



Avis Budget Group Chicago Hiring Event - Vehicle Service Attendant in Chicago Illinois United States

Avis Budget Group Chicago Hiring Event!
Where: The Holiday Inn Express & Suites
6600 N. Mannheim Road
Rosemont, IL 60018

When: Thursday, April 24th
9 am - 4 pm

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

Vehicle Service Attendant Requirements:

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

Get your GO on!

Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled.

Employee Type: Full Time
Required Experience: None Selected
Category: General Labor
Career Level: Experienced (Non-Manager)
Required Education: High School/GED
City: Chicago, Illinois 60666 USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/avis-budget-group-chicago-hiring-event-vehicle-service-attendant/29892549/job/>

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Avis Budget Group Chicago Hiring Event - Vehicle Return Associate in Chicago Illinois United States

Avis Budget Group Chicago Hiring Event!

Where: The Holiday Inn Express & Suites

6600 N. Mannheim Road

Rosemont, IL 60018

When: Thursday, April 24th

9 am - 4 pm

Walk-Ins are Welcome

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

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

We provide you: * Competitive pay * Medical, Dental, Vision & 401K
* Full training to learn the business and enhance your professional skills
* Paid vacations, car rental discounts & much more!

If you are motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map. A valid drivers license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/avis-budget-group-chicago-hiring-event-vehicle-return-associate/23304458/job/>

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Avis Budget Group Chicago Hiring Event - Courtesy Bus Driver in Chicago Illinois United States

Avis Budget Group Chicago Hiring Event!
Where: The Holiday Inn Express & Suites 6600
N. Mannheim Road
Rosemont, IL 60018
When: Thursday, April 24th
9 am - 4 pm

Walk-Ins are Welcome -We strongly encourage you to complete your application process to receive priority interviewing!

COURTESY DRIVER REQUIREMENTS:

- * Must be 18 years of age or older
- * High school diploma or equivalent or preferred
- * Minimum of 1 year customer service experience.
- * At least one year of commercial driving experience preferred
- * CDL class B with Passenger and Air Brakes and Passenger endorsements as mandated by state and location) with good driving history
- * Valid DOT Medical Certificate * Excellent interpersonal and communication skills
- * Must be able to work various shifts including weekends, evenings, and holidays
- * Ability to maintain and project professional behaviors towards customers and associates * Ability to work to outdoors in all types of weather conditions
- * Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds

Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled

Employee Type: Full Time
Required Experience: 1 Year
Category: Transportation
Career Level: Experienced (Non-Manager)
Required Education: High School/GED
City: Chicago
State: Illinois
Zip Code: 60666
Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/avis-budget-group-chicago-hiring-event-courtesy-bus-driver/29660314/job/>

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FT Attendant Housekeeping (Job Number: HOU015F6)

Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611

A Room Attendant with Waldorf Astoria Hotels and Resorts is responsible for cleaning guest rooms and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

We are bringing that legacy to life every day, with fresh, modern expressions of the essence of Waldorf Astoria. We are providing guests the exceptional environments and the personalized attention that are the source of those unforgettable moments that create a singular experience.

Waldorf Astoria Hotels & Resorts is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria Hotels & Resorts.

What will I be doing?

As a Room Attendant, you would be responsible for cleaning guest rooms and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

Specifically, you would be responsible for performing the following tasks to the highest standards:

- Clean guest rooms as assigned, including, but not limited to, making beds, cleaning bathrooms, dusting and vacuuming
- Change and replenish bed linens, towels and guest amenities, as needed
- Perform deep cleaning tasks, as needed
- Stock, maintain and transport housekeeping supply cart on a daily basis
- Dispose of trash and recyclables
- Respond to special guest requests in a timely, friendly and efficient manner
- Perform guest turn down service, as needed

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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Quality Assurance Technician

Talent Area : Selection Required
Location : Alsip, IL, USA
Requisition Number : 00021902
Full or Part Time : Regular Employee FT

Position Description

Responsible for conducting qualitative and quantitative testing of raw materials and finished goods.

- Conduct qualitative and quantitative testing of beverages, syrups, and raw materials throughout the entire production process.
 - Analyze syrup beverage and/or water attributes.
 - Audit container rinsers, air blowers, filters, and coders to ensure proper operations.
 - Conduct package quality inspection and quality audits and isolate product that does not meet standards.
 - Receive and test CO2 and all raw materials prior to production process.
 - Maintain highest possible house keeping standards to prevent microbial contamination.
-
- High school diploma or GED required.
 - Bachelor's degree in science related field preferred.
 - 1 - 3 years prior production/manufacturing experience OR 2+ years relevant lab technician experience.
 - Food/beverage industry experience a plus.
 - Demonstrated attention to detail and accuracy.
 - Strong analytical skills.
 - Ability to read, write, and keep records.
 - Good computer skills including literacy with Excel and Word.
 - Familiarity with lab safety and handling of hazardous materials.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/quality-assurance-technician-alsip-illinois-job-1-4396500>

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Trailer Mover - Class A Required

Talent Area : Warehouse Operations

Location : St Charles, IL, USA

Requisition Number : 00022302

Full or Part Time : Regular Employee FT

Position Description

Responsible for moving trailers across lots during loading and related functions.

- Conducts a daily check of trailers for raw materials and full goods in addition to assessing for empty trailers and others that need to be relocated or loaded.
- Properly stores trailers not being used.

- Maintains proper order of customer pick up trailers brought to the docks.
- Ensure a complete and accurate list of trailers brought in and moved to the docks.

- Ensure that all trailers brought to the docks have their wheels chocked.
- Reports problems or damages that occur.

- High School diploma or GED preferred.
- 0 - 3 year of general work experience required.

- 1+ year prior warehouse/stocking/fork-lift experience preferred.
- Previous experience within high-speed industrial environment a plus.

- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.

- Fork-lift certification is required
- Must be able to repetitively lift up to 60lbs
- CDL Class A required if transporting product on public roads.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/trailer-mover-class-a-required-st-charles-illinois-job-1-4396069>

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Checker

Talent Area : Selection Required
Location : Niles, IL, USA
Requisition Number : 00022019
Full or Part Time : Regular Employee FT

Position Description

Responsible for verifying both inbound and outbound inventory matches.

- Ensure load accuracy at check in and check out by physically counting.
- Maintain required records.

- Enter inventory data in handheld.

- Visually inspect all incoming and outgoing vehicles (including climbing onto truck and manually opening bay doors).

- High school diploma or GED required.
- Associate's degree preferred.

- 1+ years of general work experience required.

- Prior warehouse/inventory/ auditing experience preferred.
- Strong math skills.

- Basic computer skills.
- Ability to work with minimal supervision.

- Forklift certification is preferred

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/checker-niles-illinois-job-1-4394011>

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General Laborer Seasonal

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00022155

Full or Part Time : Seasonal/Casual FT

Position Description

Responsible for general duties involving physical handling of product, materials, supplies and cooler service equipment.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-seasonal-niles-illinois-job-1-4393573>

Order Builder (Loader)

Area : Warehouse Operations

Location : Du Quoin, IL, USA

Requisition Number : HV031193

Full or Part Time : Regular Employee FT

Responsible for pulling orders based on pick ticket to accurately build orders for loading onto delivery trucks. - Build orders according to assigned load tickets using industrial power equipment. - Manually lift and move product to restock and repack ensuring date code accuracy and proper rotation. - Adhere to good manufacturing practices and safety standards. - Responsible for meeting productivity requirements. - Stage completed pallets in designated area. - High School diploma or GED preferred. - 0 - 1 year of general work experience. - Prior warehouse experience required. - Ability to operate a manual/powered pallet jack or lift product is preferred. - Demonstrated attention to detail. - Certified Forklift License a plus. - Must be able to repetitively lift up to 50lbs.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/order-builder-loader-du-quoin-illinois-job-1-4393527>

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Forklift Operator

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00022165

Full or Part Time : Regular Employee FT

Position Description

Responsible for moving product or materials in a production or warehouse environment using powered tools and vehicles.

- Operate industrial vehicles and equipment.
- Transport raw materials, full goods and/or finished goods to designated area.

- Load and unload designated trailers and/or route trucks.
- Ensure compliance with regulatory and company policies and procedures.

- Move product and/or materials manually as required.

- High School diploma or GED preferred.

- 0 - 3 year of general work experience required.
- 1+ year prior warehouse/stocking/forklift experience preferred.

- Previous experience within high-speed industrial environment a plus.
- Ability to operate a manual / powered pallet jack or lift product.

- Demonstrated attention to detail.

- Forklift certification is required. We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/forklift-operator-niles-illinois-job-1-4393482>

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Administrative Assistant, Individual Giving

Location: Chicago, IL

Position Description

This position provides administrative, office, and event management support to both the Annual Fund and Major and Planned Giving Teams. This position manages a high volume of requests with competing deadlines. Frequent communication and follow-up are required. Position reports to both the Director of Major Gifts and the Annual Fund Director.

Qualifications

- BA or an equivalent level of education and experience is required
- 4-5 years of prior office and administrative experience is required
- Excellent communication skills, both verbal and written, with great attention to detail is required
- Must be well-organized, able to work on multiple projects simultaneously and meet short deadlines.
- Must have the ability to prioritize and reprioritize tasks on a daily basis.
- Friendly, courteous and helpful phone demeanor
- Tact and discretion are required in handling highly confidential information and interacting with Museum donors and prospective donors
- MS Word, Excel, and PowerPoint experience is important
- Knowledge of InDesign a plus
- Prior fundraising database (Raisers' Edge) experience is desirable
- Ideal candidate will have a genuine interest in the Museum, fundraising, and event planning
- Must be an energetic and patient team player with a proactive "can do" attitude!

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

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Summer Clerical Worker - Dean of Student Services Office (Temporary) - WIL0000240

Primary objective:

This position enables students to obtain job skills and enhance their work readiness. Under direct supervision, provides temporary special support in the areas of administration, clerical support or maintenance during the summer months, school breaks and other short term periods.

- Sorts and distributes mail, answers telephone calls and greets visitors.
- Prepares file folders, sorts and collates documents for filing, and files documents in proper sequence.
- Conducts research, compiles documentation, and prepares results according to specifications.
- Prepares spreadsheets and reports using documents provided by supervisor.
- Provides academic assistance to assigned tutees, either in a group or individually.
- Assists with completing projects related to the maintenance of building and grounds operations.
- Performs related duties as assigned.
- Adheres to CCC Customer Service Excellence standards.

Qualifications

- Must be currently enrolled in a Bachelors degree program. Completion of a high school diploma required. Completion of tutoring certification preferred.
- Ability to operate computers and use software applications.
- Ability to gather data, compile information, and prepare reports.
- Ability to analyze and solve problems.
- Ability to communicate effectively, both verbally and in writing.
- Physical ability to perform maintenance tasks.
- Ability to work in a diverse environment.

We are an equal opportunity and affirmative action employer.

Job: Temporary Office Support
Primary Location: Wilbur Wright College
Employee Type: Part Time | Temporary
Union Code: N/A
Job Posting: Apr 22, 2014, 8:45:44 AM

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

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Head Registrar

Location: Chicago, IL

The Field Museum seeks an experienced Head Registrar to implement and direct all registration activities for Anthropology Collections in Science and Education. The Field Museum seeks an experienced Head Registrar to implement and direct all registration activities for Anthropology Collections in Science and Education.

This position oversees all aspects of Anthropology collections processing, including acquisitions, accessions, and deaccessions; the research and exhibition loan program; and collections documentation including electronic data in the KE EMu collections database. Works closely with Anthropology Collections and Research staff and curators to implement collections-based priorities. In addition, the Head Registrar assists, as needed, the Repatriation Director and other staff on NAGPRA compliance and other repatriation matters.

Qualifications

- Master's degree in Anthropology, Museum Studies, or related field required
- At least seven years of museum registration and management experience required.
- Demonstrated superb organizational skills, impeccable attention to detail, ability to focus on tasks, ability to communicate effectively, and skilled in negotiation and resolution of non-routine problems
- An in-depth knowledge and practical experience of accepted museum registration practices and procedures required
- Experience with condition reporting, insurance practices and standards, risk management, domestic and international courier travel with loans and exhibitions, artifact and specimen-related U.S. customs issues, cultural import/export restrictions, and knowledge of Federal indemnity, search and seizure application process required
- Demonstrated computer proficiency with museum collections databases, Microsoft Word, and Microsoft Excel. Working knowledge of KE EMu highly desirable
- Must be able to work with artifacts and records for long hours in galleries and storage areas
- Close examination of objects may demand stooping, kneeling, bending, and require good vision
- Ability to participate in transportation of works of art and to endure various temperatures during outdoor loading and unloading of exhibitions
- May occasionally be required to move objects and loan crates

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

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Computer Lab Assistant - Part-Time - OLI0000203

This position is primarily responsible for providing assistance to faculty and students who have tasks to be completed in the Computer Lab.

- Demonstrate software applications, and keyboarding and computer techniques to students.
- Assists teachers by maintaining order and discipline among students, recommending selection of appropriate software for class use, instructing teachers in the use of computers and software, and providing general assistance as needed.
- Assist in giving instructions in the use of standard software applications, in context and as required by the teacher.
- Maintains computers and peripheral equipment in clean and working condition.
- Maintains various records such as weekly class schedules, software and computer check-out records, maintenance records, etc.
- Operates computer lab and office equipment such as a computer, printer, and copier; uses various types of software.

Qualifications

- High school graduate or equivalent with Vocational/Technical School training in PC/micro computer system use, and one to two years of experience in a teaching environment coupled with computer use or instruction; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- Must be a team player with good communication skills.
- Ability to work independently with minimal supervision.
- Ability to relate well with students, faculty and staff.
- Ability to follow written and verbal instructions.

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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Theater Associate

Location: Chicago, IL

Job Summary

Greeting and seating theater visitors. Introducing films to seated audience and answering visitor questions. Selling and scanning theater tickets. Maintaining the cleanliness of the theater and the 3D glasses. Preparing accurate cash reconciliation for opening and closing procedures as well as accurate cash and credit transactions for visitors/customers.

Qualifications

High School Diploma or equivalent required. Must be able to work weekends and holidays. Experience and ability to ring in sales in register and handle cash and credit cards. Excellent customer service skills. Ability to work on a tight timeframe and multi-task 2 years retail experience preferred. Experience working with a team. Pleasant, friendly manner with a sincere desire to please visitors/customers. This position requires periods of standing on hard floors for a minimum of one hour at a time.

Responsibilities

- Greeting and seating theater visitors
- Introducing films to seated audience and answering visitor questions
- Selling and scanning theater tickets
- Maintaining the cleanliness of the theater and the 3D glasses
- Preparing accurate cash reconciliation for opening and closing procedures as well as accurate cash and credit transactions for visitors/customers

Qualifications

- High School Diploma or equivalent required
- Must be able to work weekends and holidays
- Experience and ability to ring in sales in register and handle cash and credit cards
- Excellent customer service skills
- Ability to work on a tight timeframe and multi-task
- 2 years retail experience preferred
- Experience working with a team
- Pleasant, friendly manner with a sincere desire to please visitors/customers
- This position requires periods of standing on hard floors for a minimum of one hour at a time

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

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Resumes are required and must be submitted with the application.
April 16, 2014 through April 29, 2014

Engineering Maintenance Section \$76,000.0 - \$86,000.00/Year Manager (G-8)

JOB QUALIFICATIONS:

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

EDUCATION: High-school graduate or equivalent is required.

EXPERIENCE:

- Proven knowledge & ability in snow & ice control operations is required.
- Experience with computerized Maintenance Management Systems and Inventory Control Procedures is desired.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Good written and oral communication skills are required.
- The incumbent should have knowledge of and experience in snow and ice removal operations.
- Experience in roadway and appurtenant repair operations, management operations and budgeting and personnel (union environment) is required.
- Excellent interpersonal and organizational skills required.
- Incumbent should be self-motivated and be able to motivate subordinates.
- The incumbent will be required to pass a written examination with a 75% or higher in order to qualify for an interview.
- A valid Class "A" Commercial Drivers License (CDL) with endorsements of air brakes, combination vehicles and tank trucks is required at time of application.

Ways to apply

- Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com
- In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
- By mail: Send the completed application to: Illinois Tollway – Human Resources 2700 Ogden Avenue Downers Grove, IL 60515

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Part-Time Research Assistant

Posted Date 4/15/2014 Requisition # 18024

Functional Title Part-Time Research Assistant Position Type Part-Time

Salaried/Hourly Hourly Category Other – Other

Department Center for Community Research Campus Lincoln Park Campus

Location US-IL-Chicago

General Summary

This position is funded by an external grant source. If the grant terminates for any reason, if grant funding is lost or reduced for any reason, or if the budgetary needs for fulfilling the grant requirements change, your employment with the University will be immediately discontinued.

The Part-Time Research Assistant will report to the director of the Center for Community Research. This position will help the director and the project directors of the department with tasks, as needed. The hourly rate for this position is \$10.99/hour, up to 25 hours per week.

Principal Duties and Responsibilities

- Schedule appointments and interviews.
- Administer and conduct interviews with participants.
- Enter and analyze data.
- Participate in weekly research meetings.
- Complete tasks designated by the director.
- Perform other duties as assigned.

Minimum Requirements

- College degree or higher-level course work in psychology.
- Interest in gaining experience to pursue a higher level of education.
- General computer knowledge and basic knowledge of Microsoft Office (i.e. MS Word, MS Excel, etc.) and SPSS.
- Possess strong writing skills.
- Reliable, task-oriented, and self-motivated.
- Capable of coordinating daily tasks, communicating effectively, and working as directed.

Please note that this position is funded by an external grant source. If the grant terminates for any reason, or if the grant funding is lost or reduced for any reason, your employment with the university will be immediately discontinued.

Preferred Requirements: •Research experience in a related social science field.

DePaul University is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at <https://parttime-depaul.icims.com/jobs/18024/part-time-research-assistant/job>

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Academic Advisor (2)

Posted Date 4/14/2014

Requisition # 18019

Position Type Full-Time Salaried/Hourly Exempt

Category Academic Advising Department Office for Academic Advising Support

Campus Lincoln Park Campus Location US-IL-Chicago

General Summary

The Academic Advisor (2) will report to the Director of the Office for Academic Advising Support. This position will assist undeclared and exploratory undergraduate transfer students in exploring majors as well as newly admitted transfer students who have not yet attended orientation but are seeking academic guidance. The Advisor will assist these students in clarifying their interests, skills, and goals and in selecting academic options that coincide. In addition, the Advisor will facilitate classroom presentations and workshops on topics related to choosing a major and educational planning. Along with the Director and other advising staff, the Advisor will work cooperatively with college offices, University departments and programs, the Career Center, DePaul Central, and other University offices, as needed.

Principal Duties and Responsibilities

- Provide academic advising services to undeclared and exploratory undergraduate transfer students related to exploring all academic options, course selection, and major declaration.
- Maintain communication with assigned advisees to promote progress toward major declaration and to connect them with relevant resources.
- Collaborate on, design, and offer workshops and programs with various University offices, including the Office of Admission, Career Center, and Financial Fitness.
- Serve on appropriate college and University committees related to advising.
- Perform other duties as assigned.

Minimum Requirements

- Bachelor's degree.
- Minimum of two years of experience working with students in a University setting or a Master's degree in higher education, student affairs, counseling, or a related area.
- Public speaking experience and the ability to present to large audiences.
- Knowledge of developmental advising and how to effectively facilitate this process.
- Excellent communication (both verbal and written) and interpersonal skills.
- Computer proficiency in MS Word, Excel and PowerPoint.
- Ability to work some evening and weekend hours.

Preferred Requirements:

- Master's degree.

- Experience working with transfer students or undeclared and exploratory students.

Apply online at <https://jobs-depaul.icims.com/jobs/18019/academic-advisor-%28%29/job>

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Job Title: Agricultural Banker/Rural Development Financial Specialist

Agency: Illinois Finance Authority *

Closing Date/Time: Tue. 05/20/14 11:59 PM Central Time

Salary: Negotiable

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IFA-001

Education and Experience

- Requires knowledge, skill and mental development equivalent to the completion of four (4) years of college, with courses in finance, accounting, business administration, economics and/or agricultural sciences;
- Requires five (5) to twelve (12) years of experience in the origination, underwriting, closing, servicing and workout of agricultural loans;
- Experience in commercial, local government and non-for-profit lending is highly desirable.
- Certified Public Accountant ("CPA"), Master of Business Administration ("MBA") and/or law degree is a plus; and
- Farm experience and familiarity with USDA Programs, including USDA Farm Service Agency, is a plus.

Knowledge, Skills and Abilities

- Requires advanced business development and credit analysis skills;
- Requires advanced knowledge of agricultural, commercial and local government loans; • Knowledge of tax-exempt municipal bonds is a plus;
- Requires advanced knowledge of office methods, procedures, standard office machines, equipment and software including Microsoft Office Suite;
- Requires ability to perform detailed work involving written or numerical data;
- Requires ability to read and interpret written information; • Requires ability to write clearly and informatively without spelling and grammar errors; • Requires ability to speak clearly and persuasively and present numerical data effectively; • Requires commitment to continuous improvement and developing additional skills across sectors in addition to being a self-starter; and • Requires ability to establish and maintain professional working relationships with other employees, vendors and the public.

Work Hours & Location/Agency Contact: Full time but a heavy travel schedule within Illinois is expected. Accordingly, flexible work hours may be negotiated.

How to Apply: All interested applicants must submit a resume and cover letter to Sohair Omar, Deputy Director, SOmar@il-fa.com.

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD

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

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - General

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only)

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