



Job Title: Senior Public Service Administrator - Opt 8K

Agency: Human Services

Closing Date/Time: Fri. 05/15/15 5:00 PM Central Time

Salary: \$4,295.00 - \$10,500.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 1

Plan/BU: TA000 Bid ID#: 10-72-80902

Description of Duties/Essential Functions Benefits Supplemental Questions
The Chief Psychologist develops and monitors psychological and behavioral standards, policies and procedures and behavioral training programs at Ludeman Developmental Center. Chairs Behavior Intervention Committee. Serves as a non-voting member of the Human Rights Committee. Chairs Behavior Intervention Committee, serves as member on the Human Rights Committee; writes Psychological Services policies and procedures and revisions for approval by Executive Committee. Develops, monitors and conducts in-service training programs for Ludeman Developmental Center staff reflecting psychological and behavioral approaches to habilitation.

Minimum Requirements:

Requires skill and mental development equivalent to completion of four years of college with course work in social or human services field. Requires registration as a Clinical Psychologist in the State of Illinois. Requires four years experience working with individuals who are developmentally disabled. Requires thorough knowledge of behavior analysis principles. Requires extensive knowledge of Federal, State and Private Accrediting guidelines concerning habilitation programs for individuals who have a developmental disability. Requires thorough knowledge of training methods.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. to 5:00 p.m

Location: Ludeman Center 114 North Orchard Drive Park Forest, IL 60466

Contact: Alice Chambers / Human Resources Representative

114 N. Orchard Drive (708) 283-3015

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 8K - Licensed Psychologist

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Job Title: Certified Medical Assistant, Peds Primary Care

Department: MSP Peds Primary Care

Shift: 1st

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

Specialty: Pediatric Clinic

Job Number: 2015-0738

Full Time

Position Responsibilities:

The Certified Medical Assistant is responsible for assisting Physicians, Mid-Level Practitioners, and Registered Nurses with the evaluation, management, and treatment of patients in an ambulatory care setting

The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing

The Certified Medical Assistant will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician

Will function in dual administrative front desk role as a backup when necessary

Position Qualifications Include:

Current Medical Assistant Certification by AAMA, AMT, or NCCT

Graduate of a Medical Assistant Program

Current CPR Certification

Minimum of three years clinical experience preferred

Previous experience in pediatrics preferred

Ability to work in a high stress environment

Ability to work flexible hours which includes rotating Saturdays

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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Job Title: Journeyman A-Electrician

Department: Electrical Maintenance

Shift: 3rd

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

Specialty: Electrician

Job Number: 2015-0672

3rd shift - Full - time

Work Schedule: Monday - Sunday (7 days) - Rotating Weekends - 11:30pm - 8:00am

Position Highlights:

Our Electrician must actively apply the knowledge of electrical and electronic circuit operations of electromechanical, electrical, and electronically operated equipment and systems. Is proficient in problem solving skills and is capable of independently performing trouble shooting functions regarding maintenance, repair, and construction.

Position Responsibilities:

Maintains and repairs Normal and Emergency power distribution systems.

Maintains, repairs and tests, Emergency generators and associated equipment, Motor Control Centers, Fire Alarm systems and devices, and a Pneumatic Tube system.

Installs Telephone lines and punches down to IDF. Installs and maintains indoor lighting circuits, outdoor lighting circuits, power outlets, motors, and battery backup systems.

Position qualifications:

Must have a High School diploma or GED and completed a 4 year apprenticeship program and or have equal experience. Must be proficient in electrical construction and installation of electrical devices and equipment in a craftsman like manner. Able to read and interpret blueprints, diagrams, schematics, service manuals, and instructions as necessary to complete all work assignments. Has a working knowledge of the federal, state, and local codes, laws, and regulations applicable to this trade. Ability to read, write and communicate effectively in performance of a job assignment as well possesses the physical strength and dexterity to effectively perform work assignments.

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Job Title: RN Unit Based Per Diem Emergency Room

Department: Emergency Room

Shift: 4th (Rotating)

Full/Part: Type 3 (8-32 Hrs/PP)

Specialty:

Job Number: 2015-0741

Job Description: ****UNIT BASED PER DIEM****

Position Highlights:

Opportunities to undertake research and by funding ongoing education and professional development through Rush University and its top-ranked College of Nursing.

The emergency department, (ED), at Rush university Medical Center, is designated as a comprehensive emergency department and Associate Hospital by the Illinois Region XI EMS. The ED is also carries the certification of Primary Stroke Center and Chest Pain Center.

The ED moved to a new environment which has 57 treatment rooms; 6 observation rooms. This new space has state of the art accommodations and equipment for patients, families, and staff.

Orientation tailored to clinical experience level and individual need, including classroom education, self-study, and preceptors.

Position Qualifications Include:

Current State of Illinois Registered Nurse Licensure required.

BSN required; MSN degree preferred

1-2 years of critical care or ER experience required.

Current CPR-BLS certification required.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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BANQUET CHEF

YOU WILL BE GREAT AT D&B IF:

Cooking is a way of life!

You live by "hot food hot and cold food cold!"

You have never met a banquet table you can't set!

Sanitation is the name of the game and Mr. Clean is your middle name!

You have a friendly, engaging style that our coworkers enjoy!

You love working for a growing company.

You live, love and embrace a fun, upbeat culture.

DAY IN THE LIFE...

When you wake up, going to work actually sounds like it could be cool!

Dress the part - Chef pants and coat, it does not get better than that!

Come in, clock in and join the fun!

Outstanding plate presentation is a no brainer for you!

Recipe adherence, food quality and great cook times are just a given!

We work hard and we play hard, so when you need it - take a break.

Back to the floor, showing endless fun!

The shift is over - High five a Manager, clock out and call it a day!

SCHEDULE

Days, nights and weekends, we can find a time.

First job or second job, it does not matter! Enjoy schedule flexibility!

LEGAL MAKES US SAY

You can read the Full Job Description by clicking on this link!

D&B Location Addison, IL

Location Address 1155 N. Swift Rd.

Location City Addison

Location State IL

Location Zip 60101

Job Status Part Time

Positions Remaining 1

Apply online at <http://www.daveandbusters.com/careers/Launch.aspx>

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DISHWASHER

YOU WILL BE GREAT AT D&B IF:

The kitchen is a way of life and you can rock the Hobart!
You can rock a Friday night and not break a single dish!
You are willing to do whatever it takes and there's no job you will not do!
Sanitation is the name of the game.
You have a friendly engaging style that our coworkers enjoy!
You love working for a growing company.
You live, love and embrace a fun, upbeat culture.

DAY IN THE LIFE...

When you wake up, going to work actually sounds like it could be cool!
Dress the part - Chef pants and coat, it does not get better than that!
Come in, clock in and join the fun!
Quality adherence and sanitation are just a given!
We work hard and we play hard, so when you need it - take a break.
Back to the floor, showing endless fun!
The shift is over - Everything is clean and put away, clock out and call it a day!

SCHEDULE

Days, nights and weekends, we can find a time.
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FRONT DESK/HOST

YOU WILL BE GREAT AT D&B IF:

You have a relentless desire to be the life of the party making each guests experience special!
You want to make a living ensuring every guest has fun – D&B style!
You can greet guests and help them understand all of D&B's offerings!
You strive to enhance the guests game experience by offering player tips, introducing new games and assisting in billiard/shuffleboard.

DAY IN THE LIFE...

When you wake up, going to work actually sounds like it could be cool!
Dress the part – Look like big money to make big money!
Come in, clock in and join the fun!
Look for moments to surprise and delight our guests by connecting them with D&B fun!
We work hard and we play hard, so when you need it – take a break!
Back to the floor, showing endless fun!
The night's over – cash out, clock out and call it a day!

SCHEDULE

Prime time is money time - Nights and weekends are the name of the game!
Social Butterfly? Enjoy schedule flexibility.

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MAINTENANCE

YOU WILL BE GREAT AT D&B IF:

- You do it all including windows!
- Nobody dusts and polishes like you do!
- You use all chemicals properly in the correct quantities for safety and cost control.
- Sanitation is the name of the game.
- You have a friendly engaging style that our coworkers enjoy!
- You love working for a growing company.
- You live, love and embrace a fun, upbeat culture.

DAY IN THE LIFE...

- When you wake up, going to work actually sounds like it could be cool!
- Dress the part - cool dress guidelines that you won't be embarrassed to wear!
- Come in, clock in and join the fun!
- Cleanliness is the name of the game!
- Quality adherence and sanitation are just a given!
- We work hard and we play hard, so when you need it - take a break.
- Back to the floor, showing endless fun!
- The shift is over – Everything is clean and put away, clock out and call it a day!

SCHEDULE

- Days, nights and weekends, we can find a time.
- First job or second job, it does not matter! Enjoy schedule flexibility!

LEGAL MAKES US SAY

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LAUNDRY

YOU WILL BE GREAT AT D&B IF:

- You have never met a stain you could not get out!
- Nobody presses linen like you do!
- You use all chemicals properly in the correct quantities for safety and cost control.
- Sanitation is the name of the game.
- You have a friendly engaging style that our coworkers enjoy!
- You love working for a growing company.
- You live, love and embrace a fun, upbeat culture.

DAY IN THE LIFE...

- When you wake up, going to work actually sounds like it could be cool!
- Dress the part - Chef pants and coat, it does not get better than that!
- Come in, clock in and join the fun!
- Cleanliness is the name of the game!
- Quality adherence and sanitation are just a given!
- We work hard and we play hard, so when you need it - take a break.
- Back to the floor, showing endless fun!
- The shift is over – Everything is clean and put away, clock out and call it a day!

SCHEDULE

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Trust Administrative Officer I - Chicago, IL / Bank of America

Chicago, IL, United States

Job number: 1500025377

Job description

Teams with Trust Officers, who manage a book of fiduciary/trust relationships, to meet client needs and expectations.

Serves as an additional point of contact to clients and/or as backup for the Trust Officers.

Performs servicing and account maintenance activities, which are primarily trust/fiduciary-related that include PACE/Trust Web accounting transactions, deposits/transfers, etc.

Performs administrative duties such as typing, filing, copying, etc. Non-licensed associate.

Qualifications

Required Skills: "Must" have these skills to be minimally qualified

MS Office (Excel, PowerPoint, Outlook)

Highly organized with a strong attention to detail

Ability to multitask in a fast paced environment

Strong written and verbal communication skills

Self directed team player

Desired Skills:

BA/BS or equivalent work experience

Posting Date: 05/05/2015

Location: US-IL-Chicago

Travel: No

Full / Part-time: Fulltime

Hours Per Week: 40.00

Shift: 1st Shift

Apply online at <http://careers.bankofamerica.com/job-detail/1500025377/united-states/us/trust-administrative-officer-i-chicago-il>

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Full Time Teller, West Loop, Chicago, IL / Bank of America

Chicago, IL, United States

Job number: 1500022467

Responsibilities: Professional tellers are responsible for providing a positive customer experience that leads to improved satisfaction and sales. Professional tellers process transactions accurately and efficiently in a fast-paced environment while simultaneously introducing products and services that meet the customer's needs and encouraging customers to expand their relationship with Bank of America.

Required Skills:

Proven results in exceeding goals in areas of sales and service in a customer-centric, results-driven environment

Minimum of six months customer service experience in financial services, retail sales or a goal-oriented environment

A minimum of six months experience with cross-selling, up-selling and/or referring products

Thrive on engaging with customers; can begin a conversation, build rapport, and handle objections

Ability to identify customer financial needs, goals and objectives; comfortable asking customers about their personal finances

Ability to sell customers on meeting with a sales associate to learn about products/services

Ability to respond and assist customers with inquiries and/or problem resolution

Ability to work effectively as a team member

Strong communication skills (including verbal and non-verbal) and active listening skills. Careful attention to detail and time management

Proficiency in basic computer skills. Pass pre-employment assessment

Desired Skills:

Minimum of six months cash handling experience

Posting Date: 05/04/2015

Location: US-IL-Chicago

Travel: No

Full / Part-time: Fulltime

Hours Per Week: 37.50

Shift: 1st Shift

Weekly Schedule: Monday -Thursday 9:00a-5:00p, Friday 9:00a-6:00p.

- See more at: <http://careers.bankofamerica.com/job-detail/1500022467/united-states/us/full-time-teller-west-loop-chicago-il#sthash.ScxiSYxi.dpuf>

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Chicago Northwest - Personal Banker - Bucktown Financial Center - Chicago, IL / Bank of America

Chicago, IL, United States
Job number: 1500024614

Job description: PB helps to create an excellent customer experience. Proactively manage risk in every business, product, and service transaction leveraging the Risk Framework. Demonstrate Bank of America core values. Understand and live the values that support our culture. Treat all customers equally and fairly. Adhere to policies and procedures. Stay informed of key priorities and business updates. Execute sales and service plays and processes. May be required to work weekends and/or extended hours and regular reliable attendance is critical.

Required skills: Minimum of one year sales experience in a salary plus incentive environment with individual sales goals where you routinely met or exceeded defined goals and accountabilities. Minimum of one year of customer service experience. Skilled in assessing customer/client needs, providing solid advice/recommendations, and building customer relationships based on mutual trust to optimize sales opportunities with new and existing customers/clients. Ability to build solid relationships with teammates, business partners and specialists by fostering teamwork, partnership and collaboration. Ability to apply strong critical thinking and problem solving skills to meet customer's needs. Ability to demonstrate initiative, a commitment to continuous learning, and the ability to adapt to changing demands and requirements. Excellent oral and written communication skills with strong influencing skills
Pass personal banker pre-employment assessment

Desired skills: Demonstrates leadership and assertiveness. Bilingual (fluent verbal and written) skills. Experience in financial services and prior knowledge of financial services industry, products and solutions

Posting Date: 05/01/2015

Location: US-IL-Chicago

Travel: No

Full / Part-time: Fulltime

Hours Per Week: 40.00

Shift: 1st Shift

Weekly Schedule: Monday - Friday 9am-6pm and Saturday 9am-1pm

- See more at: <http://careers.bankofamerica.com/job-detail/1500024614/united-states/us/chicago-northwest-personal-banker-bucktown-financial-center-chicago-il#sthash.6kDGIPbh.dpuf>

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Full Time Teller, Clark and Madison, Chicago, IL / Bank of America

Chicago, IL, United States

Job number: 1500020692

Responsibilities: Professional tellers are responsible for providing a positive customer experience that leads to improved satisfaction and sales. Professional tellers process transactions accurately and efficiently in a fast-paced environment while simultaneously introducing products and services that meet the customer's needs and encouraging customers to expand their relationship with Bank of America.

Required Skills:

Proven results in exceeding goals in areas of sales and service in a customer-centric, results-driven environment

Minimum of six months customer service experience in financial services, retail sales or a goal-oriented environment

A minimum of six months experience with cross-selling, up-selling and/or referring products

Thrive on engaging with customers; can begin a conversation, build rapport, and handle objections

Ability to identify customer financial needs, goals and objectives; comfortable asking customers about their personal finances

Ability to sell customers on meeting with a sales associate to learn about products/services

Ability to respond and assist customers with inquiries and/or problem resolution

Ability to work effectively as a team member

Strong communication skills (including verbal and non-verbal) and active listening skills. Careful attention to detail and time management

Proficiency in basic computer skills. Pass pre-employment assessment

Desired Skills: Minimum of six months cash handling experience

Posting Date: 04/23/2015

Location: US-IL-Chicago

Travel: No

Full / Part-time: Fulltime

Hours Per Week: 37.50

Shift: 1st Shift

Weekly Schedule: Monday -Thursday 9:00a.m.-5:00p.m., Friday 9:00a.m.-6:30p.m.

- See more at: <http://careers.bankofamerica.com/job-detail/1500020692/united-states/us/full-time-teller-clark-and-madison-chicago-il#sthash.wd9MuWuQ.dpuf>

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TITLE: Guest Host / Adler Planetarium

EOE STATEMENT

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION: The Adler Planetarium (Chicago, IL) has an opportunity available in the Operations department with the Floor Staff group as a Guest Host. The Adler Guest Host team is a highly visitor centered role, focused on providing excellent customer service by helping guest navigate the museum, understand program offerings, and attend theater shows. Primary responsibilities include ticket taking and ushering for theaters, assisting guests with way-finding, and being available for guest questions and concerns of a non-content nature. Also mans the Welcome Desk in Planet Explorers space-handing out missions and tool belts.

Duties and Responsibilities:

Providing excellent customer service through assisting visitors with navigation, visit planning, etc. Staff the Adler Adventure Advisor station and the PXP Welcome Desk and provide customized visit information. Supporting the overall customer service of the museum by providing directions, seeking lost items, keeping exhibits clean, and providing an overall welcoming experience. Help facilitate theatrical experience through management of queue space, ticket taking, seating and communication to guests. Maintain safety of theater space during entrance and exit.

Education and Experience:

High school diploma or equivalent; Customer service background a plus
Must have a professional demeanor and positive attitude
Must be able to move quickly through a 4 floor museum in emergency situations
Assist with seating in a virtually dark theater
Must have strong interpersonal skills and be a people person
Must be able to read tickets, hear and multi-task in a very busy environment
Must be able to stand for long periods of time

FULL-TIME/PART-TIME: Part-Time

REQ NUMBER: CUS-15-00001

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

Apply online at

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TITLE Teen Programs Instructor / Adler Planetarium

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION: The Adler Planetarium (Chicago, IL) has an opportunity available in the Citizen Science department for a Teen Programs Instructor position. The Teen Programs Instructor will lead the new Citizen Science Ambassadors program for 15 high school teens as part of an After School Matters program. The instructor will assist in preparing for the summer program and serve as the primary staff working with youth.

Duties and Responsibilities: Facilitation: Deliver 6 weeks of lessons around Citizen Science, programming/coding, data curation, and science communication to high school youth for 4hour sessions. Preparation: Prepare daily materials for youth, assist in planning the curriculum, gather supplies, and work with Adler staff on program evaluation. After School Matters Data Entry: Update City Span records with student attendance.

Education and Experience:

High School diploma, enrolled in a 4-year college, experience working with youth, experience with coding
College graduate preferred with computer science related degree and expertise in Python. At least one year of experience working with teens in either formal or informal environments as an instructor, facilitator or mentor
Demonstrated knowledge or passion for STEM topics
Demonstrated experience with programming or coding
Must work well with teens, be able to read an audience and communicate instructions clearly. Ability to troubleshoot technology when working with students
Must be flexible and proactive in making choices regarding curriculum and projects
Knowledgeable in using Mac and PC
Familiarity with or ability to learn how to use digital tools including but not limited to Google Docs, Facebook, Twitter, MiniGroup, etc.
Experience with using GitHub preferred

FULL-TIME/PART-TIME Part-Time

REQ NUMBER: EDU-15-00007

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

Apply online at

https://www.appone.com/MainInfoReq.asp?R_ID=1012498&B_ID=91&fid=1&Adid=&sbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2

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Community Account Representative - Oak Brook / Comcast

Location: Oak Brook, IL, USA

Area of Talent: Sales - Residential

Job Type: full time Req. Number: 103104

Business Unit: Field Sales

Comcast brings together the best in media and technology. We drive innovation to create the world's best entertainment and online experiences. As a Fortune 50 leader, we set the pace in a variety of innovative and fascinating businesses and create career opportunities across a wide range of locations and disciplines. We are at the forefront of change and move at an amazing pace, thanks to our remarkable people, who bring cutting-edge products and services to life for millions of customers every day. If you share in our passion for teamwork, our vision to revolutionize industries and our goal to lead the future in media and technology, we want you to fast-forward your career at Comcast.

Job Summary:

Responsible for increasing the number of active subscribers and product penetration in assigned complex large scale multi-dwelling properties/communities by selling and promoting Comcast products including video, high-speed Internet, voice and XFINITY Home. Develop strong relationships with local and national property management that is conducive to the sale and retention of Comcast products and services. Strategizes and plans ongoing sales support to assigned group of MDU properties. Utilizes expert knowledge of Comcast products and services as well as mastery of sales processes to consistently maximize sales. Has in-depth experience, knowledge, and skills in large complex MDU community sales. Usually determines own work priorities. Acts as a resource for colleagues with less experience.

Job Specification:

- Bachelor's Degree or equivalent
- Marketing
- Business
- Generally requires 3-5 years related experience.

Comcast is an Affirmative Action/EEO employer M/F/D/V

Apply online at <http://jobs.comcast.com/jobs/descriptions/Community-Account-Representative-Oak-Brook-Oak-Brook-Illinois-job-5266879>

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Communication Technician 1, Installation & Service / Comcast

Location: Romeoville, IL, USA

Area of Talent: Technicians and Field Operations

Job Type: full time Req. Number: 103989

Business Unit: Computer/Electronics/Telecomm Install/Maintain/Repair

SPEND A DAY ON THE JOB

REALISTIC JOB PREVIEW Watch Video

CONNECTING CUSTOMERS

TO THE TECHNOLOGY THEY DEMAND

Get your foot in the door to an awesome future.

The demand for XFINITY products and services continues to grow, giving YOU a great opportunity to grow your career. As one of our Communications Technicians, you'll connect customers to our many state-of-the-art offerings while building a solid foundation for your professional future.

In this entry-level role, you will work independently in customers' homes and outdoors to install XFINITY products and services or troubleshoot reported issues as quickly as possible. During these visits, you'll build rapport with customers to ensure a positive experience each and every time.

As you develop expertise in all of our offerings, you will be given opportunities to advance throughout our organization. What's more, you'll have the chance to receive performance-based recognition and rewards that signify your success.

To excel in this role, you must have superior communication, interpersonal and problem-solving skills and the ability to work well under pressure. A high school diploma or the equivalent is required. Up to 2 years of related experience is a plus, but not required.

We provide a robust training program, a supportive team environment and much more. If you're ready to make the most of your talents, we want to hear from you. Please proceed using the link below to review the full job description including experience requirements in our Applicant Tracking System.

Comcast is an Affirmative Action/EEO employer M/F/D/V

Apply online at <http://jobs.comcast.com/jobs/descriptions/Communication-Technician-1-Installation-Service-Romeoville-Illinois-job-5281421>

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Xfinity Sales Associate (UNIV) - North Avenue / Comcast

Location: Chicago, IL, USA

Area of Talent: Sales - Residential

Job Type: full time Req. Number: 106630

Business Unit: Field Sales

Comcast brings together the best in media and technology. We drive innovation to create the world's best entertainment and online experiences. As a Fortune 50 leader, we set the pace in a variety of innovative and fascinating businesses and create career opportunities across a wide range of locations and disciplines.

We are at the forefront of change and move at an amazing pace, thanks to our remarkable people, who bring cutting-edge products and services to life for millions of customers every day.

If you share in our passion for teamwork, our vision to revolutionize industries and our goal to lead the future in media and technology, we want you to fast-forward your career at Comcast.

Job Summary:

Responsible for the promotion and sale of Comcast products and services to include video, high-speed internet, voice and XFINITY Home. This role focuses on both individual sales to single family units and sales to multiple dwelling units through relationships with property management. Develops a foundational knowledge of Comcast's products and services, improves sales skills and learns how to maximize sales through effectively working assigned turf.

Job Specification:

- High School Degree or Equivalent
- Generally requires 0-2 years' related experience.

Comcast is an Affirmative Action/EEO employer M/F/D/V

Apply online at <http://jobs.comcast.com/jobs/descriptions/Xfinity-Sales-Associate-UNIV-North-Avenue-Chicago-Illinois-job-5316212>

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Janitor Supervisor - KEN0000335

Duties and Responsibilities

Kennedy-King College is seeking a Janitor Supervisor. Direct, train and coordinate the activities of custodial personnel under their jurisdiction. Introduce and instruct staff in the preparation, distribution and usage of equipment and materials in order to provide efficient and economical methods of maintaining the college. Maintain an inventory of cleaning materials, supplies and equipment and prepare a requisition of items that need replenishing or are in need of repair. Prepare daily assignments, schedules and assist in the execution of special and periodic cleaning. Keep daily and monthly progress records of each individual and/or team of employees under his/her jurisdiction and review conditions of assigned areas of staff daily. Keeps abreast of all construction, repair or maintenance in the college and assign necessary manpower, request additional manpower or request additional or special supplies or equipment if necessary. Tour College daily, covering each assigned area to observe staff and determine and assure that instructions are followed, quality and quantity work performance is adequate and safety rules are observed. Evaluate, discipline and counsel employees. Keep accurate account of payroll time sheets, attendance records and key distribution. Assist in the scheduling of staff vacation, personal days and floating holidays. Conduct daily inspections and review results with appropriate staff. Enforce the District's Board rules and policies. Adheres to CCC Customer Service Excellence standards. Perform other duties as assigned.

Qualifications

Completion of a high school diploma or the equivalent preferred. Previous experience working at a CCC facility preferred. Satisfactorily completed one (1) cycle as a Group Leader and satisfactorily completed four (4) courses in the Housekeeping Certificate Program. Ability to train and maintain harmony among employees. Ability to conduct and maintain personnel evaluations. Ability to communicate effectively in both verbal and written forms. Knowledge of all functions of the positions under the position's jurisdiction. Ability to perform the duties of lower-level janitorial staff if necessary. Hours: 2nd Shift 2:00 pm to 10:30 pm.

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

We are an equal opportunity and affirmative action employer.

Primary Location: Kennedy King College

Employee Type: Full Time | Regular

Union Code: Loc1 SEIU

Job Posting: May 4, 2015, 6:26:41 PM

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

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