



**Job Title: Workers Compensation Insurance Compliance Investigator**

Agency: Workers Compensation Commission

Closing Date/Time: Fri. 08/08/14 11:59 PM Central Time

Salary: \$29.87 - \$45.31 hourly

\$2,249.08 - \$3,411.69 biweekly

\$4,873.00 - \$7,392.00 monthly

\$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IWCC-50-14-0016

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of 4 years of college, preferably with courses in business, public administration or law enforcement. Requires thorough knowledge of effective investigative methods, techniques and procedures. Requires ability to apply and interpret laws and regulations relating to workers' compensation and insurance. Requires basic computer skills. Requires ability to extract and interpret information and ascertain facts by personal contacts and analyzing documents. Requires ability to follow written and oral directions. Requires ability to observe and record facts accurately about persons, objects and events. Requires possession of an Illinois Drivers License, insured motor vehicle, and the ability to travel with same. Requires ability to establish and maintain effective working relationships with professional and lay groups, local governmental officials, employers and the general public. Requires thorough knowledge of public and/or business administration principals and practices. Requires excellent communication skills including phone and person to person conversation. Prefers individual with experience as an integral team member. Must be able to read, write and speak Polish fluently.

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

Illinois Worker's Compensation Commission 100 W Randolph Chicago, Illinois 60601

Human Resources (312) 814-0702

**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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### **Airport Manager - Payless Car Rental in Chicago Illinois United States**

As an Airport Manager with Payless Car Rental, you will manage the rental operation at an airport to ensure that it functions effectively and efficiently to maximize profitability while maintaining the highest level of customer satisfaction. Performs duties and provides service in accordance to established operation procedures and company policies.

This job reviews and analyzes the performance of the airport and recommends to management changes necessary to improve results. This job impacts the operation by ensuring customer and employee satisfaction and effective fleet utilization and profit generation. This job exercises independent judgment, making the majority of daily decisions regarding the car rental operation at the airport. Approval from a higher level is required regarding concerns and issues as dictated in established operation procedures and company policies.

#### Qualifications

Required Experience: •BA/BS - Bachelor's Degree or equivalent required  
•2 + years of leadership and management experience •Experience in car/truck rental preferred, human resources, training, customer service and general operations.

#### Required Knowledge, Skills and Abilities

- General business knowledge to successfully operate an airport location.
- Good organizational and analytical skills to track all appropriate operational measures and analyze operational performance results.
- Strong communication skills. Ability to interact with both internal and external customers at all levels. Ability to manage and motivate staff in a team environment.
- Creative problem solving skills. •Valid driver's license and good driving record.
- Occasional travel

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Requisition Number: 213976

City: Chicago

State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/airport-manager-payless-car-rental/10757DFAD8B8464688F33B474A563F7C/job/>

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### **Administrative Assistant**

WGN-TV is searching for a highly organized and proactive individual to join our team as an Administrative Assistant for our Engineering Department.

Administrative Assistant will be responsible for various tasks that support various department activities including but not limited to; processing Engineering Department time sheets, attendance, premium time, and vacation reports and related documentation; processing and maintaining purchase orders, capital project files and related spending documentation; assisting the station's designated FCC Chief Operator in the timely completion and filing of transmitter logs; assisting with administrative tasks in relation to both routine and special department activities as assigned by the Director of Engineering and VP of Technology.

Qualified applicants must have a High School Diploma, demonstrated knowledge and the ability to utilize personal computers employing both Microsoft business suite software and task specific programs.

Excellent verbal and written communication skills and the ability to work closely and successfully with fellow employees, vendors and department managers is required. Must be detail oriented, able to work under the pressure of deadlines and must demonstrate the ability to make sound judgments while handling multiple tasks.

Self-motivation and the ability to focus on task completion while handling interruptions and distractions is critical. Position requires moderate lifting, stretching, carrying, and related physical activities.

Equal Opportunity Employer

If interested send resume and cover letter to:  
WGN-TV Human Resources Department  
2501 W. Bradley Place  
Chicago, IL 60618  
Fax: 773-528-1387

Apply On-line: Please go to <http://www.tribjobs.com>, click on the Job Search link and search for keywords "Administrative Assistant".

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## Senior Accountant

WGN-TV's finance department is seeking a Senior Accountant.

This individual will be responsible for overseeing accounts payable, analyzing and recording financial activity during the monthly & quarterly close process, performing account reconciliations, and preparing financial reports for management.

Other responsibilities include assisting with the annual operating plan, preparing sports profit & loss statements, assisting with monthly forecasting, reviewing sales & use tax compliance, ensuring Sarbanes-Oxley compliance, and helping with various projects as needed.

Qualified candidate should have a Bachelor's degree in accounting or finance and 3-5 years of related experience.

CPA a plus. Excellent PC skills including Microsoft Excel and Word.

Experience with PeopleSoft and Essbase preferred.

Strong communication and analytical skills.

Must be able to manage multiple priorities in a deadline-oriented environment.

Equal Opportunity Employer

If interested send cover letter and resume to:  
WGN-TV Human Resources Department  
2501 W. Bradley Place  
Chicago, IL 60618  
Fax: 773/528-1387

Apply On-line: Please go to [www.tribjobs.com](http://www.tribjobs.com) and search for keyword "Senior Accountant".

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**Traffic Reporter**  
News

Responsible for collecting, writing and narrating information regarding breaking news and daily traffic coverage for the WGN Evening News.

Includes communicating with WGN's Traffic information provider, with producers at the studios, and the assignment desk.

Additionally it is required to fly in and report live during the broadcasts from WGN's helicopter.

Must also develop and organize facts for presentation on WGN News in a concise, clear manner, consistent with station goals and good journalistic practices; conduct live reports and interviews during newscasts; represent station in certain public functions, as assigned; and recommend and develop stories for coverage by the station.

College degree plus three (3) years of reporting, as well as reporting live from a helicopter are required.

Knowledge of Chicago expressways and traffic patterns preferred.

Must submit a reel link along with resume.

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2501 W. Bradley Place  
Chicago, IL 60618  
Fax: 773-528-1387

Apply On-line: Please go to <http://www.tribjobs.com> and search for keyword "Traffic Reporter".



## **Morning News Segment Producer**

Looking for creative, self-starting individual for cutting edge, fun Morning News Show.

Would be responsible for generating ideas and coordinating segments.

Includes identifying a good segment, taking it from idea through execution on-air.

May be required to coach and collaborate with contributors and on-air talent.

Strong phone and people skills, a must.

Experience needed in working well with the public and public relations representatives.

Some early morning hours needed to handle guests for live broadcasts.

Use of social media to generate viewer engagement is critical.

College degree in journalism or equivalent and at least 5 years major market broadcast experience required.

Knowledge of Chicago, a plus.

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If interested please send cover letter and resume to:

WGN-TV Human Resources Department

2501 W. Bradley Place

Chicago, IL 60618

Fax: 773-528-1387

Apply On-line: Please go to [www.tribjobs.com](http://www.tribjobs.com) and search for keywords "Morning News Segment Producer".

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**Classification: Civil Engineer IV Salary Range: \$5,685 - \$9,045**

Position Title: Northern Construction Quality Specialist Union Position: Yes No

Position Number: PW114-23-90-101-00-01 IPR#: 38008

Office/Central Bureau/District/Work Address:

Office of Quality Compliance and Review/201 West Center Court, Schaumburg, IL

**Description Of Duties:**

This position is accountable for conducting on-site and desk compliance reviews of departmental quantity measurement records and to conduct on-site quantity checks; and assists the Construction Quality Engineer to ensure construction inspection, documentation and quality of materials complies with project requirements and departmental policies and procedures. Additionally, this position requires the ability to interpret contract language, plan documents, material designs/testing and other relevant documents for state and federally-funded projects.

**Special Qualifications:**

The following criteria is required:

- A current Illinois Professional license
- Valid driver's license
- Considerable travel throughout the northern portion of the state

The following criteria is desired:

- Six years experience in civil engineering of which five years should be transportation construction and material inspection
- Effective oral and written communication skills
- Possession of the IDOT construction documentation training certificate or equivalent construction documentation experience
- Proficiency in spreadsheet and document creation as well as database usage

**Shift/Remarks:**

- Typically 8:00 am -4:30 pm / Monday – Friday

Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Tuesday, August 5, 2014, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE:** A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.

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**Part Time Retail Sales Consultant Chicago Southgate Market (28+ HRS)**

Location: Chicago, IL

AT&T

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. Add a full benefits package, including medical, dental, vision, 401(k), tuition reimbursement, paid time off, work/life resources and discounts on AT&T products and services

**GENERAL ESSENTIAL FUNCTIONS WHICH ARE NORMALLY REQUIRED:**

Possess a competitive spirit and desire to meet and exceed sales goals  
Stay up-to-date on the latest data/entertainment technology and devices, such as Wi-Fi, data devices, TV entertainment tools. Understand customers' needs and help them discover how our products meet those needs. Multi-task in a fast paced team environment. Educate and engage customers through product demonstrations  
Interact with customers and provide prompt and courteous customer service to all customers

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 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: 1452074

Apply online at [http://connect.att.jobs/united-states/retail/jobid5771763-part-time-retail-sales-consultant-chicago-southgate-market-\(28+-hrs\)-jobs](http://connect.att.jobs/united-states/retail/jobid5771763-part-time-retail-sales-consultant-chicago-southgate-market-(28+-hrs)-jobs)

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**Part Time Retail Sales Consultant Chicago Sedgwick**

Location: Chicago, IL

AT&T

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. Add a full benefits package, including medical, dental, vision, 401(k), tuition reimbursement, paid time off, work/life resources and discounts on AT&T products and services

**GENERAL ESSENTIAL FUNCTIONS WHICH ARE NORMALLY REQUIRED:**

Possess a competitive spirit and desire to meet and exceed sales goals  
Stay up-to-date on the latest data/entertainment technology and devices, such as Wi-Fi, data devices, TV entertainment tools. Understand customers' needs and help them discover how our products meet those needs. Multi-task in a fast paced team environment. Educate and engage customers through product demonstrations  
Interact with customers and provide prompt and courteous customer service to all customers

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 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: 1442216

Apply online at <http://connect.att.jobs/united-states/retail/jobid5771816-part-time-retail-sales-consultant-chicago-sedgwick-jobs>

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## **ADMINISTRATIVE ASSISTANT 2**

Job Type : Admin - Clerical

Employee Type : Full-Time

Industry : Telecommunications

Education : 2 Year Degree

Location : Chicago, IL

Post Date : 7/28/2014

Job ID : 15773BR

### Job Description:

We have an immediate need for an Administrative Assistant 2. The principal purpose of this position is to provide administrative and executive support Sales/Operation AVP based in Boston, MA today and eventually in Woburn/Stoneham, MA area by year-end. The successful candidate must be skilled at handling multiple priorities in a fast-paced environment. Assignments typically involve work of a confidential nature and require extensive knowledge of department, business unit and company practices, policies, programs and product lines. Assembles and analyzes information, prepares reports, manuals, agendas, correspondences and memoranda and occasional business case support.

### Basic Qualifications:

Associates degree in a business or secretarial related field, or equivalent administrative, clerical experience.

Minimum two years experience in accounting, clerical or administrative position performing similar duties and responsibilities, or the equivalent in training and experience.

Proficient in the use of standard office equipment to include copy and fax machines, 10-key, and personal computers.

Proficient in Microsoft Office, with particular emphasis on advanced Excel & PowerPoint skills. Strong writing and financial skills.

Effective oral and written communication skills, including professional telephone manner. Ability to interact well with others and to work well under pressure.

Professional attitude.

Excellent organizational skills with ability to meet multiple deadlines.

Willingness to work extended hours, weekends and holidays, as necessary.

Experience in an Executive Administrative role.

Apply online at

<http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?SiteID=beyond001&JobDID=J3G0WH6NK64NMLX67Z6>

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**Part Time Seasonal Position(Job Number: 140000RM)**

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- \* Office Support
- \* Duties related to opening and closing out the school day.
- \* Data entry, filing, answering phones and other various clerical duties
- \* Duties associated with supporting overall school operations

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life. Join us and help make this vision a reality.

Apply online at

[https://hrportal.cps.k12.il.us/psp/cpseppr2/EMPLOYEE/EMPL/s/WEBLIB\\_CPS\\_EXTN.ISCRIPT1.FieldFormula.IScript\\_CPS\\_EXTRNL\\_CAREERS](https://hrportal.cps.k12.il.us/psp/cpseppr2/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS)

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**School Clerk I (School Office Services)(Job Number: P016150)**

Description

CLASS TITLE: School Clerk I

CHARACTERISTICS OF THE CLASS:

Under the general direction of the school principal, performs any of several specialized clerical functions in a large public school facility, or performs a variety of responsible clerical functions in a small public school facility; and performs related duties as required.

MINIMUM QUALIFICATIONS:

Training and Experience.

Graduation from high school (or G.E.D. equivalent) supplemented by one year of clerical work experience, and the ability to type 45 words per minute with fewer than 10 errors; or an equivalent combination of training and experience.

Knowledge, Abilities, and Skill.

General knowledge of modern clerical office methods, practices, and procedures; knowledge of common office machines and equipment.

Ability to apply general clerical office methods, practices, and procedures; ability to follow oral and written instructions; ability to type proficiently; ability to communicate effectively and tactfully with school personnel, students, parents and guardians, and the general public; ability to operate personal computers utilizing word processing, spreadsheet, and database software is highly desirable.

Good oral and written communication skills, good skill in basic mathematics, good interpersonal skills, good recordkeeping skills.

Physical Requirements.

Sedentary Work: Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

Apply online at

[https://hrportal.cps.k12.il.us/psp/cpseppr2/EMPLOYEE/EMPL/s/WEBLIB\\_CPS\\_EXTN.ISCRIPT1.FieldFormula.IScript\\_CPS\\_EXTRNL\\_CAREERS](https://hrportal.cps.k12.il.us/psp/cpseppr2/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS)

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**Bil School Security Officer (School Security Personnel)(Job Number: P013907)**

Description

CLASS TITLE: School Security Officer

CHARACTERISTICS OF THE CLASS: Under supervision, performs routine security functions to ensure the protection of property and the safety of students and staff at an assigned school; and performs related duties as required.

ESSENTIAL FUNCTIONS: Observes playground area and school grounds and monitors school parking lot to ensure safety and security of students and staff and prevent trespassing, vandalism, and loitering; reports acts of trespassing, vandalism, and loitering to supervisory staff; checks doors and windows to ensure they are properly secured; monitors school entrances to prevent unauthorized entry to building; patrols hallways and lavatories within building to ensure only authorized persons are allowed access and to prevent vandalism; monitors lunchroom areas to maintain order among students and to prevent vandalism; may assist in the supervision of students on school busses and in school in order to maintain discipline and order.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from high school (or G.E.D. equivalent). Previous work experience in safety and security is highly desirable.

Knowledge, Abilities, and Skill. Knowledge of basic methods of providing site security and safety, knowledge of basic safety rules and procedures. Ability to exercise good judgment when responding to safety and security violations and emergencies, ability to work with school-aged children in enforcing safety and security rules and procedures, ability to follow written and oral instructions. Good oral communication skills, good human relations and interpersonal skills.

Physical Requirements. Light Work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force frequently to move objects. Even though weight of force moved may be only a negligible amount, a position should be rated as Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing or pulling of arm controls.

Apply online at

[https://hrportal.cps.k12.il.us/psp/cpseppr2/EMPLOYEE/EMPL/s/WEBLIB\\_CPS\\_EXTN.ISCRIPT1.FieldFormula.IScript\\_CPS\\_EXTRNL\\_CAREERS](https://hrportal.cps.k12.il.us/psp/cpseppr2/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS)

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**School Security Officer (School Security Personnel)(Job Number: P013933)**

Description

CLASS TITLE: School Security Officer

CHARACTERISTICS OF THE CLASS: Under supervision, performs routine security functions to ensure the protection of property and the safety of students and staff at an assigned school; and performs related duties as required.

ESSENTIAL FUNCTIONS: Observes playground area and school grounds and monitors school parking lot to ensure safety and security of students and staff and prevent trespassing, vandalism, and loitering; reports acts of trespassing, vandalism, and loitering to supervisory staff; checks doors and windows to ensure they are properly secured; monitors school entrances to prevent unauthorized entry to building; patrols hallways and lavatories within building to ensure only authorized persons are allowed access and to prevent vandalism; monitors lunchroom areas to maintain order among students and to prevent vandalism; may assist in the supervision of students on school busses and in school in order to maintain discipline and order.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from high school (or G.E.D. equivalent). Previous work experience in safety and security is highly desirable.

Knowledge, Abilities, and Skill. Knowledge of basic methods of providing site security and safety, knowledge of basic safety rules and procedures. Ability to exercise good judgment when responding to safety and security violations and emergencies, ability to work with school-aged children in enforcing safety and security rules and procedures, ability to follow written and oral instructions. Good oral communication skills, good human relations and interpersonal skills.

Physical Requirements. Light Work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force frequently to move objects. Even though weight of force moved may be only a negligible amount, a position should be rated as Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing or pulling of arm controls.

Apply online at

[https://hrportal.cps.k12.il.us/psp/cpseppr2/EMPLOYEE/EMPL/s/WEBLIB\\_CPS\\_EXTN.ISCRIPT1.FieldFormula.IScript\\_CPS\\_EXTRNL\\_CAREERS](https://hrportal.cps.k12.il.us/psp/cpseppr2/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS)

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## **Technology Coordinator I (Technical Support) (Job Number: P013253)**

### Description

CLASS TITLE: Technology Coordinator I

**CHARACTERISTICS OF THE CLASS:** Under the supervision of the school principal or his/her designee, coordinates computer technology functions at a local school, including installation, troubleshooting, maintenance, and technical support, and performs related duties as required.

**EXAMPLES OF DUTIES:** Duties of this position include, but are not limited to:

- Network and LAN Maintenance:
- Troubleshooting:
- Maintenance:
- Technical Support:

· Other Duties:

Maintains supply inventory  
Monitors software and software licenses  
Maintains equipment inventory  
Meets regularly with school technology team  
Orders related supplies  
Stays current with trends in technology

### MINIMUM QUALIFICATIONS:

**Training and Experience.** Must possess a High School diploma or GED equivalent, supplemented by at least one year of experience in network maintenance. Experience in installation of basic computer hardware components is required.

**Knowledge, Abilities, and Skill.** Skills in providing technical support are highly desirable. Good oral and written communication skills. Evening and weekend work may be required.

**Physical Requirements.** Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Apply online at

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**Barista Part-Time- Starbuck/ Intercontinental at Chicago Magnificent Mile**

Company: InterContinental Hotels & Resorts

Employee Type: Part-Time

Location: Chicago, IL

Job Type: Finance, Other

Experience: Not Specified

Date Posted: 7/25/2014

Job: Restaurant -United States

Schedule: Part Time

Job ID: R100980-EN

This role is responsible for preparing and serving menu items such as coffees, drinks, sandwiches, salads, etc in a prompt and professional manner.

**Qualifications:**

High school diploma or equivalent vocational training. Ability to communicate in English with customers and co-workers. Legible writing and ability to compute basic mathematical calculations. One year customer service experience required. Cash handling experience is desired. Preferred candidates with Baristas experience/skills. Prior experience in coffee, retail or restaurant is strongly preferred. Potential candidates will have to pass Starbucks Initial Store Training Certification. Will be required to work a rotating shift including evenings, weekends, and/or holidays

This job requires the following abilities/skills:

- Ability to carry or lift items weighing up to 20 pounds
- Stand and move about the work area
- Handle food, objects, products and utensils
- Bending, stooping, kneeling
- Must be able to work rotating shifts
- Ability to work scheduled shift in all types of conditions pertinent to the job
- Ability to perform job functions in a fast paced environment, with attention to detail, speed and accuracy
- Ability to remain calm and use sound judgment
- Ability to work under pressure meeting production timelines for guest and fellow workers
- Ability to work with all products and equipment prescribed
- Ability to work cohesively with co-workers as part of a team
- Ability to work with hot food and beverage items
- Must speak fluent English, using correct grammar
- Must be able to maintain a highly positive and friendly image that will reflect well on hotel's overall professional appearance
- Ability to adhere to dress code standards.

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Apply online at <http://ihg.jobs.net/job/Barista-Part-Time-Starbuck-Intercontinental-at-Chicago-Magnificent-Mile/J3F7H75YDZ8XJKDM5VC/>

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**Bellperson (190227)**

Company: InterContinental Hotels & Resorts

Employee Type: Full-Time

Location: Chicago, IL

Job Type: Finance, Other

Experience: Not Specified Date

Posted: 7/25/2014

Job: Front Office -United States

Schedule: Full Time

Job ID: R100940-EN

The Career Opportunity: (Bellperson) We currently have a position available for an BellPerson.

RESPONSIBILITIES: • Welcomes guests and familiarizes them with the hotel and facilities. • Accompanies guests and delivers luggage to rooms. • Answers inquiries. • Able to give clear directions (Chicago) • Delivers packages, guest messages and newspapers. • Informs Assistant Manager of guest challenges. • Keeps public area and bell storage area clean. • Notifies Engineering of any mechanical difficulties throughout the hotel. • Alerts Security of any suspicious occurrences or individuals in the hotel. • Understands responsibility during all types of hotel emergencies. • Provides services in absence of Door Attendant. • Attends meetings and hotel training sessions as required by hotel management. • At IHG we are committed to providing our employees with a safe, secure and healthy workplace. It is your responsibility to comply with all workplace health and safety requirements, including any department specific training regarding equipment and procedures. • Perform other duties, tasks and special projects as assigned.

Job Requirements: High School diploma or equivalent, some college is preferred plus some guest service experience or hotel experience is preferred. You may be required to work nights, weekends, and/or holidays. This job requires ability to perform the following: carrying, pushing, or lifting items weighing up to 100 pounds. In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself. So what's your passion? Please get in touch and tell us how you could bring your individual skills to IHG.

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Apply online at <http://ihg.jobs.net/job/Bellperson-190227/J3F67P5W15B80991321/>

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**Job Title: Administrative Assistant 3**

Shift: 1st

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

Job Number: 2014-1359

**Position Responsibilities:**

Leads integration of new functionalities, trains staff on use of database

Fulfills government reporting obligations regarding inventions and discoveries and guides Sponsored Projects Office for confirmatory licenses and invention reporting at end of grant cycle.

Manages all IP Office documents; coordinates and supervises file support including transition of records to electronic archive

Coordinates departmental invoicing, reporting and related financial activities.

Manages confidential disclosure agreement process; processes IP disclosures and agreements including all required federal and philanthropic reporting; reviews and edits agreements for content and advises Director on approval.

Serves as secretary for IP Committee; organizes meetings, prepares documents for committee members, prepares and submits electronic surveys to committee members for electronic votes.

Bills licensees and monitors payment to vendors.

Sets up and keeps minutes for IP Committee meetings.

Works directly with the Office of Legal Affairs on patent and copyright prosecution matters; facilitates processing and liaises with internal and external constituents to ensure timely follow-up and completion.

Answers telephone inquiries and facilitates good communication between all parties; directs corporate inquiries on new technologies to

**Position Qualifications Include:**

High school diploma/GED required

BS/BA in business or science preferred or five years related experience in lieu of degree

Minimum three years related experience required.

Strong organizational and problem-solving skills required.

Excellent oral and written communication skills.

Strong computer skills and proficiency with word processing, database and spreadsheet software and database search techniques

Must be able to communicate effectively and establish and maintain superior interpersonal relationships with a wide variety of people.

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**Job Title: Guest Relations Associate**

Department: Guest Relations

Shift: 4th (Rotating)

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

Specialty: Customer Service

Job Number: 2014-1502

**Job Description:** Are you a multi-tasking individual that has front desk customer service work experience? Rush University Medical Center is seeking an individual with exceptional customer service skills for their Guest Relations Associate position. This position is full-time with rotating shifts including some weekends.

The Guest Relations Associate is responsible for providing a welcoming, high quality and supportive hospital service experience for patients, families, visitors and staff. The position is responsible for greeting and responding to the needs of these customers by providing information, high quality service and support in a timely manner. Individuals in this position are expected to behave in a positive and enthusiastic manner as they are often the first contact patients and visitors will have with Rush. In all interactions, the Guest Relations Associate will be mindful of the institutional values of innovation, collaboration, accountability, respect and excellence, and will exemplify the Rush mission, vision, and values and act in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High School diploma or equivalent required. One year of college preferred

1-2 years previous job related experience

Strong organizational skills and multi-tasking skills

Ability to set appropriate priorities in a dynamic environment

Excellent customer service skills

Collaborate and work well with employees at all levels

Communicate effectively and in a positive manner, both orally and in writing

Good computer skills. Proficient bi-lingual skills a plus

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

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**Job Title: Project Coordinator**

Department: RES A Alzheimer Cntr

Shift: 1st

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

Job Number: 2014-1441

Job Description: Rush University Medical Center is seeking a Project Coordinator!

Position Highlights: Individual will assist the Principal Investigator in the maintenance and integration of multiple research projects which share participants among ongoing clinical trials of the Rush Alzheimer's Disease Center. Responsibilities include setting task expectations and structure for the protocol staff and research assistants, assisting in recruitment of study participants, assuring retention of participants to the parent studies, and serving as a contact person for study participants, other RADC coordinators and Investigators. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High School Diploma or equivalent required; College degree preferred

Research coordination experience preferred

Proficiency in word processing and computer generated documents/reports required

Proficiency in Microsoft Access or Excel preferred.

Knowledge of data recording and procedures in clinical studies desirable

Excellent interpersonal skills, verbal and written communication skills, and problem solving skills required

Excellent organizational skills and ability to use one's time efficiently with only minimal direction required

Ability to handle multiple projects simultaneously

Must be responsible and self-motivated

Some off-site travel required

Access to an automobile in good working condition required

Apply online at

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