



**Academic Support Specialist - WIL0000244 / Wilbur Wright College**

**Perks of this role:**

Full health benefits, 403(b) & 457(b) investment plans, paid vacation/holidays and City Colleges tuition waiver. Plus, enjoy working with a group of people who really love what they do.

**Overview of the position:**

The position will align college assessment objectives to increase CCC student performances. Utilizes CCC key performance indicators (KPI's) to increase student participation and college success and provides academic coaching sessions.

Provides individual and/or group academic coaching sessions that connect to transfer, completion and career programs. Administers career advisement tools to support student's academic goals.

Assists Student Center Coordinator with overseeing Peer Mentoring and Extended Orientation programs.

Performs other duties as assigned.

**Qualifications**

Bachelor's Degree in Education, English, Mathematics, Science or related field required. Master's Degree preferred and/or teacher's license is preferred.

Must be computer proficient with knowledge of a variety of software programs.

A minimum of three years previous teaching or academic coaching experience required. Must be self-directed and innovated. Ability to assess students' past and future outcomes.

Successful counseling experience with low-income, minority, disadvantaged, or students with disabilities.

Experience and/or knowledge in areas of financial aid and/or admission and computer databases.

Ability to communicate effectively in both verbal and written forms.

Excellent organizational skills to work with a variety of course material.

Ability to work with students and faculty.

Knowledge of registration and school admission requirements.

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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## Senior Recruiter - DIS000336 / District Office

Perks of this Role: Full health benefits, 403(b) & 457(b) investment plans, paid vacation/holidays and CCC tuition waiver. Plus, enjoy working with a group of people who really love what they do. For a more detailed overview of benefits visit our benefits page (click here).

### Qualifications

Completion of a Master's Degree in Human Resource Management or other relevant discipline from an accredited college or university, supplemented by a minimum of eight years of relevant experience in Human Resources; or completion of a Bachelor's degree from an accredited college or university supplemented by a minimum of 10 years of relevant experience in Human Resources; or an equivalent combination of training and experience required.

Knowledge of applicable state and federal employment laws and employee sourcing techniques.

Internet recruiting sourcing certification strongly desired (AIRS CSSR or CIR).

At least five years of experience with applicant tracking systems (ATS) such as Taleo, Brassring, Kenexa, etc.

Experience with candidate disposition and management within an ATS is preferred.

At least five years of experience with Job posting via an ATS.

At least five years of experience with placing Job Postings on internet job boards such as Monster, CareerBuilder, LinkedIn, and higher education internet job posting sites.

Must be able to work well with employees at all levels of the organization, including internal and external customers. Must be able to handle all situations with tact, persuasiveness, and diplomacy.

Excellent written and verbal communication skills necessary. Must be able to effectively represent the Office of Human Resources at various meetings. Must be able to develop and write reports clearly and accurately.

Computer proficiency required. Knowledge of Microsoft Office 2000, Access, Word, Excel and PowerPoint. Experience in PeopleSoft Human Resources software is preferred.

Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the Department. Must be able to meet deadlines in a timely manner.

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**College Clerical Asst I - PT (Wellness Center) - KEN0000212**

Job: Clerical/Secretaries

Primary Location: Kennedy King College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: May 5, 2014, 10:54:56 AM

**Duties and Responsibilities**

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required

Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.

Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.

Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.

Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.

Performs related duties as required.

**Qualifications**

Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.

Knowledge of word processing software; and knowledge of basic office procedures.

Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.

Skill in basic filing; and good verbal communication skills.

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

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

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**Janitor - TRU0000223**

Job: Janitorial  
Primary Location: Truman College  
Employee Type: Full Time | Regular  
Union Code: Loc1 SEIU  
Job Posting: Apr 28, 2014, 3:43:59 PM

**Duties and Responsibilities**

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

**Qualifications**

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

Chicago residency is required for all full-time employees within 6 months of hire.  
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Thank you for your interest in CCC!

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**Security Officer-Lead (Part-time) Various Campus Locations - DIS0000211**

Location: Various Campus Locations

This is a position that supports the activities in a security department by directing the activities of part time security officers and assistants. This position reports to the Director of Security or the Assistant Director. Applicants will promote an atmosphere conducive to learning by enforcing all District policies, State and Municipal criminal statutes as well as safety and security measures to protect campus property and reduce the risk of liability to the college.

Reviews daily time and attendance cards to ensure they accurately reflect the hours worked by the employees.

Ensure employees are adhering to the policies of the District and department.

Ensure employees are trained and are capable of performing their duties.

Ensure that employees are stationed at all posts and present a proper appearance.

Ensure that all policies and procedures of the District are followed by students, faculty, staff and visitors. Patrol building and grounds to ensure a safe and secure environment for students, faculty, staff and visitors. Respond to alarms and/or service calls to ensure appropriate actions are taken by security personnel to mitigate the situation in a positive, safe, professional and correct manner. Inspect and take inventory of department equipment and report any discrepancies to the Director of Security or Assistant Director. May write reports. May affect an arrest. Appear in court as necessary. Perform other duties as assigned.

**Qualifications**

Must be a full time police officer or have previous police experience with a State or Municipal law enforcement agency. One year supervisory experience with a State or Municipal law enforcement agency preferred. Completion of a high school diploma or the equivalent, Associates degree or higher preferred. Must be knowledgeable of State and Municipal criminal statutes and arrest procedures. No criminal convictions.

Excellent communications skills (verbal and written).

Must be able to handle stressful situation in a tactful, diplomatic and profession manner when dealing with employees, students, faculty, staff or visitors.

Some working knowledge of computer and the basic application software.

Must be self-motivated, prompt and punctual.

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

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## **College Clerical Asst I - Part-Time - TRU0000218**

### Primary Objective

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.

Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.

Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.

Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.

Performs related duties as required.

### Qualifications

Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.

Knowledge of word processing software; and knowledge of basic office procedures.

Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.

Skill in basic filing; and good verbal communication skills.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Clerical/Secretaries

Primary Location: Truman College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Apr 23, 2014, 11:51:29 AM

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## **College Clerical Assistant II ( Part-Time) - TRU0000220**

### Duties and Responsibilities

Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.

Assists in reviewing time sheets and prepares attendance reports for payroll processing. Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.

Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies. Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information. Performs related duties as required.

### Qualifications

Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience. Proficient in PC desktop and related software programs. Ability to operate a personal computer. Ability to keyboard 45 words per minute. Ability to follow oral and written instructions. Skill in basic filing, record keeping and operation of a variety of office machines.

We are an equal opportunity and affirmative action employer.  
Thank you for your interest in CCC!

Job: Clerical/Secretaries  
Primary Location: Truman College  
Employee Type: Part Time | Regular  
Union Code: 1708 - PT  
Job Posting: Apr 23, 2014, 11:48:13 AM

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### **Inventory Planner- Alsip, IL**

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : 00022644

Full or Part Time : Regular Employee FT

#### **POSITION DESCRIPTION**

Responsible for maintaining inventory at maximum levels; supervisory or lead functions required.

- Count and reconcile daily inventory.
  - Monitor and track syrup usage in production runs.
  - Reconcile and confirm daily production orders.
  - Track and report efficiencies and yields associated with inventory/production.
  - Reconcile raw materials, all sales loads, and track/report in breakage, damage, and loss.
  - Report to management/supervision daily out of stock items/materials
  - Perform weekly age analysis and report any close dated product.
  - Assist in the training and development of departmental personnel.
  - Manage produced product replenishments to surrounding Sales Centers.
  - Manage inventory levels to plan at a third party warehouse.
  - Review, monitor, and address full good inventory levels to minimize potential out of stock risk to sales.
  - High level of customer service focus and response required as an operations liaison to a Sales Center.
  - Create and prioritize product replenishments (IBT's) to meet the DRP plan.
  - Generate and review daily reports.
  - Prepare and file reports.
  - Other duties as assigned by management.
- 
- High School Diploma or GED required.
  - Bachelor's Degree in a related field preferred.
  - Minimum of 1 year Inventory Control experience.
  - Background knowledge of SAP 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/inventory-planner-alsip-il-alsip-illinois-job-1-4431258>

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## **Fleet Mechanic**

Talent Area : Maintenance

Location : Chicago, IL, USA

Requisition Number : 00022682

Full or Part Time : Regular Employee FT

### **POSITION DESCRIPTION**

Responsible for performing mechanical repairs and preventative maintenance on company fleet vehicles.

- Troubleshoot, diagnose and complete repairs on all types of vehicles.
- Perform preventative maintenance in fleet.
  
- Respond to service calls.
- Maintain tools.
  
- Clean work area.
- Pick up and deliver vehicles.
  
- 1+ years of mechanic experience on light and heavy equipment required.
- 3+ years journeyman mechanic experience preferred.
  
- Gasoline, diesel and propane vehicle experience preferred.
- Demonstrated mechanical and technical aptitude.
  
- May be required to supply automotive hand tools. (Not including heavy duty or diagnostic tools.)
- ASE certification 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/fleet-mechanic-chicago-illinois-job-1-4426697>

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### **Account Manager Relief - Chicago**

Talent Area : Sales

Location : Chicago, IL, USA

Requisition Number : HV031125

Full or Part Time : Regular Employee FT

#### **POSITION DESCRIPTION**

Responsible for selling and ordering product into existing accounts. Ensures consistent adherence to merchandising and customer service standards.

- Executes and closes all sales calls for assigned (relief) sales route(s)
- Maintains and sells incremental displays, as needed; and secures incremental equipment placements
- Sell in promotional programs and ensure dealer compliance
- In connection with a sales call, maintain appropriate inventory levels, maintain company assets and point of sale, ensure account meets Company merchandising standards, determine stores' product needs, place and transmit appropriate orders.
- Communicate account activities to appropriate parties
- Transport, replace and maintain point of sale advertising as appropriate for accounts
- Periodic lifting of 50+ pounds, bending, reaching, kneeling
  
- High School or GED (General Education Diploma) required
- Bachelor Degree/3-4 Yr College - Univ. Degree preferred
- 1+ years of general work experience
- 1+ years previous sales experience preferred
- Food/beverage industry experience a plus
- Ability to multitask handling multiple customer accounts
- Strong attention to detail and follow-up skills
- Excellent planning and organization skills
- Proficient computer application skills
- Ability to create and conduct sales presentations preferred
- Valid driver's license and driving record within MVR policy guidelines

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/account-manager-relief-chicago-chicago-illinois-job-1-4420131>

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**Driver Merchandiser- Class A Required**

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Requisition Number : HV028238

Full or Part Time : Regular Employee FT

**POSITION DESCRIPTION**

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

Check accuracy and stability of the load.

Deliver products to customers.

Merchandise, display and rotate products according to company standards.

Invoice and collect monies due.

Pick up company property.

Secure company assets.

Ensure compliance with regulatory and company policies and procedures.

Settle all accounts daily.

High School diploma or GED preferred.

1-3 years of general work experience required.

1+ years of commercial driving experience preferred.

Local delivery experience preferred.

Prior grocery store and/or consumer products experience a plus.

Ability to operate a two or four wheel dolly.

Familiarity with DOT regulations.

Ability to work with minimal supervision.

Valid Class A or B Driver's License required.

Driving record within MVR policy guidelines required.

Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

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/driver-merchandiser-class-a-required-alsip-illinois-job-1-4419242>

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**Part-Time Driver - Chicago-Cragin**

Job ID 2014-102457

Category Customer Service/Support - Driver

Location US-IL

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

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based out of 3057 N. Cicero Ave. Chicago, IL 60641

**Responsibilities:**

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.  
Drive and deliver vehicles locally or out of area as needed, following all rules of the road  
Deliver customers and vehicles to appropriate destination in a safe and courteous manner  
Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles  
Organize travel route and ensure vehicle paperwork is accurate and timely  
May need to communicate via 2-way radio or cellular phone  
May be asked to clean vehicles  
Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old  
Must have 1 year of prior work experience  
Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years  
No drug or alcohol related conviction on driving record in the past 3 years  
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.  
Must be willing to work for a non-negotiable wage of \$8.25/hr.  
Apart from Religious observances you must be able to work the following schedule:  
Monday-Friday 1:00pm-6:00pm

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**Part-Time Driver - Highland Park**

Job ID 2014-108019

Category Customer Service/Support - Driver

Location US-IL

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

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based out of 1430 Old Skokie Valley Rd., Highland Park, IL.

**Responsibilities:**

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.

Drive and deliver vehicles locally or out of area as needed, following all rules of the road  
Deliver customers and vehicles to appropriate destination in a safe and courteous manner

Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles

Organize travel route and ensure vehicle paperwork is accurate and timely

May need to communicate via 2-way radio or cellular phone

May be asked to clean vehicles

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work one of the following schedules: Weds/Thurs: 8:00am-5:00pm

Apply online at [https://us-erac.icims.com/jobs/108019/\\*part-time-driver---highland-park/job](https://us-erac.icims.com/jobs/108019/*part-time-driver---highland-park/job)

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## **Management Trainee Intern - Chicago (Loop)**

Job ID 2014-105010

Category Internships - All Internships

Location US-IL

Area Chicago City: Loop/Gold Coast/Bucktown

Our interns go at a highly energized pace. From day one as a paid intern with Enterprise, you'll learn what it takes to run a successful business and acquire highly marketable skills and experience pertaining to every aspect of operating a business. And it's learning by doing, not by getting coffee or filing all day. Our college interns take on the same challenges as our first and second year full-time professionals. It's a team-based environment where the Enterprise employees are supportive and fun to work with.

### **Responsibilities:**

When you join our Management Internship Program, you'll acquire highly marketable skills and experience pertaining to every aspect of running a successful business. You'll soon discover that every day is different because it is filled with so many new, exciting, rewarding and often unexpected challenges. There is one consistent aspect, however - everyday, you'll learn more about sales/marketing, customer service, business management, and administrative skills than you ever thought possible.

At Enterprise, you won't be a glorified gopher getting coffee or filing all day. Our interns go at the same energized pace and take on the same challenges and responsibilities as our Management Trainees.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### **Qualifications:**

Must be at least 18. Must have a high school diploma or GED.

Must be currently enrolled in a bachelor's degree program at a college/university.

Students who have completed a minimum of two years preferred.

Experience in sales, customer service, leadership and management preferred.

Must have a valid drivers license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years.

No drug or alcohol related conviction (ie., DUI/DWI) on driving record in the past 5 years.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apply online at <https://us-erac.icims.com/jobs/105010/management-trainee-intern---chicago-%28loop%29/job>

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**Part-Time Service Agent (Car Detailer) - Skokie**

Job ID 2013-100086

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: North Suburbs

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

*The position is based at 8225 Skokie Blvd, Skokie, IL.*

Benefits included with this position are:

- \*Fun and friendly environment
- \*401k and Profit Sharing with employer contribution
- \*Car Rental Discounts
- \*Vehicle Purchasing Discounts
- \*Earned Paid Days Off (after one year of cumulative service) Finish

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work the following schedule:

Mon-Fri: 12:30pm - 6:00pm

Sunday: 9:30am-1:00pm

Or

Mon-Fri: 7:00am - 12:00pm

Saturday: 8:30am - 12:30pm

Apply online at [https://us-erac.icims.com/jobs/100086/\\*part-time-service-agent-%28car-detailer%29---skokie/job](https://us-erac.icims.com/jobs/100086/*part-time-service-agent-%28car-detailer%29---skokie/job)

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**Part Time Sr. Customer Assistance Representative -Chicago Riverview**

Job ID 2013-94526

Category Customer Service/Support - Customer Service/Support

Location US-IL

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

*3844 N. Western Ave., Chicago, IL 60618*

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

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

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

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

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

Prefer experience working in a sales environment

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

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

Must be at least 18 years old.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apart from religious observances, you must be available to work the following schedule:

Monday: 7:00am-12:00pm

Tuesday: 12:00pm-6:00pm

Friday: 7:00am-6:00pm

Saturday 8:30am-12:30pm

Apply online at <https://us-erac.icims.com/jobs/94526/part-time-sr.-customer-assistance-representative--chicago-riverview/job>

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### **Coordinator, Donor Relations and Special Events**

Location: Chicago, IL      Education: College Graduate  
Experience:      Salary: Unspecified  
FLSA Status: Exempt      Hours: FULL-TIME

#### Position Summary:

The Special Events Coordinator will have the primary responsibility for coordinating and managing successful donor events and programs for Shedd Aquarium and oversee planning and execution of Auxiliary Board events and activities. The Special Events Coordinator, working with the Director of Donor Relations and Special Events, will collaborate with the Development Team to develop a comprehensive special event program that engages donors, board and committee members. Events will celebrate new exhibits, support initiatives, highlight Shedd's diverse collection and attract new constituents to the Shedd family.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; however, other duties may be assigned. To perform this job successfully, an individual must perform each essential duty with excellence. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to work some nights and weekends is necessary.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: - Required: Bachelor's degree

#### Experience:

- Minimum two years of experience in event planning, Development /donor support, hospitality or a related field.
- Experience working within complex organizations and ability to multi-task is critical.
- Demonstrate experience using databases to track and analyze information.
- Effective and accurate verbal and written communication skills are necessary.
- Preferred: Three years of experience in event planning, Development /donor support, hospitality or a related field.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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### **Application Support Specialist**

Location: Chicago, IL      Education:  
Experience:      Salary: Unspecified  
FLSA Status: Non-Exempt      Hours: FULL-TIME

#### Position Summary:

The Application Support Specialist is responsible for the resolution of all Help Desk user support issues (including our new ticket sales platform, Tessitura). This individual is responsible for providing assistance and recommending solutions to the user community.

#### Qualifications:

##### Education:

Bachelor's degree in Information Technology or a related field OR  
The equivalent combination of education, experience and training (from which comparable skills can be acquired)

##### Experience:

- Minimum of 2-4 years' experience in Information Technology
- Solid proficiency with: VMWare VSphere 5, Microsoft Windows Server 2008 and 2012, Active Directory, IIS, Exchange Server, and VDI
- Experience configuring and troubleshooting a variety of software packages including Antivirus, Antispam, Backup, and business software
- Experience configuring and troubleshooting relational databases (Microsoft SQL Server preferred) with knowledge of SQL

##### Special Skills:

- MCITP preferred
- Knowledge of Windows 7, as well as 2008 and 2012 Server domains and Exchange 2010, and Apple/MacIntosh products and servers
- Ability to learn quickly and to communicate technical issues to non-technical personnel
- Must have strong customer-service background and excellent communication and problem-solving skills
- Must be able to maintain effective relationships with users at all levels.
- Must be able to positively interact with difficult customers
- Must be able to lift heavy computer equipment (not more than 60 pounds).

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### **General Laborer, Warehouse- Part-Time**

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : HV031669

Full or Part Time : Regular Employee PT

#### POSITION DESCRIPTION

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

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment
- Restock and replenish as appropriate.
  
- Perform general maintenance.
- Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed.
  
- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.
  
- High School Diploma Preferred.
- 0 - 1 year of general work experience.
  
- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.
  
- Demonstrated attention to detail.
- Forklift certification is a plus.

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-warehouse-part-time-chicago-illinois-job-1-4403624>

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## **Business Development Representative**

Job Code: 116388

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 90-100%

Job Type: Full Time

Minimum Education Required: Bachelor's Degree

Category: Marketing/Advertising

FTE: 1

### Position Summary:

The Hospital is seeking a full-time Business Development Representative who has prior experience marketing healthcare programs! This newly added employee will be responsible for marketing our new Neuroscience and Trauma programs, as well as the other facility programs. Come be a part of our winning team of professionals and make a difference!

### Requirements

#### Job Requirements:

- Bachelor's Degree in Marketing, Healthcare, Sales or related field preferred.
- 1-3 years of experience within healthcare marketing and business development preferred.
- Specific experience/knowledge within a Neuroscience program and/or Trauma-focused program in a behavioral health or substance abuse facility a plus!
- Ability to create and maintain relationships with professional organizations and government agencies.
- Overall knowledge and working experience within the Chicagoland healthcare industry.
- Must have excellent verbal and written skills and the ability to present professionally in public speaking engagements.
- Must have a valid Driver's License with proof of insurance.
- Fluent in Microsoft suite applications along with strong overall computer skills.
- Must be self-motivated, results-oriented individual who is customer focused.

### Benefits:

- Competitive Salary Package • 401(k) • UHS Stock Purchase Plan
- Health, Dental & Vision • Tuition Reimbursement • Much More

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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