



## **Building Attendant / Field Museum**

Location: Chicago, IL

Department: Housekeeping

2 Part-Time Positions, 24 hours per week

### Job Description

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff. All Building Attendants operate within a team on the first (morning/day), second (afternoon/evening), and third (overnight) shifts, reporting to the Team Lead and Housekeeping Supervisor. Two part-time shifts available: 1st shift (7:00am - 3:30pm) and 2nd shift (2:30pm - 11:00pm).

### Job Duties

Responsibilities include, but are not limited to the following:

Vacuuming

Damp wiping

Sanitizing bathroom fixtures

Mopping floors

Special project work as assigned

Second and third shift duties include operating heavy equipment to strip and clean floors, and other projects as assigned

### Qualifications

The ideal candidate will possess the following qualifications:

High school diploma or equivalent

Previous housekeeping/janitorial experience strongly preferred

Ability to lift at least 50 pounds

Ability to stand and walk for long periods of time

Ability to bend and reach

Ability to follow verbal and written instructions

Ability and experience using various tools, products, and equipment

Ability to work independently and on team

Pleasant, professional demeanor and appearance with willingness to assist visitors and staff when approached

Apply online at <http://www.fieldmuseum.org/about/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
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sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
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## **Database Specialist / Field Museum**

Location: Chicago, IL

The Database Specialist is the primary support for the day to day operation of the database and knowledge management of the Institutional Advancement Department (I.A.).

The Database Specialist works with the Database Manager and Data Services Assistant to enter donor gifts and membership applications into the Field Museum's membership/donor database (Raiser's Edge). The position is also responsible for coordination of donor and membership data with other departments.

### Responsibilities

Assist Database Manager with monthly reconciliation and analysis to maintain accuracy within membership/donor database

Assist Database Manager in the preparation of information for management including strategic analyses and market trends

Assist in day-to-day department data entry goals

Develop and implement new processes to track fundraising and membership data, actions and notes

Merge duplicate records and update address information

Contribute to success of the Museum's Institutional Advancement Department with other duties as assigned

### Qualifications

High school diploma required; bachelor's degree preferred

Experience and comfort with databases required; knowledge of Raiser's Edge highly preferred

Familiar with using networks and web in business setting

Organizational skills, efficient and independent work habits

Flexibility and ability to work with competing deadlines

Motivated, innovative, and shows initiative

Proficiency with Microsoft Word, Excel, PowerPoint, and Access

Excellent communication and writing skills with the ability to collaborate on ideas and processes

Maturity necessary to work with confidential and sensitive personal information about donors/members

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## **Marketing and Advertising Director / Field Museum**

Location: Chicago, IL

The Marketing and Advertising Director will champion the creation of consistent, compelling brand stories and experiences across marketing and advertising channels that helps provide an integrated visitor experience and drive conversions, revenue and engagement. This person answers key questions such as how the Museum's mission and work are communicated to diverse audiences; how to provide integrated brand interactions, before, during, and after – and even separate from – their visit; and how to create deeper, two-way relationships by inviting visitors to participate in the conversation. The role requires innovative thought-leadership and a strong visitor-focused approach.

This position reports to the Chief Marketing Officer, and requires close collaboration with the Web and Digital Communications Director, and the Public Relations Director.

### **Qualifications**

A bachelor's degree required; Advertising, marketing, liberal arts, or journalism preferred.

8-10 years of dedicated marketing and advertising experience.

Superior writing and editing skills for multiple media channels.

An ability to adapt your written voice to fit channel and Brand.

Superior verbal communication skills.

A demonstrated ability to analyze and synthesize marketing performance metrics.

In-depth knowledge and understanding of current marketing and advertising landscape, trends, tools.

An in-depth knowledge of email marketing.

Ability to actively shift between high-level strategic thinking and task-based execution.

Ability to think, plan and execute across multiple types of work.

Creative and curious.

Able to shift between micro-details and big picture strategic thinking.

A self-directed individual who knows what needs to be done and operates with urgency, focus and discipline.

A willingness to be right while being a good sport; the courage to be wrong; smart enough to learn from failures.

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**Posting Title Coordinator, Community Relations**

Auto req ID 881BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Director's Office

Union Status Non-Union

Work Shift Weekdays- some evenings/weekends- etc.

Schedule Details This position will require regular weekend or event work.

**Position Requirements and Specifications**

The position includes the following requirements: Bachelor's degree in Communications, Education, Biology, Liberal Arts or other relevant field or equivalent combination of related training and experience required. Minimum of two years progressive, relevant experience in community relations/outreach. Strong interpersonal and communication skills, verbal, written, and listening skills. Excellent public speaking and presentation skills. Ability to build relationships and strong rapport, and work effectively with a wide range of constituencies and diverse communities. Skill in identifying and organizing resources and establishing priorities and meeting critical deadlines. Ability to work independently. Requires a self-motivated, responsible individual who is results-oriented, flexible, persistent, helpful, with strong follow-up skills. Must be strategic in his/her orientation, proactive, and demonstrate a caring ethic. Must be able to handle multiple projects simultaneously and work within a fast-paced environment with shifting priorities. Computer proficiency with Microsoft Outlook, Word, and Excel required. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Individual will be expected to be present and visible at designated events sponsored by the Society in the community, for its employees, and other professional participants and other audiences as requested. Incumbent is expected to represent the organization professionally at all times. Regular weekend or event work is required along with local travel around the Chicagoland area. Some other travel may be required. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. The desirable/preferred qualifications include the following: Knowledgeable about zoo/aquaria and conservation issues and topics desirable. Experience with PowerPoint and other office software packages preferred. Multilingual ability, Spanish fluency a plus. The Chicago Zoological Society is an Equal Opportunity Employer / Affirmative Action Employer - Minorities / Women / Veterans / Disabled.

Apply online at

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**Posting Title HR Clerk (Temporary)**

Auto req ID 882BR  
Job Location Chicago Zoological Society-Brookfield Zoo  
Zip Code 60513  
Department Human Resources  
Union Status Non-Union  
Work Shift Weekdays- some evenings/weekends- etc.

**Position Requirements and Specifications**

This position includes the following requirements: High school diploma or equivalent required. Minimum one year of previous, comparable administrative, office or HR experience required. Must be able to maintain strict confidentiality of highly privileged information. Must be able to use or quickly learn standard office equipment, including computer and keyboard, calculator, copier, scanner, phone and software including word processing, database, and spreadsheet programs. Prior experience with word processing, spreadsheet, and data base software is required. Excellent telephone etiquette and effective listening skills required. Good interpersonal and communication skills are essential. Ability to interact tactfully and effectively with diverse individuals and personalities and difficult individuals required. Must communicate with sensitivity and have a strong customer service approach. Must possess ability to establish and maintain effective working relationships with co-workers and employees in other departments. Must be able to understand and carry out oral and written instructions with little or no supervision. Good organizational skills required. Strong proofreading skills and attention to details required. Knowledge of basic office procedures and ability to follow established standard business formats. Experience and/or ability to work and interact effectively with a diverse, multicultural audience.

The preferred qualifications include: Experience with Windows, Microsoft Outlook, Word, and Excel strongly preferred. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. Multilingual ability, Spanish fluency a plus.

**Additional Information**

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**Posting Title Supervisor-Food Service, BZ Red Hots II**

Auto req ID 883BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Food Service Operations

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

**Position Requirements and Specifications**

This is a temporary position. The minimum starting wage for this position is \$10.25/hr.

The requirements for this position include:

High School graduate or (GED) equivalent preferred.

Minimum one year relevant experience in a food service environment required.

Strong customer service orientation required.

Must possess good communications and interpersonal skills.

Must hold or obtain a Food Service Sanitation certification as required by the city, county and state within one year of hire.

Incumbent must be responsible, reliable, and conscientious.

Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability, Spanish fluency a plus.

Incumbent must have ability to learn and follow Society policies and departmental procedures and standards.

Food Service employees are assigned to work restaurants, refreshment stands, mobile carts, or other outdoor sales locations (certain positions have minimum age requirements). Food Service employees may also be required to assist temporarily at other Guest Services locations.

Incumbent must have ability to work non-standard hours including evenings, holidays, and weekends. Work schedules are based on the needs of the operation and may be adjusted due to weather conditions. This position strongly desires availability to work any 5 out of 7 days each week between the hours of 8am-7pm (10pm on weekends and special events). You must be 21 years of age to serve alcohol.

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**Posting Title: Assistant Groundskeeper**

Auto req ID 878BR  
Job Location Chicago Zoological Society-Brookfield Zoo  
Zip Code 60513  
Department Grounds  
Union Status Union  
Work Shift Rotating Schedule

**Position Requirements and Specifications**

The requirements for this position include: High school diploma or equivalent required. Knowledge of the operation and maintenance of irrigation systems may be required. Pesticide operator's license may be required within one year of hire. Certified arborist license within one year of hire may be required. Good communications and interpersonal skills. Reliable, dependable individual. Flexible. Warm, personable demeanor and customer service orientation. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. One or more of the following licensures may be required: Valid "C" or "B" (CDL) Driver's License. Valid medical authorization card required for positions with commercial motor vehicle driving responsibilities. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. The desirable/preferred qualifications include an Associates or Bachelors degree in Horticulture preferred. Spanish fluency a plus, but not required.

As an Assistant Groundskeeper, you must demonstrate proficiency in areas, including but not limited to: developing proficiency in the safe and correct use of various hand tools such as rakes, brooms, hoes, shovels, hand pruners, saws, loppers, or other hand tools; correct use of small power equipment such as blowers, mowers, chainsaws, power washers, tillers, edgers, snow blowers, weed whips and other small power tools as assigned; safe and correct use of small tractors, water wagons, plows and brooms, riding mowers and other equipment, and basic operating knowledge of Bobcats and backhoes.

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**Job Title: Account Technician II**

Agency: Human Services

Closing Date/Time: Mon. 08/17/15 4:00 PM Central Time

Salary:\$20.67 - \$29.58 hourly

\$3,371.00 - \$4,826.00 monthly

\$40,452.00 - \$57,912.00 annually

Job Type: Full-Time

*Location: Livingston County, Illinois*

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-67-92335

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs highly-responsible specialized technical accounting work in the application of accounting and financial practices; maintains comprehensive accounts for the facility

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of two years of college and one year of technical accounting experience or four years of related clerical bookkeeping experience. Requires extensive knowledge of accounting techniques, office methods and procedures. Requires working knowledge of principles and functions of standard office accounting machines and equipment. Prefers prior experience working with word processing and spreadsheet software. Requires the ability to apply established accounting methods and techniques. Must be able to clearly communicate both orally and in written form.

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

HOURS OF WORK: 8:00 a.m. – 4:00 p.m. Monday – Friday

Weekends/Holidays Off

Other days/shifts as assigned or required

LOCATION: Wm. W. Fox Developmental Center

134 W. Main Street, Dwight, IL 60420 815-54-3347

**How to Apply:**

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

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**Job Title: Business Manager**

Agency: Corrections

Closing Date/Time: Wed. 08/19/15 4:00 PM Central Time

Salary: \$4,571.00 - \$6,878.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 01

Plan/BU: RC062

Bid ID#: IDOC29-82-15-0102

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under administrative direction of the Public Service Admin., Business Administrator; serves as a working supervisor; reviews property control accounting and inventory processes; gathers and provides data to assist Business Administrator with preparation of the facility budget; conducts special projects and studies related to the business office. Serves as Business Administrator in his/her absence.

05815-29-82-160-00-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with a major in business administration or in a related field. Requires two years professional business experience such as might be obtained as a Business Administrative Specialist; or successful completion of a training course by the agency. Requires extensive knowledge of the fundamental principles of modern business administration. Requires extensive knowledge of the functions of state government and the employee agency

WORK HOURS & LOCATION/AGENCY CONTACT: WORK HOURS: 8:00 a.m. to 4:00 p.m. Monday through Friday, Days Off Saturday and Sunday,  
LOCATION/AGENCY: IDOC/Stateville Correctional Center P.O. Box 112 Joliet, IL 60434  
CONTACT: Jamille Kent, Human Resources Rep. Stateville Correctional Center P.O. Box 112 Joliet, IL 60434 815-727-3607 ext. 5693 Fax # 815-727-0838 email [Jamille.Kent@doc.illinois.gov](mailto:Jamille.Kent@doc.illinois.gov)

How to Apply:

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

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**Job Title: Dental Hygienist**

Agency: Human Services

Closing Date/Time: Mon. 08/17/15 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC028

Bid ID#: 10-72-90621

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, performs technical and advisory services in oral or dental hygiene including training and scheduling. Responsible for teaching and instructing others in the principles of oral hygiene and the importance of proper dental care. Carries out instructions given by the Dentist and cooperates in the operation of the dental program. Establishes appointment schedule for individuals in need of services and provide oral prophylaxis and oral hygiene instructions according to need and relevant policies. Confers with dentist concerning treatment procedures, Assists Dentist in making dental x-rays and administering sodium fluoride treatments and sealants for prevention of tooth decay. Attends and participates in Unit Interdisciplinary Team meetings and Special Team meetings, representing the dental department in the discussion and decision making process.

**Minimum Requirements:**

Must be licensed as a Dental Hygienist in the State of Illinois.

Work Hours & Location/Agency Contact: Work Hours: 12:00 PM-8:30 PM Monday & Tuesday, 7:00 AM-3:30 PM Wednesday, Thursday, & Friday

Location: Elisabeth Ludeman Center

114 North Orchard Drive, Park Forest, IL 60466

Contact Person: Alice M. Chambers / Human Resources Representative

114 N. Orchard Drive, Bldg. 60 (708) 283-3015

**How to Apply:**

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

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**Job Title: Internal Security Investigator II**

Agency: Human Services

Closing Date/Time: Tue. 08/18/15 5:00 PM Central Time

Salary: \$5,146.00 - \$7,849.00 monthly

\$61,752.00 - \$94,188.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 3

Plan/BU: RC062

Bid ID#: 10-14-92091/92092/92093

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of two years of college, with coursework in law, government, liberal arts, history or business or public administration, plus four years professional experience in law enforcement investigatory work or related field; or requires knowledge, skill and mental development equivalent to completion of four years of college, with major coursework in law, government, liberal arts, history or business or public administration, plus two years professional experience in law enforcement investigatory work or a related field; or requires knowledge, skill and mental development equivalent to completion of a master's degree, with major coursework in law, government, liberal arts, history or business or public administration plus one year professional experience in law enforcement investigatory work or a related field; or requires completion of the F.B.I. National Academy of comparable law enforcement schooling, plus two years of professional experience in law enforcement investigatory work of a related field. Requires ability to travel.

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

OIG/Madden, 1200 S. 1st Street, Pav 12, Hines, IL 60140

Please submit applications to: Kelly Kindred

Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor , Springfield, IL 62762

FAX: 217-524-2116

**How to Apply:**

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

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**Job Title: Licensing Assistant**

Agency: Revenue

Closing Date/Time: Mon. 08/17/15 5:00 PM Central Time

Salary: \$2,934.00 - \$3,987.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: DOR 10787

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, interviews visitors regarding complaints and liquor licensing requirements; answers basic questions regarding Illinois Liquor Control Commission (ILCC) rules and regulations which concern the Licensing Act; reviews, approves and issues Illinois Liquor licenses; reviews and approves brand registrations; assists with ILCC filing assignments; prepares reports on work performed.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires ability to explain and interpret simple statutory requirements, rules, regulations and procedures. Requires ability to maintain satisfactory working relationships with other employees, outside agencies and the public. Requires skill to operate a PC.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Revenue

Illinois Liquor Control Commission/Licensing

100 W Randolph, Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110, Springfield, IL 62702

217-558-0987 217-782-9925 Fax

**How to Apply:**

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

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**Job Title: Office Associate - Opt 1**

Agency: Corrections

Closing Date/Time: Wed. 08/19/15 4:00 PM Central Time

Salary: \$3,051.00 - \$4,234.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 01

Plan/BU: RC014

Bid ID#: IDOC29-82-15-0071A

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Business Administrator (PSA), performs complex clerical duties of a highly specialized nature dealing with job related injuries and workman's compensation claims requiring independent judgment and actions; contacts various agencies, vendors and health care providers to obtain information and validate claims.  
30015-29-82-180-05-02

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience; requires extensive knowledge of office practices, and programs; requires extensive knowledge of composition, grammar, spelling and punctuation; requires working knowledge of basic mathematics; requires elementary knowledge of Agency programs, rules and regulations; requires ability to follow oral or written instructions;

**WORK HOURS & LOCATION/AGENCY CONTACT**

WORK HOURS 7:00 a.m. to 4:00 p.m. Monday through Friday, Days Off Saturday and Sunday

LOCATION/AGENCY: IDOC/STATEVILLE CORRECTIONAL CENTER P.O. BOX 112 JOLIET, IL 60434 CONTACT: Jamille Kent, Human Resources Rep. Stateville Correctional Center P.O. Box 112 Joliet, IL 60434 815-727-3607 ext. 5693 Fax # 815-727-0838 email [Jamille.Kent@doc.illinois.gov](mailto:Jamille.Kent@doc.illinois.gov)

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

**Option 1 – General**

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**Title: Coordinator of Communications and Public Relations**

ID: 1003

Department: External Affairs and Communications

**Description**

This is a full-time position. The Coordinator of Communications & Public Relations will work directly with the Director of Communications and Public Relations to implement daily public relations strategies and tactics.

**Qualifications:**

**Education:** Bachelor's degree in a communications, environmental science or education-related field preferred - emphasizing public relations and writing skills.

**Experience:** A minimum of 3 years of experience in public relations and media relations communications.

**Preferred:** Experience with conservation and animal-related public relations strongly preferred. PR agency experience and strong writing skills.

**Special Skills:** Excellent writing, editing, verbal and organizational skills required. Demonstrated ability to tell compelling stories in a variety of formats to a wide range of audiences including, but not limited to, social media, web, print media, grant proposals and reports, annual reports, etc. Must possess a high level of decision-making ability; good planning, problem-solving skills; understand complementary relationship between external and internal communications; perform well under pressure, juggle multiple tasks simultaneously. Must know word processing and be computer literate. Must be available 24/7 via cell phone (with exception of scheduled vacations.)

Positive attitude and supportive to colleagues in a team based environment necessary. Interest in conservation, zoo/aquarium, non-profit, cultural institutions and strong desire to excel in this industry. Ability to handle confidential information, maintain composure, be flexible and perform under pressure. Demonstrated love for adventure, exploration and storytelling. Interact with staff and the public in a consistently honest, friendly and positive manner.

Must be able to work flexible hours including frequent nights, weekends and early mornings, as necessary, and walk/stand/sit for extended periods of time, both indoors and outdoors. Must be comfortable working outdoors in all weather. Position requires handling live animals. Position requires frequent travel. Must have valid driver's license. Must be able to do moderate lifting to transport equipment and material to sites.

Apply online at <http://sheddaqarium.applicantstack.com/x/detail/a23xwy5hf5oq>

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**Title: Evaluation Specialist**

ID: 1014

Department: Learning Planning & Evaluation

**Description**

The Evaluation Specialist will work closely with the Manager of Evaluation and Learning Staff in the evaluation of learning initiatives to better understand the impact of the programs. Responsibilities will include assisting with evaluation planning, data collection utilizing a variety of quantitative and qualitative methods, data entry and maintenance, and assisting in the analysis, interpretation and reporting of the data. This is a part-time, 24 hours per week position.

**Duties & Responsibilities:**

Demonstrate commitment to Shedd's vision, mission and values  
Support the evaluation activities of the Learning, Planning and Evaluation Department.  
Work in partnership with Learning and LPE staff in the evaluation of assigned programs.  
Assist in the development of methods and instruments to meet the needs of evaluation plans.

Implement or assist with data collection utilizing a variety of methods which could include interviewing, focus groups, survey administration or observation.  
Data entry and analysis using Microsoft Excel and other software programs as needed.  
Assist with the analysis of data and preparation of evaluation reports.  
Other duties as required

**Qualifications:**

Education: Bachelor's Degree

**Experience:**

Experience with data analysis and visualization software including Microsoft Excel and Word.

Experience conducting evaluation using qualitative and quantitative methods.

Experience with data collection, interpretation and analysis, including reporting.

Experience balancing multiple projects with strong attention to detail, organization, and efficient time management

Interest in and enthusiasm for research and informal science education

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**Title: Maintenance Mechanic I**

ID: 1012

Department: Facilities

Description

This is a responsible Maintenance Mechanic I, Full-time position. This position performs preventive maintenance on all base building and life support equipment. This individual installs, repairs, and maintains mechanical/electrical operating equipment and machinery.

Perform preventive maintenance on all base building and life support equipment which includes but is not limited to:

Assemble all tools, supplies and instruments necessary to complete the job.

Perform work with a minimum amount of disruption in the Aquarium.

Conduct immediate cleanup of work area. Complete the preventive task sheet.

Return tools to workshop and unused supplies to the store room.

Report any impending supply or material shortages to the maintenance foreman.

Advise the maintenance foreman of any equipment problems.

Perform water transfers and mixing salt. Assist with Service Desk function by utilizing Excel spreadsheets and other computer programs. Routine building up-keep including changing light bulbs, cleaning vents, painting, carpet repairs and replacements, and cleaning/organizing rooms. Install and repair plumbing, piping, and tubing.

Install and rebuild pumps and motors while also replacing bearings in all types of motors and seals on pumps. Install and rebuild air compressors and heat exchangers.

Assist with repair of piping, valves, filters, hot water systems and associated controls.

Assist other mechanics and operators with major repairs and maintenance of building and equipment. Assist with the maintenance of electrical controls, switching and motor controls, pumps, valves, piping, filters and associated controls, boilers, heating, ventilating and hot water equipment, water cooling and air conditioning equipment, air compressors and associated controls, and also other building machinery and equipment as assigned. Complies with departmental policy for the safe storage, usage and disposal of hazardous materials. Maintains a clean and safe workspace.

Maintains records for work completed in a neat and organized manner.

Performs other duties as assigned.

Qualifications: Education: Minimum of a high school degree required.

Experience: Minimum of two years' experience in industrial repair and maintenance.

Minimum of one year mechanical maintenance and repair experience or educational equivalent preferred. Minimum of one year electrical system maintenance experience or educational equivalent. Intermediate computer skills including knowledge of Excel

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**Title: Interpretation Team Member**

ID: 1017

Department: Guest Experience

**Duties & Responsibilities:**

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned. Demonstrate commitment to Shedd's vision, mission and values.

Memorize and perform multiple scripts and thematic outlines featuring Shedd's collection. Interact with the public and husbandry staff. Provide a staff presence while engaging guests about the collection. Work in close proximity to animals, strictly adhering to all established protocols. Serve as a role model to other team members for guest interaction and knowledge. Attend educational and customer service training workshops as scheduled. Demonstrate continued growth in content knowledge and increased aptitude in program delivery.

Understand and take part in the operation throughout the building, including but not limited to:

Interpretation Posts; Extraordinary Experience Check-In; Information Desk Greeting; Touchpool Interpretation Sales

Cooperate closely with management to set personal goals, hone skills, and receive feedback to foster growth.

Assist in training new hires by modeling best practices.

Serve on interdepartmental teams

Implement other duties as needed or assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: High School diploma required. Some college preferred.

Experience: Minimum of one year experience in public speaking required.

Two years' experience in education or theatre preferred.

Experience delivering programs to a variety of audiences in a museum, zoo or aquarium setting preferred.

Experience in aquatic science and/or biology preferred.

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**Title: Presentation Specialist**

ID: 1016

Department: Guest Experience

Description

**Duties & Responsibilities:**

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

Demonstrate commitment to Shedd's vision, mission and values.

Memorize and perform multiple scripts and thematic outlines featuring Shedd's collection. Interact with the public and husbandry staff. Provide a staff presence while engaging guests about the collection. Work in close proximity to animals, strictly adhering to all established protocols. Serve as a role model to other team members for guest interaction and knowledge. Attend educational and customer service training workshops as scheduled. Demonstrate continued growth in content knowledge and increased aptitude in program delivery. Understand and take part in the operation throughout the building, including but not limited to:

Aquatic Show Narration

Interpretation Posts

Extraordinary Experience Check-In

Information Desk

Greeting

Touchpool Interpretation; Sales

Cooperate closely with management to set personal goals, hone skills, and receive feedback to foster growth.

Assist in training new hires by modeling best practices.

Serve on interdepartmental teams

Implement other duties as needed or assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: High School diploma required. Some college preferred.

Experience: Minimum of one year experience in public speaking required. Two years' experience in education or theatre preferred. Experience delivering programs to a variety of audiences in a museum, zoo or aquarium setting preferred. Experience in aquatic science and/or biology preferred.

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**Job Title: Administrative Assistant III**

Department: RUMG Administration

Shift: 1st

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

Job Number: 2015-1739

**Position Highlights:**

This position provides a full range of administrative support to the Director of Faculty Recruitment and the faculty recruitment office staff. 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; bachelor's degree preferred

A minimum of five years of previous administrative experience required

Must be customer-focused with the ability to interact with others effectively and Efficiently.

Excellent written and verbal communication skills

Strong Microsoft Office skills including Word, PowerPoint, Excel and Outlook

Ability to work with minimal supervision

Ability to multi-task and prioritize projects

The ideal candidate will have a flexible approach, adhere to deadlines and respect confidentiality

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**Job Title: Administrative Dietitian - Dietary Patient Food Services**

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

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

Job Number: 2015-1471

Job Description: Rush Medical Center is seeking a full-time Administrative Dietitian!

**Position Highlights:**

Under administrative supervision, participates in the planning, developing, implementing and evaluating of food service, for patients and personnel; Ensures compliance with all applicable regulatory agencies, department quality monitors and targets and corporate and departmental policies and procedures. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures

**Position Qualifications Include:**

B.S. or B.A. in Food and Nutrition

Registered Dietitian

State of Illinois license

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

Competent in preparation of spreadsheets, data bases, word processing.  
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 and computer keyboard,

Able to communicate using a variety of audio-technology, able to see, will involve long periods of sitting, standing or walking (about 90%).

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