



JOB: MAINTENANCE ENGINEER
WLS

Job Description: ABC 7 Chicago has an opening for a Maintenance Engineer.

Responsibilities:

Candidate must be a self starter.

He or she must also exhibit an ability to work with Engineering and News personnel in a demanding environment.

Applicant must be comfortable working in an IT - intensive environment.

Job hours may involve nights and weekends. Salary is per NABET/ABC Agreement.

Basic Qualifications:

Ideal applicant has a strong technical background in HD and SD digital video and audio systems, with a minimum of 5 years technical maintenance experience in TV technical facilities maintenance.

Preferred Qualifications:

Autocad experience a plus. College degree in Electrical Engineering or a corresponding technical field preferred.

Additional Information:

Interested applicants should upload a cover letter and resume online at www.disneycareers.com

Requisition ID # 259370BR

No phone calls please.

--

Equal Opportunity Employer - Female/Minority/Veteran/Disability

Reporting Location - Chicago, IL

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



JOB: EXECUTIVE PRODUCER, WINDY CITY LIVE
WLS

CHICAGO (WLS) -- Job Description:

WLS-TV/ABC 7, the #1 television station in Chicago, is seeking an executive producer to lead the development, staffing and production of our one-hour live morning talk, entertainment and information show. T

The ideal candidate should be an experienced show runner with an extensive talk show background.

This position reports to the VP of Creative Services and Local Programming and is responsible for overseeing 5 hours of live television per week in addition to a weekend recap show.

Job Responsibilities:

The executive producer will be responsible for the editorial content of the show and must have a proven track record of leading and managing a team of talent, producers, AP's, editors and other support staff.

Basic Qualifications:

Experience in a live control room is a must as is experience developing sales integrations.

This person must be an effective communicator and consummate team player willing to work closely with other departments and department heads within ABC7 who contribute to the show including: News, Sales & Marketing, Promotions, Digital, Design, Research, Finance, IT and Engineering.

Preferred Qualifications:

Extensive knowledge of the Chicago community would be a plus.

Additional Information:

Interested applicants should submit resumes and demo tapes to: ABC 7 Morning Show, P.O. Box 64389, Chicago, IL 60664. Applicants may also upload their cover letter and resume at www.disneycareers.com

Req ID# 251632BR

No phone calls, please.

Equal Opportunity Employer - Female/Minority/Veteran/Disability
Reporting Location - Chicago, IL

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



JOB: GRAPHIC DESIGNER
WLS

Job Description:

ABC 7 Chicago is searching for a full-time Designer/Animator to join our award-winning Design team.

Basic Qualifications:

A successful candidate will have 5 years of post-production experience and must possess outstanding design, animation and finishing talents.

We seek individuals with strong interpersonal skills who can match strategic direction with dynamic creative solutions to elevate our brand on all platforms.

The ability to thrive in our fast-paced work environment while juggling multiple projects is essential.

Demonstrated expertise in Adobe Creative Suite, including After Effects, Photoshop, and Illustrator is required.

Preferred Qualifications:

Cinema 4D and Adobe Premiere experience is highly preferred. Experience working with on-air logic-based graphics systems is a plus.

Additional Information:

Qualified candidates please forward your formal resume and professional work samples to: Lisa Clingan-Cruz
Director of Design
ABC 7 Chicago,
190 N. State Street
Chicago, IL 60601.

Only candidates with presentation materials will be considered. Applicants may also upload their cover letter and resume at www.disneycareers.com.

Please reference Req ID # 259371BR on all materials submitted.

No calls or emails, please.

Equal Opportunity Employer - Female/Minority/Veteran/Disability
Reporting Location - Chicago, IL

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Buyer

Opening Date/Time: Mon. 04/20/15 12:00 AM Central Time

Closing Date/Time: Fri. 05/01/15 11:59 PM Central Time

Salary: \$14.79/Hour

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Procurement

Examples Of Essential Duties: The Buyer reports directly to the Purchasing Supervisor (as does the Purchasing Coordinator).

Number of Purchase Orders: 2,800 annually

Number of Contract Purchase Orders: 300 annually

The Buyer will work with the Purchasing Supervisor to determine what kind of contract is appropriate for the purchase. The Buyer will conduct research for detailed and accurate specifications and compile a bid list. Sources can include the using department, brochures and catalogs, Purchasing bid lists, Buyer's guides, the Internet, phone directories, previous contracts, and business contacts. The Buyer will determine which contract clauses are required and appropriate and ensure they are included in the contract. The Buyer will proof the contract after it has been typed.

Typical Qualifications: A high school diploma or GED is required. Some college or equivalent work experience is desired. A minimum of five (5) years' experience in purchasing or a related field is required. Excellent knowledge of Microsoft Word, Excel, and Outlook is required. Excellent verbal and written communication skills and attention to detail are required. Excellent follow-up skills are required. Ability to write contract specifications in a clear and concise manner, from sources ranging from non-existent to overly detailed, is required. Ability to concisely and accurately communicate with using departments and vendors is required.

Supplemental Information:

1. Communicates regularly with using departments, CMS Buyers, and vendors to acquire goods and services.
2. Researches vendor quotes and generates purchase orders to acquire goods and services to serve the operational needs of the Tollway.
3. Researches, manages, composes, and updates Tollway contracts for goods and services.
4. Understands and complies with established Tollway policies and procedures, JCAR rules, the Illinois Procurement Code, and all relevant State statutes.
5. Maintains the highest ethical standards.
6. Conducts Tollway bid openings.
7. Completes other duties and tasks as required or assigned.

Apply online at <http://agency.governmentjobs.com/illinoistollway/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Traffic Operations Technician

Opening Date/Time: Mon. 04/20/15 12:00 AM Central Time

Closing Date/Time: Fri. 05/01/15 11:59 PM Central Time

Salary: \$13.97/Hour

Job Type: Technicians

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

Description Benefits Supplemental Questions : Monitors and coordinates real-time traffic conditions on the Illinois Tollway and on adjacent expressways and roadways to assist in mitigating the impacts of congestion. Communicates directly with the Authority's Dispatch Operation, District 15 State Police, the Gary-Chicago-Milwaukee (GCM) Corridor, the media, and the motoring public via the TIMS software, Dynamic Message Signs (DMS), Computer Aided Dispatch (CAD) Systems, and two-way communications systems. Work also involves gathering information on daily and permanent lane closures, posting lane closure messages accordingly, along with monitoring construction areas for incidents and or traffic flow problems. Freedom to act is limited to well defined assignments in accordance with established standards and techniques of the operation of the TIMS Operation Center. Assists with snow operations.

Typical Qualifications: High School graduate or equivalent. Prior experience in traffic operations is desired. Knowledge of the Tollway roadway system, CAD operations and computer operations. The ability to type forty (40) words per minute and pass a written test. Demonstrable ability to read a map, demonstrable logic skills, and the ability to work with minimal supervision.

Supplemental Information: 1. Operates various communication systems to keep in contact with all agencies involved in traffic situations and incidents along the Illinois Tollway. 2. Gathers and disseminates traffic conditions along the Illinois Tollway to the general public by the operation of DMS, and communication with the media. 3. Maintains and modifies, as necessary, a log inventory system of all incidents along the Illinois Tollway including how well particular incidents are handled. 4. Undertakes all necessary procedures and operations in the daily opening and/or closing of the TIMS Operations Center. 5. Performs diagnostics on all equipment located in the TIMS Operations Center and equipment located in the field, and coordinates with contracted maintenance operator in the repair of all equipment. 6. Performs all other related duties as required to maintain the successful operation of the TIMS Operations Center. 7. Other duties as assigned.

Apply online at <http://agency.governmentjobs.com/illinoistollway/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Maintenance Technician

Ref#: 12526

CBS Business Unit: CBS Television Stations

Job Type: Full-Time Staff

Job Schedule: Full-Time

Job Location: Chicago, IL, US

Description:

PURPOSE OF POSITION: WBBM-TV, the CBS Owned & Operated Station in Chicago, is seeking an experienced maintenance engineer to become part of the Engineering and Operations team. This is a staff IBEW union engineering position that reports directly to the Manager, Technical Operations.

Qualifications:

CORE COMPETENCIES: A sound engineering foundation and the ability to troubleshoot and repair complex television broadcast systems. Strong technical background in video transmission and transmitters, newsroom systems, ingest, wireless and cellular bonded technologies, automation systems, microwave, master control, satellite, control room, IT, studio and field operations. Candidate must be a self-starter and highly organized. Strong project execution and coordination skills. Outstanding communication skills, both verbal and written, with the ability to effectively communicate and work with other members of the engineering staff, station employees and management, and outside vendors in a fast paced, dynamic environment. Ability to train fellow engineers in new systems, technologies, procedures and techniques. Expected to work weekends, holidays and overtime assignments per the CBA. Shifts can vary when necessary to meet station needs, sometimes with little notice.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

College degree in Engineering or SBE Certification. 3-5 years of experience in broadcast engineering or technical operations. Must join the IBEW 1220 union if not a current member. Work rules, compensation and vacation time are dictated by the master agreement. devices, Grass Valley non-linear editing systems, Telestream transcoding products, Harris routers and encoders and Harmonic video servers. Knowledge of and understanding of FCC rules and regulations. Experience in IT, including an understanding of networking, software, and operating systems. Working knowledge of Microsoft Office Applications, Visio, and AutoCAD.

EEO Statement: Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at <https://cbs.avature.net/cbstvs Careers/JobDetail/Maintenance-Technician/600>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Reasonable Accommodations

CBS is an equal opportunity employer that is committed to working with and providing reasonable accommodations to individuals with disabilities.

If you have a disability and you believe you need a reasonable accommodation in order to search for a job opening or to submit an online application, please e-mail recruitmentoperations@cbs.com or call toll-free (855) 474-2270. Only messages left for this purpose will be returned.

An Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

LEVY RESTAURANTS

Great food in an exciting atmosphere is what you will find at the United Center. Levy Restaurants at the United Center, is currently hiring for the following part time/seasonal positions:

Concessions - Runner, Standworker, Bartender, Supervisors
Restaurants - Host, Runner, Server, Server Assistant

Retail - Sales Associate, Retail Warehouse Associate
Sanitation - Cleaning Crew

Suites - Dessert Attendant, Host, Server, Server Assistant, Supervisor, Guest Relations Representative

Warehouse - Op-Tech
Office Support - Administrative Assistant

Accounting - Cash Room Associate
Banquets - Lounge Attendant

Culinary - Dishwasher, Cook I, Cook II, Cook III, Receiving Clerk, Porter

If you are interested in working for a truly unique and exciting company, apply today by visiting <http://workatlevy.com/jobs>.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Anchor/Reporter

Ref#: 12452

CBS Business Unit: CBS Television Stations

Job Type: Full-Time Staff

Job Schedule: Full-Time

Job Location: Chicago, IL, US

PURPOSE OF POSITION:

-Gather information about news stories and deliver information on-air during newscasts

PRIMARY ACCOUNTABILITIES:

- Aggressively report news stories of interest to audience
- Report live and on-tape – scripted and unscripted
- Work closely with producer to create compelling content
- Write copy and execute/perform other production work
- Participate in editorial meetings about coverage
- Ensure that all daily show production deadlines are met
- Maintain an unequivocal commitment to accuracy and fairness
- Contribute and participate in station's social media strategies
- Other duties, as assigned

CORE COMPETENCIES:

- Results-Oriented and Innovative
- Ability to write and edit broadcast copy
- Ability to work under deadline pressure
- Appear comfortable on camera

Qualifications:

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Five years' experience as a general assignment reporter, preferably in a top 20 market
- Bachelor's degree in journalism or similar field
- Familiarity with Chicago area, strongly preferred
- Anchor experience required

EEO Statement: Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at <https://cbs.avature.net/cbstvscareers/JobDetail/Anchor-Reporter/526>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Avondale
3250 N Kedzie Ave
CHICAGO , IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection. - Clean rental equipment.
- Dispense propane. - Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 6am to 8pm
Mon - 6am to 8pm
Tue - 6am to 8pm
Wed - 6am to 8pm
Thu - 6am to 8pm
Fri - 6am to 8pm
Sat - 6am to 8pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=148950&mode=

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Lincoln Park
1200 W Fullerton Ave
CHICAGO , IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility.

Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 8am to 7pm

Mon - 2pm to 7pm

Tue - 2pm to 7pm

Wed - 2pm to 7pm

Thu - 2pm to 7pm

Fri - 2pm to 7pm

Sat - 8am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147917&mode=

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Hitch Professional

U-Haul Moving Centers
U-Haul Moving & Storage of Bolingbrook
240 W North Frontage Rd
BOLINGBROOK, IL

Description:

Be familiar with and able to recommend, sell, and install complete towing packages according to manufacturers' specifications while using good mechanical practices.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 5pm

Mon - 7am to 7pm

Tue - 7am to 7pm

Wed - 7am to 7pm

Thu - 7am to 7pm

Fri - 7am to 8pm

Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=149461&mode=

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Marketing Executive Assistant

U-Haul Regional Marketing Offices
UHC of Chicago Western Suburbs
1282 N Lake St
AURORA , IL

Description:

Screen and prioritize reports, information, contacts and correspondence for the marketing company president.

Relieve president of daily administrative functions and direct all company administrative activities including personnel administration, payroll, safety reports, benefits, awards, unemployment and worker's compensation.

Supervise office clerical staff.

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 8am to 5pm

Tue - 8am to 5pm

Wed - 8am to 5pm

Thu - 8am to 5pm

Fri - 8am to 5pm

Sat - 7am to 12pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=148858&mode=

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Facility Maintenance Technician

U-Haul Regional Marketing Offices
UHC of Chicago Western Suburbs
1282 N Lake St
AURORA , IL

Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA
Mon - 7am to 5pm

Tue - 7am to 5pm
Wed - 7am to 5pm

Thu - 7am to 5pm
Fri - 7am to 5pm
Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=148866&mode=

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Posting Title HR Clerk (Temporary)

Auto req ID 818BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Human Resources

Union Status Non-Union

This position includes the following requirements:

High school diploma or equivalent required.

Minimum one year of previous, comparable administrative, office or HR experience required. Must be able to maintain strict confidentiality of highly privileged information. Must be able to use or quickly learn standard office equipment, including computer and keyboard, calculator, copier, scanner, phone and software including word processing, database, and spreadsheet programs. Prior experience with word processing, spreadsheet, and data base software is required.

Excellent telephone etiquette and effective listening skills required. Good interpersonal and communication skills are essential.

Ability to interact tactfully and effectively with diverse individuals and personalities and difficult individuals required. Must communicate with sensitivity and have a strong customer service approach. Must possess ability to establish and maintain effective working relationships with co-workers and employees in other departments.

Must be able to understand and carry out oral and written instructions with little or no supervision. Good organizational skills required. Strong proofreading skills and attention to details required. Knowledge of basic office procedures and ability to follow established standard business formats.

Experience and/or ability to work and interact effectively with a diverse, multicultural audience.

The preferred qualifications include: Experience with Windows, Microsoft Outlook, Word, and Excel strongly preferred. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. Multilingual ability, Spanish fluency a plus.

The Chicago Zoological Society is an Equal Opportunity Employer / Affirmative Action Employer – Minorities / Women / Veterans / Disabled.

Apply online at

https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5eRqIfjWFNuBSzAOE6KIVp2aqqpcwqtgJ1zKJAp1_slp_rhc_jvFOMTCuTXate8ISyGWMQho6&jobId=239093&type=search&JobReqLang=1&recordstart=1&JobSiteId=5163&JobSiteInfo=239093_5163&GQId=0

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Library System Specialist (Job Number: 150000M0)

Description

The CPS Department of Literacy: Libraries is seeking applicants for their SOAR Integrated Library System Specialist position. This is a part-time miscellaneous employee position, working about 20 - 25 hours per week. Exact hours and days during regular business hours are negotiable. The successful applicant will report to the Library Manager and work with the Literacy: Libraries team.

Required job skills include the following:

Familiarity with the operations of integrated library systems (ILS), especially K-12 systems

Ability to use various modules to support district-wide and school library processes, including cataloging, circulation, inventory, and reports

Ability to run reports, create custom reports, and analyze data

Ability to assist in development of workflows for improvement of library services based on the ILS

Familiarity with ILS database management, including copy cataloging, management of profiles for vendor-supplied MARC records, and the ability to analyze and repair MARC records

Familiarity with school-specific cataloging, such as Dewey, Sears subject headings, and related audience designations, such as lexiles, reading levels, interest levels, etc.

Familiarity with MARC, AACR2 and RDA standards

Experience in managing large print and digital collections, a plus

Problem-solving skills around database/cataloging issues

Ability to work with the ILS vendor representatives and a range of CPS book vendors to manage successful ILS operations

Ability to assist others in learning the ILS and in providing day-to-day user support

Ability to develop and deliver face-to-face and online training; familiarity with training video production is a plus

Excellent project management and communication skills; ability to work well with representatives of various CPS departments, including Technology Services, and other related stakeholders

Ability to travel to various schools throughout the city, on an occasional basis, to provide onsite support and retrospective conversion consultancy

Other skills, as necessary, to support the operation and successful use of the ILS in the district

Most work will occur during the regular work day, although there will be some late afternoon, evening, and/or weekend work, especially in the initial training phase.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Lunch/Recess Supervisor (Job Number: 140000YS)

Far South Side-10538 South Langley Avenue (Edgar Allan Poe Classical School)

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- * Office Support
- * Duties related to opening and closing out the school day.
- * Data entry, filing, answering phones and other various clerical duties
- * Duties associated with supporting overall school operations

Physical Requirements

Medium Work:

Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life.

Join us and help make this vision a reality.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Part Time Aide (Job Number: 14000RO)

West Side-2815 South Komensky Avenue (Eli Whitney School)

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- * Office Support
- * Duties related to opening and closing out the school day.
- * Data entry, filing, answering phones and other various clerical duties
- * Duties associated with supporting overall school operations

Physical Requirements

Medium Work:

Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects.

Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life.

Join us and help make this vision a reality.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Part Time Seasonal Position (Job Number: 140000SH)
West Side-3711 West Douglas Street (Theodore Herzl School)

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- * Office Support
- * Duties related to opening and closing out the school day.
- * Data entry, filing, answering phones and other various clerical duties
- * Duties associated with supporting overall school operations

Physical Requirements

Medium Work:

Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life. Join us and help make this vision a reality.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Part Time Seasonal (Job Number: 1500006V)

West Side-3545 West Fulton Boulevard (Al Raby High School)

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- * Office Support
- * Duties related to opening and closing out the school day.
- * Data entry, filing, answering phones and other various clerical duties
- * Duties associated with supporting overall school operations

Physical Requirements

Medium Work:

Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life.

Join us and help make this vision a reality.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others