



On-Call Cashier - Banquets | ROS000388

Description

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

Cashiers are responsible for processing forms of payment for goods and services to include room charges, credit card and cash.

Cashiers are the final point of contact for the experience and have the ability to ensure guest satisfaction.

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

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

This is not your typical career opportunity. This is the Hyatt Touch.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment.

Primary Location: US-IL-Rosemont

Organization: Hyatt Regency O'Hare

Pay Basis: Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | On-call/Casual

Job: Food and Beverage

Apply online at www.hyatt.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



TITLE: ATTENDANT (H)

THIS POSITION IS BUDGETED FOR UP TO 20 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance
FLSA: Non-Exempt

Salary: \$13.61 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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



Coach Gymnastics (SEASONAL) Job ID: 1556

Closing Date: 05/28/2014

Recreation/Coach (S)

Date Posted: 5/15/2014

Location: Central Administration - GYMNASTICS

CHICAGO PARK DISTRICT – DEPARTMENT OF HUMAN RESOURCES

Level: 3306

CHARACTERISTICS OF THE CLASS:

Under supervision, coaches gymnastics programs in a variety of Park District parks. Performs related duties as required.

EXAMPLES OF DUTES:

Provides instruction and training to children in sports and competitive athletics such as football, baseball, volleyball, soccer, basketball, wrestling, tennis, track and gymnastics. Adapts programs to reflect different levels of participant skill development. Provides information on rules of individual and team sports. Enforces and promotes safety guidelines. Resolves conflicts among participants. Sets up sports equipment and apparatus.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Enrollment in a college or university supplemented by one to two years of sports or coaching experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Basic knowledge of games, sports activities, gymnastics. Effective oral communications skills. Ability to enforce safety rules. Ability to lead and coach sports activities. Ability to exercise good judgment. Ability to work with individuals or groups of individuals or children.

Union: SEIU-Local 73 Career Service EEO: Para-Professional FLSA: Non Exempt
Salary \$17.20 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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



Park Supervisor of Recreation Job ID: 1555

Closing Date: 5/29/14

Recreation/Park Supervisor of Recreation

Date Posted: 5/15/2014

Location: SOUTH REGION - SENKA PARK

EXAMPLES OF DUTIES:

Supervises staff responsible for teaching, coaching and leading recreation and leisure activities. Plans, develops and supervises athletic and recreation program activities at CPD locations including basketball, baseball, gymnastics, floor hockey and other organized sports. Coordinates and oversees leisure and cultural program activities including table games, preschool classes, seasonal theme parties as well as music, drama, crafts and art craft instruction. Plans, promotes and oversees onsite Park District camp programs. Develops and plans activities, allocates staff, schedules facilities and oversees day-to-day activities of camps. Supervises staff responsible for maintenance as well as general safety at park locations, initiates work order requests and emergency repairs at park facility and other assigned locations. Maintains inventory of equipment and supplies at assigned facility. Develops and enforces rules for safety to staff and patrons at park facility.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Bachelor's degree in Physical Education, Recreation, Leisure Studies, Park Management or related field plus 3 years of recreation supervisory experience required. Bachelor's degree plus one year of experience as a CPD Playground Supervisor also qualifies for this position. Requirement may be temporarily waived for applicants who have total of 8 years or more experience as Instructor/Playground Supervisor, providing (1) and least 2 of these years have been as Playground Supervisor and (2) they agree to complete the required Bachelor's degree within 2 years of their appointment as Park Supervisor.

Knowledge, Skills and Abilities:

Knowledge of athletic, leisure and recreational theories and principles. Effective oral and written communication skills. Recreation and leisure programming skills. Organizational skills. Ability to effectively supervise the work of others.

SALARY: \$59,870.97per year

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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 Bartender - NoMI Garden/Lounge | CHI006014

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. Bartenders are responsible for providing libations and offering customized recommendations.

The right person should be familiar with the latest in mixology, bar equipment, and sanitation standards, with a focus on maintaining an attractive bar.

This position offers opportunity for casual conversation, creativity and allows for building on ones style and previous bartending experiences. Preferred candidates will have understanding of state and local serving guidelines.

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

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

Qualifications

A true desire to satisfy the needs of others in a fast paced environment.
Refined verbal communication skills.
Must have physical stamina to lift moderate amounts of weight.

Primary Location: US-IL-Chicago

Organization: Park Hyatt Chicago

Pay Basis: Hourly US Dollar (USD)

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

Job: Bars/Restaurants/Outlets

Apply online at www.hyatt.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



Part Time Cashier - Perks | ROS000377

Description

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

Cashiers are responsible for processing forms of payment for goods and services to include room charges, credit card and cash.

Cashiers are the final point of contact for the experience and have the ability to ensure guest satisfaction.

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

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

This is not your typical career opportunity. This is the Hyatt Touch.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment.

Primary Location: US-IL-Rosemont

Organization: Hyatt Regency O'Hare

Pay Basis: 12.23 Hourly US Dollar (USD)

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

Job: Food and Beverage

Apply online at www.hyatt.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



Job Title Coordinator, Manpower & Budget

Location Skokie, IL, US

Job Type Full - Time Permanent / SALARY TARGET: \$52,000 - \$59,000

Department Rail Maintenance

Position Summary : Under general supervision, performs a wide variety of clerical and administrative tasks involving the coordination, preparation, and processing of documentation relative to personnel / status changes and related actions. This position is essential in maintaining and supporting the current and future needs for all personnel in order to maintain daily service of the Authority.

Primary duties and Responsibilities: Prepares and coordinates personnel documentation to initiate hires, transitions, separations, vacancies, assignments, pick changes, etc., insuring transactions are correct and completed in a timely manner. Reviews and verifies personnel documents initiated by department personnel for accuracy and conformance to budgetary allocations. Communicates requisition and vacancy data to management and shop personnel; informs hiring personnel of locations and reporting times for new hires. Develops programs and produces reports, forms, and reporting systems for use in recording and reporting rail maintenance activities Maintains comprehensive records on budgeted positions, vacancies, trade-offs, etc., for all employees within the Rail Maintenance Department. Assists in the development and establishment of quotas for the periodic picking of regular work schedules, vacations, and floating holidays for maintenance personnel. Maintains accurate pick lists for all rail terminals and heavy maintenance areas. Receives transfer requests from shop personnel and acts as facilitator in processing requests. Provides Rail Maintenance with professional and technical expertise regarding matters concerning personnel administration, administrative procedures, payroll, and union contract application Assists management in the Random Drug and Alcohol Testing Program. Provides assistance and training to less experienced personnel and/or subordinates within the section. Performs other duties as assigned including filling in for the Manager, Administration.

Education and Experience Requirements: Bachelor's degree in Business, Finance, Accounting or a related field plus three (3) years of human resource management experience, or a combination of education and experience relating to this position. Experience working in a multi-union environment is preferred.

PHYSICAL REQUIREMENTS: Requires sitting for extended period of time, standing, visual acumen, manual dexterity and fingering for working with computer keyboards. Applicants, if hired, must comply with CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

Apply online at <https://irecruitment.transitchicago.com/>

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 Retirement Clerk

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Retirement Plan for CTA Employees

SALARY TARGET: \$14.81 - \$30.59 PER HOUR

Position Summary: Rate to be determined by applicant's entered service date and service date in union jurisdiction of this classification. Under general supervision, performs a variety of clerical and administrative functions including records maintenance and document control related to pension administration.

Primary duties and Responsibilities

Prepares correspondence, reports, and documents related retiree benefits using personal computers and various office equipment. Initiates enrollment process for new retirees' health, dental, and union dues deductions and monitors to ensure the accuracy of charges. Verifies spouse and dependent enrollment, responds to benefits related inquiries, and prepares related correspondence. Contacts retirees to ensure they are properly enrolled in appropriate Pension plans (Plans) and provides assistance as needed. Mails health and dental documents, notice of change forms, etc., to retirees and dependents and updates records. Audits retiree records to ensure valid documentation, such as birth and death certificates, marriage licenses, etc. is on file for retirees and their dependents. Notifies retirees of effective coverage dates, premium amounts, deduction start dates, Medicare eligibility dates and application procedures, and related information. Assists active employees with Plan related inquiries including pension payment estimates, contributions, refunds, vesting, etc. Assists with receptionist and record clerk duties as needed. Performs other duties as assigned.

Education and Experience Requirements

High school diploma plus four (4) years of related experience or a combination of education and experience. Must type at least 25wpm.

Experience working in a benefits/pension office preferred.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer key boards.

Ability to lift 25 pounds.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

Apply online at <https://irecruitment.transitchicago.com/>

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: Summer Temporary

Department: RES A Pediatric Spec

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Pediatric Neurology

Job Number: 2014-0789

Job Description:

This position will entail part-time laboratory work to involve a variety of techniques, including DNA isolation, cell culture, protein isolation, use of polymerase chain reaction to genotype DNA samples, Western blot for protein analyses, gel electrophoresis, cellular assays, and data analysis and entry into databases, as well as creation of figures and charts

Position Responsibilities:

This position will entail part-time laboratory work.

This position will involve use of a variety of laboratory techniques, potentially to include DNA isolation, cell culture, protein isolation, use of polymerase chain reaction to genotype DNA samples, Western blot for protein analyses, gel electrophoresis, cellular assays.

Data analysis and entry into databases, as well as creation of figures and charts

Position Qualifications Include:

High School Diploma or GED, and basic college science coursework such as Psychology, Biology required.

Strong communication and interpersonal skills.

Experience with laboratory techniques is beneficial.

Basic computer skills are required.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140519092747&

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: Temporary Support Associate - Administrative/Clinic Support

Department: TASC/Clinic Coordinators

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Customer Service

Job Number: 2014-0730

The Temporary Support Associate - Administrative Assistant will perform a variety general office duties including but not limited to the following:
General office duties which include answering phones, greeting and directing visitors; assisting and supporting staff
Interface with Rush administrators and on some occasions, senior leadership (contingent upon the position)
Develop memorandums, letters, academic documents, invitations, flyers and other correspondence. Utilize Microsoft Office Suite software to deliver on tasks (Word, Excel, PowerPoint, Access, Outlook); candidates who are selected for an interview will receive a skills-assessment on Microsoft Office Suite.
Proofread and edit correspondence, transcribe notes, schedule meetings, travel arrangements and reimbursement.
Responsible for prioritizing tasks, meeting deadlines, and managing a variety projects (as needed). Professionalism and excellent interpersonal skills are required.
Create, prepare and distribute reports and correspondence for various departments.
Faxing and photocopying, prepare and distribute annual and monthly department calendars.
Delivers and retrieves mail/documents/packages as necessary throughout the medical center.

Qualifications

Minimum of two to five years of administrative and/or business office coordination experience required. High School diploma or GED required; Bachelors degree strongly preferred. Familiarity with automated phone systems and standard office equipment such as fax machine, medical terminology, photocopier and Dictaphone. Minimum typing speed of 45 wpm required. Strong verbal and written communication skills required. Excellent problem solving and strong interpersonal skills are a must. Prior experience working in a healthcare environment a plus! Prior experience supporting senior managers in an administrative support capacity is preferred.
Ability to work under pressure in a team environment with strong attention to detail

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140519092910&

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 Inspection Term Instr I

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Shops and Equip

SALARY TARGET: \$16.99 - \$34.80 PER HOUR

Position Summary

Conducts training for terminal employees utilizing classroom sessions, demonstration and actual on-the-job instructions relative to repair, maintenance and servicing of equipment. Familiarizes terminal employees with the operation of rapid transit cars and other equipment on the Authority's property. Conducts initial training and special training programs for new and present terminal employees. Performs other duties. Progress from Inspection Terminal Instruction I if considered qualified and can pass such tests as may be applicable in the judgment of the Superintendent of Shops and Equipment.

May if qualified, be appointed to Relief Foreman to fill vacancy.

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration.

Education and Experience Requirements

Must have satisfactorily completed the Senior Inspection Terminal Instructor Training Program. Must have a thorough knowledge of the mechanical and electrical functions of all rapid transit equipment.

Must be competent in repairing rapid transit equipment parts and units.

Must have the ability to properly instruct personnel in maintenance and repair procedures and be able to speak in a clear and audible voice.

Must be familiar with tools, maintenance equipment, and standard operating procedure of the various repair departments.

Must be able to read blueprints and have a working knowledge of mechanical and electrical theory.

PHYSICAL DEMANDS

Required to be able to board and alight continuously from vehicles when conducting equipment familiarization sessions. Required to be able to bend, stoop and kneel in and near vehicles. Must be able to spend considerable time speaking and standing when conducting training sessions.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

Apply online at <https://irecruitment.transitchicago.com/>

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 Claims Rep Property Damage

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Claims-Sect: Claims Management

SALARY TARGET: \$17.50 - \$35.82 PER HOUR

Position Summary

Reviews, investigates, processes and settles property damage and subrogation claims filed against and on behalf of the Authority

Education and Experience Requirements

Must be competent in determining the liability and reasonableness of property damage claims.

Must have a knowledge of the evidence needed to support the settlement of property damage claims.

Required to be knowledgeable of and competent in the ascertainment of current repair costs and salvage values of vehicles, buildings and other property from source material.

Required to possess a knowledge of the Chicago Metropolitan Area in order to identify geographic locations.

Must write and express oneself in a clear, logical and comprehensive manner.

Required to possess the proper temperament and disposition to maintain amiable relations with Authority personnel and outside contacts.

Required to possess a valid drivers license and have access to an automobile in order to conduct business relative to claim work.

Must meet automobile insurance requirements as set forth by the Authority.

Required to have a knowledge of and competence in the performance of duties assigned to the Claim/Accident Clerk and Claim Law Coordinator.

Required to possess a combination of education, training and experience relating to the position including the successful completion of the auto physical damage course.

Must possess experience in the processing, investigation, evaluation, negotiation and settlement of auto physical damage claims and non-auto property damage calims.

PHYSICAL DEMANDS

Light physical effort required.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

Apply online at <https://irecruitment.transitchicago.com/>

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



Temporary Support Staff - Engineering - WIL0000256

Duties and Responsibilities

This is an exciting time in the history of City Colleges of Chicago (CCC), the largest community college system in Illinois and among the largest in the nation. CCC has launched Reinvention, a nationally recognized initiative to ensure even greater student success and outcomes across the system. Consider being a part of CCC's transformation and join the 5,800 faculty and staff who serve 120,000 students at seven campuses and six satellite sites city-wide. At CCC, employees contribute to the success of our students while enjoying competitive compensation and outstanding benefits packages. Build your future at City Colleges of Chicago and ensure more students complete their curricula - college-ready, career-ready and prepared to pursue their life's goals.

Wilbur Wright College is located on the northwest side of the city and serves over 23,000 in college credit, adult education, and continuing education courses. Wright is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and is an AQIP institution. Wright College offers high quality education that is both accessible and affordable to a diverse and vibrant student population. The Information Technology College to Careers program is headquartered at Wright College, and features academic programs that prepare students for careers or advanced degrees in computer science, networking, security, and information technology.

- Assists the engineering staff in different maintenance tasks
- Notifies the engineering staff of any abnormalities
- Paints interior walls, perform other touch ups repairs
- Performs small projects as assigned
- Performs landscaping maintenance
- Manages time wisely, remains productive while working independently.
- Adheres to CCC Customer Service Excellence standards.
- Performs related duties as required.

Qualifications

- Graduation from high school or the equivalent is preferred.
- Must be customer service oriented
- Must possess a high level of accuracy and neatness
- Must be physically capable of performing the duties of the position including bending, squatting, and stretching.

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>

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



College Clerical Assistant I - DAL0000310

Duties and Responsibilities

This is an exciting time in the history of City Colleges of Chicago (CCC), the largest community college system in Illinois and among the largest in the nation. CCC has launched Reinvention, a nationally recognized initiative to ensure even greater student success and outcomes across the system.

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 verbal and written instructions; and ability to operate a personal computer.
- Skill in basic filing; and good verbal communication skills.

Thank you for your interest in CCC!

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

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



Posting Title Play Program Assistant (Seasonal)

Auto req ID 491BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Hamill Family Play Zoo (Education)

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

Position Requirements and Specifications: As Brookfield Zoo is open 365 days a year, this position highly prefers flexible availability to work any 5 days out of any 7 days each week with work shifts that are generally during the hours that Brookfield Zoo is open. From Memorial Day – Labor Day we are open 9:30 a.m. to 6:00 p.m. daily (Sundays until 7:30 p.m.). After Labor Day until Memorial Day the weekend and weekday hours vary from 9:30/10:00 a.m. – 5:00/6:00 p.m. During special events, the Zoo may be open until 9:00/10:00 p.m. Play Program Assistant positions require the ability to work non-standard hours including evenings, weekends, and holidays. This is a temporary (seasonal) position. The starting wage for this position is \$8.25 per hour.

The requirements for this position include:

- Minimum two years of high school required.
- Must be a minimum of 16 years of age.
- Must have ability to work in a team environment.
- Must possess strong communication skills and good organizational skills.
- Must have a genuine interest in nature and animals. Must be open to new experiences.
- Must have the ability to work non-standard hours including a flexible schedule with rotating days, including regular weekends, holidays and evening work as needed
- Experience and/or ability to work and interact effectively with a diverse, multicultural audience.

The desirable/preferred qualifications include the following:

- Educational and/or recreational experience in a formal or non-formal education setting such as a day care, camp, school, park district, or cultural institution working with children aged birth to 10 years preferred.
- Creative skills and/or abilities such as musician, actor, dancer, artist, gardener, farmer, naturalist, craftsperson, or other skills relevant to the exhibit experience are a plus.
- Experience in a zoo, aquarium, museum, nature center, or art studio preferred.
- Previous experience caring for children of different ages strongly preferred.
- One year of Youth Volunteer Corps (YVC) at Brookfield Zoo or at least one year experience in a volunteer or youth leadership program desired.
- Multilingual ability, Spanish fluency a plus. This requisition is to actively recruit for positions with anticipated start dates in May 2014.

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

Apply online at <http://www.czs.org/czs/Careers>

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: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Fri. 05/30/14 5:00 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1433021-334868

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact: Work Hrs: Monday-Friday 8:30 AM to 5:00 PM

Location: DCFS Joliet Office 1619 W. Jefferson Street Joliet, Illinois 60435

SUBMIT BIDS TO: Lora Busse-Fleck

DCFS Aurora Regional Office 8 E. Galena Blvd Aurora, IL 60506

Fax: 630.801.3530

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).

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: Child Support Specialist Trainee

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 05/30/14 5:00 PM Central Time

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: CS2960

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision, participates in an agency-sponsored child support services training program of up to twelve months in duration; calculates financial obligations and support balances related to child support accounts; interprets and reviews support orders, both judicial and administrative, for case review and entry into the system; resolves customer service issues in a Call Center environment through direct customer contact or with other state agencies, legal partners, etc., by phone, written correspondence, and e-mail; gathers data via face-to-face interviews and other sources and/or reviews and prepares petitions including those from other IV-D agencies/jurisdictions for Custodial Parents (CPs); establishes, modifies, and enforces financial and medical support obligations of Non-Custodial Parents (NCPs) and/or putative fathers; manages the establishment, modification, and enforcement of court orders.

Minimum Requirements: Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00
Location: Div of Child Support Services Cook County - Account Maintenance/Team 1
36 South Wabash Avenue Chicago, IL 60603
Agency Contact: Brenda Young 36 South Wabash Avenue Chicago, IL 60603
(Cook County) Work #: (312) 793-9807 Fax #: +1 (312) 793-9808

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. 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).

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: Child Support Specialist I

Agency: Healthcare & Family Services
Closing Date/Time: Mon. 06/02/14 5:00 PM Central Time
Salary: \$3,891.00 - \$5,797.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: CS2978

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, gathers data via face-to-face interviews and other sources and/or reviews and prepares petitions, including those from other IV-D agencies/jurisdictions for Custodial Parents (CPs); manages the establishment, modification, and enforcement of court orders; resolves customer service issues in a Call Center environment through direct customer contact or with other state agencies, legal partners, etc., by phone, written correspondence, and e-mail; interprets and reviews support orders, both judicial and administrative, for case review and entry into the system; calculates financial obligations and support balances related to child support accounts.

Minimum Requirements:
Requires successful completion of the Child Support Specialist Trainee Program.

Work Hours & Location/Agency Contact: Work Shift: 8:30 a.m. - 5:00 p.m.
Location: Division of Child Support Services
Joliet Regional Office 16 W. Cass Street, 4th Floor Joliet, Illinois (Will County)
Contact Person: Kathy Hunter / Division of Child Support Services
509 South Sixth Street Springfield, Illinois 62701
217-557-3900 Office 217-557-1676 Fax

How to Apply:
Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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).

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: Compliance Manager

Agency: Office of Management and Budget
Closing Date/Time: Tue. 07/01/14 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 00000

Minimum Requirements: Candidates should have at a minimum Bachelors of Science degree, a legal / paralegal background and prior compliance and/or audit management experience are preferred. A Master's degree in Public Administration, Business Administration, Economics, Finance, Accountancy or Public Policy is desirable, or a Bachelor's degree in above areas supplemented with appropriate work experience.

The ideal candidates will possess the following skills and interests:

- Excellent organizational, planning and project management skills and attention to fine detail;
- An understanding of tax-exempt bond issuances and related IRS requirements;
- Ability to review, interpret and apply state statutory requirements relating to budgetary and financial reporting
- A commitment to public sector involvement and to public policy issues, and an understanding of or willingness to learn the policy-making process;
- Ability to conduct sound and detailed analyses from both a programmatic and a fiscal perspectives;
- Ability to work in a high-paced, fluid environment, providing accurate information frequently on very short timelines;
- Ability to handle multiple tasks, and projects;
- Ability to interact well with agency representatives, constituents, and legislative and Governor's Office staff;
- Pro-active approach to work, to develop appropriate areas for analysis, to identify problems before they form and to offer solutions.

Work Hours & Location/Agency Contact:
SALARY AND WORK LOCATION

Salary will be determined by the level of education and experience when the job offer is made. All work is out of the GOMB Office located in Chicago, Illinois.
Work hours are 8:30am to 5:00pm Monday through Friday.

How to Apply: Submit resumes by mail, fax, or e-mail.

Email: Jobs.omb@illinois.gov

ATTN: Personnel 603 Stratton Building Springfield, IL 62706 Fax: 217.524.4876

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: Conservation/Historic Preservation Worker

Agency: Historic Preservation

Closing Date/Time: Fri. 05/30/14 5:00 PM Central Time

Salary: \$8.25 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 1419 P

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to the completion of eight years of elementary school. High school diploma preferred. Requires ability to understand and follow simple oral and written instructions. Requires ability to answer questions in a tactful manner, to read, understand and interpret significant aspects of the Historic Preservation site. Requires ability to maintain satisfactory working relationships with other employees and the general public. Requires ability to communicate effectively with groups, and to meet the public courteously and answer questions in a tactful manner. Requires elementary knowledge of site interpretive techniques and methodology and tolerance for repetitive speeches and responses. Requires ability to work evenings, weekends, holidays, and in a primitive environment or outdoors in all weather conditions. Requires willingness to wear period clothing and present living history.

Work Hours & Location/Agency Contact:

This position has an anticipated start date of July 1, 2014.

Work Hours: Work week is 8:30 a.m. - 5:00 p.m. Monday through Friday including some evenings, weekends and holidays.

Work Location: Pullman Historic Site 11111 South Forrestville Ave. Chicago, IL 60628

Agency Contact: Dawn DeFraties, Human Resources Director

Illinois Historic Preservation Agency

313 S. 6th Street Springfield, IL 62701

Dawn.DeFraties@Illinois.gov 217-785-7948

How to Apply:

CANDIDATES MUST APPLY AND BE DEEMED QUALIFIED BY SUBMITTING A COMPLETED AND SIGNED CMS-100 EMPLOYMENT APPLICATION TO DAWN DEFRAITIES AT THE ADDRESS BELOW PRIOR TO THE CLOSING OF THE POSTING PERIOD.

PLEASE NOTE THE POSTING NUMBER ON THE CMS-100 EMPLOYMENT APPLICATION.

Submit application to: Dawn DeFraties

Historic Preservation Agency 313 S. 6th Street Springfield, IL 62701

ALL OFFERS OF EMPLOYMENT ARE CONTINGENT UPON THE COMPLETION OF A BACKGROUND CHECK WHICH INCLUDES THE ILLINOIS STATE POLICE.

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