



College Clerical Assistant I - Office of Academic Affairs - WIL0000300

Wilbur Wright College
Academic Affairs (Part-Time)

Position Overview:

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

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

Assists in reviewing time sheets and prepares attendance reports for payroll processing. Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail.

Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.

Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.

Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information.

Required to adhere to CCC Customer Service Excellence standards.

Performs related duties as required.

Qualifications

Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience. Proficient in PC desktop and related software programs. Ability to operate a personal computer.

Ability to keyboard 45 words per minute. Ability to follow oral and written instructions. Skill in basic filing, record keeping and operation of a variety of office machines.

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

Apply online at

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

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Note Taker - Part-Time - WIL0000292

Wilbur Wright College

Fall 2014

Overview of the position:

Note Taker attend classes with students who have disabilities, (i.e. visual or hearing impairments, learning or other disabilities) to take through legible, and organized notes from classroom lectures, including exam dates, assignments, and other pertinent information.

Take notes in class for students with disabilities.

Read printed material aloud for students with visual impairments.

Transcribe for students with mobility impairments.

Assist students with visual impairments by copying information from the board in large print.

Assist students who are visually impaired by using raised line drawing materials to produce tactile graphs.

Assist students with visual impairments in science labs by providing verbal description of visual information.

Serve as a proctor for students with disabilities during tests.

Perform other duties as assigned.

Adheres to CCC Customer Service Excellence standards.

Qualifications

High school diploma, or equivalent with a minimum of one year post secondary educational experience.

Must possess understanding of the basic issues pertinent to communication with students who have disabilities.

Ability to take thorough and organized notes utilizing available technology from information presented verbally in classrooms.

Must have legible handwriting, accurate spelling, use of acceptable grammar, and proficiency in use of computers.

Must possess good organizational skills.

Excellent written and verbal communication skills.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

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Experienced Baristas Needed

West Town Bakery & Diner

□ 1916 W Chicago Ave Chicago, IL

□ Ukrainian Village

Job Title: Chicago Counter Attendant Jobs

Job ID: 8113951

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: \$10.00/tips

Experience: 1-3 Years

References: Preferred

Job Description

West Town Bakery & Diner is looking for serious baristas with experience on a semi-manual LaMarzocco Linea espresso machine to work our Dark Matter coffee bar and behind our retail counter at our Chicago Avenue location.

Experience pouring latte art is required. This is NOT an entry level position. We are looking for baristas who can bring their skills to the table and raise our level of service.

We are an organic, local, sustainable bakery & diner with a 3-Star Green Restaurant Certification that serves brunch 7 days a week.

We need solid team players who work hard, fast and get the job done.

Morning, afternoon, weekend and night shifts available.

Requirements & Skills

Ⓐ Able to work nights and weekends.

Ⓐ Able to multi-task.

Apply online at <http://www.shiftgig.com/job/chicago/il/counter-attendant-job-openings-at-west-town-bakery-diner-8113951>

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MANAGER EMERGENCY SERVICES

Department: EMERGENCY ROOM

Schedule: Full Time

Job Details: Bachelor's Degree

Registered Nurse (RN)

1 - 3 years of experience required

Position Summary:

The nurse manager is a registered professional nurse, conversant with the nursing process, who has twenty-four hour accountability, long term planning and human and fiscal resources accountability in a designated patient care area. Compliance with all regulatory groups to ensure safe, ethical, and quality patient/family centered-care. The manager promotes MAGIS behavior within the organization and patient care area; and supports various health system-sponsored programs. Recognizes, promotes and consistently applies knowledge of 14 Forces of Magnetism.

Position Requirements:

Minimum Education: Required: Bachelors Degree Preferred: Masters Degree

Specify Degree(s): Nursing. BSN Candidates must complete Masters within four years of hire.

Minimum Experience:

Required: 1-2 years of previous job-related experience

Preferred: 3-5 years of previous job-related experience

Managerial Experience: 1-2 years

Licensure/Certifications: Required: CPR (Cardiopulmonary Resuscitation)

Current Registered Nurse License State of Illinois

Preferred: ACLS (Advanced Cardio Life Support Certified) and/or PALS (Pediatric Advanced Life Support) Specialty certification in clinical or functional area of nursing granted by a national nursing organization.

Computer Skills: Required: Basic Keyboarding Skills, Microsoft Excel, Microsoft Power Point, Microsoft Word

Apply online at

https://www.healthcaresource.com/thregion4/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=671196

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BED PLACEMENT CLERK

Department: PATIENT PLACEMENT

Schedule: Full Time

Shift: Evenings

Hours: 40

Job Details:

Position Summary: Works with Clinical Placement Coordinators to provide support to all patient care units through the facilitation and coordination of patient flow and bed utilization. Assumes primary responsibility for routine placement assignments with attention to established algorithms. Triage complex patient assignments and transfer center requests to Clinical Placement Coordinators and/or Director as appropriate. Establishes and maintains positive working relationships with Nurse Managers, Charge Nurses, Nursing Supervisors, physicians and ancillary services personnel. Complies with EMTALA, federal and state guidelines, and other regulatory agencies? requirements. **Position Requirements:** Minimum Education: Required: High School Diploma plus training acquired through work experience or education Preferred: Administrative or technical background acquired through completion of 2 - 3 years of college

Minimum Experience: Required: 3-5 years of previous job-related experience

PATIENT PLACEMENT OPERATIONS:

Assigns patients to the most appropriate beds based on clinical need and other considerations, including but not limited to admission criteria, bed availability and staffing. **TRANSFER CENTER OPERATIONS:** Triage transfer requests from external health care facilities to Clinical Placement Coordinators.

REGULATORY REQUIREMENTS:

Complies with EMTALA, Centers for Medicare & Medicaid, TJC, Illinois Department of Public Health, Illinois licensing requirements, and other regulatory or accreditation standards, as well as organizational quality improvement programs.

JOB DEVELOPMENT: Engages in and demonstrates self-development in clerical healthcare operations.

Apply online at

https://www.healthcaresource.com/thregion4/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=478305

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Job Title: Public Service Administrator - Opt 1

Agency: Employment Security

Closing Date/Time: Wed. 07/30/14 5:00 PM Central Time

Salary: \$3,116.00 - \$8,301.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: RA 02031

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to 4 years college with major course work in the social sciences or public administration. Requires 3 years of professional supervisory experience in an employment service, social service program or related area providing employment, human resource development or social welfare services. Requires thorough knowledge of agency programs, management principles, operational techniques and procedures necessary to manage local office operations and state and federal legislation impacting on IDES programs. Requires thorough knowledge of IDES programs and services required to meet client needs. Requires ability to supervise and motivate subordinates; understand and respond to the changing employment needs of local residents; prepare narrative and statistical reports using a PC and related software programs; effectively communicate local needs to regional management; establish and maintain effective working relationships and to communicate effectively in written and oral form.

Work Hours & Location/Agency Contact: Office Hours: 8:30 am - 5:00 pm

Work location: 16845 South Halsted Street, Harvey, Illinois 60426

IL. Dept. of Employment Security

Recruitment & Selection

33 S. State Street, 8th floor Chicago, IL 60603

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 1 - Gen Adm/Bus-Mkt-Lbr-Per

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Administrative Assistant

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

Qualifications:

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website. Excellent written and verbal communication skills are essential. Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required. Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=439

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Part-time Bus Operators
Location: Markham
Office: Revenue Services
Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=77

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Building Maintenance Person

Location: Bridgeview

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance or designate, responsible for all scheduled preventive maintenance and minor repairs of building systems and equipment such as: power-operated equipment; hydraulic systems; HVAC; electrical and mechanical systems.

Routine cleaning of: maintenance area; minor lawn care and snow removal.

May work with Facility Maintenance Specialist on coordinating work/projects of outside contractors.

Responsible for completing all required documents and reports for work performed.

Other duties as assigned or required.

Qualifications:

Qualified candidate must be at least 21 years of age and must have at least 3 years experience in comparable field, basic administrative experience and must pass Building Maintenance examination.

Must have, or be able to obtain HVAC certification, as well as, a valid class "B" Commercial Driver's License.

Must have a complete set of hand tools and be able to work any hours. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=281

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Non-Revenue Fleet Administrator

Location: Arlington Heights
Office: Internal Services
Department: Administration

Job Description:

Under the direction of the Department Manager of Administration, acts as primary contact for over 160 non-revenue fleet drivers and provides assistance for on-time fleet maintenance, location and serviceability of each vehicle.

Coordinates services with Paces fleet management provider and national account vendors. Coordinates vehicle repairs with Paces accident management provider and repair shops.

Maintains up-to-date files/records on all fleet vehicles. Reviews monthly maintenance, fuel, and GPS reports and processes invoice payments. Performs quarterly inspections on all non-revenue fleet vehicles.

Prepares specifications and requisitions for new vehicle replacements and provides recommendations on Paces long-term fleet replacement plan. Coordinates vehicle disposals for all non-revenue and vanpool vehicles. Oversees implementation of vehicle tracking systems including DriveCam.

Ensures that Pace is following best practices for fleet management. Ensures that all fleet policies/procedures are current and accurate. Responsible for coaching drivers on proper fleet procedures. In addition, performs various duties as assigned or required.

Qualifications:

Must have a valid Driver's License. A Bachelor's degree is required. National fleet association's CAFM certificate preferred. 3 to 5 years in fleet management desired.

Work is performed in normal office environment. Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=680

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Administrative Assistant - Guest Experience

Location: Chicago, IL

Experience: Salary: Unspecified

FLSA Status: Non-Exempt Hours: FULL-TIME

Position Summary: The administrative assistant ensures daily operations of Guest Experience department. As the primary point of contact, s/he handles customer service questions, resource management, purchasing and payroll, digital archive and file management and workplace safety. S/he must be warm and personable with guests, staff and volunteers, and be able to maintain a calm demeanor under pressure, with excellent time management and organizational skills to handle multiple projects and maintain good attention to detail. The administrative assistant must be able to work independently with minimal direction. S/he collaborates with staff across the aquarium to cultivate innovative practices and enhance operational effectiveness and efficiency. This is a full-time hourly position.

Required:

- Minimum two years of college level work required
- Minimum of 2 years previous experience in an administrative support role
- Experience with facilitating accurate purchasing and accounting practices
- Excellent customer service skills and response efficiency
- Strong interpersonal and verbal/written communication skills
- Strong attention to detail, organizational, problem-solving and time management skills
- Must be proficient with Microsoft Office 2010, especially Outlook, Excel and Word
- Must possess a team oriented working style and be a self-starter
- Must be able to work Tuesday-Saturday and irregular hours including occasional evenings, weekends and early mornings
- A valid driver's license

Preferred:

- B.S. / B.A. in business, administration or related field
- Bi-lingual, preferably English and Spanish
- Prior experience coordinating staff timesheets and payroll activities using payroll software in a business environment
- Positive attitude and familiarity with new and emerging learning and office technologies
- Prior experience using Red Dot or similar software to update Web and intranet sites
- Personal vehicle and auto insurance

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Coordinator - Individual Giving

Location: Chicago, IL

Education: College Graduate

Experience: 1 - 2 Years Experience

FLSA Status: Exempt

Hours: FULL-TIME

Position Summary:

Shedd Aquarium is seeking a Coordinator, Individual Giving for our Development department! -- Do you have a passion for animals? Are you committed to Shedd's mission and culture? You could become an integral part of Shedd's Development team!

As an integral part of the Individual Giving team, the Coordinator will support the daily operations of the aquarium's programs and individual fundraising efforts. They will also direct activities involved in promoting and marketing alternative giving programs, while also providing support to the Assistant Director in the strategic development of a robust Individual Giving program.

Describe Experience: 1 - 2 Years Experience

The candidate will be an intelligent, articulate and highly organized self-starter who maintains high standards for their work and can work effectively with the Aquarium's diverse constituencies. They will welcome the opportunity to build collaborative relationships with their team and other aquarium-wide staff; will enjoy the challenges of managing and meeting deadlines in a fast-paced environment. An awareness and interest in the conservation of aquatic environments and their inhabitants is also important. Must be a great team player!

Qualifications:

Education: Bachelors' Degree

Experience:

- 1-2 Years of experience in development, marketing, sales - preferably at a major institution. - Tessitura experience a significant plus.
- Cold calling and phone solicitation a must.
- Excellent verbal and interpersonal communication skills.
- Computer literate in Microsoft Office Suite Experience with fundraising/CRM software and advanced Microsoft Excel skills are highly desirable.

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

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Learning Specialist

Location: Chicago, IL

Experience: Salary: Unspecified

FLSA Status: Exempt

Hours: FULL-TIME

Position Summary:

The Learning Specialist uses creativity, promising instructional practices and evaluation data to design, implement and authentically evaluate programs that support various levels of Shedd's learning framework.

Qualifications:

Education: Bachelor's degree in life science, environmental science, education, museum studies or a related field.

Experience: Minimum 2 years teaching experience in either a formal or informal setting

- Experience working in team-based environments
- Excellent written and oral communication skills; fluency in Spanish desirable
- Excellent organizational and time management skills
- Must be able to work irregular hours including occasional evenings, weekends and overnight programs/events
- Willingness to be trained to handle animals for education programs
- Willingness to implement aquatic science programs aboard research vessels and/or in wilderness settings for up to three consecutive weeks
- Must possess strong swimming skills
- Must be physically able to do heavy lifting (up to 50 lbs.) to transport equipment and facilitate program activities such as canoeing, hiking, etc.
- A valid driver's license

Preferred:

- 1-2 years prior informal outdoor/science education teaching experience working with diverse audiences in urban and wilderness settings
- CPR and first aid certification (advanced wilderness/outdoor training a plus)
- Snorkeling experience
- Technology experience beyond basic computer skills and willingness to learn new technologies
- A personal vehicle (and auto insurance) to travel to/from program sites
- Legal age to rent a car

Designations/Certifications: CPR and first aid certification (advanced wilderness/outdoor training a plus)

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Part-time Engagement Assistant

Location: Chicago, IL

Education: College Graduate

Experience: Salary: Unspecified

FLSA Status: Non-Exempt

Hours: PART-TIME

Position Summary:

The Part-time Engagement Assistant supports the daily needs of learners the Guest Engagement department serves.

S/he will contribute to logistical tasks that streamline the pathway to an increase in the ability and confidence for learners to connect others to the natural world and to maximize guest impact.

S/he will assist Engagement Specialists in enrichment and training facilitations as needed. This position will serve as the main contact for volunteers and teens in their day to day needs.

Qualifications:

Education: Bachelor's degree in interpretation, science/environmental studies, education, museum studies or a related field

Experience:

- This position must be able to work irregular hours including evening, weekends and holidays
- Minimum 1 year of experience teaching and/or interpretation in either a formal or informal education setting
- Experience working with families and adult learners including teens
- Experience working in team-based environments
- Excellent organizational and time management skills
- Excellent written and oral communication skills
- Experience with program and/or training development

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Manager, Benefits

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

Position Summary:

Shedd Aquarium is seeking a Manager of Benefits! -- Do you have a passion for animals? Are you committed to Shedd's mission and culture? You could become an integral part of Shedd's Human Resources team!

We are all learners, teachers, and have connections to our collections. Whatever the position, we do it with a sense of stewardship, quality, integrity and respect.

The Manager of Benefits is responsible for recommending and developing benefits and compensation strategies and plan design including the delivery and communication of these programs. This position has responsibility for health and welfare plans, leave of absence administration, wellness programs, worker's compensation, work/life benefits and other benefit and compensation programs.

Qualifications:

Bachelor's Degree in Business, Human Resource Management or related discipline or equivalent working experience

- Minimum five years benefits & compensation management experience.
- In-depth knowledge of laws and taxation impacting benefits and compensation, including but not limited to the FLSA, Equal Pay Act, Rehabilitation Act, Health Care Reform, FMLA, GINA, HIPAA, and other pertinent regulations
- Reputation as a team player with good negotiating and consulting skills
- Strong mathematical and analytical aptitude
- Evidence of managing a variety of complicated tasks
- Ability to exhibit a wide degree of creativity
- Strong computer proficiency required. Solid experience with word processing, spreadsheet, and database management software, Intranet, and email required. Experience with Microsoft Office suite Outlook, Word, Excel, and PowerPoint and HRIS systems required
- CEBS Certification preferred

Flexible schedule/some remote work available, part-time options also a consideration.

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Job Title: Employment Security Specialist III

Agency: Employment Security

Closing Date/Time: Wed. 07/30/14 5:00 PM Central Time

Salary: \$4,522.00 - \$6,853.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: RCRA 11494

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years of college with major courses in the social sciences and two years of professional experience in program research, evaluation, or design; or the equivalent to six years of related work experience and four years of progressively responsible professional experience in program research, evaluation of design; requires extensive knowledge of program research techniques and design of operational systems with an emphasis on employment service programs of IDES; bureau program and service goals, activities and operational systems in employment services, including the Illinois Labor Exchange system.

Requires working knowledge of state and federal regulations impacting the design or operation of employment service programs; training, public relations and automated system capabilities within the agency. Requires the ability to recognize operational areas needing improvement and to plan and direct appropriate research and procedural changes; effectively communicate both orally and in written form to agency staff, representatives from other governmental agencies, civic organizations and the general public; use a personal computer with related software programs

Work Hours & Location/Agency Contact: Office Hours: 8:30 am - 5:00 pm

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).

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Job Title: Licensed Practical Nurse I- Part time

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$3,063.00 - \$4,316.00 monthly
Job Type: Part-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 34-50-14-Cont.

Description of Duties/Essential Functions Benefits Supplemental Questions
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

Minimum Requirements:

Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

Work Hours & Location/Agency Contact: Varying Shifts and Schedules
IL Veterans' Home 1 Veterans Drive Manteno, IL 60950
Human Resources 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 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).

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Job Title: Office Coordinator - Opt 2

Agency: Corrections

Closing Date/Time: Wed. 07/30/14 11:59 PM Central Time

Salary: \$3,151.00 - \$4,401.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-14-0145

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Business Administrator (Public Service Admin.), performs highly responsible and technical secretarial and office support functions; Serves as secretary to the Business Administrator; gathers and compiles data for special projects; types correspondence and memos. Serves as receptionist; answers and screens calls. Position Number: 30025-29-82-100-00-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation; requires extensive knowledge of basic mathematics; requires working knowledge of the logic of computer programs/language; requires ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: WORK HOURS: 8:00am to 4:00pm Monday through Friday with days off of Saturday and Sunday.
LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434
CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693

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 2 - Typing

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Part Time Sales Support Representative Chicago IL Cottage Grove

Location: Chicago, IL

MINIMUM REQUIREMENTS:

- Perform the following with reasonable accommodation:
 - o Work flexible hours (including evenings, weekends and holidays)
 - o Stand for long periods of time
 - o Ability to lift up to 25 pounds
 - o Operate a personal computer, wireless equipment, copier and fax
 - o Work in other locations as the needs of the business dictate what may be required
 - o May be required to wear a uniform or company apparel as designated by management

PREFERRED QUALIFICATIONS:

- Associate Degree
- 1+ years of relevant work experience
- Telecommunications industry knowledge
- Excellent interpersonal, verbal and written communication skills and attention to detail
- Strong working knowledge of computer systems/software and computerized billing
- Strong customer service skills
- Thorough research skills

Provisions listed in these Job Descriptions may be changed or modified by AT&T Mobility without prior notice at any time, at the Company's sole discretion.

Requisition ID: 1424053

Apply online at <http://connect.att.jobs/united-states/part-time/jobid5031984-part-time-sales-support-representative-chicago-il-cottage-grove-jobs>

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Retail Sales Consultant Western Suburbs Of Chicago

Location: Oak Park, IL

Start with the paycheck: Base plus commission. Our current full-time Retail Sales Consultants earn an average of \$47,175.00 in total compensation in the first year when successfully meeting or exceeding sales goals.

Our top sellers earn an average of \$55,521 per year.

GENERAL DUTIES

The essential functions listed below are representative of duties performed by this job title. Duties generally include but are not limited to the following:

GENERAL ESSENTIAL FUNCTIONS WHICH ARE NORMALLY REQUIRED:

The successful candidate will be able to perform the following with or without reasonable accommodation:

Ability to work flexible hours, including evenings, weekends and holidays

Ability to stand for long periods of time

Ability to complete all paperwork completely, accurately, in a timely manner

Ability to lift up to 25 pounds

Ability to operate a personal computer, wireless equipment, copier and fax

Ability to work in other locations within 15 miles as the needs of the business dictate may be required.

Complete all aspects of opening and closing the store in accordance with written procedures. Submit all transaction journals on a daily basis.

Assists with inventory maintenance

May be required to wear a uniform

Desired Qualifications:

1-3 years retail/customer facing/sales experience preferred.

Retail Sales Consultants are paid a competitive hourly rate and can earn additional monthly commission dollars by meeting and/or exceeding sales objectives!

Provisions listed in these job descriptions may be changed or modified by AT&T Mobility without prior notice at any time, at the Company's sole discretion.

Requisition ID: 1438390

Apply online at <http://connect.att.jobs/oak-park/retail/jobid5570438-retail-sales-consultant-western-suburbs-of-chicago-jobs>

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