



**ACCOUNT REP I**

Department: PATIENT ACCOUNTING

Schedule: Full Time

Shift: Days

**Job Details:**

Coordinates all activities relating to the collection of accounts receivable, dealing with patients, payers and collection agencies regarding patient bills.

Requires high school diploma or equivalent; 1-3 years experience with hospital collection policies and procedures; knowledge of billing requirements for Medicare, Blue Cross, Commercial Insurers and HMO's necessary in order to effectively counsel patients and collect on their bills; knowledge of Public Aid necessary in order to determine patient eligibility; knowledge of the appeals process and procedures for the Court of Claims and Bankruptcy Court necessary in order to monitor Public Aid billed accounts.

Apply online at <http://www.westsubmc.com/About/careers.aspx>

**ACCOUNT REP II**

Department: PATIENT ACCOUNTING

Schedule: Full Time

Shift: Days

**Job Details:**

Performs quality patient accounting and customer service for patients, families, payers and health care team members.

Reviews unpaid accounts to determine appropriate collection means.

Requires high school diploma or equivalent; 3 to 5 years of patient accounting experience; Insurance knowledge of Medicare, Medicaid, Managed Care and Commercial.

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### **Patient Care Tech - Float Pool**

Department: Nursing Administration

Schedule: Registry

Shift: Rotation

Job Details: HS Diploma/GED

#### **JOB SUMMARY**

Provides physical comfort measures for patients, performs designated technical tasks, communicates information pertinent to patient comfort and safety, participates in the admission, discharge and transfer process, and documents specified information.

Provides all services in accordance with established hospital/departmental policies and procedures.

#### **JOB QUALIFICATIONS**

1. High School diploma or equivalent
2. Certification as Nursing Assistant in the State of Illinois or graduate of an RN program
3. CPR certification
4. One year health care experience preferred
5. Good communication skills
6. Good PC skills for data entry

#### **Essential Physical Job Functions**

Ability to carry and lift up to 20 pounds, push/pull up to 30 pounds of force, transfer and position patients in different environments, and ability to climb stairs.

Frequent sitting/standing/walking, and able to assume a full squatting position. Able to take and interpret vital signs, respond appropriately during emergency situations, and communicate clearly and effectively with a varied population.

Should the applicant be considered for the position, they will be provided a full description of their Essential Physical Job Functions during the interview process.

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### **Building Attendant**

Location: Chicago, IL

Department: Housekeeping

1 Part-Time Position, 21 hours per week

### Job Description

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff. All Building Attendants operate within a team on the first (morning/day), second (afternoon/evening), and third (overnight) shifts, reporting to the Team Lead and Housekeeping Supervisor.

Responsibilities include, but are not limited to the following:

- Vacuuming
- Damp wiping
- Sanitizing bathroom fixtures
- Mopping floors
- Special project work as assigned
- Second and third shift duties include operating heavy equipment to strip and clean floors, and other projects as assigned

### Qualifications

The ideal candidate will possess the following qualifications:

- High school diploma or equivalent
- Previous housekeeping/janitorial experience strongly preferred
- Ability to lift at least 50 pounds
- Ability to stand and walk for long periods of time
- Ability to bend and reach
- Ability to follow verbal and written instructions
- Ability and experience using various tools, products, and equipment
- Ability to work independently and on team
- Pleasant, professional demeanor and appearance with willingness to assist visitors and staff when approached

Apply online at <http://fieldmuseum.org/about/employment>

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### **Guest Relations Representative (Part-Time, Seasonal)**

Location: Chicago, IL

Department: Guest Relations

Part-Time, Seasonal Positions Available

24 hours/week through September 1, 2014

#### Job Description

The Guest Relations Department is responsible for providing world-class service to our visitors, generating revenue through ticket sales, and tracking museum attendance. We are seeking friendly and energetic Guest Relations Representatives to join our team and ensure a positive and memorable experience for our visitors.

#### Responsibilities include:

- Provide excellent face-to-face customer service for the Museum visitors
- Facilitate the admission process by providing information to visitors as they wait in line
- Monitor and maintain the flow of guests into ticketed exhibitions
- Process ticket orders (cash or credit card) using the Museum's ticketing software
- Staff coat check operations - check bags, coats and renting strollers/wheelchairs
- Check-in all school/student groups
- Staff the Museum's Siragusa Center - our lunchroom for all student and children groups
- Assist in any extra customer service needs including problem solving, wayfinding, and any other situations that may arise

#### Qualifications include:

- HS diploma or equivalency required
- Two to three years of proven customer service experience in a similar environment
- Candidates must be able to work part-time (24 hours/week) on an ongoing basis; additional hours may be available based on department scheduling needs
- Must be available at least one weekend day per week
- Must possess excellent communication skills
- No extreme hairstyles, visible tattoos or piercings on face
- Familiarity or ability to use Windows-based computer programs
- Must have previous cash-handling experience and excellent math skills
- A second language is a plus
- First aid and/or CPR is a plus
- Must be able to stand, sit and move to different posts throughout a shift
- This position requires standing for long periods of time (2+ hours)

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**CLERK V-EMERGENCY MEDICINE-ADULT EMERGENCY SERVICES: SHIFT  
3:00PM-11:00PM**

Job Number: 00115069

Job Posting: Mar 18, 2014, 10:26:35 AM Closing Date: Apr 1, 2014, 11:59:00 PM

Full-time Shift Start Time: 3:00 P.M. Shift End Time: 11:00 P.M.

Collective Bargaining Unit: AFSCME 1111 Health and Hospital Systems

Posting Salary: \$14.92 HOUR

Organization: Health and Hospital Systems

**JOB SUMMARY**

Performs a variety of coordinated and fairly specialized tasks to provide logistic support to office, business or administrative operations. Answers phone calls, registers patients and also performs bedside registration. Utilizes advanced skills, selecting appropriate combination of methods from a wide variety of procedures, making simple adaptations and interpretations of a limited number of substantive guides and manuals. Works closely with supervisors to formulate effective and efficient responses to minor problems. May act in the capacity of "lead worker" or resource person by demonstrating proficiency in the proper use of equipment and execution of new work methods and procedures. Assumes responsibility for following-up in an effective manner on unresolved business within the purview of the clerical services. Performs all other job related duties as assigned.

**MULTIPLE VACANCIES**

**MINIMUM QUALIFICATIONS:** Must possess a High School Diploma or GED (Must provide proof at time of interview). A Minimum of one (1) year of clerical work experience in a health care setting is required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Ability to type at a corrected rate of 25 words per minute. (If selected for an interview, applicant may be required to take a typing test to determine skill level)

**PREFERRED QUALIFICATIONS**

Proficiency with Microsoft Office Suite (Word, Excel and PowerPoint).

**MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.**

**COOK COUNTY GOVERNMENT HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.** Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service.

Apply online at

<https://cookcountyil.taleo.net/careersection/200/jobdetail.ftl?job=81020&src=JB-10320>

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### **Payroll Clerk**

Salary: \$11.00 to \$13.00 per hour

Location: Chicago, IL

Post Date: Mar 17, 2014

Employment Type: Temporary

Industry: Manufacturing/Production

Job Order Number: 01370-109114

#### Description:

Company on the south east side of Chicago is seeking a payroll clerk.

Payroll clerk duties include: payroll for 600 employees in Paylocity, union and non union 12 different companies

Some Human Resources duties include: maintaining confidential personnel files in Paylocity, process new paperwork, on-boarding, coordinate new orientation, and other general office duties as assigned. Interested candidates in the payroll position, please send resumes to [tinley.park@accountemps.com](mailto:tinley.park@accountemps.com)

Requirements: Advanced Payroll - Over 500 Employees, Advanced Microsoft Excel  
Accountemps, a Robert Half company, is the world's leader in specialized temporary financial staffing. We provide exciting temporary, temporary-to-hire and project opportunities in the areas of accounting, bookkeeping, finance and more. Our proven proprietary processes, along with our relationships in more than 345 locations worldwide, allow us to quickly match skilled professionals with the best temporary accounting and finance jobs. Through our parent company, Robert Half, we've been successfully matching professionals with employers since 1948. In addition we offer competitive pay, challenging careers and assignments with excellent opportunities for full-time employment.

Contact your local Accountemps office at 1.855.547.9285 or visit [www.accountemps.com](http://www.accountemps.com) to apply for this job now or find out more about other job opportunities.

Accountemps is an Equal Opportunity Employer. All applicants applying for U.S. job openings must be authorized to work in the United States. All applicants applying for Canadian job openings must be authorized to work in Canada.

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Fax: 708.429.5679

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**Safety and Security Officer Part-Time Associate - Chicago Cubs (Chicago, IL)**

DEPARTMENT: Safety and Security, Ballpark Operations

REPORTS TO: Supervisor, Safety and Security and Director, Safety and Security

This position is designated as an "essential employee" and may be required to stay beyond regular work hours and/or report in from off-duty to assist with minimum staffing coverage.

**REQUIRED QUALIFICATIONS:**

- Excellent organizational abilities to handle multiple tasks, establish priorities, deliver effective results and consistently meet tight deadlines and targets.
- Understands the need for information integrity and pays attention to maintaining accurate and timely information.
- An effective communicator orally and written, with demonstrated interpersonal skills.
- Computer proficiency and technical aptitude with the ability to utilize MS Word, Excel, Power Point, and Internet.
- Demonstrated ability to address and resolve conflict including but not limited to verbal and physical tactics.
- Ability to operate under pressure, tolerate stress and handle re-prioritizations.
- Must be able to work flexible hours including evenings, weekends and holidays as needed
- Demonstrated ability to work and collaborate in a team environment.
- Strong attention to detail including time management and organizational skills.
- Strong work ethic and a desire to build a career in the safety and security industry.
- Able to perform the following physical tasks: bend, squat, kneel, twist, climb flights of stairs, walk on uneven ground, walk/run up and down ramps, walk and stand for extended periods of time, assist patrons up and down stairs, wipe down seats in sections daily, and give appropriate directions.
- Must be able to lift up to 25 lbs. on a regular and continuing basis and lift up to 50lbs on an occasional basis
- High school diploma, and two year related experience and/or training.
- Must be at least twenty-one (21) years of age.

**PREFERRED QUALIFICATIONS:**

- A passion for The Cubs and its unique history
- A positive attitude
- Demonstrated ability to thrive in a team setting
- Responds well to coaching and feedback
- Associates degree (A.A.) or equivalent from two-year College or technical school;
- Military, Law Enforcement, and/or Security Experience.
- Guest Service Experience
- Knowledge of MLB Security policies and procedures.

Apply online at <http://baseballjobs.teamworkonline.com/teamwork/r.cfm?i=65807>

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## **Security Officer - Downtown - 1st & 2nd Shift**

Job ID 2014-1613

Location US-IL-Chicago

Type Regular Full-Time

Shift(s) Available 1st Shift, 2nd Shift, Weekends

### Qualifications:

- Must be at least 20 years of age.
- Must be a high school graduate (GED accepted) and provide us with an original diploma and/or official transcripts.
- Must have 20 Hour Basic Security Training Certification
- Must pass a stringent pre-employment background investigation, demonstrating a stable work and/or education history.
- Must disclose all criminal convictions and pending charges.
- Must have an excellent appearance and attitude.
- Must be customer service-oriented, organized, responsible and professional.
- Must have strong verbal, written and interpersonal communication skills.
- Must have an excellent attendance and job performance record.
- Must be willing to "go the extra mile" in welcoming and assisting building tenants, visitors and client representatives.
- Must have the ability to adapt well to abrupt changes in procedure.
- Must have demonstrated conflict resolution skills and the ability to effectively, and professionally, handle customers with strong personalities.
- Must be able to follow instructions and take direction as well as receive constructive criticism.
- Must be a motivated, self-starter with the willingness and ability to function with limited supervision.
- Must be able to multi-task in a service oriented environment.
- Must be flexible with scheduling and be able to hold over to the next shift or work extra hours as needed.
- Must maintain a working telephone number through which we can contact you.
- Commercial building security or customer service is preferred.

Pay: \$11 per hour

Must be available to work: Saturday & Sunday 7am-3pm

Monday 9am-5pm; Tuesday & Wednesday 5pm-1am

Apply online at <https://premierjobs-apex3.icims.com/jobs/1613/security-officer---downtown---1st-%26-2nd-shift/job?mode=job&iis=Job+Board+-+Indeed.com&iisn=Indeed.com&mobile=false&width=1024&height=677&bga=true&nedsRedirect=false>

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**Unarmed Security Officer - Central Business District - Overnight Shift**

ID 2014-1325

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

Unarmed Security Officers responsibilities include, but are not limited to:

**Qualifications:**

Education and/or Experience: High School diploma or general education degree (GED) and 1 year prior satisfactory employment as a security officer or directly related experience. Must be at least 20 years of age.

Certificates, Licenses, Registrations: Ability to acquire and maintain a valid Illinois PERC, including state accredited training requirements.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$10.00 and \$12.00 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

Apply online at <https://careers-titansecurity.icims.com/jobs/1325/unarmed-security-officer---central-business-district---overnight-shift/job?mobile=false&width=850&height=500&bga=true&needsRedirect=false>

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### **Office Assistant Part Time**

Job ID 2014-1412

# Positions 1

Location US-IL-Chicago

Experience (Years) 1

Posted Date 3/19/2014

Category Administrative/Clerical - Administrative

#### Qualifications:

##### Knowledge, Skills, and Abilities

1. Knowledge of accounting procedures and basic computer applications at a level normally acquired through completion of high school. Two-year accounting degree desirable.
2. Approximately one year related experience in order to learn accounts payable or receivable practices and gain skills in working with customers and vendor personnel. The ability to develop and prepare related reports and analyses.
3. Good interpersonal and telephone communication skills when scheduling meetings, coordinating activities, keeping regional management abreast of changes in travel, meetings, and/or schedules
4. Computer skills necessary to enter and manipulate words and data and use standard microcomputer-based software to communicate with others, prepare documentation, and/or analyze data.
5. Internal Contacts: Regional and corporate personnel to exchange information, schedule meetings, coordinate office work, and/or verify data.
6. External Contacts: Vendors to verify and confirm purpose of charges, inform of any errors, or receive copies of invoices; bank to check clearance or stop payment.

#### Physical Requirements

1. Work requires sitting for extended periods of time while entering data into computer system.
2. Work requires occasionally stooping and bending.
3. Work requires occasionally reaching and grasping with arms and hands.
4. Work requires occasionally lifting and/or carrying objects weighing up to 10 pounds.
5. Work is performed in a normal office environment where there are relatively few physical discomforts due to dust, dirt, noise, and the like.

Apply online at <https://jobs-firstindustrialrealty.icims.com/jobs/1412/office-assistant-part-time/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=1024&height=677&bga=true&needsRedirect=false>

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### **Major Gifts Officer**

Location: Chicago, IL

The Major Gifts Officer will actively participate in the implementation of the Museum's philanthropic campaigns and plans, focusing on fundraising priorities and involving volunteers and other stakeholders in the realization of Museum goals.

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The Major Gifts Officer will identify, cultivate, solicit, secure and steward individual prospects and donors, targeting gifts in the range of \$25,000+ annually on behalf of The Field Museum.

#### Qualifications

- Understands mission and goals of The Field Museum
- Bachelor's degree required from four-year college or university; masters degree preferred
- A minimum of five years fundraising experience, including significant experience in personal solicitation, and familiarity with fundraising practices across individual, corporate and foundation giving
- Successful track record of fundraising with major donors
- Strong interpersonal skills and comfort working with donors. Experience working with high-level volunteers, donors and program staff on collaborative activities
- Experience, familiarity and/or ability to work in a complex non-profit organization with many departments, programs and fund raising priorities
- Ability to work well with a variety of people in a dynamic environment; high energy; focus; collaborative spirit
- Campaign experience preferred
- Project management experience preferred
- Familiarity with the Chicago-area philanthropic community preferred
- Outstanding writing, speaking, and interpersonal skills
- Familiarity with Blackbaud Raiser's Edge software or a similar software program, including understanding of proposals, actions, and queries
- Self-directed and proactive
- Able to manage confidential information with discretion
- Detail-oriented with a strong focus on quality and accuracy

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## **Exhibitions Media Services Technician**

Location: Chicago, IL

Department: Exhibitions

1 Full-Time Position, 35 hours per week

### Job Description

The Exhibition Media Services Technician will be responsible for Audio-Visual equipment installation, de-installation, troubleshooting and maintenance for permanent and temporary exhibitions. Responsibilities also include the set-up, operation, maintenance, and de-installation of classroom and lecture hall presentations.

### Responsibilities include:

- Installation, troubleshooting, maintenance, and de-installation of permanent and temporary exhibitions equipment, as well as control systems
- Daily inspection, operational support, start-up and maintenance of Exhibitions' Audio-Visual equipment and control systems
- Set-up, operation, and de-installation of museum-wide classroom and lecture presentation equipment

### Qualifications

- Bachelor Degree or equivalent education/experience is required
- InfoComm Certified Technology Specialist or a minimum of four (4) years experience with audio-visual set-up, troubleshooting, maintenance, installation, and de-installation
- Operational knowledge of AMX or Creston audio-video control systems is a plus
- Ability to program audio-video control systems, such as; AMX or Creston a plus
- Troubleshooting experience on both Windows and Mac operating systems
- Perform audio-recording, media duplication and media integration
- Maintain records relating to Audio-Visual equipment
- Must be able to work flexible schedule; early morning, day, evening, and weekend hours, as assigned
- May be requested to travel for Field Museum exhibitions up to 20% of time
- Perform tasks as assigned by supervisor, manager, and/or director
- Ability to lift up to 50 lbs.
- Must be able use ladders and operate scissor lifts and mast lifts
- Strong communication skills to work as part of a team and with other departments museum-wide

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application. No phone calls please.

The Field Museum is an Equal Opportunity Employer.

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**Job Title: HIM Outpatient Coder**

Department: Health Information Management

Shift: 1st

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

Specialty: Coding

Job Number: 2014-0420

**Position Highlights:**

Accurately and independently makes decisions based on specialized knowledge and standard protocol. This includes, but is not limited to coding inpatient and outpatient. Exemplifies the Rush mission, vision, and values, and acts in accordance with Rush policies and procedures.

**Position Responsibilities:**

Assigns ICD-9-CM/CPT-4 diagnostic and procedure codes to patient charts with accuracy and attention to detail

Abstracts selected data items and enters in 3M encoder/Epic software with accuracy and attention to detail

Maintains a log of work performed

Completes other assigned duties as directed by management

**Position Qualifications Include:**

RHIA, RHIT, and/or CCS Certification preferred

Experience in medical record coding preferred

Knowledge of medical terminology and anatomy and physiology required

Proficient computer use and software applications Windows applications

Ability to apply local, state, and federal guidelines with attention to detail

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140319104903&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140319104903&)

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**Job Title: Patient Support Assistant - Oak Park Clinic Location**

Department: Univ Anesthesiology Pain Ctr

Shift: 1st

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

Job Number: 2014-0339

**Job Description:**

Are you interested in joining a leading health care organization?

We are seeking a highly motivated and dynamic Patient Support Assistant to join our University Anesthesiology Pain Center at our Oak Park Pain Clinic location!

*\*\*This position is in Oak Park Clinic Location\*\**

*\*Address: 610 South Maple, Suite 1500, Oak Park, IL 60304\**

**Principal Duties and Responsibilities:**

Coordinates and maintains organized patient flow.

Performs patient intake: vital signs, height and weight, reason for visit, interim history, allergies, medication lists, and other interventions as required.

Prepares patient for exam based on reason for visit.

Prepares and supports patient and assists provider with procedures.

Reviews appointment schedules and ensures all patient charts are available for the visit.

Reviews patient charts and ensures that all reports and required paperwork are available to the provider at the time of visit.

Cleans, prepares and stocks exam rooms, treatment rooms, and workstations.

Documents patient care information in the outpatient medical record according to standards.

Assists with scheduling of patient tests, procedures, and follow-up appointments.

Assists in the care, cleaning, and sterilization of equipment and instruments.

Maintains the inventory of medical and linen supplies.

Provides cross coverage to other clinical areas as assigned.

Any other relevant duties and responsibilities as assigned by Supervisor or Director.

**Knowledge, Skills and Abilities:**

High School Diploma or GED.

Minimum one year experience in medical clinic setting. Computer skills.

Excellent communication and interpersonal skills. Excellent organizational skills.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=2014031910504&&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=2014031910504&&)

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**Job Title: University Registrar\***

Department: RUO Registrar

Shift: 1st

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

Specialty: Education

Job Number: 2014-0368

Job Description: Rush University presents an opportunity for a University Registrar. The University Registrar serves as the chief custodian officer of all academic and student records for Rush University and provides services to students, alumni, faculty, and their departments. The University Registrar provides leadership on subject matters related to academic policies and programs that directly supports the University's instructional mission and campus support for student success and graduation. He/she oversees several key functions in the Office of the Registrar, including but not limited to the following: administering academic policies related to degree requirements and credit distribution of programs of study, processing student grades, issuing transcripts, coordinating the student registration process, publishing the university catalog, assigning academic space, providing enrollment verification, performing graduation and commencement activities, and other ancillary services. Primary duties also include the development and oversight of the departmental budget, overall planning for the department, and liaison with the Office of Institutional Research, Assessment, and Accreditation (OIRAA), and academic units including working closely with Deans, Department Chairs, and faculty.

**Knowledge, Skills, and Abilities:**

Master's degree required; PhD or EdD preferred.

Four years of related experience in a Registrar's Office required.

Experience working in a higher education research institution, medical, or academic health center preferred.

Strong technology background, academic policies, interpersonal, communication, and collaboration skills are required.

Demonstrated ability to lead, develop, and execute strong student-centered services with adherence to comprehensive policies.

Proven ability to work effectively with multidisciplinary teams and diverse communities.

Ability to implement effective change and maintain results.

Ability to prioritize and multitask in a fast-paced environment.

Apply online at

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**Foreman**

Location: Evanston

Office: Revenue Services

Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, will assist with supervision of Maintenance personnel.

Performs administrative duties as required.

Updates and maintains Vehicle Repair Logs.

Assigns work to Maintenance employees by generating work orders in Oracle, inspecting work and closing work orders.

Monitors and directs vehicle servicing, cleaning and facility cleanliness. Assigns facility repairs/cleaning and ensure work is completed.

Inspect facility to ensure it is safe and secure in accordance with Pace policies and programs. Other duties as assigned.

**Qualifications:**

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have a high school diploma and mechanical and supervising/managerial education and be at least 21 years of age.

Class A CDL and A/C certifications required.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Apply online at

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### **Inspection Technician**

Location: South Holland  
Office: Revenue Services  
Department: Maintenance

#### Job Description:

Under the direction of The Department Manager of Maintenance and Technical Services, receives and inspects all new buses, trucks, cars and equipment from the manufacturer or dealer including dealer prep and warranty service and repairs.

Performs building and shop inspections, repairs building and shop equipment including HVAC, plumbing, electrical, air compressors, chargers, bus lifts, jump starting units, etc.

Performs equipment and vehicle maintenance and keeps maintenance log.

Performs custodial duties including; mopping, sweeping, snow removal and grounds maintenance. Other duties as assigned.

#### Qualifications:

Qualified candidate must possess at least one year previous diesel/gas experience and/or technical training.

Must be 21 years of age and have or be able to obtain a valid Class "B" Commercial Driver's License with passenger and airbrake endorsement and successfully pass examination for position.

Ability to operate all company equipment required.

Must be capable of heavy lifting. This position is safety sensitive.

Qualified candidate must have a good work history.

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**Servicer**

Location: Des Plaines  
Office: Revenue Services  
Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for daily fueling and cleaning of company vehicles, while accurately recording both.

Must operate and service wash rack, cleaner, sweeper, empty fare box vaults, take fare box readings and park/spot equipment, as directed.

Maintain bulletins, fliers and other materials on vehicles as directed.

Responsible for routine cleaning of vehicles, building, grounds, and equipment utilized in performing these duties.

Responsible for completing all required documents and reports for work performed.

And other duties as assigned or required.

**Qualifications:**

Qualified candidate must be at least 21 years of age and possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License, and have the ability to operate all Pace equipment.

Must be capable of heavy lifting.

The performance of these duties may be required at any time of the day and night of the week.

This position is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

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### **Part-time Maintenance Data Coordinator (3)**

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

**Job Description:** Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

**Qualifications:** Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=660](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660)

### **Patient Service Rep II**

MacNeal Hospital, Berwyn, IL

Department: CORPORATE OCC MED

Schedule: Full Time

Shift: Days

**Job Details:** Reporting to the Practice Manager ensures for the continuity of patient flow from time of registration to time of discharge in conjunction with medical personnel. Answer telephones, schedule appointments, register patients, medical coding and billing, post receipts and other clerical duties as needed. Audits completed daily batches, train new Patient Service Representative (PSR) candidates. Complete monthly batch reports.

**EXPERIENCE AND QUALIFICATIONS:** Minimum of one (1) year of experience as a PSR I at MacNeal Hospital. Knowledge of the Health Care Industry helpful as well as the desire to learn medical/surgical billing. Completion of a High School diploma or its equivalent. The interpersonal skills necessary to deal in a courteous and professional manner with patients and co-workers. Good organizational skills with the ability to handle multiple priorities simultaneously. Ability to work with various computer applications. Previous experience with Microsoft Excel, Azron Forerunner, or any Occ Med modified software highly desirable. Apply online at [https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=639673](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=639673)

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### **Part-Time Facilities Maintenance Assistant**

Location: Arlington Heights  
Office: Internal Services  
Department: Administration

#### Job Description:

Under the direction of the Department Manager of Administration, performs in-house internal and external building maintenance and service tasks requested at Headquarters.

In addition, performs various duties as assigned or required. Serves as assistant to Pace's Senior Building Engineer.

Performs in-house internal maintenance tasks including supervision of contractor work on equipment, minor plumbing and electrical repairs, carpeting repair, painting and monitoring the building automation system, etc.

Responsible for external building maintenance and service tasks requested at Headquarters including snow plowing, landscaping between contractor visits and enforcing parking lot procedures.

Maintains inventory of fax and copier supplies. Monitors footprints service tickets and performs minor equipment repairs when necessary.

#### Qualifications:

Must have a valid Driver's license and have a high school diploma. Associate's Degree preferred.

1 to 2 years in facilities maintenance desired. Work is performed in normal office environment.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=667](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=667)

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