreadsheet development, charts, and financial and accounting models.

Strong analytical, organization, and research skills.

Strong oral and written communication skills.

Good project management skills.

Intermediate skill using budgeting and spreadsheet software, such as Hyperion and Microsoft Excel and related software.

Ability to analyze trends affecting budgets.

Ability to interpret data analytics for forecasting and scenario planning.

Ability to assist senior level managers in developing and executing strategic business initiatives.

Ability to operate in a fast paced environment.

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College Clerical Assistant II - PT-Public and Human Services - HAR0000197

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!

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Admissions Specialist-PT (French Pastry School) - KEN0000181

Duties and Responsibilities

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.

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Security Officer - TRU0000173

Primary Objective

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

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

Qualifications

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

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Thank you for your interest in CCC!

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Attendant Part-time (North Region) YEAR ROUND FULLER PARK Job ID: 1368

Closing Date: 02/24/2014

Custodial/Attendant (H)

Location: CENTRAL REGION - FULLER PARK

THIS POSITION IS BUDGETED TO WORK UP TO 25 HOURS PER WEEK.

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

Apply online at

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Attendant -DISTRICTWIDE (SEASONAL) Job ID: 1338

Closing Date: 3/3/14

Custodial/Attendant (S)

Location: DISTRICTWIDE

Along with new applicants, this posting is also intended for returning Attendants (from 2013).

CHARACTERISTICS OF THE CLASS

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: \$13.14 per hour

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Forestry Worker (Seasonal) Job ID: 1336

Closing Date: 03/03/2014

Forestry/Forestry Worker (S)

Location: NATURAL RESOURCES - NATURAL RESOURCES

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs forestry shrubbery care activities for the Chicago Park District's Forestry Division.

EXAMPLES OF DUTIES:

Assists forestry crews. Drags and chips brush. Loads logs. Cultivates weeds. Mulches trees and shrubs. Plants trees and shrubs. Waters plant material. Tills soil. Edges trees and shrub beds. Moves soil. Sods areas. Assists in working in the Chicago Park District nursery. Removes debris from tree trimming activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from High School or the equivalent is recommended.

License Requirement: A valid State of Illinois drivers license is required at the time of hire.

Knowledge, Skills and Abilities:

Knowledge in the use of landscape tools, equipment and machinery.

Skill in the use of landscape tools, equipment and machinery.

Union: 703 Career Service Exempt

EEO: Service-Maintenance

FLSA: Non-

Salary: \$18.75 per hour

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Floricultural Worker (Seasonal) Job ID: 1335

Closing Date: 03/03/2014

Landscape/Floricultural Worker (S)

Location: NATURAL RESOURCES

CHARACTERISTICS OF THE CLASS: Under immediate supervision, performs manual labor and operates equipment in support of landscape floricultural activities conducted at Park District facilities, including parks, special facilities, conservatories, greenhouses and nurseries. Performs related duties as required.

EXAMPLES OF DUTIES: Loads and mixes soil for use in planting show crops, background plants and other foliage. Follows specific instructions in the routine maintenance of plant life, including spacing, potting, pinching, watering and weeding. Assists in preparing, transplanting and caring for floral displays. Assists in the installation and removal of floral shows at Park District conservatories. Assists in applying fertilizers and other growth enhancement agents to the soil. Uses hand tools and operates push mowers, rototillers, weed eaters, riding mowers, pick up truck, fork lifts, mini front end loaders and other equipment and machinery used in lawn and floral maintenance. Performs routine maintenance on equipment. Assists in the preparation and care of Park District gardens and other outdoor floral displays. Assists in planting, fertilizing, weeding and watering activities conducted at outdoor flowerbeds. Performs plant care and maintenance at Park District nurseries including, loading and unloading stock and materials, trimming trees and shrubs and crop cultivation. Performs general maintenance at assigned facility including loading trash and brush, raking leaves, sweeping walkways, shoveling snow, cleaning showrooms and moving grass. Follows detailed instructions and regulates the temperature of greenhouse facilities. May apply pesticides if appropriately licensed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from High School or the equivalent (GED) is recommended. Experience performing floral or nursery duties is desirable.

Knowledge, Skills and Abilities:

Skill in the safe operation of equipment and machinery used in landscape maintenance and floriculture. Ability to follow written and oral instructions. Willingness and ability to learn how to maintain and cultivate floral plant life. Ability to perform manual labor.

Union: 703 Career Service EEO: Service/Maintenance FLSA: Non-Exempt

SALARY: \$17.44 PER HOUR

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Junior Laborer (Seasonal) Job ID: 1295

Closing Date: 03/03/2014

Landscape/Junior Laborer (S)

Location: NATURAL RESOURCES

After eligible "2013 Former" Junior Laborers are designated for assignment, all remaining new applicants will be screened for eligibility and selected for pre-employment screening based on a random lottery drawing.

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, performs elementary manual work, either indoors or outdoors. Performs related duties as required.

EXAMPLES OF DUTIES:

Performs elementary manual labor which does not require special experience or skill. Operates a behind rotary mower. Rakes, sweeps and clears rubbish from lawns, walks, drives or other outdoor spaces. Spades shrubbery beds. Waters lawns. Screens soil. Plants seeds, flowers or shrubs. Loads brush and garbage on 2ton truck or less. Picks up paper. Plants or trims trees. Assists in cleaning sewers and catch basins. Mops, sweeps or performs similar cleaning work in buildings.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Some previous experience in performing manual labor is preferable.
Must be at least sixteen (16) years of age.

Knowledge, Skills and Abilities:

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 FLSA: Non-Exempt Career Service EEO: Service-Maintenance

SALARY: \$11.10 PER HOUR

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Motor Truck Driver (Seasonal) Job ID: 1337

Closing Date: 03/03/2014

Landscape/Motor Truck Driver (S)

Location: NATURAL RESOURCES

CHARACTERISTICS OF THE CLASS:

Under general supervision, operates automobiles, motor trucks, industrial tractors and related equipment in the operation of their general job duties. Performs related duties as required.

EXAMPLES OF DUTIES:

Operates automobiles, motor trucks, industrial tractors, 2 and 5 ton dump trucks, semi-tractor trailers, rubber tire farm tractors, tractor loaders and small skid steer loaders. Operates equipment on the lakefront where garbage is collected and the garbage trucks are driven and the load and pack trucks better known as the "one arm bandits," Establish communication and cooperation with workers from other trades. Provides assistance to patrons and the public.

DESIRABLE MINIMUM QUALIFICATIONS

Training and Experience:

Commercial Drivers License Class B granted by the State of Illinois.

Knowledge, Skills and Abilities:

Knowledge and application of the State of Illinois Rules of the Road for Second Division Vehicles. Knowledge of safety laws for disabled vehicles. Knowledge and understanding of safety precautions protecting the operator. Knowledge and understanding of safety precautions for each vehicle. Ability to identify basic traffic signs. Ability to apply warning devices appropriately during emergency situations. Ability to read and identify a designated park site location on the map. Ability to read and chart a route on a map.

SALARY: \$33.85 PER HOUR

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Activities Instructor (Windy City Hoops) Job ID: 1184

Closing Date: 04/01/2014

Recreation/Activities Instructor (H)

Location: DISTRICTWIDE

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.

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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Recreation Leader (Year Round- Part Time) Job ID: 1376

Closing Date: 2/27/14

Recreation/Recreation Leader

Location: SOUTH REGION - CARVER PARK

(a year-round, part-time position)

THIS POSITION IS BUDGETED UP TO 15 HOURS A WEEK.

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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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.

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Janitor - TRU0000180

Duties and Responsibilities

Perform all traditional janitorial work in and around the buildings.

- Dust all ledges, counter tops, files, office equipment, desk and walls.
- Dust mop all hard surfaces.
- Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays.
- Thorough cleaning of all bathroom fixtures and partitions.
- Polishing furniture.
- Metal polishing.
- Hosing and sweeping of sidewalks.
- Trash removal.
- Dismantling and cleaning of light fixtures.
- Operation of vacuum cleaners.
- Cleaning of Venetian blinds (washing & vacuuming).
- Policing of facility and grounds (inside & outside).
- Washing of exterior walls.
- Scraping of gum and other objects form hard surfaces and carpet.
- Spot cleaning furniture or carpet, but not more than 2 hours per day.
- Setting up and /or take down of chairs and tables.
- Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces.
- Operation of compactors and /or balers.
- Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.).
- Performs other duties as assigned.

Qualifications

- Completion of a high school diploma or the equivalent preferred.
- Preference will be given to current temporary janitors at City Colleges of Chicago.
- Must be able to perform all duties listed above.

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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HOME HEALTH NURSE

Facility Presence Home Care - Chicago
Department HOME CARE NURSES
Schedule Full-time
Shift Day shift
Hours 8 am to 5 pm
Location Chicago, IL
Req Number 124871

Job Details

Using principles of community health nursing and the nursing process of assessment, planning, implementation and evaluation, provides care to patients in their homes in accordance with the physicians medical plan of treatment.

Collaborates, as appropriate, with managers, physicians and other clinical disciplines in making decisions regarding patients care.

Must be a graduate of an accredited school of nursing with current licensing in Illinois.

Must have one to three years of experience in a med/surg environment within the last three years.

Must be able to demonstrate through clinical competence the knowledge and skills necessary to provide care appropriate to the age and diagnosis of the patients served.

Strong communication and organizational skills. Ability to respond quickly in an emergency and communicate effectively.

Knowledge of agencies, services, eligibility requirements, etc., associated with referral to community assistance preferred.

Valid driver's license, current automobile liability insurance and access to an automobile during work.

Current Cardiopulmonary Resuscitation Certification per department policy.

This position reports to the South Team, Bilingual Spanish is highly preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=402294>

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MATERIALS HANDLER I

Facility Presence Health - Corporate Office
Department SPD
Schedule Part-time (benefits eligible)
Shift PM/Night rotation
Hours 4:30 -10:30 Mon - Fri, and weekends
Location Chicago, IL
Req Number 126223

Job Details

This position under general supervision, receives, stocks, picks, and distributes supplies to all requesting RHC departments. Decontaminates, cleans, and sterilizes instruments and supplies. Distributes, sets up, cleans and sterilizes equipment. Delivers all needed mail, supplies, and equipment between all off-site corporate facilities via company vehicles. Performs all functions related to the copy center and mail processing and distribution. Completes all required computer functions on both the Patient Care and Finance computer systems for all functions listed. Requirements: Six month's experience in supply distribution or stockroom, preferred. High School Diploma or equivalent.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=632057>

Driver/Clerk

Location: Arlington Heights
Office: Revenue Services
Department: Maintenance

Job Description:

Responsible for the preparation and deployment of the Pace vanpool fleet. Assist Vanpool Services Department in providing technical assistance and support in the areas of maintenance, permanent/loaner van assignment, new vehicle acceptance/preparation, vehicle retirement/replacement, and fleet maintenance tracking.

Qualifications:

Must be at least 21 years of age and possess a valid driver's license. Must have a minimum of 3 years experience in customer service.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=567

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Security Officer (Pt) - MAL0000184

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

- Patrols and monitors assigned area, including building, dock area and parking lot.
- Protect and assist staff, students and visitors.
- Enforce state and municipal laws and the rules of the Board of Trustees and make arrests as required under such laws.
- Make appearances as required when officer is complainant, witness or arresting officer.
- Informs Security Director and/or Officers of disturbances and/or irregularities.
- Enforces parking regulations.
- May perform clerical functions within the security office.
- Performs other duties as assigned.

Qualifications

- High school diploma or equivalent required, Associates Degree or higher preferred.
- Two years or more experience on a state or municipal police force required.
- Working knowledge of applicable state and local criminal and civil statutes.
- No past criminal activities. Excellent communication skills - both verbal and written.
- Physical ability to perform the assigned duties and responsibilities of the position.
- Must be able to work well with staff and students.
- Must be able to handle situations with tact, diplomacy, and persuasiveness.
- Working knowledge of personal computers and the applicable software used on them helpful.
- Must be self-directed and able to prioritize assignments.
- Preference will be given to off-duty Police Officers, Correctional Officers, Cook County Sheriff's Police, Retired Police Officers and any officers with power to arrest.

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