



## **Mechanic Helper**

Location: Des Plaines

Office: Revenue Services

Department: Maintenance

### Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections and general repairs on all Company vehicles and equipment.

Makes all types of service calls, may perform Foreman's duties as needed and must complete all required documents and account for all materials used in accordance with work order system.

Performs duties of the classification and other duties as assigned or required.

### Qualifications:

Qualified candidate must possess at least one (1) years previous diesel/gas experience and/or technical training and meet the criteria of Pace's Mechanic Training Program.

Must successfully pass the Air Conditioning Certification. Must be at least 21 years of age and must have, or be able to obtain, a valid "A" Commercial Driver's license with Passenger endorsement.

Must successfully pass examination for position and have a good starter set of hand tools for performing the duties of the position.

Knowledge of the service area and the ability to operate all company equipment is required. Must be capable of heavy lifting.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

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## **Business Support Specialist**

Location: Arlington Heights

Office: Internal Services

Department: Internal Services

**Job Description:** Under the direction of the Deputy Executive Director, Internal Services, the Business Support Specialist will be responsible for facilitating Internal Services (IS) departmental support for user groups reporting to the Office of the Executive Director (OED). Acts as primary support contact for OED procurement related matters by assisting user groups in OED with preparation of contract renewal documents and specifications, schedules, monitors contract expirations, ensures users have entered replacement requisitions, supports development of contract renewal documents such as, but not limited to, ICE forms, cost information and vendor identification. Acts as primary support for OED capital project and grant related matters by supporting OED user groups in the preparation of capital budget requests, support information, cost analysis and schedules. Assists users with project management issues, capital backlog items, resolves funding and scope problems. Acts as primary support for OED with regard to financial matters, including preparation of the annual budget for OED departments. Resolution and support on financial matters impacting OED user groups. Acts as primary support for OED on IT related projects. Monitors schedules, issues and facilitates project implementation as determined by the Deputy. Supports the Deputy Executive Director, Internal Services, with OED group issues, solutions and goals. Prepares related special reports, business plans, studies and analyses as directed by the Deputy. Trouble shoots project impediments and schedule issues. Prepares monthly report on all activities including established goals.

**Qualifications:** Bachelor's Degree in business or relevant discipline. Master's degree in business preferred. One to two years experience of Project Management experience. Three to five years of general business experience with exposure to capital project analysis, IT systems, Budget and resource planning and scheduling. Must be proficient in computer word processing programs and computer applications such as MS Word, Excel and PowerPoint, and must be able to create documents related to job duties. Financial and math skills such as percentage changes, growth, cost analysis, time value of money, compound interest, etc. Advanced financial knowledge will be used in job functions in relation to financial responsibilities. The ability to effectively interface with managers and staff to facilitate the advancement of projects and resolution of problems between various interests and operating units requiring exceptional communication, problem solving, multi-tasking and inter-personal skills.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

Apply online at

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**Job Title: Public Service Administrator - Opt 8N**

Agency: Veterans Affairs

Closing Date/Time: Mon. 06/30/14 4:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: MG063

Bid ID#: 34-50-14-80415

**Minimum Requirements:**

Requires licensure as a Registered Nurse in the State of Illinois with graduation from an approved nursing education program. Requires Associates Degree in Nursing and three (3) years progressively responsible professional nursing experience, or a Bachelor's Degree in Nursing and two (2) years of progressively responsible nursing experience or a Master's Degree in Nursing. Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires ability to develop and maintain working relationships.

**Work Hours & Location/Agency Contact:**

7:00 a.m.- 3:00 p.m. Monday - Friday

Illinois Veterans Home at Manteno

1 Veterans Drive Manteno, IL 60950

Contact: Jeri Gulli

1 Veterans Drive

Manteno, IL 60950

(815)468-6581 Ext. 328

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 8N - Nurse Registered II

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**Macy's Chicago, IL: Retail Cosmetics Sales - Beauty Advisor Estee Lauder, Part Time, - Temporary, State Street ( Job Number: 71224984)**

**ESSENTIAL FUNCTIONS:**

Assist customers in all aspects of service fulfillment by demonstrating proficient use of proprietary devices and applications; proactively create enhanced shopping experiences through the heightened use of tools, technology and collaboration. Partner with Sales Manager and Counter Manager to identify business driving opportunities and stock needs. Develop a repeat-business customer base in order to regularly communicate: upcoming events, new merchandise receipts and product replenishment to increase incremental sales. Participate in pre-selling and sales driving events as well as processing of new receipts, damages, testers, and return to vendors (RTVs). Attend product training classes and seminars. Regular, dependable attendance & punctuality

**QUALIFICATIONS:**

**Education /Experience:** High school diploma or equivalent. Previous cosmetic or fragrance sales experience a plus

**Communication Skills:** Ability to read, write, and interpret labels including warnings and ingredient lists on products. Ability to effectively communicate with and present information to customers, vendors, buyers, peers, and all levels of management

**Mathematical Skills:** Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator. Must be able to calculate percentages and ratios. Must be able to make change using American Monetary units.

**Other Skills:** Superior organizational and time management skills. Must be able to build relationships and influence others. Ability to set and achieve goals. Ability to multi-task in a fast-paced environment. Must possess a strong sense of urgency and a thirst for knowledge. Must be able to lead by example.

**Work Hours:** Ability to work a flexible schedule including days, nights, weekends, holidays, and sales events, based on department and store/company needs.

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at

[https://macys.taleo.net/careersection/macys\\_retail\\_jsa\\_career\\_section/jobdetail.ftl](https://macys.taleo.net/careersection/macys_retail_jsa_career_section/jobdetail.ftl)

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## **Administrative Assistant (2)**

Requisition # 18115

Position Type Full-Time

Salaried/Hourly Non-Exempt

Category Other - Other Department Academic Integrity

Campus Loop

Campus Location US-IL-Chicago

### General Summary

The Administrative Assistant (2) will provide clerical and general administrative support for internal grants, faculty leaves, and the Administrative Councils (URC, QIC, and PSC).

### Principal Duties and Responsibilities

- Provide administrative support for academic councils; prepare meeting documents, maintain Share Point site, etc.
- Process payment and reimbursement requests.
- Track spending of internal grant.
- Interact with grant application submission system.
- Provide general administrative support for office.
- Perform other duties as assigned.

### Minimum Requirements

- Associate degree or certification in business or secretarial science (two year) program or equivalent experience with 3-5 years of experience in administrative/secretarial positions in a University/corporate setting.
- Experience with MS Office Suite.
- Knowledge of MS Word, Sharepoint, and Excel.
- Word processing skills.
- Quantitative/mathematical skills.
- Ability to do periodic light office lifting.

### Preferred Requirements:

- Bachelor's degree in business or liberal arts.
- Experience with PeopleSoft system.
- DePaul budget manager experience.
- Knowledge of Sharepoint.

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

DePaul University is an Equal Opportunity/Affirmative Action employer.

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

Apply online at <https://jobs-depaul.icims.com/jobs/18115/administrative-assistant-%28%29/job>

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## **Accounts Payable Clerk**

Requisition # 18113

Position Type Full-Time

Salaried/Hourly Non-Exempt

Category Accounting and Finance Department Accounts Payable

Campus Loop Campus Location US-IL-Chicago

### Principal Duties and Responsibilities

- Process University invoices and reimbursements for payment in PeopleSoft, including; verify appropriate approval, and chartfield/code data, as well as review for compliance with University policies and procedures.
- Prepare and review University daily check cycles and void checks when appropriate.
- Provide daily assistance to the University community and vendors on invoice-related issues.
- Review vendor statements and handle return credit memo's and refund checks.
- Develop, install and maintain vendor-related database systems for flat file invoice billing.
- Assist and train departments on system reporting tools.
- Assist with the mentoring and development of our student clerks.
- Participate in the overall team effort and quality of service towards the efficient operation of the department and University.
- Develop and implement internal controls.
- Assist in the training and work coordination of part-time student clerks.
- Process and review University invoices and employee reimbursements.
- Perform other duties as assigned.

### Minimum Requirements

- High School education.
- Minimum of three years business experience.
- Strong and accurate data entry skills.
- Good verbal and communication skills.
- Intermediate to advanced spreadsheet and database skills.
- Strong interpersonal skills.
- Data Entry work where this position will primarily sit at a desk for long periods of time.
- Good mathematical aptitude.

Preferred Requirements:•High School education with some college.

- Accounts Payable experience.
- PeopleSoft experience.

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

DePaul University is an Equal Opportunity/Affirmative Action employer.

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

Apply online at <https://jobs-depaul.icims.com/jobs/18113/accounts-payable-clerk/job>

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## **Senior Accounting Assistant**

Requisition # 18117

Position Type Full-Time

Salaried/Hourly Non-Exempt

Category Accounting and Finance Department Accounts Receivable Operating Campus Loop  
Campus Location US-IL-Chicago

### General Summary

The Senior Accounting Assistant is responsible for the administration and processing of the parent plus loan refund process. This position has primary responsibility for assisting in the processing and reconciliation of all student refunds. In addition there is responsibility for the accurate and timely processing of accounts receivable transactions and assisting in the overall service duties in the department.

### Minimum Requirements

- Some college or equivalence in business or related field.
- Knowledge of PeopleSoft transaction processing (quick post processes, payment plans).
- Knowledge of various software packages.
- Strong accounting/bookkeeping skills.
- Possess excellent communication and interpersonal skills.
- Strong analytical, written, and verbal communication skills.
- Excellent organizational skills.
- Excellent interpretive and data management skills.
- Strong customer service background.
- Ability to work in a high volume, fast paced environment.

### Preferred Requirements:

- Knowledge of PeopleSoft.

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

DePaul University is an Equal Opportunity/Affirmative Action employer.

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

Apply online at <https://jobs-depaul.icims.com/jobs/18117/senior-accounting-assistant/job>

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**Senior Contract Buyer**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

**Job Description:**

Under the direction of the Department Manager, Purchasing, responsible for the procurement of a wide variety of services and capital equipment.

This may include the procurement of various complex professional services contracts such as legal consulting services, marketing services, planning services, risk management services, human resources/benefits services; as well as the procurement of IT systems and related services, capital equipment, construction, and large scale facilities maintenance projects.

Experience with procurement of construction services, facilities renovations, and Architectural and Engineering services preferred.

This position will require knowledge of the Brooks Act and Davis Bacon and related labor requirements, the facilitation of contract negotiations, conducting complex cost and price analyses, assisting users with contract administration and developing scopes of work, chairing LIQ/RFP evaluation committees, and developing contract recommendations to present to Pace's Board of Directors.

**Qualifications:**

**QUALIFICATIONS:**

Qualified candidate must have a minimum of 7 years of progressively responsible purchasing/contracting experience, preferably procurement of construction or design services, and a Bachelor's degree in Business, or its equivalent.

Government procurement experience preferred. Excellent interpersonal, written and verbal communication skills are required.

Proficiency in personal computer, word processing, spreadsheets and database packages is also required. Qualified candidate must have a good work history.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=664](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=664)

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## **Part-Time Academic Advisor/Student Service Coordinator**

Requisition # 18110

Functional Title Part-Time Academic Advisor/Student Service Coordinator

Position Type Part-Time

Salaried/Hourly Hourly Category Other – Other

Department CSH Office of Advising & Student Services Campus Lincoln Park Campus

Location US-IL-Chicago

### General Summary

The Part-Time Academic Advisor/Student Services Coordinator will report directly to the Associate Director of Operations and Budget. This position will assist in performing operations functions for the College of Science and Health's Office of Advising and Student Services (OASS). Specific responsibilities include: update degree progress reports after program plan changes and inter-college transfer changes, create independent studies, process course add and swap requests, and create and maintain metrics in databases. This position will also assist with DPR analysis during quarterly degree conferral audits, new first year and transfer student DPR audits, transfer credit approval requests, manage the [CSHregistration@depaul.edu](mailto:CSHregistration@depaul.edu) email inbox and assist in managing operations requests in the [CSHAdvising@depaul.edu](mailto:CSHAdvising@depaul.edu) and [CSHGraduation@depaul.edu](mailto:CSHGraduation@depaul.edu) email inboxes.

**Minimum Requirements**

- Bachelor's degree.
- Experience in managing multiple projects.
- Knowledge of Microsoft Office and web browser tools.
- Strong problem solving skills.
- Strong analytical/quantitative skills; detail oriented.
- Excellent verbal and written communication skills.
- Ability to take initiative.
- Ability to maintain composure and make sound judgments under stressful conditions.
- Ability to communicate with a diverse population of students, faculty, and staff.
- Ability to work some evening and weekend hours, as required during peak operation.

### Preferred Requirements:

- Master's degree in higher education administration or equivalent.
- Administrative or advising experience at a University or equivalent.

**Required Background Screening:** All final candidates extended an offer of employment will undergo background screening.

DePaul University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at <https://parttime-depaul.icims.com/jobs/18110/part-time-academic-advisor-student-service-coordinator/job>

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**Job Title: Assistant Gift Shop Manager**

Department: Gift Shop

Shift: 1st

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

Specialty: Marketing

Job Number: 2014-0972

**Position Highlights:**

The Assistant Gift Shop Manager will be responsible for managing day-to-day bookkeeping within the Gift Shops, including assistance with budgeting and physical inventory.

Assist the Gift Shop General Manager in developing and implementing inventory and financial control measures.

Assist in staffing schedules, store maintenance, inventory control, merchandise buying and displays and sales training for Gift Shop Sales personnel.

Act as primary supervisor of the sales floor/force and will oversee all operations in the absence of the Gift Shop General Manager.

Ensure that the sales staff is courteous and helpful to patients, visitors, physicians and staff.

Exemplifies the Rush mission, vision and values and act in accordance with Department and Rush policies and procedures.

**Position Qualifications Include:**

College degree strongly preferred; ideally with concentration in Marketing, Business or Retail Merchandising.

Two to three years' retail experience, including experience with visual displays, preferred.

Strong math and accounting skills required.

Good communication and interpersonal skills with the ability to work with a diverse customer population.

Physical ability to perform medium lifting.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140618152330&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140618152330&)

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**Job Title: LADS Group Worker - Laurance Armour Day School - Temporary**

Department: Laurance Armour Day School (LADS)

Shift: 1st

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

Job Number: 2014-0871

**Position Highlights:**

The Teacher Assistant/Group Worker, under the supervision of the School Age Coordinator will be responsible for planning and implementing an age and developmentally appropriate daily program as a caregiver for the School Age/After School children.

**Position Responsibilities:**

Participates with children ages 5-10 years of age, provide care, nurturance, protection and supervision for all children on site, on excursions and during pick up services.

Proper care of program equipment and supplies, works as a team with all classroom staff, collaborating with team members in planning the program.

**Position Qualifications Include:**

Associates degree in education or related field preferred. Will consider candidate with a minimum of 6 credit hours in child development, psychology and/or recreation.

Must be available to work full time during Summer Camp.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140618152901&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140618152901&)

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## **Part-Time Loop Night/Weekend Desk Supervisor**

Requisition # 18118

Functional Title Part-Time Loop Night/Weekend Desk Supervisor

Position Type Part-Time

Salaried/Hourly Hourly Category Library

Department University Library Campus Lincoln Park Campus

### General Summary

Under the immediate supervision of the Access Services Coordinator, the Part-Time Loop Night/Weekend Desk Supervisor will provide general circulation and reserve services to users and may supervise a student assistant.

**Principal Duties and Responsibilities**

- Provide circulation/reserve services during day, evening or weekend hours, as assigned.
- Perform routine circulation desk duties, including: charge/discharge materials/ update Illinet Online (IO) circulation records, provide reserves assistance, IO search assistance, and other tasks connected with the access services desk.
- Perform library opening or closing procedures.
- Assist patrons in use of the library and functions of access services areas.
- Communicate circulation policies and procedures to patrons.
- Assist users in using the on-line catalog and in locating specific titles.
- Assist users the operation of microfilm and audiovisual equipment.
- Assist users with the operation of photocopy machines and Demon Express.
- Share responsibility for supervising student assistants, as assigned.
- Supervise the student assistants while she/he is scheduled to work at the desk.
- Monitor book charges made from other locations, ensuring that processing is done properly.
- Keep statistics on journal requests, photocopying, etc.
- Perform other duties as assigned.

**Minimum Requirements**

- Excellent communication skills.
- Visual acuity, hand-eye coordination and motor skills sufficient to use a computer, copy machine and other office equipment.
- Ability to spend extended periods of time standing, sitting, kneeling, crouching, and bending.
- Ability to routinely lift up to 25 pounds, as required.
- Ability to work independently.
- Ability to deal with faculty and students in an efficient, friendly manner.
- Ability to type accurately.
- College degree.
- Previous library experience.

**Required Background Screening:** All final candidates extended an offer of employment will undergo background screening. DePaul University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at <https://parttime-depaul.icims.com/jobs/18118/part-time-loop-night-weekend-desk-supervisor/job>

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## **Temporary Part-Time Program Assistant**

Requisition # 18121

Functional Title Temporary Part-Time Program Assistant

Position Type Full-Time

Salaried/Hourly Hourly Category Other – Other

Department DePaul CPS Partnership Grant Campus Loop

### General Summary

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

The Temporary Part-Time Program Assistant will report to the Assistant Vice President for Access and Attainment and PI for the McGowan DePaul/CPS Partnership grant. This position will provide temporary part-time support for grant activities during June and July, 2014. In particular, the assistant will provide administrative and research support for the summer workshops component of the grant and will work with Center for Access and Attainment staff on collecting and editing workshop 'stories' for the digital archive project of the grant.

### Principal Duties and Responsibilities

- Provide administrative support for summer workshops and grant activities.
- Serve as peer mentor with workshop participants.
- Assist with editing verbal history workshop participant 'stories' for digital archive.
- Perform other duties as assigned.

### Minimum Requirements

- Upper division undergraduate standing or completion of Bachelors of Arts degree.
- Understanding of the International Bachelors program.
- Ability to work some weekend hours, as required.

### Required Background Screening:

All final candidates extended an offer of employment will undergo background screening. Final candidates selected for Public Safety Officer positions are also required to undergo a fingerprint-based criminal history background check.

DePaul University is an Equal Opportunity/Affirmative Action Employer.

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

Apply online at <https://parttime-depaul.icims.com/jobs/18121/temporary-part-time-program-assistant/job>

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**Job Title: Registered Nurse I**

Agency: Veterans Affairs

Closing Date/Time: Continuous

Salary: \$4,527.00 - \$6,141.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 34-50-13-Cont. 2

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, and in conformance to established standards, procedures and policy, provides full range of professional nursing services in the care and treatment of patients. Responsible for assigned nursing care activities on a health care unit, utilizing professional training and experience in the field of nursing. Prepares and maintains medical records and histories such as recording physician's orders, charting medications, recording patient reactions and behavior. Make regular rounds of patients in relation to nursing duties and physician rounds. Consults with physician and other professional staff regarding patient treatment and care.

Minimum Requirements: Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as Registered Nurse in the State of Illinois. Requires knowledge of diversified professional nursing principles, concepts and practices; of application and use and care of specialized medical equipment; of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the patient; to set up and use specialized medical equipment; to evaluate patient condition and behavior and prepare accurate detailed records of such observations.

Work Hours & Location/Agency Contact: Varying Shifts on rotating schedules  
IL Veterans' Home #1 Veterans' Drive Manteno, Illinois  
Contact: Jeri Gulli 815/468-6581 ext 328

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Rehabilitation Case Coordinator I**

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

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

**Minimum Requirements:**

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

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

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

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Social Services Career Trainee**

Agency: Human Services

Closing Date/Time: Continuous

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

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

**Minimum Requirements:**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm  
Contact: Employee Services, HCD  
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Storekeeper I**

Agency: Human Services

Closing Date/Time: Thu. 06/26/14 5:00 PM Central Time

Salary: \$3,154.00 - \$4,440.00 monthly

\$37,848.00 - \$53,280.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-10-82327

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, maintains inventory of office forms; prepares form orders for shipment to other points; checks each shipment received for correct quantity and acceptable quality; allocates storage space and bins; maintains clerical records of transactions; prepares requisitions; reorders forms; eliminates stock of obsolete forms on hand.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years high school; requires one year experience in the keeping of stores and stores records. Requires ability to lift over 50 lbs.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m.  
9511 Harrison Street Des Plaines, IL 60016

**How to Apply:**

Please submit applications to: Charlotte Smith  
Bureau of Employee Services  
100 S. Grand Avenue East, 3rd Floor  
Springfield, IL 62762  
FAX: 217-524-3826

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Journeyman A-HVAC**

Department: Engineering & Maint

Shift: 3rd

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

Specialty: HVAC

Job Number: 2013-0397

**Job Description:**

Rush University Medical is seeking a fulltime Journeyman - HVAC. The HVAC/Refrigeration Grade 1 must possess and actively apply the knowledge of HVAC systems in large facilities; will investigate, diagnose and remedy problems and malfunctions. Is proficient in problem solving skills and capable of independently performing troubleshooting functions regarding maintenance, repair, and construction.

**Requirements:**

Must have a High School Diploma or GED

Completed a 4 year apprenticeship program and/or have equal experience

CFC certification

Knowledge of "State of the art technology" pneumatic controls, instruments, and automatic dampers (bellows)

Knowledge of air flows and air balancing in large institutions

Knowledge of the principles of operation of very large compressors and the relation between pressure and temperature variances

Knowledge of water and steam systems

Must have 2 years or more experience working as an HVAC handling commercial and industrial systems

Able to read and interpret blueprints, diagrams, schematics, service manuals

*ALL APPLICANTS MUST submit a resume to be considered.*

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.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140618161702&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140618161702&)

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**Job Title: Food Service Assistant 2 - Patient Food Service(Part-time)**

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2014-0936

**Job Description:**

Are you interested in joining a leading health care organization? Do you have previous food service experience?

If this describes you, then this is the job for you! We are seeking a dynamic Food Service Assistant II who exemplifies professionalism to join our Food & Nutrition team-

*THIS IS A PART TIME POSITION WITH A ROTATING SHIFT. YOU MUST BE AVAILIABLE FROM 4:00AM TILL 10:00PM.*

**Position Highlights:** This Food Service Assistant assembles, operates, and maintains food service supplies and equipment. Assists in tray assembly, loads carts, disposes of garbage and performs various cleaning duties. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High School Diploma or GED equivalent required.

Previous front line foodservice experience preferred.

Ability to communicate verbally and in writing in English is required.

Ability to demonstrate reading ability required.

Ability to demonstrate basic math skills required.

Good interpersonal and solid customer service skills required.

Able to operate foodservice equipment such as dish-machine, scrubber, etc required.

Ability to lift boxes/food weighing up to 65 pounds with our without accommodation required.

Work demands 100% walking and/or standing to include- standing in place for extended periods, stooping, bending, lifting, pushing and pulling.

Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet).

Ability to work close to hot equipment with potential exposure to broken glass, steam, moving belts, etc. required.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140618162315&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140618162315&)

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**Job Title Bus & Truck Mechanic**

Location Chicago, IL, US

Job Type Full-time permanent

Department Bus Heavy Maintenance

**SALARY TARGET: \$43.92 PER HOUR**

**Position Summary**

Repairs and maintains Authority owned and operated vehicles including: light, medium and heavy duty bus and truck vehicles, automobiles, mobile operating equipment and associated operating components that include, but are not limited to: diesel engines, automatic transmissions, air brake systems and suspension steering.

**Education and Experience Requirements:** Required to have successfully progressed through the Bus & Truck Mechanic Apprentice program, or have served required tenure in each position of the job family; or possess a minimum of five years verifiable work experience in a recognized heavy-duty diesel truck or bus repair shop(s); or have related work experience and a certificate/diploma in automotive repair from an accredited trade school or college. Must be classified as a full-time member of Auto Mechanics - Local 701. Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to have or obtain a valid State of Illinois "CDL" drivers license with the required "P" endorsement and "B" classification. Must supply certain hand tools. Must pass a physical examination.

**PHYSICAL REQUIREMENTS**

Required to be standing while operating hydraulic press, walking to, from and within work area and sitting at welding table to weld small parts. Required to lift raw materials, (up to 50 lbs.), carrying sheets of steel, converter housings, pushing and pulling welding machine, torch cart and air hose. Required to climb ladders, pit stairs, scaffolding and balancing. Required to stoop to repair bus floors and to retrieve broken parts required to kneel, crouch and crawl to repair underneath bus. Required to reach to retrieve radiance rods, small work tools and to hand burning or cutting torch, hammers, goggles and helmets. Required to feel surface of a piece to be welded or to inspect parts for wear. Required to talk to and hear co-workers while performing teamwork jobs, giving instruction and observing surface prior to repair. Required to see near and far to read blueprints and schematic drawings, while doing lay-out work, to observe surface prior to repair and to see dangerous situations in shop area and color vision while examining welding jobs.

This is a bargained for position and is not subject to CTA's residency ordinance.  
CTA IS AN EQUAL OPPORTUNITY EMPLOYER

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