



## **Assistant Guest Service Manager | CHI005970**

### Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

The Assistant Guest Services Manager responsibilities include assisting in the oversight of the guest service department which may include bellmen, doorman, valet and concierge. This position will also have duties that include staff training, development and scheduling. This is a highly visible role within the hotel and offers the opportunity to provide the highest level of guest satisfaction at Hyatt.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards.

Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

### Qualifications

A true desire to satisfy the needs of others in a fast paced environment.  
Refined verbal and written communication skills  
Ability to stand for long periods of time and walk moderate distances  
Must be able to work a flexible schedule, including weekends and holidays  
Proficient in basic computer skills

Primary Location: US-IL-Chicago

Organization: Hyatt Regency McCormick Place

Pay Basis: Hourly US Dollar (USD)

Job Level: Entry Level Manager | Full-time

Job: Guest Services

Apply online at <http://www.hyatt.jobs/>

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## **Buffet Attendant | CHI005976**

### Description

The Buffet Attendant is responsible primarily for maintaining buffet items. This person must have good communication skills as this is a fast paced position with continual customer contact. The ability to lift, pull and push moderate weight is necessary.

Primary Location: US-IL-Chicago  
Organization: Hyatt Regency McCormick Place  
Pay Basis: Hourly US Dollar (USD)  
Job Level: Hourly/Entry Level Employee | Full-time  
Job: Food and Beverage

Apply online at <http://www.hyatt.jobs/>

## **CERTIFIED NURSE ASSISTANT**

Facility Presence Heritage Village  
Department PSS HVL SKILLED NSG  
Schedule Part-time (benefits eligible)  
Shift Night shift  
Location Kankakee, IL  
Req Number 124301

### Job Details

Performs various direct patient care activities under the supervision of a Registered Nurse.

Presence Health is the largest health system based in Illinois, created in November 2011 through the merger of Provena Health and Resurrection Health Care.

With over 150 locations, from physician offices and convenient outpatient centers to quality hospitals and senior living communities, were in communities big and small. Visit [presencehealth.org](http://presencehealth.org) to learn more.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=181130>

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**Macy's State Street, Chicago, IL: Loss Prevention/Security, Flex Team**

Location: Chicago, Illinois

Job Category: Loss Prevention and Investigations

Requisition ID: 71223202

**Key Accountabilities:**

Being part of an innovative approach to protecting the company's assets that emphasizes prevention and values the contributions and strengths of the entire LP team.

Find innovative ways to successfully promote and execute your store's Shortage Programs and the Loss Prevention/Security Process.

Learning effective surveillance and investigation techniques.

Sharpening and improving your communication skills.

Running department meetings to raise associate awareness in an effort to prevent the loss of our assets.

You'll have the ability to utilize your resourcefulness and creativity to solve complex problems.

Discovering new opportunities for personal and professional growth.

**Skills Summary:**

High school diploma or equivalent.

A highly motivated, detail oriented, well-organized professional with strong interpersonal, verbal and written communication skills.

A self-starter, with the ability to maintain a high level of productivity, accuracy and commitment to quality with minimal supervision.

The ability to follow instructions and consistently act in a professional manner.

An ability to perform investigations in a confidential environment.

Strong customer service skills and the ability to work well with the public and in a team atmosphere.

Able to use good judgment and utilize critical thinking skills.

A basic knowledge of PC hardware and software, and the ability to learn internal computer systems.

Possess a strong desire to constantly improve and develop your skills.

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## Cook 2 | OAK000418

### Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. A Cook 2 requires good communication and culinary skills. The desired cook candidate will have hotel cooking experience and a culinary degree. A Cook 2 should have a professional knowledge of cooking ingredients and procedures.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Hyatt has the best to offer in cook jobs: Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

You're more than welcome.

### Qualifications

- Good written, verbal and reading English communication skills.
- 1 year fine dining or hotel culinary previous experience
- Culinary degree or related hotel or fine dining experience is preferred.
- Candidate should be able to perform all basic cooking skills.
- Able to work multiple stations in the kitchen.
- A true desire to satisfy the needs of others in a fast paced environment.
- Ability to stand for long periods of time.
- Ability to lift and carry a minimum of 50lbs.
- Food sanitation certificate preferred.
- Ability to work a flexible schedule including weekends and holidays.

This is a great opportunity to get a start with Hyatt as a cook. For immediate consideration of the intermediate cook position, click Apply Now and complete an application for the intermediate cook position on the Hyatt Careers Site!

Primary Location: US-IL-Oak Brook

Organization: The Lodge

Pay Basis: 11.75 Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Full-time

Job: Culinary/Kitchen

Apply online at <http://www.hyatt.jobs/>

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## **Coordinator - Franchise Operations | CHI005966**

### Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

The Coordinator to the Vice President of Franchise Operations must be a highly motivated individual and should demonstrate exceptional customer service and problem solving skills. This position is responsible for providing administrative support as well as being a liaison between Full Service Franchise Properties, IT and related Service Desk. Also responsible for event planning and coordinating of Owners Meetings and General Manager's Orientation. The ideal candidate has a friendly demeanor, can multitask and complete projects in a timely manner and one who is eager and ready to accept additional responsibilities when needed.

The position responsibilities outlined above are in no way to be construed as all encompassing. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.

### Qualifications

High school diploma required

Previous administrative assistant experience required, preferably in a hotel capacity

Knowledge of Hotel Operations/Functions, preferred

Customer Service Experience Required

Proficient in Microsoft Office

Ability and willingness to operate in a fast-paced, complex corporate environment

Must be outgoing and a proven self-starter

Refined verbal and written communication skills

Strong organization and computer skills required

Must be able to work independently and simultaneously manage multiple tasks

Immense attention to detail and great problem solving ability

Primary Location: US-IL-Chicago

Organization: The Americas

Pay Basis: Yearly US Dollar (USD)

Job Level: Administrative | Full-time

Job: Administrative

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**Job Title: Rehabilitation Services Advisor I**

Agency: Human Services

Closing Date/Time: Tue. 03/11/14 5:00 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-41-71275

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in social welfare administration, rehabilitation counseling, social work, vocational guidance or a closely-related field.

Requires minimum two years experience preferably in the provisions of services in both the home services and vocational rehabilitation programs. Requires ability to travel.

**Work Hours & Location/Agency Contact:**

WORK HOURS: Monday – Friday 8:30 am – 5:00 pm

WORK LOCATION: Division of Rehabilitation Services

Central Office/Strategic Management 100 W. Randolph, Suite 5-300 Chicago, IL 60601

WHERE TO APPLY: DHS – Bureau of Employee Services Attn: Eric Mitchell

100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Phone: 217-785-1333 Fax: 217-524-3385

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Reimbursement Officer I**

Agency: Human Services

Closing Date/Time: Mon. 03/10/14 4:00 PM Central Time

Salary: \$3,575.00 - \$5,237.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: EMHC-14-0802

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, determines the financial liability of recipients and/or their legally responsible relatives. Assist facility employees in the explanation of statutes, policies and procedures relevant to the reimbursement program.

Determines liability/charges for care and maintenance based on the assets/income of each recipient, their estates, and/or responsible relatives. Monitors all recipients' cases with outstanding charges. Completes referrals for the Central Office for those cases that are a collection problem or are uncollectible.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, with courses in accounting, economics or business administration, preferably including courses in insurance, estate and probate law.

Requires one year of work experience in the reimbursement field.

Work Hours & Location/Agency Contact: Shift: 8am - 4pm

Location: Elgin Mental Health Center - Recipient Resource Unit (RRU)

**CONTACT INFORMATION Human Resource Office**

Elgin Mental Health Center 750 S State St., Elgin, IL 60123 Fax: 847-429-4933

Questions: [SUE.COOLEY@illinois.gov](mailto:SUE.COOLEY@illinois.gov) (DO NOT SUBMIT APPLICATIONS/RESUMES OR BIDS TO THIS EMAIL ADDRESS)

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Macy's Orland Square, Orland Park, IL: Retail Door Guard, Flex Team**

Location: Orland Park, Illinois

Job Category: Loss Prevention and Investigations

Requisition ID: 71223256

**Overview:**

The Flex Team Retail Door Guard schedule is designed to allow Macy's to flex up staffing during key events and peak selling times, and allows you the flexibility to maintain your current responsibilities while earning extra money and enjoying a retail discount of up to 20%.

If you have a flexible availability and think that you would enjoy a fast-paced retail environment, then this may be the opportunity for you!

As a Retail Door Guard, you will deter theft and maintain a safe business environment. This position leads to a Loss Prevention Detective position.

**Key Accountabilities:**

Communicate suspicious activity to Security  
Monitor customer traffic entering and exiting the store

**Skills Summary:**

Prior retail security experience preferred  
Ability to adapt to possible stressful situations

Ability to interact with customers positively and in a friendly and accommodating manner

Loss Prevention or Uniformed Guard experience preferred, but not required  
Ability to meet Security Guard licensing standards were applicable  
High School Diploma preferred

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Apply online at <http://www.macysjobs.com/Search/JobDetail/71223256>

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**Macy's State Street, Chicago, IL: Retail Commission Sales Associate - Women's Shoes, Full Time/Part Time**

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71223182

**Overview:**

This Macy's location utilizes an innovative way of planning work schedules, allowing an associate to participate more in managing availability and setting preferences for work times.

This enables our associates to address their need for flexibility in meeting both personal and work obligations. Details on My Schedule Plus are available during the interview process.

**Key Accountabilities:**

Customer service priority and selling priority

Teamwork oriented with the ability to work in a learning environment

Drive to meet and exceed performance expectations

Strong sense of pride and responsibility for the maintenance of department areas

**Skills Summary:**

Possess drive, be goal-oriented, have an entrepreneurial outlook and comfort working in a commission environment

Enjoy connecting with customers and demonstrating an enthusiastic and positive attitude

Ability to work as a team player in a fast-paced environment, handling multiple priorities and quickly learning new procedures

Demonstrate knowledge of store products and services, and use this knowledge to inspire customers to make purchases

Ability to meet or exceed sales, customer service and loyalty program standards

Ability to communicate effectively with customers, peers and management

Ability to handle physical requirements to accomplish daily responsibilities

Ability to work a flexible schedule, including morning, evening and weekend availability

Adhere to Loss Prevention control and compliance procedures

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### **ADMISSIONS COUNSELOR**

Facility Resurrection University

Department CON-ENROLLMENT MANAGEMENT

Schedule Full-time

Shift Day shift

Hours Monday - Friday 8am - 4:30pm (some evening & weekends)

Location Chicago, IL

Req Number 126865

Job Details Admissions Counselor

Office of Enrollment Management

Chicago, Illinois

The Admissions Counselor disseminates information and recruits prospective students for the University academic programs. The Admissions Counselor represents the University at various on and off campus events which include, but are not limited to open houses, visit days, college and career fairs, and school visits. The Admissions Counselor advises prospective students regarding admissions, student services, and student life of the University and implements strategies to encourage application and enrollment.

Full-time position with benefits.

Monday Friday, 8:00am 4:30pm (some evenings and weekends)

Minimum Qualifications:

Bachelors degree is required, Masters degree preferred.

One to three years of administrative or customer service experience in a higher education environment is required.

At least one year of experience in college or university admissions is desirable.

Skills Required:

Effective verbal and written communication skills.

Effective time management and organization skills.

Outstanding computer skills in Microsoft Office including Word, PowerPoint, Publisher, and Access.

Experience with Campus Management or other student records management systems.

Enthusiastic and passionate about working with students from a variety of backgrounds.

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**Macy's Water Tower Place, Chicago, IL: Retail Cosmetics Sales - Beauty Advisor**

Full Time/Part Time

Location: Chicago, Illinois

Requisition ID: 71223103

**Overview:** In order to present our customers with the best possible shopping experience, Retail Cosmetic Beauty Advisors may arrive prior to store opening or remain after closing to ensure we are always ready to make Macy's magic. All Macy's associates have the opportunity to work a flexible retail schedule, which may include early mornings, evenings, weekends and busy events such as Gift with Purchase or other product-related promotions. While some benefits depend on the number of hours worked, Macy's offers competitive wages, comprehensive cosmetic training, and a generous employee discount of up to 20% to all Cosmetic associates. This Macy's location utilizes an innovative way of planning work schedules, allowing an associate to participate more in managing availability and setting preferences for work times. This enables our associates to address their need for flexibility in meeting both personal and work obligations. Details on My Schedule Plus are available during the interview process.

**Key Accountabilities:**

- Inspire the customer by making a connection and demonstrating products and techniques to create a lasting positive impression of you, Macy's, and your line
- Demonstrate commitment and ability to build customer relationships and loyalty through initiating service consultations, regular purchase follow-up and replenishment calls, and the maintenance of a client file
- Utilize customer service techniques and professional selling skills to achieve personal and team productivity goals
- Attend and actively participate in vendor meetings, seminars, schools, and other product knowledge and business-driving opportunities
- Maintain counter stock, cleanliness, and hygiene standards
- Perform other duties as needed

**Skills Summary:**

- Previous retail cosmetic sales experience a plus, but not required
- Goal-driven, with an ability to multi-task
- Demonstrated ability to meet or exceed sales, customer service, and loyalty program standards
- Strong interpersonal, organizational, and communication skills
- Ability to work as part of a team in a fast-paced environment, handling multiple priorities and quickly learning new procedures
- Available to work a flexible retail schedule, which may include mornings, evenings, weekends, and extended hours

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**Front Desk Agent- Candlewood Suites Chicago/Naperville**

Job: Reservations -United States

Schedule: Full Time

Job ID: WAR000362-EN

Do you see yourself as a Front Desk Agent?

What's your passion? Whether you're into tennis, shopping or karaoke, at IHG we're interested in YOU. At IHG we employ people who apply the same amount of care and passion to their jobs as they do their hobbies - people who put our guests at the heart of everything they do. And we're looking for more people like this to join our friendly and professional team.

We currently have an opportunity available as a Front Desk Agent at our Candlewood Suites Chicago/Naperville property.

This position will check-in/check-out hotel guests in a timely and professional manner; and process all payments according to established procedures.

**\*\*Preferably with experience, but not required.\*\***

Salary Range: \$10.00 - 11.00/Hourly

**Job Requirements:**

High School diploma or equivalent, plus one year front desk/guest service experience, extended stay hotel experience preferred.

Other Information - Some college preferred. May be required to work nights, weekends, and/or holidays.

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

So what's your passion? Please get in touch and tell us how you could bring your individual skills to IHG.

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/front-desk-agent-candlewood-suites-chicago-naperville/J3H7KY6XK0Q34TYGPS0/>

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## **Housekeeping Room Attendant - InterContinental Chicago Magnificent Mile**

Job: General Housekeeping -United States

Schedule: Full Time

Job ID: CHI001205-EN

We currently have a positions available as a Housekeeping Room Attendant. This position has overall responsibility for cleaning guest rooms and/or suites in a timely and thorough manner to ensure guest satisfaction.

Key responsibilities of the role include:

- Clean and service assigned rooms or areas according to established standards and procedures including making beds, dusting, vacuuming, cleaning and sanitizing bathrooms, removing trash etc.
- Replaces all amenities for guest room desk, dresser, and closets
- Weekly room cleaning projects
- May include cleaning of kitchen areas, room refrigerator, coffee maker, cups, glasses, silverware etc.
- Responsible to notify supervisor and or/punch through phone system completed rooms.
- Responsible to input and/or punch through phone system any maintenance needs for guest rooms
- Monitor and control supplies and amenities, and minimize waste within all areas of housekeeping.
- Report and turn in all lost and found items according to established procedures
- Adhere to all safety policy and procedures

*Anticipated Start Date: Late April 2014*

Job Requirements: High school diploma or equivalent. Preferred candidates with Housekeeping Room Attendant experience. Good English reading and communication skills required. Must be able to handle required physical labor abilities as detailed below. Required to work a rotating shift, including weekends and/or holidays.

This job requires ability to perform the following:

- It is a requirement of this position that you can move heavy items. You must be physically able to move items weighing at least 25 lbs
- It is a requirement of this position that you are physically able to handle standing up and moving about the facility over an eight hour period.
- Frequently handling objects and equipment to maintain the facility
- Frequently walking, bending, stooping and kneeling
- Basic English communication skills
- Basic English reading and writing skills
- Must be able to maintain a highly positive and friendly professional image, that will reflect well on hotel's overall appearance
- Must be able to adhere to dress code standards
- Must be able to adhere to and maintain confidentiality of all guest and hotel information.
- Must be able to adhere to the safety procedures required for role.

Apply online at <http://ihg.jobs.net/job/housekeeping-room-attendant-intercontinental-chicago-magnificent-mile/J3H4RS70X0NFKQK46FG/>

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### **Warehouse Associate**

Martin is the employer of choice for those looking for progressive growth with a stable future. Our company culture is "family-run business" within a multi-national corporation. Come join our team and see why others are choosing Martin to take their careers to the next level!

#### Summary

In this role you will pick, pack, and box product for delivery to our internal and external customers. You may also load product onto motor freight when needed.

#### Description

To perform this job successfully, you must be able to report daily to the company's Des Plaines branch to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified candidates with disabilities to perform the essential functions:

- Identify product in location through labels or stamps.
- Verify correct product has been picked/packed.
- Pick various machined products from warehouse shelf and floor locations.
- Pack, box, and load various machined products.
- Operate powered narrow-aisle picker to pick/pull product at various shelf heights.
- Maintain equipment and work area in a clean and safe manner.
- Not allowed to lift more than 50 lbs without assistance
- Work in other areas or departments as assigned.

#### Qualifications

Requires average math skills, simple oral communication skills; ability to read and comprehend instructions written in English and complete simple logs and reports in English

Must be physically able to handle heavy items including lifting, pushing, pulling, and positioning products

Must be able to work scheduled hours and comply with the company's timekeeping policy and all other company policies

Must be able to consistently stand for entire 9-hour shift

Knowledge of basic warehouse functions is a plus, as is general mechanical knowledge

Ability to work in a team setting

Ability to determine proper shelf location from routing ticket

Accuracy. Reliability

Apply online at <http://www.martinsprocket.com/msg-careers/current-openings/?gkn=job&gni=8ad64ec6444d3922014464e8c897663e&gns=Indeed>

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## Inside Sales

Martin Sprocket & Gear, Inc. is seeking an enthusiastic, results-driven sales professional to join our Inside Sales team in Chicago.

Martin is the employer of choice for those looking for progressive growth with a stable future. Our company culture is "family-run business" within a multi-national corporation.

Come join our team and see why others are choosing Martin to take their careers to the next level!

### Summary

In this position you will sell manufactured components to internal and external customers while providing technical information, support, and service to customers.

### Qualifications

[Please Note: We do not accept applications from current Authorized Martin Distributors.]

- Bachelor's degree preferred
- 1-2 years sales/customer service experience is preferred
- Mechanical aptitude or technical inclination required
- Excellent interpersonal and communication skills
- Un-yielding commitment to customer service
- Team approach to achieving high performance
- Self-management with the drive to succeed and achieve goals
- Independent ability to evaluate situations, solve problems, and make decisions
- Ability to thrive in a dynamic, fast-paced, multi-tasking environment
- Recognition and ability to effect change and contribute to the organization's goals
- Computer proficiency and organizational skills
- Energetic and positive with a willingness to grow skill set

Apply online at <http://www.martinsprocket.com/msg-careers/current-openings/?gmk=job&gni=8ad64ec6444d3922014464e8c897663e&gns=Indeed>

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## **Student Office Assistant-(2 Part-Time Positions) - MAL0000243**

### Duties and Responsibilities

With a talented and impassioned Faculty and student body, Malcolm X College is leading the charge with a focus on Health Sciences, while maintaining a positive commitment to exceptional instruction. Located near the Illinois Medical District, on the near west side of Chicago, Malcolm X College's College to Careers programs offers accessible and affordable opportunities for academic advancement, career development, and personal enrichment for our Saturday Academy.

Under the general direction of the assigned supervisor, the Student Office Assistant performs basic duties in support of department. Answers incoming phone calls, forwards calls to the appropriate personnel and takes messages when individuals are unavailable. Assists staff in the day-to-day functions of department.

Provides support on various projects and assignments as needed

Provides general office support including but not limited to filing, faxing, photocopying, word processing. Possesses a high level of confidentiality

Exudes a high level of professionalism. Performs related duties as required

### Qualifications

Applicants must be actively attending one of the City Colleges of Chicago.

Applicants must be enrolled in a minimum of 6 semester hours pre-credit or credit classes. Applicants must be pursuing an approved educational credential, degree, or certificate. Applicants must have and maintain a minimum cumulative 2.0 GPA (waived for first semester new students). Applicants must be in "good standing" – no City Colleges of Chicago academic restrictions. Applicants must not be current Full or Part-time employees of the City Colleges of Chicago.

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

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

*Position is granted funded and will begin March 22, 2014 through September 13, 2014.*

Job: Other Office/Administrative Support

Primary Location: Malcolm X College

Employee Type: Part Time | Temporary

Union Code: N/A

Job Posting: Feb 26, 2014, 8:16:51 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=34540>

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**Job Title ADMINISTRATIVE ASSISTANT / Loyola University**

Position #: 8100206

Job Type: Full-Time

Job Category University Staff

FLSA Status: Non-Exempt

Department / School / College Academic Enrichment and Retention-02043B

Is this partially or fully grant funded? No

**Duties and Responsibilities**

The Administrative Assistant supports programs and services under the supervision of the Assistant Provost for Academic Support Services, working in collaboration with Academic Support Service Directors and administrative assistants in the Sullivan Center for Student Services.

**Minimum Education or Experience:** High school diploma or equivalent and one to three years of relevant experience. Certificates, credentials or licenses required to perform the duties of this position:

**Computer Skills:** Intermediate skills using MS Office Suite and MS Access or other database software. Proficiency with Internet and email applications.

- Qualifications:**
- Bachelor's degree and 2-4 years of relevant experience.
  - Ability to effectively collaborate with coworkers and maintain positive relationships with University partners.
  - Dedication to student success and providing student-centered services.
  - Strong interpersonal, communication and customer service skills.
  - Demonstrated self-starter who is comfortable taking initiative in office-functionality problem-solving situations.
  - A commitment to the University's mission and Jesuit Catholic identity.

**Physical Demands and Working Conditions**

Does this job involve significant physical strain or activity? Repetitive Motions

What unusual working conditions are associated with this job?

Campus Rogers Park-Lake Shore

**POSITION INFORMATION**

Job Open Date 02-26-2014

Job Close Date 03-12-2014

Candidates Eligible to Apply? All Candidates

Application Types Accepted University Staff Application

Required Applicant Documents CV/Resume

Optional Applicant Documents Cover Letter

Special Instructions to Applicants

Quicklink for Posting [www.careers.luc.edu/applicants/Central?quickFind=56917](http://www.careers.luc.edu/applicants/Central?quickFind=56917)

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**Job Title Power Controller (Safety Sensitive Position)**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Communications Power Control

**Position Summary**

**SALARY TARGET: \$37.970 PER HOUR**

Controls and directs the Supply of 600-volt DC (Direct Current) traction power for the Authority's Rail Transit System.

**Primary duties and Responsibilities**

Controls switching of 600-volt DC traction power system by means of direct operation of supervisory control equipment or by communications to field personnel via dial, radio, or other communication devices.

Operates switches or circuit breakers to isolate faulty equipment or segments of the distribution system for the protection of life and property.

Instructs and advises construction and emergency crews as to proper switching operations to perform or connections to install or remove where feeder cables of the power system are involved.

Advises linemen of what lateral or feed conductors to disconnect and what emergency or line switches to manipulate or conductor ties to make in order to restore service when train service has been halted because of de-energized contact conductors.

Receives reports of defects in system power and assigns electrical maintenance repairers according to area and class.

Prepares original drawings or corrections to feeder diagrams, section maps, graphs, diagrams, etc., relating to the power system.

Cuts and prints feeder panel and equipment identification cards for installation in substations and car stations.

Operates subway emergency ventilating fans, supervises the operation of subway drainage pumps.

**Education and Experience Requirements**

Required to possess a Bachelor's Degree in Electrical Engineering or a combination of education and experience relating to this position.

Applicants, if hired, must comply with CTA's residency ordinance.

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## **Temporary Part-Time Scene Shop Painter**

Posted Date 2/25/2014

Requisition # 17965

Functional Title Temporary Part-Time Scene Shop Painter

Position Type Part-Time (Temp)

Salaried/Hourly Hourly

Department The Theatre School Campus Lincoln Park Campus

Location US-IL-Chicago

### General Summary

The Temporary Part-Time Scene Shop Painter will assist in the painting of scenery for TTS productions. This position will be an example of professional bearing and workmanship in the shop. This position is filled as needed based on the production needs of the scene shop. This position will be given assignments by the scenic artist. The Temporary Part-Time Scene Shop Painter will report to the Technical Director.

**Principal Duties and Responsibilities**

- Assist in the painting of scenery in the paint shop.
- Supervise students in the paint shop.
- Perform other duties as assigned.

**Minimum Requirements**

- Bachelors of Arts in Theatre Arts or 2 years of experience as a professional theatrical painter.
- Ability to routinely lift more than 50 pounds.
- Ability to periodically spend extended periods of time standing and walking.

**Salary & Benefits:** DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary.

<https://hr.depaul.edu/Benefits/index.html>

**Required Background Screening:** All final candidates extended an offer of employment will undergo background screening.

**Mandated Reporting of Child Abuse & Neglect:** Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected. For more information about the Illinois Abused and Neglected Child Reporting Act, please visit: [http://www.state.il.us/dcfs/faq/faq\\_faq\\_can.shtml](http://www.state.il.us/dcfs/faq/faq_faq_can.shtml)

DePaul University is an Equal Opportunity/Affirmative Action Employer.

Apply online at <https://parttime-depaul.icims.com/jobs/17965/temporary-part-time-scene-shop-painter/job>

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## **Financial Aid Officer (2)**

Posted Date 2/26/2014

Requisition # 17955

Position Type Full-Time

Salaried/Hourly Exempt

Category Financial Aid Department Financial Aid

Campus Loop Campus Location US-IL-Chicago

General Summary: The Financial Aid Officer (2), as part of the OFA Financial Aid Administration team, will manage application processing and reconciliation of state, federal and/or external loan and grant programs for up to 18,000 students per year. This position will report to the Associate Director of Operations and work independently to develop and maintain efficient procedures for processing and reconciling aid. This position will also incorporate new regulations into the application and reconciliation process, as needed; and to collaborate with the OFA Student Services team to ensure efficient delivery of FA funds to students.

Minimum Requirements •Bachelor's degree. •Minimum of three years experience in student aid administration. •Familiarity with student aid programs and student processes. •Demonstrated communication skills, analytical skills and attention to detail. •Ability to embrace change and willing to be flexible in work hours. •Ability to work independently, effectively, and under pressure during peak processing. •Ability to spend periods of time either sitting or standing. •Ability to spend extensive time viewing monitors. •Ability to occasionally work extended hours and/or weekends, as required, depending

Salary & Benefits: DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary.

<https://hr.depaul.edu/Benefits/index.html> Required Background Screening: All final candidates extended an offer of employment will undergo background screening. Mandated Reporting of Child Abuse & Neglect: Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected. For more information about the Illinois Abused and Neglected Child Reporting Act, please visit: [http://www.state.il.us/dcfs/faq/faq\\_faq\\_can.shtml](http://www.state.il.us/dcfs/faq/faq_faq_can.shtml)

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