



Dental Assistant

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

St. Bernard Hospital has several opening for Dental Assistants in our Pediatric, and General Dentistry Clinic.

The Dental Assistant is responsible for assisting dentist in the clinical treatment of patients; monitoring inventory for dental, medical, and other clinical supplies; helping in preparation of purchase orders for supplies; maintaining sterilization and disinfection protocol in clinic; maintaining patient records; maintaining recall system with Lead Dental Assistant.

Assist office staff delivering their duties; maintain cordial relations among staff; and assist in workflow.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an accredited dental assistant program.

Dental Assistant certification required. Minimum of two (2) years of experience as a Dental Assistant. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

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Receptionist/Office Assistant

CohnReznick LLP

Chicago, IL

Tracking Code 292092-834 Job Description CohnReznick

Firm Administration

Scope

We have an immediate opening for a Receptionist/Office Assistant. You will provide receptionist duties for the entire office served. This role is critical to the success of our client service delivery. You will often times be the first point of contact for external clients, candidates, vendors, and internal colleagues.

Responsibilities will include, but not be limited to:

Answering a multi-line phone system, routing calls, taking messages and executing upon their delivery

Greeting clients, candidates, and vendors.

Serving as a floater , providing general administrative support to a diversified internal client base (this may include typing, filing, document compilation, data entry, etc.)

Managing incoming and outgoing mail

Reviewing and mailing final invoices

Preparing daily deposits

Required Skills

Essential Experience

(special skills and experience, licenses, certifications, and education)

Minimum 1+ years of receptionist or administrative experience; previous experience in a professional services firm ideal

Demonstrated experience working a multi-line phone system

Strong verbal communication skills, pleasant and professional

Strong professional image and demeanor

Basic computer skills in MS Word, MS Excel and MS Outlook

Demonstrated customer focus

Ability to work in a fast-paced environment

Demonstrated team player with a positive attitude! Job Location Chicago, Illinois,

United States Position Type Full-Time/Regular

Apply online by clicking

http://www.ihiresecretarial.com/ppc/dp/03/33905752?ispd=1&Campaign=IndeedPPC&rx_source=indeed&rx_campaign=indeed11&rx_medium=cpc

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Macy's Chicago, IL: Bartender, Part Time

Location: Chicago, Illinois

Job Category: Restaurant/Food Service

Requisition ID: 71226221

Qualifications:

- Education/Experience: Must be at least 21 years old to serve alcohol. Previous restaurant/hospitality experience is preferred but not required. Bartending certifications and training are preferred. Health department license or certification and/or alcohol certification as required by state or local requirement.
- Communication Skills: Ability to read, write, and interpret instructional documents such as safety rules, reports, and procedure manuals. Excellent written and verbal communication skills. Ability to communicate in Spanish is preferred but not required.
- Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator. Must be able to make change using American monetary units.
- Reasoning Ability: Must be able to work independently with minimal supervision. Must be able to follow instructions.
- Physical Demands: This position involves regular walking, standing, hearing and talking. May occasionally involve stooping, kneeling, or crouching. Must be able to move and/or lift at least 30 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Other skills: Must possess excellent customer service skills. Must be able to work effectively in a fast-paced environment.
- Work Hours: Ability to work a flexible schedule based on department and store/company needs.

Working Conditions: Reasonable accommodations have been made to enable individuals with disabilities to perform essential job functions. Work generally occurs in an office environment with moderate temperature and noise level.

Disclaimer: 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 by clicking <http://www.macysjobs.com/Search/JobDetail/71226221>

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Assistant Engineer

Location: Chicago, IL

The Engineer Assistant operates, maintains, and repairs mechanical equipment.

The position is also responsible for assisting external contractors and the Engineer in his/her daily duties.

This is a relief shift (i.e, covers all 3 shifts).

Responsibilities:

Performs other duties as assigned
Housekeeping of all Engineering equipment rooms

HVAC adjustments and preventive maintenance on HVAC equipment
Ensures that department inventory is restocked and orderly

Repairs of mechanical equipment
Sets up Special and Educational events

Monitors fire system and respond to emergencies
Performs nightly readings on utilities

Conducts building rounds and lighting and plumbing repairs

Qualifications:

High School or GED graduate

2-3 years experience working in a similar environment

Electrical and/or plumbing experience is a plus

Apply online by clicking <http://www.fieldmuseum.org/about/employment>

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Craftsperson I (Part-time)

Location: Chicago, IL

Under direct supervision of maintenance supervisor, managers and the Facility Planning and Operations director, the Craftsman I is responsible for repair and preventive maintenance duties throughout the museum.

This includes, but is not limited to, exhibition maintenance, handling and care of artifacts, live specimens and a variety of routine tasks ranging from building cleanliness to assistance of higher level maintenance craftsmen in performance of their maintenance duties. This is a part-time position and requires weekend hours.

Responsibilities

Performs preventive maintenance and janitorial duties including: patching, painting, carpentry woodworking, masonry work, cement patching, roof maintenance, change light bulbs

Performs woodworking, metal working and plastic work to build or repair exhibit elements

Move and repair exhibit fixtures, and ensure that exhibit halls and work areas are well maintained

Cleans, repairs and refurbishes existing exhibits, displays and properties

Assists in fabrication, assembly, installation, dismantling and moving of exhibit properties, structures and related materials

Performs other appropriate duties as assigned by immediate supervisor

Qualifications

Possession of vocational/technical high school diploma or equivalent required. Some art schooling is a plus

A minimum of one year related experience, museum or gallery experience, or equivalent combination of training and experience essential to the successful performance of the duties assigned to the position

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Team Leader, Housekeeping

Location: Chicago, IL

The Team Leader, Housekeeping, supervises and coordinates the activities of Housekeeping staff engaged in cleaning and maintaining the premises of the Museum.

Acts as a liaison between all shifts and maintains a high quality standard in housekeeping services by training, supervising and motivating the staff to ensure all schedules are complete. The Team Leader, Housekeeping, is 1st shift (7:30am - 3:30pm).

Responsibilities

Instructs and trains employees in the proper use of new equipment and cleaning products and procedures
Submits to Facilities department recommendations for painting, repairs, furnishings, relocation of equipment, and periodically inventories supplies and equipment
Investigates new and improved cleaning instruments and methods
Maintains proper control over the use of chemicals and supplies; ensures proper usage and cost containment
Coordinates work efforts to improve productivity
Other duties as assigned

Qualifications

High School Graduate
Two-year previous experience as a housekeeping supervisor with demonstrated knowledge of experience with custodial cleaning equipment and project management development knowledge
Knowledge and familiarity with chemical use and dilution rates
Communicate effectively both orally and written
Ability to successfully demonstrate leadership abilities
Demonstrated computer program knowledge of Microsoft Word, Excel and Outlook
Ability to work all shifts during training period
Must be able to work under pressure as difficult situations arise and retain a sense of diplomacy and urgency. Prioritized effectively in the face of infinite demands and finite resources
Must be able to stand and walk for long periods

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Membership Sales Associate

Location: Chicago, IL

The Membership Sales Associate engages Field Museum visitors, increases their awareness of the Field Museum membership program, and sells memberships during on-site sales campaigns.

This position is temporary, with specific goals to meet. The Sales Associate must be able to sell at least 30 memberships on each sales day of their employment.

The Sales Associate must be able to work weekends, peak attendance periods (i.e., spring break, winter break, etc.) and extended sales hours as necessary.

At the end of the scheduled term date, the Sales Associate's performance will be reviewed and at that time, the position may or may not be renewed.

Responsibilities

Primary responsibility is to engage museum visitors in an effort to convert them to members during on-site sales campaigns. Meet daily sales goals as determined by the Director and Manager of Membership

Assist as needed with the processing of new/renewing memberships during on-site sales program

Other tasks as assigned

Qualifications

Must be a high school graduate. Must have two years or more of demonstrated direct sales experience

Ability to work independently while maintaining internal/external relationships

Excellent public relations, customer service, and problem-solving skills

Excellent oral and written communication skills

Must have the physical endurance to walk the museum with visitors and stand for long periods of time

Ability to lift sales supply boxes weighing up to 10 - 15 pounds

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Lighting Technician

Location: Chicago, IL

Under direct supervision, the lighting technician works independently and part of a team to maintain exhibit lighting. S/he occasionally assists in the installation and focus of new exhibitions.

This position reports directly to Manager of Exhibit Maintenance, and works closely with Exhibit Maintenance Supervisor and Lighting Designer relative to lighting maintenance and exhibit lighting installations.

Responsibilities

Make sure that all exhibit cases are lit. Replaces burned out lamps.
Maintains lamp inventory for temporary, permanent, and traveling exhibits.
Make sure that all exhibit cases are lit. Replaces burned out lamps
Maintains lamp inventory for temporary, permanent, and traveling exhibits
Orders new lamps for exhibitions, tracks deliveries and stocks lighting storage while developing a working relationship with lighting vendor
Maintain lighting fixture inventory including repair, cleaning, and replacement
Maintains exhibit lighting equipment, developing cleaning schedules for dimmer panels and lighting fixtures
Troubleshoots lighting problems and works with lighting supervisor and electrician to solve problems and implement solutions
Works with maintenance supervisor to implement and track Facilities department work orders to repair lighting electrical problems
Does low voltage electrical repairs
Assists lighting designer on the install and focus of temporary exhibits
Read drawings and written instructions
Utilize shop skills to perform basic woodworking to assist on building of lighting prototypes
Performs tasks as assigned by maintenance manager, maintenance supervisor, and/or lighting supervisor

Qualifications

High school graduate required. Technical or associates degree a plus.
Minimum of two years related experience
Able to work on ladders and personnel lifts. Able to work at over 22 feet heights

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Women's Board Coordinator

Location: Chicago, IL

This position implements the activities of the Women's Board by providing administrative support and project management for Women's Board programs and events.

This position works directly on a daily basis with the Women's Board President and Executive Committee, Women's Board members, Museum Trustees, Museum vendors, and internal staff.

Qualifications

Bachelor's degree is required.

Prior development/fundraising experience is strongly preferred.
Excellent oral and written communication skills required.

Must be able to work on multiple projects simultaneously and meet short deadlines.

Organizational skills and attention to detail are critical.

Solid interpersonal skills are critical to ensure good interaction with constituents.

Strong skills in Microsoft Word, Excel, and PowerPoint are required.

Experience with Raiser's Edge is strongly preferred.

Tact and discretion are required in handling highly confidential financial information and interacting with Museum contributors and prospective donors.

Proven ability to work independently and take ownership of assignments and projects.

Flexibility to work occasional overtime and evening events is required.

Apply online by clicking <http://www.fieldmuseum.org/about/employment>

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Job Title: Office Coordinator - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 08/21/14 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

\$36,324.00 - \$50,676.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-84494

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, serves as secretary to and performs paraprofessional and technical office support functions for the Local Office Administrator of the South Suburban Office. Assists in a variety of office management and support functions. Types a variety of forms, form letters, cards and records.

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

Work Hours & Location/Agency Contact: 8:30am - 5:00pm
South Suburban 3301 Wireton Rd. Blue Island, IL 60406
Please submit applications to: Contractual Rights Hiring Unit
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
FAX: 217-524-2116

HOW TO APPLY IF YOU ARE NOT A CURRENT STATE EMPLOYEE, NOR, HAVE EVER HELD CERTIFIED STATUS WITH THE STATE OF ILLINOIS: Please submit a completed and signed CMS-100 Employment Application and submit with a cover memo indicating the specific vacancy identification number you are bidding on to the Bidding Contact/address listed above. You will need to receive a valid grade from Central Management Services (CMS). In order to obtain this grade, please follow the instructions below. **NOTE: CMS and the bidding agency are two separate agencies, therefore, submitting your CMS-100 application to CMS for a grade is not in lieu of submitting a CMS-100 to the bidding agency as well. **

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Job Title: Office Coordinator - Opt 3

Agency: Human Services

Closing Date/Time: Thu. 08/21/14 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

\$36,324.00 - \$50,676.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-84609

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two years secretarial/business college or completion of high school and two years related office experience or two years independent business experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling, punctuation and basic mathematics; requires the ability to follow oral and written instructions. Requires ability to type accurately at 30 wpm and take dictation at 80 wpm.

Work Hours & Location/Agency Contact: 8:30am - 5:00pm
Northwest 4105 W. Chicago Ave. Chicago, IL 60651

Please submit applications to: Contractual Rights Hiring Unit
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
FAX: 217-524-2116

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Job Title: Security Therapy Aide Trainee

Agency: Human Services

Closing Date/Time: Mon. 08/25/14 4:00 PM Central Time

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

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 20

Plan/BU: RC009

Bid ID#: EMHC-14-2035

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision, receives training and performs beginning level duties in the care and habilitation/treatment of patients who are in a moderate security forensic unit while receiving care for psychiatric symptoms.

Minimum Requirements:

Requires ability to participate in and successfully complete comprehensive training program. Requires ability to adjust to and function effectively in an environment with mentally ill patients.

Work Hours & Location/Agency Contact: Shift: To Be Determined
Elgin Mental Health Center - Training - Forensic Treatment Program

CONTACT INFORMATION: Human Resource Office
Elgin Mental Health Center 750 S State St., Elgin, IL 60123
Fax: 847-429-4933

Current State Employees will need to complete and submit a bid form and CMS100 Employment Application to the contact person above and take the written test. Non-State Applicants 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 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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Seasonal Hiring Event - Retail Stock Receiving Part Time - Chicago, IL - Water Tower Place, Macy's

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71226100

Apply Now

Overview:

As a Seasonal Retail Stock Receiving Associate, you will be an integral part of bringing the magic of Macy's to life during the fast-paced holiday season. Associates in this role perform a number of functions that are critical to offering our customers the best experience when they shop in our store. While all seasonal positions require working as part of a team to meet department and store objectives, your individual responsibilities may include the timely execution of the receiving process, delivering merchandise to the floor for placement, ensuring floor readiness by store opening, keeping the selling floor stocked with merchandise, and organizing the selling floor and stock areas.

Qualifications: Education/Experience: No specific education or experience required

Communication Skills:

Ability to read and interpret documents such as memos, safety rules, policies and procedures. Ability to communicate effectively with peers and management

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator

Reasoning Ability: Ability to work in a fast-paced environment, handle multiple priorities, and learn new procedures. Ability to work as part of a team, but also able to complete tasks independently with little supervision

Physical Demands: Position may include frequent lifting, bending, reaching, and the use of ladders and other equipment

Other Skills: Demonstrates an energetic and positive attitude

Work Hours: Available to work a flexible schedule, which may include early morning, evening, overnight, weekends holidays, and major sales events. Hours are subject to change based on business needs

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online by clicking <http://www.macysjobs.com/Search/JobDetail/71226100>

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Job Title: Cashier - Dietary Cafeteria

Department: Dietary Cafeteria

Shift: 1st

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

Job Number: 2014-1528

Job Description:

Do you have experience working with a cashier register in a food service industry? If this describes your expertise and interests, you may be the right candidate for the Cashier position in the Food and Nutrition services department.

Position Highlights:

Operates cash register during meal service; reconciles bank at start of shift and bank, cash, meal tickets and register receipts at end of shift.

Position Qualifications Include:

High School diploma is required

Ability to read, write, speak English

Bilingual preferred

Strong math skills

Illinois Department of Public Health & City of Chicago Sanitation Certification required within three months of hire.

Minimum of one year experience as cashier in a high volume foodservice operation

Interpersonal skills, customer service oriented, problem solving

Ability to exert 25 pounds of effort to push or pull a cart,

Ability to lift and carry 40 pounds minimum,

Stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, cash register keyboard,

Apply online by clicking

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140813110406&

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Theater Technician

The Adler Planetarium, (Chicago, IL) is seeking a Theater Technician for our Theaters Department. The Theater Technician is responsible for maintaining the proper working condition of the Grainger Sky Theater, Definiti Space Theater and S.C. Johnston Family Star Theater.

The position also provides technical support for Adler public events, private events and meetings. This position must attend to all details of technical upkeep, functional operation and outward appearance for assuring visitor safety and enjoyment of the Adler's theaters and public event spaces.

This position also assists in the supervision of Theater Operators and acts as the on-call replacement for Theater Operators, in addition the position will assist the Director of Theater Operations and Associate Theaters Manager on projects and programs. Weekends, holidays, occasional evening and later hours are required.

Apply online by clicking <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: THE130

Visitor Services Representative

The Adler Planetarium (Chicago, IL) has an opportunity available in our box offices for a part-time Visitor Services Representative. This individual will greet guests; provide excellent customer service and process cash or credit transactions for tickets.

Apply online by clicking <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: VIS180

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Community Builder

The Adler Planetarium (Chicago, IL) has an opportunity available in the Citizen Science department for a Community Builder.

The Community Builder will liaise with Zooniverse web development and education teams to ensure that the needs of the citizen science volunteers are effectively met so that they can take ownership of the platform using a set of custom built online tools.

For more information about Zooniverse and Citizen Science, please visit www.zooniverse.org or www.adlerplanetarium.org

Apply online by clicking <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: ZOO200

Near-Earth Object Postdoctoral Research Fellow

The Adler Planetarium (Chicago, IL) has an opportunity available in the Astronomy department for a Postdoctoral Research Fellow.

This position will conduct follow-up observations and physical characterization of near-Earth objects in a major new effort using the ARC 3.5-meter telescope at Apache Point Observatory.

The initial term of employment will be for two years and is funded through a grant from NASA Near-Earth Object Observations. A potential extension for a third year is dependent on the acquisition of external funding.

Apply online by clicking <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: AST140

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Near-Earth Object Observer

The Adler Planetarium (Chicago, IL) has an opportunity available in the Astronomy department for an observational astronomer.

This position will be the primary staff member conducting follow-up and physical characterization observations and limited data reduction near-Earth objects in a major new effort using the ARC 3.5 meter telescope at Apache Point Observatory.

The initial team of employment will be for two years, and is funded through a grant from NASA Near-Earth Object Observations. A potential extension to additional years is dependent on the acquisition of external funding.

Apply online by clicking <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: AST150

Women's Board Coordinator

The Adler Planetarium (Chicago, IL) has a full time position available in the Advancement department for a Woman's Board and Major Gifts Coordinator. The Coordinator is responsible for providing critical support to the department's individual and major gift fundraising efforts.

This position reports directly to the Director of Major Gifts. In this role, the Coordinator will manage Women's Board events, meetings, annual giving, sponsorship and dues, coordinates the Trustees' Annual Fund and Development Committee and stewards the Friends of the Webster Institute auxiliary membership group.

The Coordinator will work with the Women's Board and museum colleagues to direct the Adler's two significant fundraising events each year: Celestial Ball gala and Women in Space Science Award Celebration luncheon.

Apply online by clicking <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: ADV140

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Web Developer

The Adler Planetarium (Chicago, IL) has a role available in the department of Citizen Science Department.

The Web Developer is a front-end developer for Zooniverse Citizen Science websites, embedded in the Citizen Science department at the Adler.

Apply online by clicking <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: ZOO200

Part-Time Museum Services Staff

The Adler Planetarium (Chicago, IL) has an opportunity available in the Operations department with the Floor Staff group as a Museum Services Staff (MSS).

This position is a front line person and highly visible.

This position inspires visitors by promoting a quality museum experience.

The MSS position greets visitors, provides information on shows, museum activities, provides exhibit interpretation, provides crowd control.

MSS must be able to support our Super Nova program with enthusiasm.

Apply online by clicking <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: OPE110

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Job Title: Computer Technician - (Temporary Part-time)

Department: I S Telecom Staff

Shift: 1st

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

Job Number: 2014-0680

Job Description:

Provides outstanding 1st-level (initial) support to Rush University Medical Center customers for desktop computing hardware and software problems. Resolves problems where possible and escalates to Level 2 when unable to resolve. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Responsibilities:

Responds to customer contacts, interacts and actively translates the service need into an incident management system record

Assesses the need and takes the necessary steps to provide immediate resolution and to prevent any problems from recurring.

Performs all necessary trouble-shooting steps to resolve service needs during first contact Knows when and who to escalate unresolved requests and problems to, in order to achieve a timely resolution. Keeps manager informed of trends and notable escalations

Ensures customer satisfaction from point of contact to resolution of service need

Promotes teamwork by mentoring, sharing knowledge and information.

Maintains management recommended and personal training plan

Contributes to electronic knowledgebase and documents procedures when appropriate

Keeps management informed of trends, significant problems and expected delays

Keeps customers informed of progress on problems that cannot be resolved at initial point of contact

Stays informed of technology advancements, especially those that will assist with providing quality support of customers

Position Qualifications Include: High School Diploma

Strong customer service orientation with a positive "can do" attitude

Commitment to keeping technical skills current through ongoing training

Effective multi-tasking, independent worker, and time management skills

Solid telephone, verbal, listening, and written communication skills

Ability to focus during stressful situations and a commitment to meeting deadlines and exceeding expectations

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Job Title: Customer Service Representative

Department: HCF Inpatient Finance

Shift: 1st

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

Specialty: Customer Service

Job Number: 2014-1514

THIS IS A CALL CENTER ENVIRONMENT-100% PHONE

Position Highlights:

The Customer Service Representative position plays a pivotal role in overall patient satisfaction, effectively communicating and providing constant issue resolution. The position will demonstrate the ICARE values on a daily basis to every patient, treating them with dignity and respect regardless of the ability to pay. 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 Bachelor's Degree preferred

At least three years Customer Service experience required

General knowledge in the healthcare field is required

Previous call center experience highly preferred

Ability to demonstrate solid understanding of governmental and non-governmental regulatory guidelines required.

Previous experience with Epic applications is highly preferred

Ideal candidate must have strong communication (written/verbal) and interpersonal skills

Solid mathematical, analytical and organizational skills required

Ability to demonstrate an intermediate proficiency in Microsoft Word required

Ideal candidate is able to manage multiple tasks and has strong time management skills. LI-SH1

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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