Job ID: 2823612
Expires: 10/29/2013
Job Title: Crew Member
Company: Mendez McDonald's
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60656
Salary: $8.25

Job Description: If hired, some of your responsibilities would include reporting to work on time, dressed neatly and cleanly. You would be helping us deliver friendly, accurate and fast service in a respectful, professional environment. We would want you to uphold and follow McDonald's operational, quality and food safety standards and help make every customer feel like a valued guest.

Application Instructions: Fill out an application online at http://www.mcstate.com/26777 or stop by our office at 7105 W. Higgins Ave., Chicago Monday thru Wednesday 10am-4pm.
Contact: Edgar O. Herrera
Address: 7105 W. Higgins Ave., Chicago, IL 60656
Phone: 773-467-1290
Fax: 773 467-1294

Job ID: 2824261
Expires: 10/30/2013
Job Title: Caregivers and CNAs for Seniors Needed
Company: Caregiverlist, Inc
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: AL, AK, AZ, AR, CA, CO, CT, DE, DC, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY
Salary: Rates vary per position

Job Description: Apply to MULTIPLE Senior Home Care Agencies in your specified area Fill out just ONE Job Application Read about Benefits, Job Skills, Training, Background Checks, and experience stories from other Caregivers at: http://www.caregiverlist.com/ApplyIntro.aspx Part-Time, Full-Time and Overnight Positions are currently available for self-motivated, trustworthy individuals. Professional or personal experience in providing care for Seniors
preferred, although previous experience is not always required. Applicants should be professional, caring, and compassionate with the ability to work independently. Non-Medical Senior Caregivers, CNA's, Registered Nurses, Companions, Home Health Aides are encouraged to apply. Must also confidently perform these essential job functions: * Provide Companionship and Help Enhance the Quality of Life for Elderly Clients * Assist with Meals * Keep Medications on Track * Prevent Falls * Assist with Walking and Light Exercise * Supervise Household Maintenance * Run Errands * Maintain a Positive Attitude and Great Communication Skills Compensation: Rates vary per position Employee Benefits Packages may be available, including bonuses and vacation pay (packages vary per position) Sincerely, http://www.caregiverlist.com

**Application Instructions:** Please complete online application.

**Contact:** Vera Perekoteyeva

**Address:** 345 North Canal Street, Suite 202, Chicago, IL 60610

**Phone:** 7735270341

**Apply Online:** http://www.caregiverlist.com

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**Job ID:** 2824265  
**Expires:** 10/30/2013  
**Job Title:** Caregivers and CNAs for Seniors Needed  
**Company:** Caregiverlist, Inc  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Chicago, IL  
**Salary:** Rates vary per position  

**Job Description:** Read about Benefits, Job Skills, Training, Background Checks, and experience stories from other Caregivers at: http://www.caregiverlist.com/ApplyIntro.aspx Part-Time, Full-Time and Overnight Positions are currently available for self-motivated, trustworthy individuals. Professional or personal experience in providing care for Seniors preferred, although previous experience is not always required. Applicants should be professional, caring, and compassionate with the ability to work independently. Non-Medical Senior Caregivers, CNA's, Registered Nurses, Companions, Home Health Aides are encouraged to apply. Must also confidently perform these essential job functions: * Provide Companionship and Help Enhance the Quality of Life for Elderly Clients * Assist with Meals * Keep Medications on Track * Prevent Falls * Assist with Walking and Light Exercise * Supervise Household Maintenance * Run Errands * Maintain a Positive Attitude and Great Communication Skills Compensation: Rates vary per position Employee Benefits Packages may be available, including bonuses and vacation pay (packages vary per position) Sincerely, http://www.caregiverlist.com

**Job Requirements:** Apply to MULTIPLE Senior Home Care Agencies in your specified area Fill out just ONE Job Application
Application Instructions: Please apply online.

Contact: Vera Perekoteyeva

Address: 345 North Canal Street, Suite 202, Chicago, IL 60610

Phone: 7735270341

Apply Online: http://www.caregiverlist.com

Job ID: 2932426

School Job ID: MVCC

Expires: 12/31/2013

Job Title: Entry-Level & Experienced Police Officers

Company: The City of Harvey - Police Department

Job Type: Full Time

Degrees Wanted: License

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Harvey, IL 60426

Salary:

Job Description: Entry - Level and Experienced Police Officers are encouraged to apply. The Harvey Police Department is accepting applications to establish an Eligibility List for entry level and experienced Police Officers. We offer a competitive salary with union representation, excellent benefit package and pension plan. Entry - Level Applicants must be at least 21 years of age at time of testing and posses a high school diploma or GED. Preference points given for college graduates. Experienced Police Officers Applicants will be accepted from experienced officers who have served as full-time sworn police officers with an Illinois municipal department, deputy sheriff, or Illinois Department of Police. Candidates must also meet the established educational requirements. The City of Harvey is an Equal Opportunity Employer

Job Requirements: Minimum Requirements Age: 21 Valid Driver's License & FOID card No Felony Convictions or crimes of moral turpitude Must live within 22 miles of Harvey High School Diploma or GED Testing Process Written Examination Physical Agility test Psychological examination Comprehensive Background Investigation

Application Instructions: How to Apply - You can obtain an application packet at the Harvey Police Department, 15301 Dixie Highway, Harvey, Illinois 60426 or at www.cityofharvey.org

Contact: Eric Armstrong

Address: 15301 Dixie Highway, Harvey, IL 60426

Phone: 708-210-5200

Email: Testinginfo@Harveypolice.org

Job ID: 2966296

Expires: 12/05/2013
Job Title: Size Matching Specialist
Company: Headway Workforce Solutions
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Northbrook, IL 60062
Salary: $10-$12/Hr

Job Description:
· Greet and interact with customers, promoting and facilitating use of the Me-Ality fitting service
· Adhere to high standards in customer service protocols
· Effectively and accurately communicate kiosk value and benefits to customers
· Guide the customer through the kiosk process, giving clear, concise instructions and setting the proper expectations
· Act as a positive, polished, fashionable face of the kiosk service to all external clients
· Meet retail kiosk goals and objectives as communicated by Kiosk Manager, in terms of attracting and retaining customers, increasing number of scans per day, increasing number of recommendation reports per customer, and customer satisfaction
· Troubleshoot minor technical issues with kiosk equipment
· Keep facilities in order, conduct daily maintenance as necessary
· Respond to onsite customer inquiries, expectations, and issues, ensuring that customer satisfaction is paramount and when necessary involving Kiosk Manager.
· Contribute to increasing number of scans and reports and "lead generation" in all areas of the company
· Act as a "Brand Ambassador" at all times to reflect the quality of the brand we are building
· Other duties and responsibilities as assigned

Job Requirements:
· Familiar with apparel industry
· Retail experience
· Able to lift 50 lbs
· Maintains a thorough understanding of garment sizing and fit parameters, retail clothing brands and retail shopping in general
· Experience working independently and as a team while meeting goals
· Superior customer service and interpersonal skills
· Excellent verbal communication skills
· Strong multi-tasking skills
· Outstanding listening, questioning, and persuading skills
· Experience working with computers is an asset

Application Instructions: https://www.appone.com/MainInfoReq.asp?R_ID=668050 OR http://me-alityjobs.com/
Contact: Lesslie Graham
Address: 421 Fayetteville Street, Suite 1020, Raleigh, NC 27601
Phone: (919) 424-5810
Email: lgraham@headwaycorp.com
Apply Online: http://www.appone.com/MainInfoReq.asp?R_ID=668050

Job ID: 2966633
Expires: 12/31/2013
Job Title: Direct Support Professional
Company: Rimland Services NFP
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL
Salary: $9.00 - $13.00 per hour

Job Description: Direct Support Professionals are people who work directly with people with developmental disabilities with the aim of assisting the individual to become integrated into his/her community or the least restrictive environment. A brief list of duties include: *Plans, schedules, and implements the daily therapeutic program of appropriate activities for a group of at least five adults.* *Prepares clients' meals.* *Assists individuals in all areas of activities of daily living skills including but not limited to using the restroom, showering, changing clothes, etc.* *Provides care and protections for clients in the program; maintains a physical environment that is conducive to safety, growth, and development for each client in the program.* *Maintains electronic progress reports for each assigned individual, including the daily recording of both adaptive living skills progress and the progress of target behaviors.* *Assists residents in accessing community activities.* *Administers client medication according to Rimland policies and procedures in accordance with The Department of Human Services.* *Helps clients learn to adapt to and cope with real-life situations.*

Application Instructions: Please send resume and cover letter to applicant@rimland.org. OR on Saturday, March 9, 2013 from 8am-4pm Rimland is holding a career fair at 1265 Hartrey Avenue, Evanston, IL 60202. Please bring to the career fair a copy of your resume, your social security card, your driver's license, a driver's abstract from within the past month, a TB test from within the last year (If you have one. If not we will send you free of charge) and a high school diploma.

Contact: Carolyn Zak
Address: 1265 Hartrey Avenue, Evanston, IL 60202
Phone: 847 328-4090
Email: applicant@rimland.org

Job ID: 2968268
Expires: 12/31/2013
Job Title: Direct Support Professionals
Company: Rimland Services NFP
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL
Salary: $9.00 - $13.00 per hour
**Job Description:** Direct Support Professionals are people who work directly with people with developmental disabilities with the aim of assisting the individual to become integrated into his/her community or the least restrictive environment. A brief list of duties include: *Plans, schedules, and implements the daily therapeutic program of appropriate activities for a group of at least five adults.* *Prepares clients' meals.* *Assists individuals in all areas of activities of daily living skills including but not limited to using the restroom, showering, changing clothes, etc.* *Provides care and protections for clients in the program; maintains a physical environment that is conducive to safety, growth, and development for each client in the program.* *Maintains electronic progress reports for each assigned individual, including the daily recording of both adaptive living skills progress and the progress of target behaviors.* *Assists residents in accessing community activities.* *Administers client medication according to Rimland policies and procedures in accordance with The Department of Human Services.* *Helps clients learn to adapt to and cope with real-life situations.*

**Application Instructions:** Please send resume and cover letter to applicant@rimland.org. OR on Saturday, March 9, 2013 from 8am-4pm Rimland is holding a career fair at 1265 Hartrey Avenue, Evanston, IL 60202. Please bring to the career fair a copy of your resume, your social security card, your driver's license, a driver's abstract from within the past month, a TB test from within the last year (If you have one. If not we will send you free of charge) and a high school diploma.

**Contact:** Carolyn Zak  
**Address:** 1265 Hartrey Avenue, Evanston, IL 60202  
**Phone:** 8473284090  
**Email:** applicant@rimland.org

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**Job ID:** 3015851  
**Expires:** 12/31/2013  
**Job Title:** Warehouse Department Supervisor  
**Company:** Dollar Tree Distribution  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:**  
**Job Target:** Any Job Target  
**Location:** Joliet, IL 60436  
**Salary:**

**Job Description:** Manages and oversees up to 20 associates and all related departmental functions for the various departments of the Distribution Center; including, Receiving, Order Selection, Shipping and Equipment. Each L1’s general goal is to ensure merchandise is scheduled, received, unloaded, and checked for Receiving, replenished, selected and labeled for Order Selection, scanned loaded and shipped for Shipping, and moved and slotted for Equipment. All this is to be completed in accordance with Company policies and procedures. · Maintain "hands on" accountability for the department goals. · Supervise daily activities of
clerical and warehouse associates. Allocate work, monitor productivity, and secure resources to facilitate staff performance, ensuring the highest standards of quality, accuracy, and housekeeping are maintained. · Maintain a safe work environment, ensuring all proper safety procedures are enforced and followed. · Ensure associates are trained on departmental job procedures using the Methods Checklist. Identify any additional training needs in order to assist associates in attaining desired levels of job performance. · Hire, train, evaluate and develop associates. In conjunction with the Assistant General Manager, carry out evaluations, disciplinary actions and/or recommends termination of employment as appropriate. · Recommend changes, revisions, additions or deletions to procedures. Continue to monitor the efficiency and cost effectiveness of said procedures. · Share and provide appropriate information and anticipates information needs of associates.

Contact: Ann Bowden
Address: 300 Dollar Tree Lane, Joliet, IL 60436
Phone: 815-726-7306
Email: aebowden@dollar.tree.com

Job ID: 3072098
Expires: 08/28/2013
Job Title: QUALITY ENGINEER
Company: Bison Gear & Engineering
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Saint Charles, IL 60174
Salary: Disclosed at interview

Job Description: Bison Gear and Engineering Corporation is seeking a Quality Engineer. Located in St. Charles, IL, we have approximately 250 employees and are a rapidly growing manufacturer of electric motors and gear motors. We are an aggressively growing organization serving food service, packaging, medical, machine tool, agriculture and industrial machinery industries. We offer excellent benefits including: · Competitive salary + 401K match · On-site fitness center and health clinic · Comprehensive benefit plans · Outstanding tuition reimbursement plan · Business casual work environment The Quality Engineer will provide key leadership in improving the quality of Bison's products, services and processes. Duties include but are not limited to: · Determine quality improvement parameters; identify statistical methods relevant to manufacturing processes; establish statistical reliability using such tools as mean time before failure, weibull distribution and reliability modeling. · Identify and remove non-value added activities and reduce variability of processes using Lean/Six Sigma principles. · Overseer, plan, organize and direct activities of Warranty and Repair Department supplying timely response and resolution to Sales and customers. · Utilize root cause analysis of returned motors and gear motors; interface with Engineering, Operations, and Sales to provide effective corrective and preventive actions. · Create and communicate warranty evaluation reports, maintain
documentation systems; collaborate with management to improve work processes and customer satisfaction. · Deliver comprehensive project presentations to customers and senior executives.

Qualifications: · Bachelor's Degree or equivalent from a four-year college or five year's related experience and/or equivalent combination of education and experience. · Proficient in data analysis and improvement techniques, Lean and Six Sigma tools (e.g. Statistics, 5-S, Kaizen, Continuous Improvement, Design for Manufacturability, Flow Charts, Fishbone Diagrams, Histograms, etc.) · Effective verbal and written communication skills a must. · ASQ Certified Quality Engineer strongly preferred. We are proud to be an Equal Opportunity Employer. Bison Gear recognizes and endorses the Manufacturing Skills Standard Council (MSSC) certification, and the National Career Readiness Certification (NCRC), an ACT Workeys credential. As part of our efforts to provide a safe and productive environment and hire talented and qualified associates, we maintain a drug-free workplace and perform pre-employment substance abuse testing and background investigations.

**Application Instructions:** To be considered, e-mail your resume and salary history to: http://ch.tbe.taleo.net/CH01/ats/careers/requisition.jsp?org=HRSOURCE&cws=2&rid=92 NO PHONE CALLS. For information about our company visit our website at http://www.bisongear.com - EOE M/F/D/V

**Contact:** Sylvia Wetzel  
**Address:** 3850 Ohio Ave, St. Charles, IL 60174  
**Phone:** 630-377-4327  
**Fax:** 630-377-6777  
**Email:** HR@bisongear.com  
**Apply Online:**  
http://ch.tbe.taleo.net/CH01/ats/careers/requisition.jsp?org=HRSOURCE&cws=2&rid=92

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**Job ID:** 3090661  
**Expires:** 09/30/2013  
**Job Title:** Food Inspector  
**Company:** USDA Food Safety and Inspection Service  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** AL, AK, AZ, AR, CA, CO, CT, DE, DC, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY  
**Salary:**  
**Job Description:** We are currently recruiting for Food Inspector positions nationwide. Entry-level food inspectors in private commercial slaughtering plants provide the first line of defense against diseased and adulterated meat and poultry. They are responsible for much of the day-to-day in-plant inspection of animals before and after slaughter to ensure that the product is fit for
human consumption in compliance with Federal laws governing the wholesomeness and purity of meat and poultry products. The starting salary is $31,315. After one year of successful performance, the yearly salary increases to $38,790. Salary levels may be higher depending on geographical location. In some locations we offer recruitment incentives such as student loan repayments and recruitment bonuses of up to 25% of salary. For more information please visit www.foodsafetyjobs.gov In addition to salary, we offer a competitive benefits package, which includes paid vacation, sick leave, a wide range of health insurance options, low-cost life insurance, and a matching retirement fund.

**Job Requirements:** To qualify for an entry-level position, you must have either a 4-year degree with at least 12 credits in science, agricultural sciences and/or math, or 1 year of job-related experience (in the food industry). This experience must demonstrate knowledge of sanitation practices and control measures used in the commercial handling and preparation of food products for human consumption. Qualifying experience should also demonstrate skill in applying, interpreting, and explaining standards in a food product environment.

**Application Instructions:** To apply, please go to www.foodsafetyjobs.gov. Contact Information: Telephone: 1-800-370-3747 (Human Resources) Webpage: www.foodsafetyjobs.gov

**Contact:** Melinda Lin

**Address:** 1400 Independence Ave SW, Washington, DC 20250

**Phone:** 787-749-4370

**Email:** melinda.lin@fsis.usda.gov

**Apply Online:** http://www.foodsafetyjobs.gov

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**Job ID:** 3090885

**Expires:** 09/05/2013

**Job Title:** Sales Trainee

**Company:** The Fastenal Company

**Job Type:** Internship, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Hillside, IL 60162

**Salary:**

**Job Description:** RESPONSIBILITIES: The duties and responsibilities of this position are service-based and will present new and diverse challenges daily. Duties include, but are not limited to: o Assisting with sales/customer service o Managing inventory o Placing and fulfilling orders o Receiving and shipping inventory o Performing local sales calls and deliveries with company vehicle

**Application Instructions:** Please visit our website to learn more about positions and locations. Email your resume once you have completed the application process.
Contact: Latonya Davis  
Address: 4053 May Street, Hillside, IL 60162  
Phone: 708-493-9094  
Fax: 708-493-9128  
Email: ladavis@fastenal.com  

Job ID: 3092005  
Expires: 09/06/2013  
Job Title: Quality Control Checker.  
Company: Jepsen Investments, Inc.  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Ottawa, IL 61350  
Salary:  
Job Description: Our client located in Ottawa, IL. seeks a temp to hire Quality Control Checker. Our Client located in Ottawa, IL. currently seeks a Quality Control Checker on a Temp. to Hire basis. The job would pay $8.25 per hour to start, but once hired on their payroll there is potential to have it increased. A qualified candidate must be able to do the following: Work Monday - Friday from 7 a.m. - 3:30 p.m. or 7 a.m. - 4 p.m. Inspect garments Determine the number of defects Check the weight of the clothes Count the number of pattern parts and lays of cloth prior to cutting to ensure accuracy of cutting operation with minimum waste. Count the number of stitches per inch during sewing operation to detect inconsistencies in sewing machine settings. Record Data Should you or anyone you know be interested, please have them send their resume in the form of a word document to brankin@labpersonnel.com  
Application Instructions: No previous experience is required. Should you or anyone you know be interested, please have them send their resume in the form of a word document to brankin@labpersonnel.com  
Contact: Christopher Jepsen  
Address: 2604 Dempster Street Suite: 305, Park Ridge, IL 60068

Job ID: 3095820  
Expires: 09/15/2013  
Job Title: Quality Assurance Technician 1  
Company: Peacock Engineering  
Job Type: Full Time  
Degrees Wanted: Diploma
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Bolingbrook, IL 60440
Salary:
Job Description: Performs required inspections to assure incoming materials and finished products conform to customer specifications, company standards and regulatory requirements. Inspections shall verify that products meet food safety and regulatory requirements using established procedures at prescribed frequencies. Results of all inspections shall be documented per company standard operating procedures including immediate reporting and corrective action of deficiencies. · Monitors daily operations as assigned to ensure compliance to established procedures, customer specifications and/or Shop Order instructions. · Performs incoming goods, in process and finished product inspections per approved procedures. · Identifies and reports unusual quality conditions to Quality Department management employees for correction. · Monitors daily operations as assigned to ensure compliance to established procedures, customer specifications and/or Shop Order instructions. · Performs incoming goods, in process and finished product inspections per approved procedures. · Identifies and reports unusual quality conditions to Quality Department management employees for correction. · Initiates Incident Reports for non-conforming goods, out-of-specification processes, in process failures, etc. · Assists Operations Group Leaders and Machine Operators as necessary to perform in-process checks, comply with Shop Order instructions and implement corrective actions for process trends and/or non-compliance. · Performs and/or verify equipment calibration per established procedures and frequencies as directed. · Ensures adherence to company employee safety, food safety and GMP policies.
Job Requirements: Experience in the food and packaging industry; Minimum 18 years of age; High School diploma or GED equivalent; Available for overtime; Reliable; Responsible; Must be legally authorized to work in the US (EVerify); Must pass drug screen and background check.
Application Instructions: Download our employment application at:
http://peacockeng.com/pages/careers/jobApplication.pdf E-mail your completed application to jpalenscar@peacockeng.com, or apply in person Mon-Fri between 10am - 2pm at our Bolingbrook facility.
Contact: Julie Palenscar
Address: 1100 Remington Blvd, Bolingbrook, IL 60440
Fax: 630-759-1794
Email: Jpalenscar@peacockeng.com

Job ID: 3096127
School Job ID: MVCC
Expires: 09/10/2013
Job Title: Programmer/Analyst
Company: Rock Valley College
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Computer Science
Job Target: Any Job Target
Location: IL
Salary:

Job Description: Programmer/Analyst ________________________________

Rock Valley College has an immediate opening for a Programmer/Analyst. Rock Valley College invites applications for a Programmer/Analyst. The Programmer/Analyst will consult, evaluate, recommend, design, install, code, configure, test, maintain, and troubleshoot a variety of software, including systems software, applications packages, and databases. Rock Valley College, a comprehensive community college located in Rockford, Illinois, serves a diversified metropolitan area of over 370,000 people. Rockford is centrally located in northern Illinois, within 90 minutes of Chicago as well as Milwaukee and Madison, Wisconsin. The College is the principal institution of post-secondary education in the region. RVC is an educational leader in providing quality, accessible, lifelong learning opportunities, cultural enrichment, and support for economic and technological development. Essential Duties and Responsibilities include the following: · Identify and analyze user and system requirements and constraints. · Evaluate a variety of software solutions. · Design, code, install, and configure complex software packages and systems to address user and system needs. · Test, troubleshoot, and repair complex software. · Maintain, revise, and modify complex software. · Install software revisions, updates, and patches. · Possess an understanding of Web application development processes. · Develop current, innovative, reusable applications and Web-based applications. · Keep well informed on rapid Web development tools such as HTML, JavaScript, CSS, ASP.NET, C#, etc. · Prepare and maintain software and system documentation. · Train and assist users with the operation of software systems. · Maintain regular and effective communication with the user community, colleagues within the organization unit, and supervisors. · Respond to service requests in a timely, effective, and respectful manner. · Maintain continuous professional growth and development through a series of actions, including reading technical, professional, and marketing literature, attending workshops, seminars and demonstrations, collaborating with vendors, manufacturers, and colleagues, and engaging in hands-on experiences with a variety of technologies. · Provide informed recommendations for enhancements and improvements at Rock Valley College based on new and emerging technologies. · Participate in strategic planning and budgetary decisions. · Supervise student workers and interns as assigned. Minimum Qualifications: Associate’s degree in an area closely related to computing or 5 years of recent experience in enterprise level or large scale complex database programming environment required. Excellent analytical and reasoning skills. Ability to prioritize effectively and to work efficiently without direct supervision. Ability to communicate effectively. Related professional certifications are desirable. Experience working in an educational setting is preferred. Successful applicants will have experience in some or all of the technologies below: Enterprise Resource Management (ERP): Experience with Student Information Systems or Enterprise Resource Management (ERP) systems (e.g. Ellucian [Colleague, Banner], CAMS, PeopleSoft, Jenzabar). Programming and Support: MS Access, UniData DB, SQL, SSL, Content Management System (e.g. CommonSpot), ColdFusion, Web-based tools such as HTML, JavaScript, CSS, ASP.NET, C#, etc. Application Process: Submit online application available at http://www.rockvalleycollege.edu/employment. Please include a cover letter and current resume. Please contact Polly Carter, Recruiting Coordinator, at (815) 921-4757 or P.Carter@rockvalleycollege.edu with questions. RVC is an equal opportunity employer.
committed to increasing diversity and encourages applications from members of underrepresented groups. EOE.

Contact: Amy S. Diaz, M.S.Ed.
Address: 3301 North Mulford Road, Rockford, IL 61114
Phone: (815) 921-4283

Job ID: 3096129
School Job ID: MVCC
Expires: 09/10/2013
Job Title: Systems Administrator
Company: Rock Valley College
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL
Salary:

Job Description: Systems Administrator

Rock Valley College has an immediate opening for a Systems Administrator. Rock Valley College invites applications for a Systems Administrator. The Systems Administrator is responsible for effective installation, configuration, operation, and maintenance of systems hardware and software related to local-area and wide-area networking systems, data, voice, operating systems, database systems, and video. This individual participates in technical research in order to foster continuing innovation at Rock Valley College. This position in collaboration with other RVC System Administrators must provide 24/7 coverage for the college's systems. Rock Valley College, a comprehensive community college located in Rockford, Illinois, serves a diversified metropolitan area of over 370,000 people. Rockford is centrally located in northern Illinois, within 90 minutes of Chicago as well as Milwaukee and Madison, Wisconsin. The College is the principal institution of post-secondary education in the region. RVC is an educational leader in providing quality, accessible, lifelong learning opportunities, cultural enrichment, and support for economic and technological development. Essential Duties and Responsibilities include the following:
- Identify and analyze user and system requirements in support of college goals.
- Install new/rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
- Install and configure systems to support the college's infrastructure applications.
- Develop and maintain installation and configuration procedures.
- Contribute to and maintain system standards.
- Research and recommend innovative, and where possible, automated approaches for system administration tasks.
- Identify approaches that leverage the college's resources and provide economies of scale.
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled system updates and patches.
- Perform regular security monitoring to identify any possible
intrusions. · Create, change, and delete user accounts per request. · Provide top level support for various constituencies. · Investigate and troubleshoot issues arising in college systems. · Repair and recover from hardware or software failures and coordinate and communicate with impacted constituencies. · Apply infrastructure patches and upgrades on a regular basis, and upgrade administrative tools and utilities. · Configure/add new services as necessary. · Maintain documentation on the operations, configurations, and procedures for all college systems. · Perform periodic performance reporting to support the planning process. · Perform ongoing performance tuning, hardware upgrades, and resource optimization is required. · Maintain data center environmental and monitoring equipment. · Participate in strategic planning and budgetary recommendations as needed. Minimum Qualifications: Five years of relevant system design and administration experience is required. Associate's degree in Information Technology or other related technical discipline desired. Experience working in an educational setting is desirable. A successful candidate will have excellent analytical and reasoning skills; the ability to prioritize effectively and work efficiently without direct supervision; and be able to communicate effectively. Related certifications (Cisco/Microsoft) are desirable. Application Process: Submit online application available at http://www.rockvalleycollege.edu/employment. Please include a cover letter and current resume. Please contact Polly Carter, Recruiting Coordinator, at (815) 921-4757 or P.Carter@rockvalleycollege.edu with questions. RVC is an equal opportunity employer committed to increasing diversity and encourages applications from members of underrepresented groups. EOE.

Contact: Amy S. Diaz, M.S.Ed.
Address: 3301 North Mulford Road, Rockford, IL 61114
Phone: (815) 921-4283

Job ID: 3096132
School Job ID: MVCC
Expires: 09/10/2013
Job Title: Administrative Systems Programmer
Company: Rock Valley College
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL
Salary:

Job Description: Administrative Systems Programmer

Rock Valley College has an immediate opening for an Administrative Systems Programmer. Rock Valley College invites applications for an Administrative Systems Programmer. The Administrative Systems Programmer will evaluate, recommend, design, install, code, configure, test, integrate, coordinate, maintain, and troubleshoot a variety of systems related to administrative systems used by the college, including hardware and software, operating systems, application software and database systems. Act as
system backup to Manager of Administrative Systems Support Group. Rock Valley College, a comprehensive community college located in Rockford, Illinois, serves a diversified metropolitan area of over 370,000 people. Rockford is centrally located in northern Illinois, within 90 minutes of Chicago as well as Milwaukee and Madison, Wisconsin. The College is the principal institution of post-secondary education in the region. RVC is an educational leader in providing quality, accessible, lifelong learning opportunities, cultural enrichment, and support for economic and technological development. Essential Duties and Responsibilities include the following. · Maintain and upgrade Enterprise Resource Planning (ERP) system database as needed. · Assist others in the development, growth, analysis and support of ERP system. · Maintain integration of ERP system with other 3rd party software and systems. · Coordinate and install ERP systems software updates. · Create Unix scripting for systems management. · Install and maintain online registration systems. · Install, configure and deploy Web applications using Web hosting software such as Tomcat and IIS. · Design, code, install and configure complex software packages and systems to address user and system needs. · Prepare and maintain software and system documentation. · Train and assist users with the operation of software systems. · Install and maintain e-commerce software. · Install and maintain digital imaging software upgrades. · Work with others in the coordination and installation of HP OS updates. · Monitor system usage. · Assist in annual Business Recovery Rehearsal as needed. · Some off-hour work required for system maintenance activities. Minimum Qualifications: Associate's degree in an area closely related to computing, or 5-10 years of recent experience in enterprise level or large scale complex database programming environment required. Experience programming Student Information Systems or Enterprise Resource Planning Systems (i.e. Ellucian [Colleague/Banner], PeopleSoft, Jenzabar with Colleague preferred). Working knowledge of Unix commands and scripting. Working knowledge of Microsoft Access. Experience with UniData database desired. Higher education experience desired. Ability to prioritize work load effectively and to work efficiently without direct supervision. Able to communicate extremely well. Application Process: Submit online application available at http://www.rockvalleycollege.edu/employment. Please include a cover letter and current resume. Please contact Polly Carter, Recruiting Coordinator, at (815) 921-4757 or P.Carter@rockvalleycollege.edu with questions. RVC is an equal opportunity employer committed to increasing diversity and encourages applications from members of underrepresented groups. EO

Contact: Amy S. Diaz, M.S.Ed.
Address: 3301 North Mulford Road, Rockford, IL 61114
Phone: (815) 921-4283

Job ID: 3096138
School Job ID: MVCC
Expires: 09/10/2013
Job Title: Systems Support Group Manger
Company: Rock Valley College
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL
Salary:

Job Description: Systems Support Group Manager

Rock Valley College has an immediate opening for a Systems Support Group Manager. Rock Valley College invites applications for a Systems Support Group Manager. The Systems Support Group Manager will be responsible for areas of Systems Support Group (SSG), which includes network operations, infrastructure and telecommunication. Provide vision and direct the management and operations of the SSG, managing personnel, budget, procedures, policies, and equipment. Use technical, project management and people skills for ensuring the provision of robust, reliable, and up-to-date technology and related services to the campus systems. Work with the Chief Information Officer and other IT managers to plan and coordinate the deployment and utilization of technology consistent with the mission and goals of the college. Advise the college and the CIO on emerging technology trends and issues. Plan and provide vision for long and short term technology needs.

Those holding this position are required to be continuously on call. Rock Valley College, a comprehensive community college located in Rockford, Illinois, serves a diversified metropolitan area of over 370,000 people. Rockford is centrally located in northern Illinois, within 90 minutes of Chicago as well as Milwaukee and Madison, Wisconsin. The College is the principal institution of post-secondary education in the region. RVC is an educational leader in providing quality, accessible, lifelong learning opportunities, cultural enrichment, and support for economic and technological development. Essential Duties and Responsibilities include the following:

· Manage a team of highly skilled professionals for the purpose of project management, prioritizing deadlines, emphasizing internal customer service and promoting a team environment.
· Responsible for planning and directing the design, installation and ongoing support of the college's systems including data, telephony, and video infrastructures; Ensure the systems and infrastructure designs are aligned with standards and best practices and the technologies are integrated to enhance campus effectiveness.
· Coordinate with IT Managers to manage operational tasks and to manage and approve all change requests; Analyze the impact of IT transitions, upgrades, and downtime in an effort to minimize any potential negative impact on users; Provide an integrated perspective, assessing risks and the effects of specific requirements on other processes and system priorities.
· Oversee the coordination of SSG projects and serve on the IT Project Management Team.
· Participate in the planning and budgeting process for enterprise IT goals and objectives; Identify goals and objectives for the Systems Support Group specifically.
· Responsible for the implementation and oversight of information security systems and procedures and compliance with college policy.
· Perform personnel administrative functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and ensuring department outcomes are achieved.
· Provide hands-on technical leadership; May serve as a primary or secondary support for one or more systems as needed.
· Demonstrate professionalism, practice ethical behavior and maintain confidentiality; provide leadership, foster teamwork and promote excellence; serve as a mentor to employees managed and to others that can benefit.
· Demonstrate strong work ethic, accept responsibility and promote accountability;
communicate effectively and promote open discussion; demonstrate and mentor strong documentation skills and strategies. · May serve as the in-charge person in the absence of the Chief Information Officer. · Related duties may be assigned by the CIO. Minimum Qualifications: Five years of relevant system design and administration experience required. Associate's degree in Information Technology or other related technical discipline required. Bachelor's degree preferred. Minimum of 2 years of management experience required. Experience working in an educational setting is highly preferred. Demonstrated successful leadership in the design, planning and implementation of wide and local area network architecture, including capacity planning and technical troubleshooting required. Must have strong project management, organizational, team building and communication skills. Flexibility to work in a 24/7 environment required. Successful applicants will have experience in some or all of the technologies below, with an emphasis on enterprise-wide network management:

Enterprise-wide Support Systems: Virtual applications/virtual desktop infrastructure; Microsoft System Center or similar technologies providing enterprise-wide support for networked devices such as PC, Macs, and mobile devices including iPads Windows Servers: Active Directory, Windows 2003/2008 servers (DNS, DHCP, IIS, etc), Exchange 2003/2010, VMware or Hyper-V, and SAN management Networking: Access Control Lists, Layer 3 switching, VLAN routing, TCP/IP management, firewall management (IPS, IDS, VPN, content filter, etc.), network security, wired and wireless LANs, and ability to troubleshoot complex network problems/designs Other: SQL, SharePoint, Unix, telephony systems (VoIP and analog), project management, video distribution systems Application Process: Submit online application available at http://www.rockvalleycollege.edu/employment. Please include a cover letter and current resume. Please contact Polly Carter, Recruiting Coordinator, at (815) 921-4757 or P.Carter@rockvalleycollege.edu with questions. RVC is an equal opportunity employer committed to increasing diversity and encourages applications from members of underrepresented groups. EOE.

Contact: Amy S. Diaz, M.S.Ed.
Address: 3301 North Mulford Road, Rockford, IL 61114
Phone: (815) 921-4283

Job ID: 3098240
Expires: 12/31/2013
Job Title: Assistant Teacher
Company: Wonder Montessori School
Job Type: Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60646
Salary: Negotiable
Job Description: We currently have assistant teacher openings in our Toddler and Preschool classrooms.
Job Requirements: Assistant Teacher Duties Include: -Help in maintaining a neat and organized classroom. -Promote and supervise the healthy emotional, social, intellectual, and physical development of each child. -Be responsible for the maintenance of all Montessori materials and environment -Cleaning responsibilities shared between Assistant and Lead Teachers - Communicate clearly and respectively with the Lead Teacher at all times -Supervise all activities to ensure the optimum safety of the children at all times -Be a model of professionalism for parents, teachers, and children at all times -Display a positive attitude toward staff, children and parents that promotes an overall sense of teamwork in the workplace

Application Instructions: Please attach a resume to e-mails.

Contact: Ms. Joann
Address: 5644 North Pulaski Road, Chicago, IL 60646
Phone: 7735091296
Email: info@wondermontessori.org

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Job ID: 3098247
Expires: 12/31/2013
Job Title: Teacher's Aide
Company: Wonder Montessori School
Job Type: Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60646
Salary: Negotiable

Job Description: We currently have teacher's aide openings in our Toddler and Preschool classrooms.

Job Requirements: Teacher's Aide Duties Include: -Help in maintaining a neat and organized classroom. -Promote and supervise the healthy emotional, social, intellectual, and physical development of each child. -Be responsible for the maintenance of all Montessori materials and environment -Cleaning responsibilities shared between Aides, Assistants and Lead Teachers - Communicate clearly and respectively with the Lead Teacher at all times -Supervise all activities to ensure the optimum safety of the children at all times -Be a model of professionalism for parents, teachers, and children at all times -Display a positive attitude toward staff, children and parents that promotes an overall sense of teamwork in the workplace

Application Instructions: Please attach a resume to e-mails.

Contact: Ms. Joann
Address: 5644 North Pulaski Road, Chicago, IL 60646
Phone: 7735091296
Email: info@wondermontessori.org
Job ID: 3107126  
Expires: 09/15/2013  
Job Title: Warehouse Group Leader  
Company: Peacock Engineering  
Job Type: Full Time  
Degrees Wanted: Diploma  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Bolingbrook, IL 60440  
Salary:  
Job Description: Responsible for overseeing warehouse operations which include material handling of components and finished goods. Must be able to perform all duties of material handlers, warehouse clerks and cycle counters  
E-mail your completed application to jpalenscar@peacockeng.com, or apply in person Mon-Fri between 10am - 2pm at our Bolingbrook facility.  
Contact: Julie Palenscar  
Address: 1100 Remington Blvd., Bolingbrook, IL 60134  
Fax: 630-759-1794  
Email: Jpalenscar@peacockeng.com

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Job ID: 3107134  
Expires: 09/15/2013  
Job Title: Shipping Clerk  
Company: Peacock Engineering  
Job Type: Full Time  
Degrees Wanted: Diploma  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Bolingbrook, IL 60440  
Salary:  
Job Description: Performs the shipment of finished goods in compliance with established procedures. Accurately completes shipping records and related documentation. Performs finished goods inspections per approved procedures; Organizes department daily activities; Coordinates and schedules the shipments of finished goods; Interfaces with carrier personnel; Maintains finished goods warehouse area; Performs job operations utilizing a data management system; Assists in training department personnel; Initiates and reports unusual conditions to Management; Maintains a clean and orderly work area; Complies with standard operating
procedures, GMP's and safety guidelines; Maintains a clean and orderly work area; Complies
with standard operating procedures, GMP's and safety guidelines;

**Application Instructions:** TO APPLY: Download our employment application at:
http://peacockeng.com/pages/careers/jobApplication.pdf E-mail your completed application to
jpalenscar@peacockeng.com. Or apply in person Mon-Fri between 10am - 2pm at our
Bolingbrook facility.

**Contact:** Julie Palenscar

**Address:** 1100 Remington Blvd, Bolingbrook, IL 60134

**Fax:** 630-759-1794

**Email:** Jpalenscar@peacockeng.com

**Apply Online:** http://peacockeng.com/pages/careers/jobApplication.pdf

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**Job ID:** 3107143

**Expires:** 09/15/2013

**Job Title:** Receiving Clerk

**Company:** Peacock Engineering

**Job Type:** Full Time

**Degrees Wanted:** Diploma

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Bolingbrook, IL 60440

**Salary:**

**Job Description:** Performs the receipt of incoming goods in compliance with established
procedures. Accurately completes receiving records and related documentation; BPerforms
incoming goods inspections per approved procedures. Organizes department da;ly activities;
Coordinates and schedules the receipt of incoming goods; Performs job operations, utilizing a
data management system; Interfaces with carrier delivery personnel; Assists in training
department personnel; Initiates incident reports for non-conforming goods, inspection failures,
etc; Identifies and reports unusual conditions to Management; Maintains a clean and orderly
work area; Complies with standard operating procedures, GMP's and safety guidelines; Other
duties, as assigned.

**Application Instructions:** TO APPLY: Download our employment application at:
http://peacockeng.com/pages/careers/jobApplication.pdf E-mail your completed application to
jpalenscar@peacockeng.com. Or apply in person Mon-Fri between 10am - 2pm at our
Bolingbrook facility.

**Contact:** Julie Palenscar

**Address:** 1100 Remington Blvd., Bolingbrook, IL 60134

**Fax:** 630-759-1794

**Email:** Jpalenscar@peacockeng.com

**Apply Online:** http://peacockeng.com/pages/careers/jobApplication.pdf
**Job ID:** 3107150  
**Expires:** 09/19/2013  
**Job Title:** Production Clerk  
**Company:** Peacock Engineering  
**Job Type:** Full Time  
**Degrees Wanted:** Diploma  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Bolingbrook, IL 60440  
**Salary:**  
**Job Description:** Responsible for the preparation and distribution of various productions reports. Tracks and reports employee work hours including attendance and overtime; Assembles work order packages and ensures package completion at shift end; Interfaces with Customer Project Coordinators, Schedulers and Human Resources; Prepares and distributes plant efficiency reports and posts results against goals; Assists Supervisor and Line/Group Leads as necessary; Complies with standard operating procedures, GMP's and safety guidelines; Coordinates with temporary agency; Opens/closes shop orders; Maintains a clean and orderly work area; Other duties, as assigned.  
**Application Instructions:** TO APPLY: Download our employment application at: http://peacockeng.com/pages/careers/jobApplication.pdf. E-mail your completed application to jpalenscar@peacockeng.com, or apply in person Mon-Fri between 10am - 2pm at our Bolingbrook facility.  
**Contact:** Julie Palenscar  
**Address:** 1100 Remington Blvd., Bolingbrook, IL 60134

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**Job ID:** 3108339  
**Expires:** 08/31/2013  
**Job Title:** Janitorial Worker  
**Company:** Community Service Partners  
**Job Type:** Full Time  
**Degrees Wanted:** Diploma  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Morris, IL 60450  
**Salary:**  
**Job Description:** Job Summary: This position is responsible to perform custodial/janitorial tasks, exercise a high level of cleaning standard in office buildings and other facilities, and to maintain and ensure the cleanliness of the facility(s). Essential Duties and Responsibilities include the following, although other duties may be assigned to meet the agency needs: - Basic
knowledge of acceptable cleaning standards related to the cleaning and maintenance of the agencies facilities and of the facilities of contracting customers where janitorial/custodial services are provided. · Complete general cleaning duties, such as, vacuuming, sweeping, mopping, emptying and sanitizing trash receptacles, cleaning and sanitizing bathrooms and bathroom fixtures, and replacing all disposable items including toilet tissue, soap, and garbage can liners. · Operate custodial/janitorial equipment such as buffers, carpet cleaners, floor strippers and other applicable cleaning equipment when applicable. · Exhibit the ability to communicate with the staff and co-workers in an appropriate and ethical manner. · Willingness to work extra hours when necessary. · Adhere to OSHA standards in relation to the proper use of chemicals and the equipment involved in the day-to-day completion of custodial cleaning tasks. · Perform duties consistent with the requirements of contracting customers maintaining a high standard of quality. · Keep a current inventory of janitorial equipment and supplies at the job site when applicable. · Observe safe job practices, maintaining a clean and safe working environment.

Job Requirements: Job Knowledge, Skills and Abilities: · Ability to maintain confidentiality; and be self motivated; exercise tact and discretion; work effectively under pressure; follow instructions. · Knowledge of cleaning products, materials and cleaning machines; health and safety practices; and Material Safety Data Sheets (MSDS). · Able to perform manual tasks requiring routine lifting of up to 50 pounds.

Contact: Cheryl Bundy
Address: 1005 West End Ave, Chicago Heights, IL 60411
Phone: 708-755-8030
Email: cbundy@southstarservices.org
Apply Online: https://www.communityservicepartners.org/CSPCareers/Career.aspx

Job ID: 3109197
Expires: 09/30/2013
Job Title: Paraeducator- Year round, permanent positions
Company: Elim Christian Services
Job Type: Part Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Paraprofessional Educator, Psychology
Job Target: Any Job Target
Location: Palos Heights, IL 60463
Salary:

Job Description: Position Summary: Under the direction of a teacher and or administrator, assists teacher in implementing, supervising and assessing educational programs, providing instruction behavior management, personal care, and supervision/support in the classroom, school, playground and on field trips. Most of our students require a 1:1 aide. We have over 150+ Paraeducators working at Elim Christian School. Education: At least 60 college credits or a Paraprofessional Certification Requirements: * Must be willing to complete training assigned to include: First Aid, CPR, and CPI. We train you! * Learn to operate equipment and devices that
students may require. * Ability to interact effectively and sensitively with individuals from diverse backgrounds. * Ability to implement behavior management techniques as instructed by the teacher and/or behavior therapist

Hours: M-F 8:15am-3:15pm
Wages: Starting at 10.60 and goes up with education and experience. Bachelors level starts at 11.05 and goes up with education and experience.

Benefits: Health, Dental, Full benefits packages available. Apply online at www.elimcs.org/careers. We hope to hear from you! Questions? Email hrjobs@elimcs.org

Application Instructions: Please complete an employment application at www.elimcs.org to be considered for this position.

Contact: Brandi Frattini
Address: 13020 S. Central Ave, Palos Heights, IL 60463
Phone: 708-293-3602
Fax: 708-293-2354

Job ID: 3115078
School Job ID: MVCC
Expires: 10/26/2013
Job Title: Now Hiring - Various Positions
Company: Schilling
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL, IN
Salary:

Job Description: Schilling Start Your Career - Now Hiring CDL Drivers Kitchen Sales Flooring Sales Purchasing Hardware Sales Warehouse Lumber Loader General Sales want to join our team? Fill out an application today! 2 Locations: 8900 Wicker Avenue, St. John, IN 9900 191st Street, Mokena, IL 219.365.8585 x 1750 HR@schillings.com www.schillings.com

Contact: Kimberly J. Schaver
Address: 9900 191st Street, Mokena, IL 60448
Phone: 888-365-6005
Degrees Wanted: Doctorate, Masters
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Oglesby, IL 61348
Salary:

Job Description: Illinois Valley Community College, located in North Central Illinois, has a long history of stability that has brought together the people and systems needed to service students and the community. The College seeks a Dean for the Division of Humanities, Fine Arts, and Social Sciences to provide academic, budgetary, administrative, and managerial leadership to division staff, including full-time and part-time faculty in the areas of Art, World Languages, Graphic Design, History, Humanities, Human Services, International Education, Journalism, Music, Philosophy, Political Science, Psychology, Sociology, Speech, and Theater. The Dean manages the operations of the division, supports assessment and improvement of student learning, and works collaboratively with other College leaders in creating and sustaining a culture that promotes student learning and responds to the needs of the Illinois Valley community. Master's Degree or Doctorate in a discipline representative within the division required. College teaching experience required with a minimum two years in a community college preferred. The successful candidate must possess experience in leading an academic team; broad knowledge of educational pedagogy and new methodologies, strategies and tools; with strong oral and written communication and interpersonal skills, including record of effective team work and collaboration. Creative and energetic advocates for the humanities, fine arts, and social sciences are encouraged to submit application materials by August 30, 2013 to ensure full consideration. To apply for this career opportunity, submit a cover letter specifically addressing how your qualifications meet the requirements and responsibilities outlined in the position description, resume, applicable transcripts and an IVCC application packet to the Office of Human Resources, IVCC, 815 N. Orlando Smith Road, Oglesby, IL 61348, (fax) 815/224-1437, (e-mail) humanresources@ivcc.edu, or phone 815/224-0426. Open until position is filled; however, applicants are encouraged to submit materials by Friday, August 30, 2013. AA/EOE.

Job Requirements: QUALIFICATIONS: · Master's or Doctorate from an accredited institution in a discipline representative within the division required. · College teaching experience required, with a minimum of two years in a community college preferred. · Previous experience in academic administration or a leadership position. · Demonstrated ability to lead and manage faculty and staff, budgets, and program development. · Broad knowledge of educational pedagogy and new methodologies, strategies, and tools, including technologies and multi-media that support engaged learning and the needs of underprepared students. · Demonstrated strong oral and written communication and interpersonal skills, including record of effective team work and collaboration. · Ability to coordinate complex projects and administrative experiences, including directing grant activities.

Application Instructions: To apply, submit a cover letter specifically addressing how your qualifications meet the requirements and responsibilities outlined in the job description, resume, Software Skills Matrix, and an IVCC application packet to the Office of Human Resources. More details in Job Description.

Contact: Glenna Jones
Job ID: 3124092
Expires: 08/29/2013
Job Title: INTERNSHIPS & COLLEGE GRADUATES - Entry Level Marketing
Company: Principal Marketing
Job Type: Full Time, Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Glen Ellyn, IL 60137
Salary:
Job Description: Principal Marketing, Inc. is an event based marketing firm specializing in in-store marketing campaigns. We help large national and international companies promote their brand and acquire new customers through brand promotion, new product launch campaigns and test markets. We are one of Chicago's top Marketing and Advertising firms that is responsible for participating in ongoing marketing plans and developing new market opportunities. The main job of our company is to help in assisting with the coordination and execution of our promotional events for our many different clients in the fashion/cosmetics, restaurant/food and home industries. Our company is currently in a HUGE expansion phase so in an effort to keep up with our client's growing demands we will be opening new offices within the next few months! We are looking for future leaders to grow from an Entry Level position into a management role with our company through our Management Training Program while focusing on the following areas: Development of Marketing Campaigns and Strategies Customer Service and Client Acquisition Implementation of Product Launches Leadership Training In-store Promotional Advertising Job Requirements · Excellent Communication/Customer Service Skills · Ambition, strong work ethic and open to new ideas · Self-starter with problem solving skills · Ability to work in a high energy environment · Be a career oriented individual · Leadership experience · Professional image is a must! · Some college work required All backgrounds will be considered, but people with these majors will be considered first: MARKETING ADVERTISING MANAGEMENT ADMINISTRATION PUBLIC RELATIONS COMMUNICATIONS BUSINESS If you are looking for a challenge with an upbeat company that provides fast-paced growth, an exciting atmosphere, and a team-oriented environment then apply today.
Application Instructions: Please e-mail your resume and cover letter to Stephanie Johnson at careers@principalmarketinginc.com
Contact: Stephanie Johnson
Address: 800 Roosevelt Rd, Building B, Suite 417, Glen Ellyn, IL 60137
Phone: 630-793-9607
Job ID: 3128941
Expires: 09/30/2013
Job Title: DSP - Instructional Assistant/Van Route Driver for Seniors
Company: Elim Christian Services
Job Type: Full Time
Degrees Wanted: Associates, Bachelors, Diploma
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Palos Heights, IL 60463
Salary:
Job Description: Position Summary: Assist Instructors with implementing life skills training for individuals who have developmental disabilities. Assist individuals with developmental disabilities in personal care, social skills and coping mechanisms, working cooperatively with a team in addressing the needs of multiple individuals who have disabilities. Driving for morning and afternoon routes and community outings is required. Education: High School Diploma
Requirements: * Experience with developmentally disabled preferred * Possess a valid driver's license and clear driving record * Ability to frequently lift up to 50 pounds and lift and maneuver an individual up to 175 pounds * CNA experience preferred Other: Hours: Monday - Friday (7:00 am - 4:00 pm) Wages: $9.50/hour, depends on education and experience Benefits: Full-Time Benefit Package To apply, send resume to hrjobs@elimcs.org Elim Christian Services 13020 S. Central Avenue Palos Heights, IL 60463 hrjobs@elimcs.org www.elimcs.org Equal Opportunity Employer
Application Instructions: Please complete an employment application at www.elimcs.org to be considered for this position.
Contact: Brandi Frattini
Address: 13020 S. Central Ave, Palos Heights, IL 60463
Phone: 708-293-3602
Fax: 708-293-2354
Email: hrjobs@elimcs.org

Job ID: 3128958
Expires: 09/30/2013
Job Title: Special Education Teacher
Company: Elim Christian Services
Job Type: Full Time
Degrees Wanted: Bachelors, Masters
Majors Wanted:
Job Target: Any Job Target  
Location: Palos Heights, IL 60463  
Salary:  

Job Description: Position Summary: The classroom teacher is responsible for the planning and implementation of an individual educational plan for students with special needs. Includes developing daily lesson plans based on the student's need, writing daily schedules and directing and monitoring the daily instruction of students. Education: *Bachelor's Degree in Special Education *Illinois LBS I certification Requirements: *High degree of interest in working with children with mental & physical impairments * Dedicated, hardworking, and dependable * Flexible * Ability to take initiative and work independently * Ability to interact positively with parents and public agency representatives * Possess behavior management skills * Provide direct supervision and leadership to classroom assistants Hours: Monday - Friday (Available from 8:15 a.m.- 3:15 p.m.) Wages: Depends on education and experience Benefits: Full-time benefits package Please complete an employment application at www.elimcs.org career section.

Contact: Brandi Frattini  
Address: 13020 S. Central Ave, Palos Heights, IL 60463  
Phone: 708-293-3602  
Fax: 708-293-2354

Job ID: 3139419  
School Job ID: MVCC  
Expires: 09/17/2013  
Job Title: Part Time Job Opening - IT Help Desk Technician  
Company: The Hill Group  
Job Type: Part Time  
Degrees Wanted: Associates  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Franklin Park, IL  
Salary: 14.00 per hour  

Job Description: PART TIME JOB OPENING IT HELP DESK TECHNICIAN The Hill Group is a large, privately owned mechanical fabrication, construction, installation, operations and service contractor located in the Chicago-O'Hare area (Franklin Park). Currently, we have an opening for a Part Time Helpdesk Technician to work within our IT Department from the hours of 1:00pm - 5:00pm, Monday through Friday. Prior experience with working in a Help Desk support role is preferred. Hourly rate of pay will be $14.00 per hour. Duration of assignment will not exceed 6 months. General Job Scope The Part-Time IT Help Desk Technician will provide tier one assistance to all of Hill's users internally and in our field offices. The assistance will include, but is not limited to, the following: Essential duties and responsibilities: · Answer the Help Desk phone line and respond to Help Desk Tickets. · Route calls to appropriate IT personnel if beyond tier one assistance. · Provide tier one assistance to incoming calls and emails.
for software problems, phone problems, fax/printer problems, general hardware problems. · Provide back-up assistance to other IT personnel. · Responsible for communication to all employees of current problems and estimation of problem resolution · Prioritize workflow of email tickets and phone calls. · Updates of software for all system software. · Provide printer support and maintenance · New Laptop/PC configuration following established checklists · Assist with remote jobsite locations (all in Chicago metro area) Specific Education Requirements: · Associate's Degree in Information Technology, or the ability to obtain the degree · Strong software aptitude · Excellent computer skills · Experience with Help Desk Support is preferred Professional Skills Requirements: · Desire to gain experience in network infrastructure and voice solutions design, engineering, implementation, and/or support. · Proven ability to work independently and with a team · Good communication (written and oral) and interpersonal skill · Good organizational, multi-tasking, and time-management skills · Working knowledge of Microsoft Office software, VOIP phone systems, and have worked in a similar position with a minimum of 2 years is preferred. Application Requirements: · Interested and qualified applicants are to apply directly to Francesca.Spatafora@hillgrp.com. · Applicants will be required to complete an online application, pass a criminal background screening and must have their own method of transportation. Reports to: Director of IT Work Hours: 1:00PM to 5PM, Monday through Friday.

Application Instructions: Interested and qualified applicants are to apply directly to Francesca.Spatafora@hillgrp.com.

Contact: Francesca Spatafora
Address: 11045 Gage Avenue, Franklin Park, IL 60131
Phone: 847-451-5000
Fax: 847-455-0546

Job ID: 3141148
Expires: 10/18/2013
Job Title: Certified Nursing Assistants-Hourly and Live-In
Company: A-Abiding Care Inc.
Job Type: Part Time
Degrees Wanted: Certificate
Majors Wanted:
Job Target: Any Job Target
Location: Park Ridge, IL 60068
Salary:
Job Description: Certified Nursing Assistants perform and provide the essential functions of the job, including but not limited to, personal care, physical assistance, therapeutic exercise and approved nursing supervised procedures. Provides companionship, household services to help maintain a safe, clean, orderly, healthy and emotionally supportive environment for client(s) in their homes or in a facility.

Job Requirements: ?Verifiable references required ?Must read, write, and speak English ?Live-
Application Instructions: To apply please call our office @847-698-1400 and/or submit your resume to hr.a-abidingcare@sbcglobal.net

Contact: Kristin Echevarria
Address: 233 N Northwest Highway, Park Ridge, IL 60068
Phone: 847-698-1400
Email: hr.a-abidingcare@sbcglobal.net

Job ID: 3144515
Expires: 08/31/2013
Job Title: Housekeeping Room Attendant
Company: Double Tree by Hilton Hotel Chicago-Oak Brook
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Oak Brook, IL 60523
Salary:
Job Description: Job Description The DoubleTree Oak Brook is looking for a bright and energetic person to join our team of dedicated housekeeping professionals. This position requires understanding the importance of Customer service and the highest level of cleanliness in guest rooms and public areas. The Housekeepers Position is responsible for keeping the hotel up to an exceptional standard in cleanliness and service by performing the following essential functions.

Essential Functions: 
- Responsible for key security: by properly adhering to key checkout procedures. 
- Properly changes bed linens, sanitize and cleans restrooms, dust all room surface, cleans mirrors, fixture, and floors. 
- Supplies rooms with all amenities, linens and special items as requested. Assures that every room meets Hilton Doubletree standards prior to guest occupancy. 
- Responsible for maintaining workstation, including stocking workstation with sheets, pillowcases, towels, and all amenities. 
- Completes daily housekeeping reports as required by rooms to ensure flawless service. 
- Follow all established safety and security required. Must be able to work with cleaning chemicals. Prior Experience in a Hotel setting required. 

Job Requirements: Ability to read and comprehend simple instructions in English, ability to write simple correspondence, ability to effectively present one-on-one and small group information to customers, clients and other staff members of the organization and Hotel. 

Physical Requirements: 
- Able to stand for 8 hours. 
- Able to bend and kneel for low area cleaning. 
- Able to lift 30 pounds. 
- Able to push cart weighing 75 pounds. 
- Able to communicate with other department on Radio. 
- Good Vision, either natural or with corrective lenses. 
- Must be able to operate cleaning equipment, such as vacuum cleaners, and wet vac. 
- Previous experience in a similar position is preferred. 

Position requires a varied work schedule that may include evenings, nights, and weekends. 

Application Instructions: Please apply online at www.shiftgig.com
Contact: Berenice Tenorio  
Address: 1909 Spring Road, Oak Brook, IL 60523  
Fax: 630-472-6145  
Apply Online: http://www.shiftgig.com

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Job ID: 3144519  
Expires: 08/31/2013  
Job Title: Housekeeping Houseperson  
Company: Double Tree by Hilton Hotel Chicago-Oak Brook  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Oak Brook, IL 60523  
Salary:  
Job Description: Remove dirty linen and trash from room attendant carts and transport same to housekeeping/laundry areas. Deliver clean linen and supplies to room attendants or to housekeeping storage areas on guest floors. Vacuum, sweep, and/or mop hallways, stairwells, public areas, service areas, foyers and all other assigned areas. When applicable, strip, polish and buff floors in assigned areas. Clean, polish, dust and remove spots from, furniture, fixtures, artwork, windowsills, woodwork, shelves, televisions and other surfaces both inside and outside of hotel. Clean interior windows as assigned. Thoroughly clean guest restrooms and employee locker rooms as assigned. Empty and clean ash trays, ash urns, and empty trash. Perform other duties as assigned such as assisting room attendants, when requested. Requirements & Skills Previous housekeeping or janitorial experience preferred, conversational English.  
Application Instructions: Please apply online at www.shiftgig.com  
Contact: Berenice Tenorio  
Address: 1909 Spring Road, Oak Brook, IL 60523  
Fax: 630-472-6145  
Apply Online: http://www.shiftgig.com

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Job ID: 3145623  
Expires: 09/23/2013  
Job Title: Recreation Leader - Clubhouse Afterschool Program  
Company: Park District of Oak Park  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major
**Job Target:** Any Job Target  
**Location:** Oak Park, IL 60302  
**Salary:** $8.25 DOQ  

**Job Description:** The Clubhouse and School's OUt Recreation Leaders are responsible for the supervision and safety of all Clubhouse and No School Day program participants. The staff member will team with the on-site supervisor to assist in monitoring, interacting, leading and developing a safe and fun environment for kids to enjoy their time out and away from school. They will provide aide to individual students and assist in all program aspects. Program staff will provide quality customer service to the families and community members of Oak Park.

**Application Instructions:** To view the full job description/requirements and to apply, visit our web site @ www.pdop.org

**Contact:**

**Apply Online:** http://pdop.org

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**Job ID:** 3145924  
**School Job ID:** MVCC  
**Expires:** 10/23/2013  
**Job Title:** Assistant Superintendent  
**Company:** Metra  
**Job Type:** Full Time  
**Degrees Wanted:** Diploma  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Chicago, IL 60661  
**Salary:**

**Job Description:** Summary of Duties Reporting directly to the Director, Suburban Operations, Chicago Union Station District, manages, and supervises all transportation/operations activities to ensure a safe, efficient, and on-time operation of commuter passenger service. Performs functions of the Director in his/her absence. Directly supervises Senior Trainmasters, Trainmasters, Road Foremen of Engines, train, engine, and yard service operating employees. Conducts training classes on safety, operating rules, and the use of passenger train equipment. Supervises and performs efficiency testing. Ensures strict adherence to all safety and operating rules and practices; investigates all rule violations, accidents, and derailments. Collaborates with various departments to coordinate maintenance activities. This position is issued a Nextel phone. This position requires flexible availability including non-operating hours, weekends, and holidays, and subject to call 24/7. Performs other related duties as needed to meet the ongoing needs of the organization. Minimum Acceptable Qualifications  
· Must possess a high school diploma or GED equivalent. A college degree strongly preferred.  
· Must possess a minimum of seven (7) years railroad operating experience. Of the seven (7) years, at least three (3) years as a railroad supervisor, which must include two (2) years at the level of Trainmaster, Road Foreman of Engines, equivalent or above.  
· Must currently be Operating Rules qualified.  
· Must have
working knowledge of train operating procedures, labor agreements, and federal regulations. 
· Must have demonstrated excellent public presentation, oral and written communication skills. 
· Knowledge of budgeting is preferred. 
· Must possess, and maintain a valid driver's license. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Other Important Information: 
· Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history. 
· Only resumes with salary history will be considered. 
· Only qualified candidates will receive consideration. 
· Relocation is not available for this position. Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation. 

Application Instructions: If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrarr.com

Contact: Human Resources
Address: 547 West Jackson Blvd., Chicago, IL 60661
Phone: 312-322-4070
Fax: 312-322-8937

Job ID: 3147158
Expires: 08/31/2013
Job Title: Celebrity Pit Dealer
Company: Hollywood Casino Joliet
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: JOLIET, IL
Salary: TBD

Job Description: SUMMARY Provide entertainment in the Celebrity Pit, and deal assigned games and provide customer service in accordance with established policies and procedures in the celebrity pit. EDUCATION and/or EXPERIENCE Must be able to sing, and or dance. Prior dealing experience a plus, but not required. Must be at least 21 years of age. This position is responsible for providing a high level of customer service and promoting a positive attitude to create a fun and entertaining experience for our guests and Cast Members. High school diploma or equivalent is required. Must understand and speak the English language.

Contact: SIMONE SMALL
Address: 777 Hollywood Blvd, Joliet, IL 60436
Phone: 815-927-2283
Fax: 815-927-2456
Apply Online: http://www.pngaming.com

Job ID: 3147160
Expires: 08/31/2013
Job Title: Dealer
Company: Hollywood Casino Joliet
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Joliet, IL 60436
Salary: TBD

Job Description: SUMMARY Deal assigned games and provide customer service in accordance with established policies and procedures. Must be able to pass audition. Must have multiple game knowledge and be willing to learn all games offered in the casino. Applicants must be at least 21 years of age and pass a company issued math test.

Contact: Simone Small
Address: 777 Hollywood Blvd, Joliet, IL 60436
Phone: 815-927-2283
Fax: 815-927-2456
Apply Online: http://www.pngaming.com

Job ID: 3147164
Expires: 08/31/2013
Job Title: Dreamserver
Company: Hollywood Casino Joliet
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Joliet, IL 60436
Salary: TBD

Job Description: The Dream Server - Entertainer is responsible for providing all ultra-lounge and nightclub guests with red carpet customer service in every interaction. Red Carpet Customer Service includes, prompt and accurate beverage service and entertaining guests throughout the shift with professional dance together with choreographed routines and improvised performances. All duties are to be performed in accordance with departmental and The Hollywood Casino Joliet policies, practices, and procedures.
Job Requirements: Weekend and Holiday availability required. Applicants also must be okay with working late nights. Must be 21 years of age. Minimum one (1) year cocktail service experience in a high volume cash handling setting required. Must meet professional appearance and uniform standards as prescribed by company. Must possess superior customer service skills. Previous experience at a pool or nightclub preferred. Must pass company audition. Must possess brand and/or recipe knowledge and be familiar with customer ordering practices for beers, wines and spirits. Must have the ability to speak and to listen in a public forum, basic math skills are required, and ability to handle cash and accurately make change. Must maintain cleanliness of work area at all times. Physical ability to access all areas of the property. Must be able to withstand prolonged standing, stretching, bending and kneeling without restriction, work indoors and be exposed to various environmental factors such as, but not limited to fatigue, noise and dust. Must be able to work in a fast-paced, busy, and somewhat stressful environment and maintain physical stamina, proper mental attitude while dealing effectively with guests, management, team members, and outside contacts while working under pressure and meeting deadlines. This position is responsible for providing a high level of customer service and promoting a positive attitude to create a fun and entertaining experience for our guests and cast members.

Contact: Simone Small
Address: 777 Hollywood Blvd, Joliet, IL 60436
Phone: 815-927-2283
Fax: 815-927-2456
Apply Online: http://www.pngaming.com

Job ID: 3147168
Expires: 08/31/2013
Job Title: Dreamtender
Company: Hollywood Casino Joliet
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: JOLIET, IL 60436
Salary: TBD

Job Description: The Dreamtender-Entertainer is responsible for providing all ultra-lounge and nightclub guest with red carpet customer service in every interaction. Red Carpet customer service includes, prompt and accurate delivery of beverage service to all guests and dream servers while entertaining guests throughout the shift with professional dance together with choreographed routines and improvised performances. All duties are to be performed in accordance with departmental and The Hollywood Casino Joliet policies, practices, and procedures.

Job Requirements: Weekend and holiday availability required. Applicants must also be able to
work late nights. Must be 21 years of age. Minimum of one (1) year high volume experience as a bartender. Must meet professional appearance and uniform standards as prescribed by company. Experience in a hotel casino environment preferred. Candidates must possess excellent customer service skills. Must pass a company audition. Must be able to obtain a sanitation certificate. Must possess a general understanding of specialty drinks, wine and fine spirits. Must be able to demonstrate superior customer service skills by presenting a friendly, relaxed and professional demeanor, ability to manage multiple tasks with attention to detail while meeting business demands. Must be able to complete cash transactions accurately and efficiently, basic math skills including addition, subtraction, multiplication and division a must. Must possess the ability to access all areas of the facility, stand, stretch, bend, and kneel without restriction. Must maintain cleanliness of work area and equipment in accordance to Will County Health Code Standards. Must be able to work in a fast-paced, busy, and somewhat stressful environment and maintain physical stamina, and proper mental attitude while dealing effectively with guests, management, team members, in person, over the phone, and on the radio. Physical ability to access all areas of the property. Must be able to withstand prolonged standing, stretching, bending and kneeling without restriction, work indoors and be exposed to various environmental factors such as, but not limited to fatigue, noise and dust. This position is responsible for providing a high level of customer service and promoting a positive attitude to create a fun and entertaining experience for our guests and cast members.

Contact: Simone Small  
Address: 777 Hollywood Blvd, Joliet, IL 60436  
Phone: 815-927-2283  
Fax: 815-927-2456  
Apply Online: http://www.pngaming.com

Job ID: 3147170  
Expires: 08/31/2013  
Job Title: EVS Attendant  
Company: Hollywood Casino Joliet  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: JOLIET, IL 60436  
Salary: TBD  
Job Description: SUMMARY The EVS Attendant is responsible for providing excellent guest satisfaction, through guest assistance, high standards of cleanliness and teamwork. The EVS Attendant consistently maintains a clean facility, and an environment that promotes a positive attitude that includes a pleasant and entertaining experience for our guests. Be a role model for peers, co-workers. The EVS Attendant is accountable for the overall cleanliness and presentation to the entire property. EDUCATION and/or EXPERIENCE Knowledge of safe chemical usage
with a minimum 6 months in Q.A. is preferred. This position is responsible for providing a high level of guest service and promoting a positive attitude to create a fun and entertaining experience for our guests and Cast members. High school diploma or equivalent is required. Must understand and speak the English language.

Contact: Simone Small
Address: 777 Hollywood Blvd, Joliet, IL 60436
Phone: 815-927-2283
Fax: 815-927-2456
Apply Online: http://www.pngaming.com

Job ID: 3147173
Expires: 09/30/2013
Job Title: Executive Casino Host
Company: Hollywood Casino Joliet
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: JOLIET, IL 60436
Salary: TBD

Job Description: The purpose of this position is to enhance the growth of revenues through the development of our customer base. The Executive Host position creates and maintains strong relationships with valued gaming customers and markets our product to our VIP guests.

Job Requirements: College degree preferred with emphasis on business, marketing, sales, or hospitality management. High school diploma or equivalent required. Excellent interpersonal, communication, team building and problem solving skills are required. Outstanding organizational skills are a must, as is the ability to manage multiple priorities simultaneously. It is required that the candidate possesses proficiency with Microsoft Outlook, Word and Excel. Must have 2 to 5 years Host or Player Development experience in a major gaming operation of similar size and stature OR 3 to 5 years of sales experience. Must have a proven track record of increasing gaming revenue through established customer base. Must have strong telemarketing skills. Must be resourceful and highly motivated in seeking out new VIP opportunities. This position is responsible for providing a high level of customer service and promoting a positive attitude to create a fun and entertaining experience for our guests and Cast Members. Must understand and speak the English language.

Contact: Simone Small
Address: 777 Hollywood Blvd, Joliet, IL 60436
Phone: 815-927-2283
Fax: 815-927-2456
Apply Online: http://www.pngaming.com
Job ID: 3147175
Expires: 09/30/2013
Job Title: IS PC Support Specialist
Company: Hollywood Casino Joliet
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted:
Job Target: Any Job Target
Location: JOLIET, IL 60436
Salary: TBD
Job Description: Installs, modifies and makes minor repairs to desktop computer hardware and software and provides technical assistance and training to users by performing the following duties.
Job Requirements: Associate's degree in Information Technology or related field or equivalent work experience required.
Contact: Simone Small
Address: 777 Hollywood Blvd, Joliet, IL 60436
Phone: 815-927-2283
Fax: 815-927-2456

Job ID: 3147177
Expires: 09/30/2013
Job Title: IT Systems Engineer
Company: Hollywood Casino Joliet
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: JOLIET, IL 60436
Salary: TBD
Job Description: Responsible for the installation, configuration, upgrades, reporting, error diagnosis and support of the casino information system and related equipment.
Job Requirements: Bachelor's degree in IT and proven track record with iSeries management or related field or equivalent work experience is required.
Contact: Simone Small
Address: 777 Hollywood Blvd, Joliet, IL 60436
Phone: 815-927-2283
Fax: 815-927-2456
Apply Online: http://www.pngaming.com

Job ID: 3147182
Expires: 09/30/2013
Job Title: Maitre'd - Final Cut Steakhouse
Company: Hollywood Casino Joliet
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Joliet, IL, IL
Salary: TBD
Job Description: Greet and seat guests and ensure quality service level is provided to guests. Respond to guest requests for dining amenities.
Job Requirements: Complete knowledge of a fine dining restaurant and a formal service protocol is required. 4 - 5 years restaurant experience in this position is preferred but not required.
Contact: Simone Small
Address: 777 Hollywood Blvd, Joliet, IL 60436
Phone: 815-927-2283
Fax: 815-927-2456
Apply Online: http://www.pngaming.com

Job ID: 3147189
Expires: 09/30/2013
Job Title: Operations Supervisor
Company: Hollywood Casino Joliet
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: JOLIET, IL 60436
Salary:
Job Description: Supervises and coordinates the day to day activities of workers engaged in cleaning and maintaining premises. Inspects assigned areas in order to provide feedback to management and Cast members on the cleanliness and maintenance of those areas against standards. Provides training, coaching, and counseling to housekeeping Cast members in order to assist in reaching profitability, guest satisfaction, workforce strength and compliance goals.
Provides encouragement, sets high expectations, and sets proud and positive examples necessary to ensure a fun, exciting and professional working environment for our staff and a pleasant and entertaining experience for our guests.

**Job Requirements:** Equivalent to a high school diploma with 2-3 years management experience in a guest service environment and a working knowledge of excel, word, and outlook are required. Knowledge of professional housekeeping procedures is preferred.

**Application Instructions:** Please submit all applications online through the website.

**Contact:** Simone Small  
**Address:** 777 Hollywood Blvd, Joliet, IL 60436  
**Phone:** 815-927-2283  
**Fax:** 815-927-2456  
**Apply Online:** http://www.pngaming.com

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**Job ID:** 3147193  
**Expires:** 08/31/2013  
**Job Title:** Receiving Clerk  
**Company:** Hollywood Casino Joliet  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Joliet, IL 60436  
**Salary:** TBD  
**Job Description:** SUMMARY: Responsible for receiving, storing and issuing all items purchased by and delivered to Hollywood Casino. Perform duties to ensure the cleanliness of the warehouse and storage areas.

**Job Requirements:** EDUCATION and/or EXPERIENCE Equivalent to a high school education. Must have a valid Illinois Drivers License. This position is responsible for providing a high level of customer service and promoting a positive attitude to create a fun and entertaining experience for our guests and Cast members. Must understand and speak the English language. This position is required to drive a company vehicle and adhere to the company MVR policy

**Contact:** Simone Small  
**Address:** 777 Hollywood Blvd, Joliet, IL 60436  
**Phone:** 815-927-2283  
**Fax:** 815-927-2456  
**Apply Online:** http://www.pngaming.com

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**Job ID:** 3147198  
**Expires:** 09/30/2013
Job Title: Host/ Cashier- Reve Nightclub
Company: Hollywood Casino Joliet
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: JOLIET, IL 60436
Salary: TBD
Job Description: Greet guests and conduct point of sales transactions, assuring all transactions are correctly entered. Balancing cash drawer and maintain work area. Makes decisions on guest entry into the club by following internal policies and procedures. This position requires cash handling responsibilities.
Job Requirements: Must meet professional appearance and uniform standards as prescribed by company. Must possess superior customer service skills. Must have the ability to speak and to listen in a public forum, basic math skills are required, and ability to handle cash and accurately make change. Must maintain cleanliness of work area at all times. Applicants must have weekend and holiday availability and be able to work late nights.
Contact: Simone Small
Address: 777 Hollywood Blvd, Joliet, IL 60436
Phone: 815-927-2283
Fax: 815-927-2456

Job ID: 3147200
Expires: 09/30/2013
Job Title: Sales Manager
Company: Hollywood Casino Joliet
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: JOLIET, IL 60436
Salary: TBD
Job Description: "The Sales Manager is responsible for procuring group and corporate business for the hotel, casino/hotel motor coach, food and beverage events and for handling all aspects of this business; handling all arrangements needs for groups when they are here with appropriate departments as required. This position is responsible for collection of advance deposit, billing and collections. Responsible for the overall operation of the banquet areas, catering related to marketing events, and internal functions including but not limited to scheduling, training, planning, assigning and directing work, rewarding, coaching and counseling of Banquet and Motor Coach Cast Members in order to assist in reaching profitability, guest satisfaction,
workforce strength and compliance goals.

**Job Requirements:** "Bachelor's (B.A./B.S.) or equivalent preferred. Minimum of three to five years related experience in hotel sales, group sales or catering management. Individual must be computer literate and proficient in Microsoft Excel and Word, LMS, Caterease, Opentable or similar catering and reservation Software.

**Contact:** Simone Small  
**Address:** 777 Hollywood Blvd, Joliet, IL 60436  
**Phone:** 815-927-2283  
**Fax:** 815-927-2456  
**Apply Online:** http://www.pngaming.com

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**Job ID:** 3147207  
**Expires:** 09/30/2013  
**Job Title:** Security Officer  
**Company:** Hollywood Casino Joliet  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Joliet, IL 60436  
**Salary:** TBD  

**Job Description:** SUMMARY Perform duties to monitor the activities of the staff and guests to ensure compliance with organizational policies, regulatory guidelines and safety rules. Take necessary steps to ensure the safety and security of operations. Exercise good judgment to ensure the safety and security of the guests, staff and assets within the limits of standard or accepted policies and procedures. EDUCATION and/or EXPERIENCE Knowledge of general security procedures and 1-2 years in a security related field is required. Must be at least 21 years of age and possess a high school diploma or equivalent. This position is responsible for providing a high level of customer service and promoting a positive attitude to create a fun and entertaining experience for our guests and Cast Members. Must understand and speak the English language. This position is required to drive a company vehicle and adhere to the company MVR policy. Must have a valid Illinois Drivers License.

**Contact:** Simone Small  
**Address:** 777 Hollywood Blvd, Joliet, IL 60436  
**Phone:** 815-927-2283  
**Fax:** 815-927-2456  
**Apply Online:** http://www.pngaming.com

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**Job ID:** 3148278
School Job ID: MVCC
Expires: 09/25/2013
Job Title: Entry-Level Police Officer with the City of Chicago
Company: Chicago Police Department
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL

Salary:
Job Description: The application for entry-level Police Officer with the City of Chicago will be available online between August 1 and September 16:
http://www.chicagopolice.org/answerthecall/

Application Instructions: Please apply online
Contact: Human Resources
Address: xxx xxxx, xxxxxxx, IL xxxxx
Phone: xxx-xxx-xxxx
Apply Online: http://www.chicagopolice.org/answerthecall/

Job ID: 3148292
Expires: 08/30/2013
Job Title: Bilingual Spanish Teller / Sales Associate
Company: TCF Bank
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Addison, IL 60101
Salary:
Job Description: Job Description: * Actively promote, sell and refer TCF products and services to potential customers. * Utilize networking and paid training to drive sales. * Make cold calls and participate in organized sales events. * Achieve challenging individual and team sales goals. * Spend a significant amount of time working at outside sales events. * Answer inquiries taught in paid training classes, regarding checking and savings accounts and other bank regulations and policies. * Accurately balance daily transactions in a manner that ensures TCF’s high standards and high level of customer service are maintained.

Job Requirements: Qualifications: * High school diploma or GED, or currently enrolled in High School * Resilient attitude towards achieving challenging sales goals * Ability to confidently approach prospective TCF customers * Effective communication skills * Available
to work retail hours including evenings, weekends, and holidays * Ability to perform necessary calculations and transactions * Must successfully complete technical training and pass test standards Preferred Qualifications: * 6 months of continuous work experience * Retail sales, cash handling, and customer contact experience

**Application Instructions:** Apply online at tcfbank.taleo.net/careersection/corporate/jobdetail.ftl  
**Contact:** Deborah Sage  
**Address:** 800 Burr Ridge Parkway, Burr Ridge, IL 60527  
**Phone:** 630-986-4900  
**Apply Online:** https://tcfbank.taleo.net/careersection/corporate/jobdetail.ftl

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**Job ID:** 3149879  
**School Job ID:** MVCC  
**Expires:** 11/28/2013  
**Job Title:** Associate Director of Network Infrastructure  
**Company:** John A. Logan College  
**Job Type:** Full Time  
**Degrees Wanted:** Bachelors  
**Majors Wanted:** Computer Science, Microsoft Office Specialist  
**Job Target:** Any Job Target  
**Location:** Carterville, IL 62918  
**Salary:** $37,170 - $56,426  

**Job Description:** Position Title: Associate Director of Network Infrastructure Type of Position: Full-time; Non-teaching Professional; Grade 5 Hiring Department & Unit: Business Services; Information Technologies Starting Salary: $37,170 - $56,462 per year (salary commensurate with education and experience per salary schedule) Deadline to Apply: Open until filled Projected Starting Date: TBA Hours: 8:00 am - 4:30 pm Monday - Friday (occasional weekends and evenings/nights) Duties and Responsibilities: Assist the Director of Network Infrastructure, maintain the network and telephone resources of the college, including support faculty and staff in utilizing all server, network, and telephone resources provided by the college; maintain college data including backups, restores, and data security; manage the server environment including maintaining hardware, operating systems, and administration of all network services including but not limited to System Center Configuration Manager (SCCM), all active directory services, open directory, SQL, email, remote app, document management systems, multiple web and DNS servers; manage the college's data and telephone infrastructure; including but not limited to PBX systems, HyperV and ESXi hypervisors, Juniper and Cisco layer 2 and 3 switches, routers, firewalls, Subnets, DHCP, and QoS; monitor bandwidth usage of college resources; research and prepare hardware specifications for servers, networking equipment, and phone equipment purchases; track equipment warranty dates and maintain replacement schedule for server, network, and phone equipment, and other duties as assigned. Required Minimum Qualifications: Microsoft Certified Solutions Associate (MCSA) and/or Microsoft Certified Solutions Expert (MCSE); two years network experience. Preferred Qualifications: Bachelor's
degree; Cisco and/or Juniper experience; Dell and Apple server experience; Linux, OSX, and Microsoft networking experience.

**Job Requirements:** Applying for Positions: Apply to the Office of Human Resources, Room C116, Carterville, Illinois 62918 during the following times: The Office of Human Resources is open between 8 a.m. - 4:30 p.m., Monday-Friday, except during the summer months. Applications will be accepted on the deadline day until the close of the business. The College does not accept applications for positions unless the positions are advertised and/or posted. All applications and verifications of education must be received (not postmarked) in the Office of Human Resources prior to the deadline date stated on vacancy notices. For more information, contact the Office of Human Resources, Ext. 8273, area code 618:

**Application Instructions:** See Above.

**Contact:** John A. Logan College

**Address:** Carterville, Illinois, Carterville, IL 62918

**Phone:** (618) 985-2828

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**Job ID:** 3150079

**Expires:** 08/28/2013

**Job Title:** Merchandise Flow Team Member

**Company:** Target

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Chicago, IL 60707

**Salary:**

**Job Description:** Are friendly, positive, helpful, team-oriented; shows respect for all team members and guests; willing to learn new skills to help the store, team and self. Develop an understanding for and contribute to the fast, fun and friendly team culture. Complete required position training. Cross train to support business needs and team member development. Respond to all backup cashier requests (not AP, Rx or SFT). Talk with leader about work performance; ask for advice on improving speed, accuracy and service. Be an advocate for well-being and help others to be their personal. Utilize proper equipment (stepstool, ladders, Wave lifts, etc...) when unloading/loading cartons above shoulder height. Pick up trash and boxes while stocking, backstocking, and pulling; ensuring to remove pallets, trash and boxes from the sales floor before the store opens. Contribute to a respectful Fast, Fun & Friendly atmosphere for all team members by placing importance on every day moments with the team. Support a safe and secure culture focused on incident and injury prevention. Work safely to prevent team member and guest incidents. Are available to welcome and train new team members. Unload, move, palletize, and stock cartons with speed and accuracy. Properly handle environmentally sensitive items when spills occur. Scan cartons in the PUSH Application to accurately identify: push, backstock, stage, and special handling cartons. Ensure food is received correctly.
temperature checks are completed and product is pushed and backstocked in a timely manner? Accurately sort cartons to appropriate custom block pallets, ensuring to construct stable pallets while maximizing the number of cartons per pallet? When palletizing on the unload line, assist other team members when assigned section is not receiving cartons? Move push pallets and vehicles to the proper location on the sales floor and breakout/bowl merchandise into the appropriate aisle? Understand how to read smart schematic information on a distribution pick label in order to quickly and accurately stock merchandise on shelves, peghooks, and multiple locations? Stock merchandise to salesfloor capacity, ensuring the sales floor locations are in-stock and properly zoned? Ensure that no partial casepacks are left on the backstock pallet or backstocked in locations? When handling food items, follow food freshness standards, including product Rotation (FIFO), no expired products, removing dented or damaged product, properly handling temperature-sensitive food items and ensuring cleanliness to prevent pest infestation? Check for multiple sales floor locations to ensure merchandise is stocked accurately? Support the shortage culture; understand how operational procedures affect shortages; avoid shortcuts and notify supervisors of any concerns? Handle all product as necessary to ensure guest service needs are met? Ensure equipment best practice are followed when team members check out equipment.

**Application Instructions:** Apply via website or in any Target location

**Contact:** Caitlin Morisse

**Address:** 6525 W Diversey Ave, Chicago, IL 60707

**Phone:** 773-804-3610

**Email:** caitlin.morisse@target.com

**Apply Online:** [http://target.com/careers](http://target.com/careers)

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**Job ID:** 3150089

**Expires:** 08/28/2013

**Job Title:** Salesfloor Team Member

**Company:** Target

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Chicago, IL 60707

**Salary:**

**Job Description:** Are friendly, positive, helpful, team-oriented; shows respect for all team members and guests; willing to learn new skills to help the store, team and self? Develop an understanding for and contribute to the fast, fun and friendly team culture? Complete required position training? Cross train to support business needs and team member development? Respond to all backup cashier requests (not AP, Rx or SFT)? Talk with leader about work performance; ask for advice on improving speed, accuracy and service? Be an advocate for well-being and help others to be their personal best? Deliver on amazing moments for team members...
and guests? Contribute to a respectful Fast, Fun & Friendly atmosphere for all team members by placing importance on every day moments with the team? Support a safe and secure culture focused on incident and injury prevention? Work safely to prevent team member and guest incidents? Are available to welcome and train new team members? Follow food freshness standards, including product rotation (FIFO), no expired products, removing dented or damaged product, properly handling temperature-sensitive food items and ensuring cleanliness to prevent pest infestation when handling food items? Provide fast, fun and friendly service to guests and respond to all guest requests in 60 seconds or less? Work productively by executing all sales floor best practices (e.g., signing, zoning, etc.)? Stock merchandise pulled from the backroom to keep the shelves full? Set up rain checks and substitute items for sold merchandise? Follow signing and merchandising best practices? Complete midday and evening zones to planogram and restock abandoned items; handle damaged and rewrap merchandise correctly? Answer guests’ questions about products; helping guests buy the product that’s right for them? Make a connection with guests registering by asking questions and using your product knowledge to explain the product? Maintain signs and labels to communicate accurate prices to guests? Support the shortage culture; understand how operational procedures affect shortages; avoid shortcuts and notify supervisors of any concerns? Handle all product as necessary to ensure guest service needs are met? Ensure proper equipment guidelines are followed when team members check out equipment? Able to read labels and other product information? Able to key information on computer and PDA keyboards? Able to scan and handle all merchandise? Must successfully complete the Team Member training program? Has cheerful and helpful attitude toward guests and other team members - demonstrates Fast, Fun and Friendly? Must be able to learn and adapt to current technology needs? Able to think quickly on the spot to resolve guest questions? Able to accurately handle cash register operations and cash transactions? Able to work independently? Able to climb and descend ladders carrying merchandise? Able to lift 40 pounds? Able to place and arrange items on all shelves and racks on selling floor? Able to move merchandise with appropriate equipment (e.g., tubs, carts and flats) to and from stockroom and sales floor? Able to work a flexible work schedule (e.g. nights, weekends, and holidays)

**Application Instructions:** Apply online or in any store

**Contact:** Caitlin Morisse

**Address:** 6525 W Diversey Ave, Chicago, IL 60707

**Phone:** 773-804-3610

**Email:** caitlin.morisse@target.com

**Apply Online:** http://target.com/careers

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**Job ID:** 3150102

**Expires:** 08/28/2013

**Job Title:** Quality Improvement Data Administrator

**Company:** JCFS

**Job Type:** Full Time

**Degrees Wanted:** Associates, Bachelors, Diploma

**Majors Wanted:** Any Major
Job Target: Any Job Target
Location: Skokie, IL 60077
Salary: B.O.E

Job Description: SUMMARY: The Quality Improvement Data Administrator is responsible for managing the collection and entry of quality improvement, client and outcome data for Agency programs, conducting specific aspects of research projects, preparing data files for analysis and generating reports. The QIDA provides support, guidance and direction to program directors and supervisors related to data collection. ESSENTIAL JOB RESPONSIBILITIES: ? Manage data collection and data entry for agency programs. ? Prepare data files for analysis. ? Generate program, compliance, regulatory and outcome reports. ? Conduct literature searches and reviews of policies, programs, and procedures. ? Assist with Agency compliance requirements (e.g. Council on Accreditation, IL Department of Children and Family Services, IL Department of Human Resources, HIPPA). ? Assist with other CQI related projects as appropriate. ? Assist clinicians and providers, as appropriate, with submission and completion of outcome measures. ? Coordinate with program staff and directors to insure data completion. QUALIFICATIONS: (Knowledge, Experience & Abilities) ? Bachelor's degree in psychology, sociology, social work, or a related field, preferred, or relevant coursework or experience with data management and reporting. ? Experience using SPSS, Microsoft Office, especially Excel and Access. Experience with Crystal Reports preferred. ? Organized, self-starter. ? Excellent communication and time management skills. JCFS offers an array of benefits including Medical, Dental, Vision, Pension, Flexible Spending Plans, Life Insurance, LTD, and sick time and vacation time. Follow us on Facebook! Jewish Child & Family Services Follow us on Twitter! JCFSChicago Please visit us at http://www.jcfs.org Jewish Child and Family Services (JCFS) is committed to serving the needs of the diverse Chicago metropolitan area. JCFS is an equal opportunity employer, dedicated to building a diverse workforce and positive working environment. Accredited by COA. Charter member of CWLA. Licensed by DCFS. A partner in serving our community, supported by the JUF/JFMC. (ee/m/f/disabled)

Application Instructions: Please submit your cover letter and resume to:
http://jcfs.acquiretm.com/job_details_clean.aspx?ID=1025&source=Oakton+Community+College or see all JCFS jobs at www.jcfs.org

Contact: JCFS
Address: 216 W. Jackson Blvd Suite 700, Chicago, IL 60606
Apply Online:

Job ID: 3150127
Expires: 08/28/2013
Job Title: Cashier
Company: Target
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60707
Salary:
Job Description: Are friendly, positive, helpful, team-oriented; shows respect for all team members and guests; willing to learn new skills to help the store, team and self. Develop an understanding for and contribute to the fast, fun and friendly team culture. Complete required position training. Cross train to support business needs and team member development. Respond to all backup cashier requests (not AP, Rx or SFT). Talk with leader about work performance; ask for advice on improving speed, accuracy and service. Be an advocate for well-being and help others to be their personal best. Deliver on amazing moments for team members and guests. Respect guests by providing a friendly and fast checkout. Scan fast without looking for barcodes. Bag it right; choose the right size bag, use plastic instead of paper, don't double bag, and fill guest reusable bags first. Contribute to a respectful Fast, Fun & Friendly atmosphere for all team members by placing importance on every day moments with the team. Support a safe and secure culture focused on incident and injury prevention. Work safely to prevent team member and guest incidents. Are available to welcome and train new team members. Deliver register prompts, communicate REDcard benefits and encourage the guest to apply for a REDcard. Use empowerment tools (like Fix a Mistake or No Barcode button for items missing DPCIs). Honor reasonable price challenges. Understand coupon acceptance policy and follow coupon best practice. Support Gift Registry; scan gift lists to ensure accurate updates. Create gift receipts as a service. Start guests on payment by directing them toward the card reader. Greet every guest quickly and courteously. Answer guest questions promptly and accurately or find someone who can. Thank every guest and share their savings if over $5. Resolve guest problems and complaints in a courteous manner; use the POS HELP button to call for the GSTL/GSA appropriately; move bigger problems off the lane so other guests don't have to wait. Call for change or other supplies ahead of time so guests aren't delayed. Press the Add'l Cashier button when the 1+1 standard is exceeded; apologize to guests until the backup is resolved. Ensure colored coupon printers are filled with ink and paper and are printing coupons for the guest; deliver color coupons to the guest to help drive incremental sales. Put trash, hangers and abandoned merchandise in the proper bins. Remove all hangers for recycling while guest is paying unless the hanger is tacked to the item. Place forms of payment in the proper drawers; keep the cash drawer secure at all times. Keep the checkout lane or Guest Service Desk and the area around it neat and clean. Minimize shortage by looking at the bottom of the basket and looking inside of other items being purchased. Support the shortage culture; understand how operational procedures affect shortages; avoid shortcuts and notify supervisors of any concerns. Model and drive proactive guest service including "Can I help you find something?". Handle all product as necessary to ensure guest service needs are met.

Application Instructions: Apply online or in any Target store.

Contact: Caitlin Morisse
Address: 6525 W Diversey Ave, Chicago, IL 60707
Phone: 773-804-3610
Email: caitlin.morisse@target.com
Apply Online: http://target.com/careers

Job ID: 3150131
Expires: 08/28/2013
Job Title: Quality Improvement Associate
Company: JCFS
Job Type: Full Time
Degrees Wanted: Associates, Bachelors, Diploma
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Skokie, IL 60077
Salary:

Job Description: SUMMARY: JCFS is looking to hire a Quality Improvement Associate who is responsible for coordinating and carrying out activities related to implementation of the Agency Continuous Quality Improvement (CQI) program, which includes support of Agency Accreditation and licensing processes, support of Agency CQI teams, data entry, analysis and report writing. ESSENTIAL JOB RESPONSIBILITIES: Continuous Quality Improvement ? Support and monitor effectiveness of CQI Program Teams: provide individualized attention and support to CQI program teams and Program Directors ? Track deadlines for corrective action plans and monitor results ? Aggregate and analyze data and write reports for identified programs and CQI committees ? Assist with facilitation of program specification and planning processes ? Actively participate on or facilitate CQI committees or CQI-related subcommittees ? Facilitate and participate in Utilization Review processes as identified ? Provide support for CQI activities that may include Annual Client Satisfaction study, personnel reporting, program specification and program evaluation. ? Provide orientation and training to Agency staff on Quality Improvement and evaluation processes and outcome measurement tools ? Develop surveys and assessment tools for identified projects and services Accreditation/Regulatory ? Assist in coordination and preparation for COA reaccreditation self-study material and onsite reviews ? Provide ongoing updates to Program Directors and Agency Management of changes in COA standards and regulatory requirements. ? Schedule and coordinate periodic internal audits and focused reviews of compliance with COA standards and regulatory requirements. ? Assist in support the coordination and preparation of licensing/accreditation reviews for the Agency ? Maintain updated copies of agency program manuals: design and monitor distribution system for additions and corrections to manuals QUALIFICATIONS: (Knowledge, Experience & Abilities) ? Master's Level Professional, with degree in Social Services or Human Services preferred, or equivalent level of experience in a social service, educational, or mental health organization, preferably one that works with children and families. ? Knowledge and familiarity with COA standards and basic Quality Improvement processes preferred. ? Computer skills: experience using SPSS, Microsoft Access, Microsoft Excel, Microsoft Office, Crystal. ? Knowledge and understanding of data collection and management, basic research techniques and methodologies. ? Demonstrated organization, facilitation, written and oral communication and presentation skills. JCFS offers an array of benefits including Medical, Dental, Vision, Pension, Flexible
Spending Plans, Life Insurance, LTD, and sick time and vacation time. Follow us on Facebook! Jewish Child & Family Services Follow us on Twitter! JCFSChego Please visit us at http://www.jcfs.org Jewish Child and Family Services (JCFSChego) is committed to serving the needs of the diverse Chicago metropolitan area. JCFSChego is an equal opportunity employer, dedicated to building a diverse workforce and positive working environment. Accredited by COA. Charter member of CWLA. Licensed by DCFS. A partner in serving our community, supported by the JUF/JFMC. (eoe/m/f/disabled)

Application Instructions: Please send your cover letter and resume to: http://jcfs.acquiretm.com/job_details_clean.aspx?ID=1026&source=Oakton+Community+College OR to see all JCFS positions, go to www.jcfs.org

Contact:
Address: 216 W. Jackson Blvd Suite 700, Chicago, IL 60606
Apply Online:

Job ID: 3150875
Expires: 08/28/2013
Job Title: Part Time Sales
Company: Menards
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL
Salary: Open

Job Description: This position is available 7 days a week during morning, afternoons, and evenings. Sales orientated; Able to work independently or in a team; Self motivated; Able to lift product (variety of weights); Correct product placement; Communicate effectively; Service industry and/or retail experience desired but not required; We offer part time positions to those whose schedules must be altered or planned around school or other interests; We offer flexible scheduling, competitive wages and many of the same benefits as our full time and management staff.

Application Instructions: Please feel free to go to the Menards website or come into the Homer Glen store and complete an application.

Contact: Angela Blacher
Address: 13956 South Bell, Homer Glen, IL 60491-8500
Phone: 708-645-5481
Fax: 708-301-5489
Email: HMGLHR@menards.com
Job ID: 3150880
Expires: 08/28/2013
Job Title: Morning Stock
Company: Menards
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL
Salary: Open
Job Description: The morning stock position is considered our casual part time position, we offer a fixed 5 day schedule Monday through Saturday from 5 a.m to 9 a.m. Key traits of Team members successful in this position are: Able to work early mornings Able to work independently Self Motivated Able to lift product (variety of weights) Correct product placement Previous Retail Experience We offer a fixed schedule, competitive wage and many of the same benefits as our full time and management staff.
Application Instructions: Please apply online (menards.com); in person 13956 Bell Road Homer Glen IL 60491 or email a resume.
Contact: Angela Blacher
Address: 13956 South Bell, Homer Glen, IL 60491-8500
Phone: 708-645-5481
Fax: 708-301-5489
Email: HMGLHR@menards.com

Job ID: 3151011
Expires: 08/29/2013
Job Title: Marketing, Advertising and Sales Promotions
Company: Principal Marketing
Job Type: Full Time, Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Glen Ellyn, IL 60137
Salary:
Job Description: Principal Marketing is now filling entry level positions with no experience necessary in the Chicago area. Applicants must be highly motivated, well organized, ambitious, and "people first" oriented. Enjoy working with clients from various industries including beauty/cosmetics, health/wellness and entertainment, while working side-by-side with America's
biggest retailers. We conduct all the marketing, promotions, and sales for these clients while improving their overall customer experience. We are now filling ENTRY LEVEL positions with no experience necessary. Applicants must be highly motivated, well organized, ambitious, and "people first" oriented. We do marketing and advertising for some of the best corporations!!!! We do NOT participate in any of the following: NO door to door sales NO business to business sales NO telemarketing sales This is NOT a 100% commission job!!!

Job Requirements: This is a challenging position within a fast-paced environment that moves as quickly as you want to go!!! The perfect candidate would be a college graduate (or someone seeking a fresh start) looking to work hard at establishing a career in marketing and potentially working upwards to a management position. For one to achieve success with our company, they will need to be able to develop and motivate others by example. We promote entirely from within and 100% dependent on performance, rather than seniority. Responsibilities include: - Marketing strategies and sales techniques - Oversee campaign development - Manage customer service, sales people - Run sales meetings - Delegate responsibilities to assistants The following skills are assets: - Organized - Excellent writing and presentation skills - Proven people skills No marketing experience is necessary, but you MUST to be able to talk to people and have fun!!!

Application Instructions: To apply please e-mail your resume to Stephanie Johnson at principal.router@gmail.com

Contact: Stephanie Johnson
Address: 800 Roosevelt Rd, Building B, Suite 417, Glen Ellyn, IL 60137
Phone: 224-301-0150
Email: principal.router@gmail.com

Job ID: 3151431
Expires: 08/29/2013
Job Title: PT PRESCHOOL INSTRUCTOR
Company: Fox Valley Park District
Job Type: Part Time
Degrees Wanted: None Required
 Majors Wanted: Any Major
Job Target: Any Job Target
Location: AURORA, IL 60506
Salary: 10.50
Job Description: Part-Time Preschool Instructor Posting Date: 7-29-2013 Closing Date: 08-09-2013 Agency: Fox Valley Park District Website: www.foxvalleyparkdistrict.org Location: Eola Community Center Hours: Monday - Friday mornings and afternoons 8:00 am - 4:00 pm Salary: $10.50/hour Qualifications: Individual must be age 21 or older with a 2-year degree in Early Childhood or related field. Previous teaching experience required. Experience in classroom and lesson planning as well as pre-school procedures. The Preschool Teacher will plan and conduct an abundance of age appropriate activities in the areas of: sports, games, arts and crafts, music, dance, and special events and topics. The Preschool Teacher is responsible for the supervision of
and interaction with children in the childcare room. Ability to be flexible and adaptable to new situations. Must also have or be able to obtain First Aid/CPR certification within three months of hire date. Duties: Under the direction and supervision of the Preschool Coordinator, the Preschool Teacher is responsible for classroom management and implementing the preschool curriculum. This includes regular attendance and participation in staff and planning meetings, monitoring children's developmental progress and keeping that confidential information within students' files, and communication with parents regarding their child's progress in the classroom. This is an at will position. The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 230,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as a National Gold Medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery and North Aurora, the District maintains 164 parks and 45 miles of interconnected regional trails amid 2,500 acres of parkland. Sharing the shores of the Fox River, our communities are united by the District's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District ... Where Fun Begins! Please complete an online employment application at our website. Contact: Maryann Rivas, HR Assistant Phone: (630) 897-0516 Address: 101 West Illinois Ave., Aurora, IL 60506 Fax: (630) 897-6896 Contact E-mail: jobs@fvpd.net The Fox Valley Park District is an Equal Opportunity/Affirmative Action Employer. Minority candidates encouraged to apply.

Contact: Maryann Rivas
Address: 101 West Illinois Avenue, Aurora, IL 60506
Phone: 630-897-0516
Fax: 630-897-6896

Job ID: 3152754
Expires: 08/29/2013
Job Title: Driver for People with Special Needs
Company: Northern Suburban Special Recreation Association
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Northbrook, IL
Salary: 10.00 - 15.00

Job Description: The Driver is responsible for the transportation of individuals with disabilities between their home or transportation locations and program sites. The position is part-time and may include morning, afternoon, evening and weekend hours. Program hours will not exceed 40 hours per week. Within the first year of employment, Drivers must complete a Defensive Driving course. The Defensive Driving course must be completed every three years thereafter. · Maintain open communication with participants, families, staff, supervisors and NSSRA personnel; · Return van in appropriate manner to be ready for future programs (clean, filled with gas); ·
Communicate with other staff and assist with participants during the transition between the van and activities; · Provide activity adaptations as necessary; · Provide behavior management and, if CPI certified, physical restraint as an absolute last resort; · Assist in self-help and daily skills for participants, including feeding and changing, when necessary; · Attend to specific dietary restrictions of participants; · Attend mandatory orientation, meetings and in-services as scheduled and required; · Complete required paperwork including but not limited to program planning, evaluations and attendance forms, Accident/Incident reports, applicable safety forms and timesheets; · Provide guidance and supervision for staff and volunteers; · Supervise and evaluate job performance of part-time staff and volunteers; · Dispense medications following proper dispensing procedures; · Demonstrate dependability, punctuality and promptness; and · Maintain and provide quality customer service towards parents, staff, participants and the general public. Apply online at www.nssra.org. Click on "Job Opportunities" at the bottom of the page. NSSRA is an Equal Opportunity Employer.

**Job Requirements:** · Must be 21 years old; · Possess a valid driver's license; · Drive agency vans or other vehicles; · Transport individuals, luggage and equipment; · Secure participants who use wheelchairs in agency vehicles with the appropriate tie down method; · Lift and transfer participants individually and/or as part of a team; · Push participants in wheelchairs; · Serve as a Program Assistant as required; · Gather, load, transport, and set up equipment; · Supervise individuals with disabilities; and · Know the whereabouts of participants at all times.

**Application Instructions:** All applications must be completed online. No resumes will be accepted through email. Email for specific job questions or applications issues.

**Contact:** Darleen L Negrillo

**Address:** 3105 MacArthur Blvd, Northbrook, IL 60062

**Phone:** 847-509-9400

**Email:** dnegrillo@nssra.org

**Apply Online:** http://www.applitrack.com/nssra/onlineapp/

**Job ID:** 3152898

**Expires:** 09/30/2013

**Job Title:** CNC Operator

**Company:** Flexco

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Downers Grove, IL 60515

**Salary:**

**Job Description:** Work from work orders, routers, prints, program file SPC procedures, job procedures, machine manuals and instructions: 1. Review work orders and related paperwork to plan C.N.C. equipment setups, pull machine tools as specified and insert in tool holders. 2. Select, load and test program, modify program and make necessary machine feel, speed and axis point
Job ID: 3153042
Expires: 09/30/2013
Job Title: Service Sales Support
Company: Automatic Mechanical Services
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Arlington Heights, IL 60004
Salary: commensurate with experience

Job Description: Service Sales Support - Full-time (Arlington Hts., IL) Job Purpose: Supports HVAC Service Sales Department by providing product research, quotes, customer service support and follow up. Duties: · Maintains customer records by updating account information. · Recommends potential products or services to management by collecting customer information and analyzing customer needs. · Reviews all paperwork and prepares quotes, summary reports and letters. · Researches and orders parts for technicians, sales staff and dispatch. · Follows up on missing orders or parts. · Opens work orders and purchase orders. · Enters information into PM database. · Prepares summary reports. · Analyzes commercial contracts for renewal at the beginning of each month. · Assist sales staff with quotes, letters, spreadsheets. Provide analysis
and report on canceled contracts, pulls old files and invoices. · Back-up phone lines for dispatch. · Maintains copy machine. · Contributes to team effort by accomplishing related results as needed or assigned by manager. Skills/Qualifications: Customer Service, Product Knowledge, Quality Focus, Problem Solving, Market Knowledge, Documentation Skills, Listening, Phone Skills, Resolving Conflict, Analyzing Information, Multi-tasking. This is a full-time position. Qualified applicants will need to pass a background check and drug screen test. If you're reliable with a positive attitude and this sounds interesting to you, respond via email with your experience, qualifications and contact information. Please, don't just send a resume, take a couple of minutes to tell us about yourself.

**Application Instructions:** Please respond via email with your experience, qualifications and contact information.

**Contact:** Don Kaslofski

**Address:** 3733 N Ventura Dr, Arlington Hts, IL 60004

**Email:** atomatic.djk@gmail.com

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**Job ID:** 3153063  
**Expires:** 09/30/2013  
**Job Title:** Billing Clerk  
**Company:** Atomatic Mechanical Services  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Arlington Heights, IL 60004  
**Salary:** commensurate with experience

**Job Description:** We are searching for a Billing Clerk to assist in our HVAC Service Department. The position has, but is not limited to, the following requirements: BILLING: Manage residential billing responsibilities and provide backup for commercial billing responsibilities. Specifically, the position manages the flow of work orders and the billing process. This includes: verification of labor and materials, communication with field technicians, coordination with sales staff, generating invoices, resolving billing problems and managing our preventative maintenance contract costing. CLERICAL/GENERAL SUPPORT: In addition to billing responsibilities, the position will require some general office skills including generating letters, filing, assistance on the switchboard, assistance on the service phones and entering/updating information on our service calls into our ERP system. REQUIRED SKILLS: The ideal person will have 3-5 years of billing/accounting/clerical experience, preferably in a service environment. In addition, the candidate should be detail oriented, extremely conscientious, with good communication skills, able to take directions, meet deadlines and multi-task with follow through. The candidate must also be proficient at keyboarding and possess a strong working knowledge of MS Word and Excel. Qualified applicants will need to pass a background check and drug screen test. Candidates seeking both full and part time positions are welcome to apply. If you're reliable with a positive attitude and this sounds interesting to you,
respond via email with your experience, qualifications and contact information. Please, don't just send a resume, take a couple of minutes to tell us about yourself.

**Application Instructions**: Please respond via email with your experience, qualifications and contact information.

**Contact**: Don Kaslofski  
**Address**: 3733 N Ventura Drive, Arlington Hts, IL 60004  
**Email**: atomic.djk@gmail.com

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**Job ID**: 3153470  
**Expires**: 08/30/2013  
**Job Title**: Commercial Intern  
**Company**: Castle Bank  
**Job Type**: Internship, Part Time  
**Degrees Wanted**: None Required  
**Majors Wanted**: Any Major  
**Job Target**: Any Job Target  
**Location**: DeKalb, IL 60115  
**Salary**:

**Job Description**: Assist the Commercial Department and Collateral Team by performing routine clerical tasks. This role will be responsible for monitoring and tracking insurance on loans. Will input loan data onto various systems and complete required follow-up with customers and internal staff. Perform other general administrative duties such as filing, scanning, photocopying and answering phones. High school diploma or equivalent required. We require clerical background, organizational skills, basic computer skills and ability to learn bank systems.

**Application Instructions**: For consideration of employment with Castle Bank, all candidates must visit our website at www.castlebank.com and select Careers to complete the on-line application for the position of interest.

**Contact**: Ruth Scott  
**Address**: 121 W. Lincoln Hwy., DeKalb, IL 60115  
**Phone**: 815-754-8011  
**Email**: rscott@castlebank.com

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**Job ID**: 3153672  
**Expires**: 08/30/2013  
**Job Title**: Ophthalmic Tech/ Physicians Group  
**Company**: Med Staffers Inc.  
**Job Type**: Full Time  
**Degrees Wanted**: None Required  
**Majors Wanted**: Ophthalmic Technician
Job Target: Any Job Target
Location: Skokie, IL 60076
Salary: experience based
Job Description: preparing patients for doctors exam, pre testing, eye drops, post and pre surgical education
Application Instructions: Please call 847-568-6000 or e-mail resume to jobs@medstaffersinc.com
Contact: Liz Jefferies
Address: 4711 Golf Road Suite 407 4711 Golf Road Suite 407, Skokie, IL 60076
Phone: 847-568-6000
Fax: 847-568-9111

Job ID: 3154289
Expires: 11/30/2013
Job Title: Direct Support Person
Company: Bethshan Association
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Palos Heights, IL
Salary:
Job Description: Looking for something different, challenging & rewarding? Bethshan, a Christian based organization that provides residential services for developmentally disabled adults is accepting applications for Direct Support care. Hours vary including weekends. Responsibilities include: providing assistance and training for adults with developmental disabilities in the areas of community functioning, daily living skills, functional academics, self care and social skills. We provide paid training including CPR, First Aid, CPI and a 40 hour classroom session. Qualifications include: 18 years or age or older, high school diploma or GED, valid drivers license, no lifting restrictions and a desire to help people. This is excellent background experience for Social Work, Psychology, Special Ed or Sociology majors. Apply in person at 12927 S. Monitor Ave. Palos Heights, IL (north entrance of first building on left). 708-371-0800
Job Requirements: 18 years or age or older, high school diploma or GED, valid drivers license, no lifting restrictions and a desire to help people.
Application Instructions: Apply in person at 12927 S. Monitor Ave. Palos Heights, IL 60463
Phone: 708-371-0800
Contact: Bethshan Association
Address: 12927 S. Monitor Ave., Palos Heights, IL 60463
Phone: 708-371-0800
Fax: 708-371-0833

Job ID: 3154347
Expires: 08/30/2013
Job Title: Senior Reporting Analyst - Accounting
Company: Guarantee Trust Life Insurance Company
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Glenview, IL 60025
Salary:

Job Description: Guarantee Trust Life Insurance Company is a longstanding leader in life and accident & health (A&H) insurance, located in suburban Glenview, Illinois - just 15 minutes northwest of Chicago. In business since 1936, we currently provide coverage to more than 1.5 million people with a commitment to providing unmatched customer service. We take pride in making our employees feel respected and rewarded -- from offering fulfilling professional challenges and providing a pleasant work environment to providing a 401(k) and profit-sharing plan. Description The Reinsurance Account Analyst is a full-time position and is responsible for various and complex financial reporting and support functions under our reinsurance area. The position reports to the Reinsurance Manager. Responsibilities · Complex reinsurance accounting and reporting - monthly, quarterly and year-to-date · Analyze monthly activity for product lines under terms of reinsurance agreements · Prepare reinsurance billing, issue payments and follow up on inquiries · Reviewing, understanding and implementing new and existing underlying reinsurance contracts · Working with the administrators and reinsurers to properly handle all aspects of the treaties assigned · Perform ledger account reconciliations including resolution of outstanding suspense balance issues · Interpretation and submission of State Reports; respond to all internal and external inquiries · Assist in design and development of reports for management, regulatory and reinsurance partners · Assist in annual external and state audits · Other responsibilities as assigned · Demonstrate a comfort level in a fast-pace environment with constantly changing priorities

Job Requirements: · Bachelor's Degree in Accounting or Finance · Minimum of 5 to 7 years of experience, preferably within the financial services or insurance industry · Must have excellent communication and organizational skills · Needs strong attention to detail · Strong Microsoft Office skills required - Word, Excel and Access required · Knowledge of PeopleSoft and Life Pro a plus · Strong time management and organizational skills, ability to manage multiple tasks and work within time constraints EOE m/f/d/v GTL provides a generous salary and benefits package Please learn more about Guarantee Trust Life by visiting our website: www.gtlic.com We invite you to learn more about GTL's rich history at www.GTLtimeline.com. Stay connected with GTL News Via: Facebook: | Twitter: | LinkedIn: https://twitter.com/GTLNews http://www.linkedin.com/company/guarantee-trust-life-insurance https://www.facebook.com/

Application Instructions: Please email me your resume to jherb@gtlic.com
Contact: Jennifer Herberger
Address: 1275 Milwaukee Ave, Glenview, IL 60025
Email: jherb@gtlic.com

Job ID: 3154371
Expires: 08/30/2013
Job Title: New Business Coordinator
Company: Guarantee Trust Life Insurance Company
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Glenview, IL 60025
Salary:

Job Description: Summary of Position: Review and input data from New Business Life and Health Applications to lifepro system. Create policy files in preparation for mailing to agent/applicant. To verify that information contained on the submitted transmittal corresponds to the new business health or life application. Input and issue data via life pro system. Assemble policy file in preparation for mailing. Answer inquiries regarding life or health application processed from our internal or external clients via email. Process assigned duties as needed.

Job Requirements: Data Entry Skills, Ability to multitasks and work as a team. Detailed Oriented. EOE m/f/d/v GTL provides a generous salary and benefits package Please learn more about Guarantee Trust Life by visiting our website: www.gtlic.com We invite you to learn more about GTL's rich history at www.GTLtimeline.com. Stay connected with GTL News Via: Facebook: | Twitter: | LinkedIn: https://twitter.com/GTLNews

Application Instructions: Please submit your resume to jherb@gtlic.com
Contact: Jennifer Herberger
Address: 1275 Milwaukee Ave, Glenview, IL 60025

Job ID: 3154469
Expires: 08/30/2013
Job Title: INSURANCE SALE/SERVICE SUPPORT TEAM MEMBER
Company: State Farm Insurance Agency
Job Type: Full Time, Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: CHICAGO, IL 60618
Salary: tbd

Job Description: "Service/Sales Support - Team Member" wanted for a State Farm Insurance Agent's office, located on the north side of Chicago/60618 The position is suited for individuals who: *Possess an outgoing personality *Enjoys daily customer contact *Is customer focused & possesses strong problem solving skills *Is able to generate new business & possesses sales skills Insurance Agency experience & Bilingual Spanish preferred. If not, we'd consider an exceptional candidate without experience. Applicant must possess their Illinois Prop/Cas & Life/Health Insurance Producer's Licenses. If not, applicant must obtain licenses right after hire in order to continue employment. This would be great for a career minded individual, who seeks job security, with growth opportunity ! Qualified Candidates: EMAIL US YOUR RESUME. Please copy & paste rather than sending your resume in an attachment. Make sure you provide all daytime contact phone number(s) and email addresses. PLEASE INCLUDE A BRIEF COVER PAGE, STATING WHY WE SHOULD CONSIDER YOU. NOTE: Background checks will be conducted on ALL considered candidates

Application Instructions: Please e-mail your resume to SFAGTJT@YAHOO.COM

Contact: STATE FARM
Address: INSURANCE AGENCY, Chicago, IL 60618
Email: SFAGTJT@YAHOO.COM

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Job ID: 3156120
Expires: 08/31/2013
Job Title: Verizon Wireless Customer Service Representatives- Preferred
Company: Verizon Wireless
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Elgin, IL 60123
Salary:

Job Description: With your knack for solving tough problems and your focus on delivering exceptional customer service, you will thrive in a Customer Specialist job with Verizon. Here, you'll harness your impressive multi-tasking and tech-savvy skills to resolve challenging customer issues including device-related troubleshooting, billing, service inquiries and more. Answering a high volume of customer calls, you'll deliver innovative, individualized solutions, satisfying the ever-changing needs of our diverse customer base. Through it all, your ability to form a trusted bond, listen attentively and respond to their inquiries will make you the critical touch point between Verizon and our valued customers. Qualifications Description: Previous Customer Service Experience Ability to multi-task and use on-line resources Ability to troubleshoot billing and equipment questions Associates degree or higher preferred Strong problem solving and decision making skills Ability to handle large volume of work while maintaining focus on the customer Must meet time in title requirements for current role Must
have a current performance rating of Performing

**Application Instructions:** Please apply at www.vzw/careers.com

**Contact:** Eunice Atnasio-Celestino

**Address:** 1515 E Woodfield Rd, Schaumburg, IL 60173

**Phone:** 847-619-5030

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**Job ID:** 3156982

**Expires:** 09/01/2013

**Job Title:** Part-time Receptionist

**Company:** Lewis Floor & Home

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Northbrook, IL 60062

**Salary:** 10.50 per hour

**Job Description:** We are looking for a Part-Time Showroom Receptionist to join our Northbrook, IL location. Responsibilities will include: * Answering phones for the sales floor and helping customers/vendors to connect to the appropriate person * Helping to monitor the sales rotation system * Maintaining all store logs * Checking and processing measure sheets * Checking in and out samples as needed and printing overdue sample reports * Special projects as needed Position will work approximately 15-20 hours per week during weekday afternoons and weekend days.

**Job Requirements:** Reception and/or general office experience preferred Ability to multitask in a fast paced retail sales environment Proficient in Microsoft Office This position acts as a liaison between our customers, sales managers, and sales consultants and is a key person in our showroom operations.

**Application Instructions:** Please email or call me if you are interested in applying for this position

**Contact:** Judy Plonsker

**Address:** 1840 Skokie Boulevard, Northbrook, IL 60062

**Phone:** 847-835-8770

**Email:** jplonsker@lewisfloorandhome.com

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**Job ID:** 3157161

**Expires:** 09/01/2013

**Job Title:** Specimen Technician

**Company:** United States Drug Testing Laboratories

**Job Type:** Part Time
Degrees Wanted: Diploma
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Des Plaines, IL 60018
Salary: $10.00 per hour
Job Description: USDTL has several openings at its Des Plaines facility. Duties include aliquoting forensic specimens for drugs of abuse testing and accessioning them into the laboratory computer system. Duties also include specimen preparation and routine laboratory duties.
Contact: Willie Tunstall
Address: 1700 South Mount Prospect Road, Des Plaines, IL 60018
Email: willie.tunstall@usdtl.com

Job ID: 3157162
Expires: 09/01/2013
Job Title: Specimen Technician
Company: United States Drug Testing Laboratories
Job Type: Part Time
Degrees Wanted: Diploma
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Des Plaines, IL 60018
Salary: $10.00 per hour
Job Description: USDTL has several openings at its Des Plaines facility. Duties include aliquoting forensic specimens for drugs of abuse testing and accessioning them into the laboratory computer system. Duties also include specimen preparation and routine laboratory duties.
Contact: Willie Tunstall
Address: 1700 South Mount Prospect Road, Des Plaines, IL 60018
Email: willie.tunstall@usdtl.com

Job ID: 3157165
Expires: 09/01/2013
Job Title: Specimen Technician
Company: United States Drug Testing Laboratories
Job Type: Part Time
Degrees Wanted: Diploma
Majors Wanted: Any Major
Job Target: Any Job Target  
Location: Des Plaines, IL 60018  
Salary: $10.00 per hour  
Job Description: USDTL has several openings at its Des Plaines facility. Duties include aliquoting forensic specimens for drugs of abuse testing and accessioning them into the laboratory computer system. Duties also include specimen preparation and routine laboratory duties.  
Contact: Willie Tunstall  
Address: 1700 South Mount Prospect Road, Des Plaines, IL 60018  
Email: willie.tunstall@usdtl.com  

Job ID: 3157718  
Expires: 09/13/2013  
Job Title: ELECTRICAL DESIGN ENGINEER  
Company: Bison Gear & Engineering  
Job Type: Full Time  
Degrees Wanted: Bachelors  
Majors Wanted:  
Job Target: Any Job Target  
Location: Saint Charles, IL 60174  
Salary: Disclosed at Interview  
Job Description: Bison Gear and Engineering Corporation is seeking an Electrical Design Engineer II. For candidates with motor design experience, or experience in motion control, industrial automation, power transmissions and/or appliance manufacturing, this is the job to apply for! Located in St. Charles, IL, we have over 240 employees and are a rapidly growing manufacturer of electric motors and gear motors. We offer excellent benefits including:  
· Competitive salary + 401K match  
· On-site fitness center and health clinic  
· Comprehensive benefit plans  
· Outstanding tuition reimbursement plan  
· Aggressively growing organization serving food service, packaging, medical, machine tool, agriculture and industrial machinery industries.  
· Business casual work environment  
The Electrical Design Engineer will be responsible for managing the technical aspects of our motors and drives product offerings. This includes new motor designs as well as legacy products. Duties include but are not limited to:  
· Design and prototype new motors (AC, PMDC or BLDC) using FEA motor design software and/or practical motor design experience.  
· Expand and enhance Bison Gear’s drive offering including PWM, BLDC, AC and DC motor drives.  
· Oversee the validation process and life testing in our UL certified lab, including test-set-up, data recording and report drafting and submittal.  
· Responsible for project schedules and regular progress reports.  
· Recommend product improvements, cost reductions, and production methods to enhance Bison products and quality.  
Job Requirements:  
· BS in Electrical Engineering or related four year college degree.  
· Four Years plus of experience with AC and DC Electric Motor design and development preferred.  
· Experience with UL, CSA, and IEC standards pertaining to motor and drive certification.
preferred. ·Infolytica experience a plus. ·Familiarity with safety practices concerning all levels of
electric power required. We are proud to be an Equal Opportunity Employer. Bison Gear
recognizes and endorses the Manufacturing Skills Standard Council (MSSC) certification, and
the National Career Readiness Certification (NCRC), an ACT Workeys credential. As part of our
efforts to provide a safe and productive environment and hire talented and qualified associates,
we maintain a drug-free workplace and perform pre-employment substance abuse testing and
background investigations.

Application Instructions: To be considered, e-mail your resume and salary history to
HR@BISONGEAR.COM or fax to 630-377-6777 Attn: HR-MOD2 NO PHONE CALLS. For
information about our company visit our website at http://www.bisongear.com

Contact: Sylvia Wetzel
Address: 3850 Ohio Ave, St. Charles, IL 60174
Phone: 630-377-4327
Fax: 630-377-6777
Email: HR@bisongear.com

Job ID: 3159643
Expires: 09/04/2013
Job Title: Teller Line Supervisor
Company: West Suburban Bank
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Accounting & Business Administration, Business Management
Job Target: Any Job Target
Location: Western Suburbs, IL
Salary:
Job Description: ·Researches and resolves escalated customer problems, complaints, etc. and
follows through to completion when complex situations have been referred to other departments.
May prepare correspondence on matters related to customer accounts. ·Processes all teller line
transactions within bank policies. Approves large transactions and official checks within defined
authority levels. ·Maintains a cash drawer within bank policies, balances cash drawer daily, and
locates and corrects errors. Adheres to security, audit, and compliance requirements. Opens and
closes the bank. ·Reviews suspicious or unusual teller line transactions for validity. Uses
judgment along with defined policies and procedures to determine if transaction is valid, and
issues transaction overrides when appropriate. Reports suspected fraudulent activity to Branch
Manager. ·Under dual control, performs monthly audits of cash and other negotiable items for
the branch. Provides timely and accurate documentation of audits. ·Operates a cash vault,
prepares monthly operating reports, manages the cash level for the branch, and orders/ships
money to the FED. ·Delegates responsibilities to teller staff and supervises activity to ensure
teller area is operating efficiently. ·Regularly consults with Branch Manager regarding specific
measurable sales, customer service, and productivity goals for the branch and identifies ways to
reach and/or exceed those goals. · Actively sells bank's products and services. Counsels customers regarding the products and services available. Identifies and cross-sells those services and products which best serve the customer's needs. · Assists Tellers and Senior Tellers with their sales and/or sales referral goals. Trains Teller staff in customer service, product knowledge, and banking procedures. May act as a mentor when needed. · Enforces established Bank policy and procedure. Leads the Teller Staff by setting the example. · Gathers employee performance data for use in performance appraisals, discipline, and training. Serves as a witness to Branch Manager for employee discipline and termination. · Assists Branch Manager with screening and interviewing potential candidates for employment. · May assume some of the administrative functions of the Branch Manager (e.g. reporting of Payroll) during his or her absence. · All other reasonable duties as assigned. Recommended Qualifications: · Excellent communication skills; · Proficient in Microsoft Office Suite; · A minimum of 2 years recent Teller experience with demonstrated progression in level of responsibility OR A minimum of 1 year recent Teller experience combined with a minimum of 2 years supervisory experience, preferably in a retail environment. · Extensive knowledge of all bank products and services; · Thorough understanding of bank policy and procedure; · Cross-trained in Personal Banking; and · High School diploma required For current openings and locations please visit our website at www.westsuburbanbank.com. EOE/MFDV

Job Requirements: On the job the employee may physically be required to bend, sit, stand, walk, push/pull, use finger movements, handle objects (manual dexterity), and/or carry/lift loads up to 25lbs. On the job the employee must mentally be able to read/comprehend, write, perform calculations, communicate orally, reason, and analyze.

Application Instructions: Please apply online at our careers center: https://careers-westsuburbanbank.icims.com/jobs/intro

Contact: Recruiter
Address: 101 North Lake Street, Aurora, IL 60506
Phone: 630-652-2713
Fax: 630-652-2765
Email: recruiter@westsuburbanbank.com
Apply Online: https://careers-westsuburbanbank.icims.com/jobs/intro
**Job Description:** Senior Teller - locations throughout DuPage county · On duty for the opening or closing of the teller line (depending on shift) · Maintains & balances a teller drawer, processes teller transactions · Familiar with bank products, refers sales opportunities to appropriate persons · Researches, locates & corrects teller errors · Performs tellerline audits · Balances ATM · Coordinates teller staff responsibilities · May provide scheduling for teller staff · Acts as a mentor for tellers and may provide additional on-the-job training Recommended Qualifications · Proficient in Microsoft Office Suite · Minimum of 2 years Teller experience · Ability to understand and follow branch operational policies and procedures For current openings and locations please visit our website at www.westsuburbanbank.com. EOE/MFDV

**Job Requirements:** On the job the employee may physically be required to bend, sit, stand, walk, push/pull, use finger movements, handle objects (manual dexterity), and/or carry/lift loads up to 25. On the job the employee must mentally be able to read/comprehend, write, perform calculations, communicate orally, reason, and analyze. On the job the employee may be around moving machinery and work in confined quarters.

**Application Instructions:** Please apply online at our careers center: https://careers-westsuburbanbank.icims.com/jobs/intro

**Contact:** Recruiter
**Address:** 101 North Lake Street, Aurora, IL 60506
**Phone:** 630-652-2713
**Fax:** 630-652-2765
**Email:** recruiter@westsuburbanbank.com

**Apply Online:** https://careers-westsuburbanbank.icims.com/jobs/intro
www.westsuburbanbank.com. EOE/MFDV

**Job Requirements:** On the job the employee may physically be required to bend, sit, stand, walk, push/pull, reach above shoulder level, use finger movements, handle objects (manual dexterity), and/or carry/lift loads up to 25 lbs. On the job the employee must mentally be able to read/comprehend, write, perform calculations, communicate orally, reason, and analyze.

**Application Instructions:** Please apply online at our careers center: https://careers-westsuburbanbank.icims.com/jobs/intro

**Contact:** Recruiter  
**Address:** 101 North Lake Street, Aurora, IL 60506  
**Phone:** 630-652-2713  
**Fax:** 630-652-2765  
**Email:** recruiter@westsuburbanbank.com  
**Apply Online:** https://careers-westsuburbanbank.icims.com/jobs/intro

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**Job ID:** 3159656  
**Expires:** 09/04/2013  
**Job Title:** Teller  
**Company:** West Suburban Bank  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Accounting & Business Administration  
**Job Target:** Any Job Target  
**Location:** Western Suburbs, IL  
**Salary:**

**Job Description:** Teller - locations throughout DuPage, Kane & Will Counties · Processes all bank transactions · Maintains & balances cash drawer within bank policies · Balances ATM · Adheres to security, audit & compliance requirements · Familiar with bank products, refers sales opportunities to appropriate persons Recommended Qualifications · Proficient in Microsoft Office Suite · Knowledge of bank products & services · Previous cash-handling and customer service experience For current openings and locations please visit our website at www.westsuburbanbank.com. EOE/MFDV

**Job Requirements:** On the job the employee may physically be required to bend, sit, stand, walk, push/pull, use finger movements, handle objects (manual dexterity), and/or carry/lift loads up to 25 lbs. On the job the employee must mentally be able to read/comprehend, write, perform calculations, communicate orally, reason, and analyze. On the job the employee may be around moving machinery and work in confined quarters.

**Application Instructions:** Please apply online at our careers center: https://careers-westsuburbanbank.icims.com/jobs/intro

**Contact:** Recruiter  
**Address:** 101 North Lake Street, Aurora, IL 60506
Job ID: 3161287
School Job ID: MVCC
Expires: 10/05/2013
Job Title: Cashier
Company: Palermo's
Job Type: Part Time
Degrees Wanted: Diploma
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Orland Pk-Tinley Pk, IL
Salary: $8.25 - $10.00 per hour

Job Description: Family run pizzeria and catering company seeking experienced carry out cashier. Responsibilities include customer service, order execution, and reporting. Qualifications include positive work attitude, great communication skills, general computer and POS system knowledge, and flexible schedule. Willing to train the right applicant. Afternoons, Weekends, Nights & Holidays We look forward to meeting you!

Application Instructions: E-mail Jeremy@Palermochicago.com or stop by and fill out an application at either location.

Contact: Human Resources
Address: 15832 S. Wolf Road, Orland Park, IL 60467
Phone: xxx-xxx-xxxx

Job ID: 3161287
School Job ID: MVCC
Expires: 10/05/2013
Job Title: Cashier
Company: Palermo's
Job Type: Part Time
Degrees Wanted: Diploma
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Orland Pk-Tinley Pk, IL
Salary: $8.25 - $10.00 per hour

Job Description: Family run pizzeria and catering company seeking experienced carry out cashier. Responsibilities include customer service, order execution, and reporting. Qualifications include positive work attitude, great communication skills, general computer and POS system knowledge, and flexible schedule. Willing to train the right applicant. Afternoons, Weekends, Nights & Holidays We look forward to meeting you!

Application Instructions: E-mail Jeremy@Palermochicago.com or stop by and fill out an application at either location.

Contact: Human Resources
Address: 15832 S. Wolf Road, Orland Park, IL 60467
Phone: xxx-xxx-xxxx

Job ID: 3161697
Expires: 09/05/2013
Job Title: Building Security Monitor
Company: Fountaindale Public Library District
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Bolingbrook, IL 60440
Salary: $11.18 per hour

Job Description: Fountaindale Public Library District, which proudly serves the diverse
community of Bolingbrook, is seeking individuals to Perform duties to monitor and provide a safe and functional environment for patrons and staff. Duties: Monitors and secures library facilities and property. Monitor entrance and departure of visitors to the building to guard against theft and maintain security of premises. Respond to security system alarms at front doors and emergency doors. Circulate among visitors, patrons, and employees to preserve order and protect property. Performs basic building operation functions, including but not limited to routine housekeeping and minor facility and grounds services and repairs. Enforces the appropriate policies for the District. Warn persons of rule infractions or violations, and evict violators from premises if warranted. Interact with users in a positive and professional manner, assist and provide information and directions, and utilize diplomacy when enforcing library policies. Completes appropriate documents as needed including but not limited to Incident Reports and Accident Reports. Follows procedures for securing library at close of business day. Completes security checks of premises inside and outside. Ensures facilities and grounds are operating safely and correctly, resolves unsafe conditions. Reports unsafe conditions to supervisor or Person in Charge. Ensures procedures for emergency situations are followed. Contacts 911 in emergency situations and provides first aid, CPR, or AED for stabilization until appropriate staff arrives. Works with police and fire officials as needed. Performs room set-ups. Works with groups using the rooms to ensure they are aware of rules and have what they need. Check room condition at end of use and clean up room in preparation for next group. Assists with deliveries to the Library and to Departments. Performs other miscellaneous duties as assigned.

**Job Requirements:** Minimum Qualifications: Education: Requires knowledge typically acquired through completion of high school or equivalent. Experience: Minimum of 3 months related experience in a comparable business, organization, or library. Skills: Communication Communicates effectively in English, both orally and in writing. Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job. Physical requirements include: good speaking, hearing and vision ability, occasionally push and pull up to 100 pounds, frequently 10 pounds, ability to lift and carry up to 50 pounds occasionally. Position requires standing and walking for prolonged periods of time. Working Conditions: Work is performed in a typical library environment. Part-time position. Will require weekend and evening work.

**Application Instructions:** To apply for this position an Application for Employment is required. Applications can be sent directly to the library to the attention of Human Resources, 300 West Briarcliff Road, Bolingbrook, IL 60440 or emailed to hr@fountaindale.org. No phone calls please. Equal Opportunity Employer

**Contact:** Human Resources

**Address:** 300 W Briarcliff Road, Bolingbrook, IL 60440

**Phone:** 6307592102

**Fax:** 6307596180

**Job ID:** 3163129

**School Job ID:** MVCC

**Expires:** 10/06/2013

**Job Title:** Hiring Porters and a Service Advisor
Company: Community Mazda
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Tinley Park, IL
Salary: $8.25
Job Description: Porters and a Service Advisor. Must be 18; Must have a valid driver's license; Must pass a drug test.
Application Instructions: Send a resume to arts@communitymazda.com
Contact: Art Schaffer
Address: 8325 W. 159th Street, Tinley Park, IL 60477
Phone: 708-444-3200

Job ID: 3163578
Expires: 10/06/2013
Job Title: Account Executive
Company: McKlein Company
Job Type: Full Time
Degrees Wanted: None Required
Job Target: Any Job Target
Location: Chicago, IL 60639
Salary: Hourly or Annual
Job Description: Account Executive Position McKleinUSA, a leading leather goods manufacturer is undergoing a rapid expansion hiring candidates who are motivated sales professionals with excellent communication skills, confident with their ability to sell products, great work ethics and desire to work in a company with great advancement opportunities. Account Executive Job Description: As Account Executive, You will be working for our Executive Vice President, Chettha Saetia in maintain and supporting his current customers and generating new prospects. He will help you develop and learn various aspects of customer service, sales and marketing for various industries which have different challenge and opportunities. You also will be engaging in the overall sales strategies for future growth of the company. The Executive VP will be working closely with you to help train and develop your knowledge and skill require to succeed. Some of your responsibilities may include: 1. Work with current customers doing sales and customer service duties to get reorder and expand more assortments. 2. Work with new prospects given to you by our Executive VP, do proper research and analysis, make phone calls to these prospects to gather additional buyer information, contact and any important update info if needed and send out information to help generate interest and
sales. 3. On daily basis, you will prepare proposals, do competitive analysis, complete customer & prospect new products set up forms, manage & update product info such as pricing, product specification, maintain customer folders & files for easy usage and finding. 4. Maintain various TASK lists in MS Outlook to help communicate with customers & prospects. 5. Preparing & mailing sales materials such as catalogs, direct mail, and flyers. 6. Create invoices for sample orders for customers from PO's. 7. Set up appointments for business trips and tradeshows. 8. Prepare Sales Reports using QuickBooks & MS Excel Spread Sheet. Benefits: o Plus Health Insurance Benefit, Paid Vacation, Paid Holidays.

**Job Requirements:** Applicants must be knowledgeable and efficient in MS Word, MS Excel. Knowledge of QuickBooks Accounting software and CRM software is a plus.

**Application Instructions:** ***IMPORTANT PROCEDURE FOR APPLICANT: PLEASE COMPLETE THE NEW EMPLOYMENT APPLICATION FORM AND ATTACH A COPY OF YOUR RESUME AND EMAIL TO career@mckleinusa.com ***. To Download Employment Application: http://mckleincompany.com/careers/job-opportunities/employment-applications

**Contact:** Joy Diaz  
**Address:** 4447 W. Cortland St., Chicago, IL 60639  
**Phone:** 773-235-0600  
**Email:** career@mckleincompany.com

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**Job ID:** 3164713  
**School Job ID:** MVCC  
**Expires:** 10/07/2013  
**Job Title:** Boys & Girls Clubs of Chicago-Hiring-Various Positions  
**Company:** Boys and Girls Clubs of Chicago  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** Bachelors, Certificate, Diploma  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Chicago-Various, IL  
**Salary:**

**Job Description:** Available jobs at Boys & Girls Clubs of Chicago Boys and Girls Clubs of Chicago is hiring! Please pass this information along to people who are seeking employment. Special Events & Field Fundraising Associate The Special Events & Field Fundraising Associate will serve as an integral part of the BGCC Development Dept, specifically working with our Clubs to raise funds from their supporters. As part of the Events team, the Associate will also be involved in planning and execution of larger events, including the Annual Youth of the Year Competition. Requires: 4-6 years of post-college work experience, with at least 3 years' experience in a direct fundraising role Bachelor's degree Full time - 40 hours per week. Location: 550 West Van Buren, Chicago Learning Links Instructor Responsible for implementing the Learning Link program by teaching members using computer tutorials and printed materials.
Identifying topics that promote interest and a climate of challenging and fun learning in computer based education and tutorial environment. Requires: Experience in college-level courses, two years of experience working in youth development, must have a special interest in informal learning environments and the use of computers as a creative and empowering tool. Part time - 15 hours per week - hours vary between 2:00-6:00pm M-F depending on the Club Locations: Bright Elementary Boys and Girls Club, 10741 S. Calhoun, Chicago General Robert E. Wood Boys and Girls Club 2950 West 25th Street, Chicago Front Desk/Security Attendant Monitors Club entrance, greets everyone who enters the building and ensures that they sign in and out on the appropriate log sheet. Prevents individuals from entering the building without approval. Requires: High School diploma or G.E.D., previous experience in security strongly preferred, previous experience working in a youth service environment is a plus. Part time - 15 hours per week - 2:00-5:00pm M-F Location: Alex Haley Elementary Boys and Girls Club 11411 S. Eggleston, Chicago Social Recreation Instructor Organize tournaments or members of various ages, Coordinates special holiday events on a monthly basis, Preparing programs plans on a daily, weekly and monthly basis Requires: High School diploma or G.E.D., college credits in Education, Social Services or related field preferred, one year working with youth in a similar setting, excellent team building skills, general knowledge and experience with recreational games such as billiards, table tennis and similar activities Part time - 20 hours per week - 2:45-6:45 pm M-F Location: Louis L. Valentine Boys and Girls Club, 2400 South Emerald, Chicago Program Instructor The Program Instructor delivers programs and activities to club members. We are looking for candidates with a specialty in one of the following core areas: performing arts (dance, drama, music), sports, fitness, health and life skills, leadership and/or career and education development. Requires: High School Diploma required. Some college coursework preferred Experience with youth programming required Part time - 15-20 hours per week - hours vary between 2:00-6:00pm M-F depending on the Club Locations: Alex Haley Elementary School Boys and Girls Club, 11411 S. Eggleston, Chicago Bright Elementary Boys and Girls Club, 10741 S. Calhoun, Chicago Logandale Middle School Boys and Girls Club, 3212 West George, Chicago Lifeguard Responsible for ensuring safety of members in and around the pool, monitoring swimmers and enforcing all safety rules. Requires: Must possess American Red Cross Lifeguard Training Certification, Community First Aid and CPR for the Professional Rescuer Strong swimming and life saving abilities Part time - 17 hours per week Location: Louis L. Valentine Boys and Girls Club, 2400 South Emerald, Chicago Complete job postings available at www.bgcc.org Resumes of qualified candidates can be sent to jobsearch@bgcc.org Please indicate which position(s) you are applying for

Application Instructions: Complete job postings available at www.bgcc.org Resumes of qualified candidates can be sent to jobsearch@bgcc.org Please indicate which position(s) you are applying for

Contact: Shaneka L. Stanley
Address: xxxxx xxxx xxxx, Chicago, IL xxxx
Phone: xxx-xxx-xxxx

Job ID: 3165778
Expires: 09/13/2013
Job Title: SENIOR APPLICATION ENGINEER
Company: Bison Gear & Engineering
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Saint Charles, IL 60174
Salary: Disclosed at Interview

Job Description: Bison Gear and Engineering Corporation is seeking a Senior Application Engineer. This is the perfect opportunity for a strong application engineer looking for a position with a solid company. We are looking for candidates who possess strong technical skills along with a solid business acumen to join our Go-To-Market team. Located in St. Charles, IL, we have over 240 employees and are a rapidly growing manufacturer of electric motors and gear motors. We offer excellent benefits including: · Competitive salary + 401K match · On-site fitness center and health clinic · Comprehensive benefit plans · Aggressively growing organization serving food service, packaging, medical, machine tool, agriculture and industrial machinery industries. · Business casual work environment The Senior Application Engineer will be responsible for developing and obtaining product requirements and all technical information in order to effectively design, quote, prototype and bring to market new product needs. In addition, the Senior AE will identify new markets, recommend products needed and suggest sales strategies to secure new business while supporting existing business for specific industries. Duties include but are not limited to: · Working with the customer and/or sales representative and all other appropriate contacts to develop the initial prototype and proposal on all new business within designated industry. · Working directly with customers to approve and finalize the design. · Developing proposals including all required technical data, internal costing, delivery and selling price. · Acting as project manager for all custom prototype and proposal projects. · Identifying and recommending the product needed to solve customer/market needs. · Leading the growth of assigned industry and or market segment. · Making sales/application visits as required; travel anticipated to be approximately 20-30% of the time. We are proud to be an Equal Opportunity Employer. Bison Gear recognizes and endorses the Manufacturing Skills Standard Council (MSSC) certification, and the National Career Readiness Certification (NCRC), an ACT WorkKeys credential. As part of our efforts to provide a safe and productive environment and hire talented and qualified associates, we maintain a drug-free workplace and perform pre-employment substance abuse testing and background investigations.

Job Requirements: Job Requirements: · BS in Mechanical, General or Electrical Engineering, or a related four year college degree. · MBA or completed business coursework preferred. · 3-5 years of applicable experience required. · Must be familiar with 2-D and 3-D modeling software. · Strong ability to solve problems and deal with a variety of abstract and concrete problems. · Must be able to effectively communicate across multiple levels in an organization.

Application Instructions: To be considered, e-mail your resume and salary history to: http://ch.tbe.taleo.net/CH01/ats/careers/requisition.jsp?org=HRSOURCE&cws=2&rid=94 NO PHONE CALLS. For information about our company visit our website at http://www.bisongear.com EOE M/F/D/V
Contact: Sylvia Wetzel  
Address: 3850 Ohio Ave, St. Charles, IL 60174  
Phone: 630-377-4327  
Fax: 630-377-6777  
Email: HR@bisongear.com  
Apply Online:  
http://ch.tbe.taleo.net/CH01/ats/careers/requisition.jsp?org=HRSOURCE&cws=2&rid=94

Job ID: 3165785  
Expires: 08/28/2013  
Job Title: DISTRICT SALES MANAGER  
Company: Bison Gear & Engineering  
Job Type: Full Time  
Degrees Wanted: Bachelors  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Saint Charles, IL 60174  
Salary: Disclosed at Interview  

Job Description: Are you a relationship builder with manufacturing experience, strong electrical and mechanical aptitude and a passion for sales? Bison Gear and Engineering Corporation is seeking a District Sales Manager to join our Sales team. Located in St. Charles, IL, we have over 240 employees and are a rapidly growing manufacturer of electric motors and gear motors. We offer excellent benefits including: ·Competitive salary + 401K match ·On-site fitness center and health clinic ·Comprehensive benefit plans ·Aggressively growing organization serving food service, packaging, medical, machine tool, agriculture and industrial machinery industries. ·Business casual work environment The District Sales Manager will be responsible for managing the sales territory within the Midwest. This includes servicing existing accounts and identifying and growing new business through their own efforts and the efforts of manufacturer's representatives. Additional duties include but are not limited to: ·Manage the sales campaigns to grow business and to realize full market potential in the assigned territory. ·Develop, track and achieve territory goals. ·Compile detailed sales forecasts; monitor progress to ensure company requirements are met. ·Provide timely reports outlining account activity and personal efforts. ·Responsible for ensuring manufacturers representatives are achieving established goals for assigned territory; formally review on an annual basis. We are proud to be an Equal Opportunity Employer. Bison Gear recognizes and endorses the Manufacturing Skills Standard Council (MSSC) certification, and the National Career Readiness Certification (NCRC), an ACT Workkey credential. As part of our efforts to provide a safe and productive environment and hire talented and qualified associates, we maintain a drug-free workplace and perform pre-employment substance abuse testing and background investigations.

Job Requirements: Job Requirements: ·Bachelor's degree preferred; or equivalent combination of experience and education. ·Must be able to understand and interpret technical requirements
including drawings, product specifications, etc. ·Proven ability to effectively communicate, both written and verbal, across multiple levels in an organization. ·Extensive travel required; travel anticipated to be approximately 50-60% of the time

**Application Instructions:** To be considered, e-mail your resume and salary history to: http://ch.tbe.taleo.net/CH01/ats/careers/requisition.jsp?org=HRSOURCE&cws=2&rid=95 NO PHONE CALLS. For information about our company visit our website at http://www.bisongear.com EOE M/F/D/V

**Contact:** Sylvia Wetzel

**Address:** 3850 Ohio Ave, St. Charles, IL 60174

**Phone:** 630-377-4327

**Fax:** 630-377-6777

**Email:** HR@bisongear.com

**Apply Online:**
http://ch.tbe.taleo.net/CH01/ats/careers/requisition.jsp?org=HRSOURCE&cws=2&rid=95

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**Job ID:** 3166109

**Expires:** 09/08/2013

**Job Title:** Production Maintenance Technicians

**Company:** Rana Meal Solutions, LLC

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Bartlett, IL 60103

**Salary:**

**Job Description:** We are currently looking for 2 production maintenance technicians to cover two 12 hour shifts, 4 days per week: One for 1st shift: 8am to 8pm and one for 2nd shift: 8pm to 8am. The Maintenance technicians will be responsible for troubleshooting, repairing and maintaining mechanical, pneumatic, electrical and hydraulic production equipment.

**Job Requirements:** 3+ years of experience in a manufacturing facility, food processing experience preferred. Associates degree from a technical school is preferred or equivalent combination of experience training. Ability to read and interpret blueprints and schematics. Computer proficiency.

**Application Instructions:** If interested, please forward your resume, which must include salary history to: Mgaw@ranausa.us

**Contact:** Roberta Bruno

**Address:** 550 Spitzer Road, Bartlett, IL 60103

**Phone:** 630-233-2304

**Email:** rbruno@ranausa.us
Job ID: 3166114  
Expires: 09/08/2013  
Job Title: ELECTRICAL MAINTENANCE TECHNICIANS  
Company: Rana Meal Solutions, LLC  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Bartlett, IL 60103  
Salary:  
Job Description: Skilled Electrical Maintenance person with PLC experience. This position also required troubleshooting mechanical systems in an industrial process line application. Familiarity with HMI and network communication systems is desirable along with the ability to troubleshoot pneumatic circuits from schematic drawings. Experience with light tig welding is always another plus.  
Application Instructions: If interested, please forward your resume, which must include salary history to: Mgaw@ranausa.us Principals only, please. No recruiters.  
Contact: Roberta Bruno  
Address: 550 Spitzer Road, Bartlett, IL 60103  
Phone: 630-233-2304  
Email: rbruno@ranausa.us

Job ID: 3166796  
Expires: 09/08/2013  
Job Title: Web Specialist, Marketing  
Company: Northeastern Illinois University  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Chicago, IL 60625  
Salary: $17.00 ? $20.00 per hour  
Job Description: PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB: 1. Knowledge of web coding and web authoring tools 2. Ability to communicate ideas effectively both verbally and in writing Responsibilities: This position coordinates with designated administration, designs, creates, implements and maintains university or agency web pages. Upper level positions of the series are also involved in programming, coordinating, and maintaining web sites and services. To apply: In order to be considered for employment by Northeastern Illinois University (NEU), you must submit the following: · Employment
application · Statement of Annuitant Status · Official Transcript(s) · Resume · Cover letter

You can obtain an Employment Application and Statement of Annuitant Status form in the Office of Human Resources, Bernard Office Building (B0B), 5555 N. Bernard, Chicago, IL 60625, Monday through Friday, 8:30 a.m. to 4:30 p.m. A new employment application is required for each position applied. If you have any questions, please call the Office of Human Resources at 773-442-5200, or email us at CS-Employment@neiu.edu. Please visit the State of Illinois University Civil Service website at http://www.sucss.illinois.gov/updates.aspx for information on the examination process. NEIU Employment Services reserves the right not to consider any application on the basis of incomplete information/documents, delay in submission, and disqualifications under the rules of State Universities Civil Service System. Employment Services, however, assures that your application will be duly reviewed on the basis of the classification(s) in which you qualify and, accordingly, will inform you of their decision.

Application Deadline: A current application, status of annuitant form, official transcript(s), resume and cover letter must be submitted by the close of business 8/26/13. Northeastern Illinois University is an Affirmative Action/Equal Opportunity Employer and invites applications from Women, Minorities as well as all qualified individuals.

Job Requirements:
- High school graduation or equivalent
- 30 semester hours of college/vocational/technical training with a concentration in computer science, graphic design, journalism, English, technical communication or related fields, OR
- 12 months work experience in web page preparation, design, and maintenance (i.e., HTML text editors and HTML graphical editors, graphics programs and digital media equipment), OR
- Any combination of educational and work experience totaling 12 months

Contact: Tom Blackwell
Address: 5500 N. St. Louis Ave., Chicago, IL 60625
Phone: 773-442-5200

Job ID: 3167508
Expires: 12/07/2013
Job Title: Business Opportunity
Company: OrganoGold
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Outside U.S., AL, AK, AZ, AR, CA, CO, CT, DE, DC, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY
Salary: Unlimited
Job Description: Visit: cupoffreedom.com/presentation And view a 30 minute presentation
Application Instructions: Please send your phone number within the email and I'll contact you right away
Contact: Billie Aliomar  
Address: 24740 derby glen lane, monee, IL 60449  
Phone: 708-543-8487  
Email: billiejaliomar@gmail.com

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**Job ID:** 3167527  
**Expires:** 09/11/2013  
**Job Title:** PT IMRF Membership Representantive  
**Company:** Fox Valley Park District  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** IL 60506  
**Salary:** 8.50-11.00 doq  
**Job Description:** Part-time IMRF Membership Representative  
Posting Date: 08-12-2013  
Closing Date: 08-30-2013  
Agency: Fox Valley Park District  
Website: www.foxvalleyparkdistrict.org  
Location: Vaughan Athletic Center  
Hours: Hours Vary - Up to 28 hours/week. Required to work at least one weekend per month. Salary: $8.50 - $11.00 DOQ  
Qualifications: High School graduate or equivalent. Requires strong people and customer service skills, and the ability to communicate effectively with staff and the public. Solid computer and keyboard skills required. Strong general math skills with cash handling experience required. Accuracy and the ability to follow through on detailed work. Previous office and customer service experience required. Sales experience preferred. Strong organizational skills with the ability to multi-task. The successful candidate must be able to project a professional appearance.  
Duties: Under the direction and supervision of the Membership Supervisor, the Membership Representative is primarily responsible for following membership policies and procedures. Perform club tours and communicate information about the club and its services. Make phone call to prospective, current and cancelled members. Assist supervisor with organization of club events and marketing opportunities. Sell memberships, renewals and upgrades. Problem solve with current members. Perform member retention activities and tasks. Process member applications; assign assessment appointments and member cards. The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 230,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as a National Gold Medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery and North Aurora, the District maintains 164 parks and 45 miles of interconnected regional trails amid 2,500 acres of parkland. Sharing the shores of the Fox River, our communities are united by the District's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District ... Where Fun Begins! To apply, please complete an online employment application on our website. Contact: Maryann Rivas, HR Assistant Phone: (630) 897-0516  
Address: 101 W. Illinois Avenue, Aurora, IL 60506
Fax: (630) 897-6896 Contact E-mail: jobs@fvpd.net The Fox Valley Park District is an Equal Opportunity/Affirmative Action Employer. Minority candidates encouraged to apply.

Contact: Maryann Rivas
Address: 101 West Illinois Avenue, Aurora, IL 60506
Phone: 630-897-0516
Fax: 630-897-6896

Job ID: 3168723
Expires: 10/31/2013
Job Title: Cashier/Office Assistant
Company: Able Distributors Inc
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60639
Salary: Competitive Hourly

Job Description: Job duties · Greet customers entering Able's front desk. Maintain a friendly, professional manner, treating customers with a superior level of customer service. · Process payment of goods and services using Able's POS software. · Receive payments via cash, check or credit cards · Answer telephone in a friendly, helpful manner, answering customer questions or directing the call to the appropriate department. · Process merchandise returns and exchanges. · Compute and record totals of transactions. · Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change. · Establish or identify prices of equipment using Able’s cashiering software and optical price scanners. · Issue receipts, refunds, credits, or change due to customers. · Maintain clean and orderly checkout areas. · Offer customers carry-out service at the completion of transactions. · Resolve customer complaints, or escalate to management as needed to ensure the customer is satisfied with the outcome. · Post charges against customer’s accounts. · Work in back office with office manager on various projects including filing, A/R, price changes, etc. Background/Experience · 1-2 years customer service or sales experience is a plus. · Excellent people and telephone skills, customer service, comfortable with numbers, accuracy, fluent English, computer literate. Hours Early shift 6:30-11:00 am Monday to Friday. Compensation Pay is commensurate with experience

Application Instructions: Please submit a cover letter, addressed to the Human Resource Manager, outlining your experience and why you believe you are a good fit for this position.

Contact: Human Resource Manager
Address: 2501 N Central Ave, Chicago, IL 60639
Phone: 773-889-5555
Email: jobs@abledistributors.com
Job ID: 3169301
Expires: 09/12/2013
Job Title: Travel Agent - Seasonal. Part-time
Company: Marketing Innovators
Job Type: Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted:
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary:

Job Description: We have an immediate opening for a Travel Agent that can work on an as-needed basis. Candidates must be experienced in Apollo and working with incentive clientele, handling leisure and group inquiries and reservations. Must be able to determine client travel needs, complete bookings from a to z in a streamlined manner by utilizing all resources in the travel department. Excellent listening and communication skills necessary as all transactions are handled by phone. Must have excellent computer skills, be well organized, detail oriented and project a professional confident image to customers. Will also assist with the administrative needs of the Travel Department. Essential Duties and Responsibilities: · Answer phones, obtain necessary information, research and counsel clients regarding leisure and group travel. · Research and make reservations with airlines, hotels, car rental agencies, tour operators and other travel vendors. · Invoice, withdraw funds and complete paperwork. · Issue tickets through Apollo and manually as needed. · Research refunds and debit memos. · Monitor new developments and enhancements within the travel industry. · Assist employees with business and personal travel reservations. · Research lowest airfares for group and incentive travel. · Create arrival and departure manifests. · Create financial report for group travel from TRAMS after program has operated. · Research specific destinations and vendors to create proposals for meeting and incentive clients. · Collate material for trip documentation and trip binders. · Assist travel department in creating proposals for meetings and/or incentive travel. · Assist in developing rooming and activity lists, name badges, mail merges for documentation. · Other duties as assigned.

Job Requirements: Requirements: · Minimum of 2 years experience in leisure and group travel sales. · Trained and skilled in Apollo. · Knowledge of entire job from reservations, ticket/document issuance and document preparation of all types of group and leisure travel. · Knowledge of Focalpoint, LeisureShopper, CarMaster & RoomMaster. · Knowledge of the proper issuance of all types of airline documents including MCOs, PTAs, split payments, RENs, exchanges. This also includes knowledge of rules, regulations, and restrictions of fares quoted by all travel vendors. · Experience counseling clients and making leisure reservations for air tickets, hotels, car rentals, travel packages, cruises and FIT packages. · Knowledge of leisure destinations worldwide. · Skilled in organization, phone work, follow-up with clients, problem solving, customer service and listening to clients. · Ability to deal with multiple priorities and short deadlines and work and with others. · Detail-oriented and accurate. · Ability to prioritize workload. · Experience selling domestic and international destinations including cruises. ·
Knowledge of incentive industry. · Proficiency with MS office applications (Word, Excel and Access). · Ability to work extended hours as needed. If your background, abilities and interest match what we seek, please e-mail your resume and cover letter with salary requirement to hr_travel@marketinginnovators.com No phone calls, please. Relocation assistance is not provided for this position. Equal Opportunity Employer.

Contact: Human Resources
Address: 9701 W. Higgins, Suite 400, Rosemont, IL 60018
Phone: 847-692-0698
Email: HR_travel@marketinginnovators.com

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Job ID: 3169409
Expires: 09/25/2013
Job Title: Physical Therapy Assistant NEEDED!!
Company: Progressive Health and Rehabilitation
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Buffalo Grove, IL 60089
Salary:

Job Description: Progressive Health and Rehabilitation has been serving our communities for the last decade and specializes in treating patients with physical medicine techniques including medical treatments, physical therapy, acupuncture and chiropractic treatment. The clinic is proud to have been a pioneer and leader in community-based preventative and innovative Physical Medicine. We offer dedicated, convenient, and comprehensive care model in a comfortable, patient friendly environment. You will be working hand in hand with our Physical Therapy team.

Openings: Full time or part time: Out Patient Rehab Practice **No Holidays **No On Call Days **Great Team Atmosphere **Health Insurance **IRA Plans Two Great Locations: 415 W. Golf Rd Arlington Heights, IL 60005 1283 W. Dundee Rd Buffalo Grove, IL 60089 Please fax your resume to 847-632-9981 for an interview or email to drhui@progressivetreatment.com We look forward to meeting you.

Application Instructions: Please fax your resume to 847-632-9981 for an interview or email to drhui@progressivetreatment.com We look forward to meeting you.

Contact: Doris Obar
Address: 1283 W. Dundee Rd., Buffalo Grove, IL 60089
Phone: 847-632-9919

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Job ID: 3169455
Expires: 09/12/2013
Job Title: Prepress Platemaker
Company: AGI Shorewood Group  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Melrose Park, IL 60160  
Salary: 

Job Description: Department:Prepress Reports to:Prepress Manager Hours: 1st Shift with Flexible Schedule JOB SUMMARY: To ensure on time accurate delivery of offset printing plates and relief (coating) plates that meet the specifications of the job ticket to the pressroom. KEY FUNCTIONS: -Create plate layouts utilizing EskoGraphics Artpro/Powerstepper software. -Operate within asset management systems for graphics retrieval. -Operate automated plating equipment -Ability to identify and troubleshoot problems between plates and press. -Perform preventive maintenance on all plate making equipment and plate processors. -Quality control of plates (offset and relief) to copy proof for proper content and quality imperfections. -Archive any graphics changes to existing assets. -Transact job data in ERP system. REQUIREMENTS: -5-7 years digital offset plate making experience required. -Experience with Screen plate making equipment preferred. -Experience with Oracle ERP system preferred. -Desktop prepress software experience preferred (Adobe CS) -Ability to lift up to 50lbs. on occasion. EOE M/F/V/D  
Contact: Fernanda Velazquez  
Address: 1950 N Ruby Street, Melrose Park, IL 60160  
Phone: 708-786-2039  
Fax: 708-344-1658  
Email: fernanda.velazquez@asg-worldwide.com  

Job ID: 3169464  
Expires: 09/12/2013  
Job Title: Prepress Platemaker  
Company: AGI Shorewood Group  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Melrose Park, IL 60160  
Salary: 

Job Description: Department:Prepress Reports to:Prepress Manager Hours: 1st Shift with Flexible Schedule JOB SUMMARY: To ensure on time accurate delivery of offset printing plates and relief (coating) plates that meet the specifications of the job ticket to the pressroom. KEY FUNCTIONS: -Create plate layouts utilizing EskoGraphics Artpro/Powerstepper software. -Operate within asset management systems for graphics retrieval. -Operate automated plating equipment -Ability to identify and troubleshoot problems between plates and press. -Perform preventive maintenance on all plate making equipment and plate processors. -Quality control of plates (offset and relief) to copy proof for proper content and quality imperfections. -Archive any graphics changes to existing assets. -Transact job data in ERP system. REQUIREMENTS: -5-7 years digital offset plate making experience required. -Experience with Screen plate making equipment preferred. -Experience with Oracle ERP system preferred. -Desktop prepress software experience preferred (Adobe CS) -Ability to lift up to 50lbs. on occasion. EOE M/F/V/D
equipment - Ability to identify and troubleshoot problems between plates and press. - Perform preventive maintenance on all plate making equipment and plate processors. - Quality control of plates (offset and relief) to copy proof for proper content and quality imperfections. - Archive any graphics changes to existing assets. - Transact job data in ERP system. REQUIREMENTS: - 5-7 years digital offset plate making experience required. - Experience with Screen plate making equipment preferred. - Experience with Oracle ERP system preferred. - Desktop prepress software experience preferred (Adobe CS) - Ability to lift up to 50lbs. on occasion. EOE M/F/V/D

Application Instructions: Please e-mail your resume to Fernanda Velazquez at fernanda.velazquez@asg-worldwide.com

Contact: Fernanda Velazquez
Address: 1950 N Ruby Street, Melrose Park, IL 60160
Phone: 708-786-2039
Email: fernanda.velazquez@asg-worldwide.com

Job ID: 3169585
Expires: 09/12/2013
Job Title: Repair Shop Technician
Company: FP International
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Thornton, IL 60476
Salary:

Job Description: PRIMARY FUNCTION: Responsible for assembling, refurbishing and testing all machines and accessories to meet established company specifications. This includes preparing all machines and accessories for shipment to customers within a specified timeline. JOB RESPONSIBILITIES: 1. Assemble, rebuild, refurbish, and/or upgrade machines to operate at set standards to maintain required inventory. 2. Ability to troubleshoot and identify electrical and mechanical malfunctions in the machines and equipment. 3. Keep warehouse and area clean to ensure a safe working environment. 4. Able to consistently produce a quality product which meets the company standards. 5. Ensure compliance with ISO program standards. 6. Keep all machines/accessories organized and stored for easy count and accessibility. 7. Complete all paperwork/orders in a timely manner. 8. Assist in monitoring, maintaining, and auditing all machine parts and inventory necessary for machine orders. 9. Responsible for adhering to plant safety objectives and complying with all company policies and procedures. 10. Execute other responsibilities as assigned.

Job Requirements: Job Requirements: 1. Associates degree in Electrical or Mechanical or equivalent Technician experience with a HS Diploma or Equivalent 2. Minimum of 2 years' experience as a Technician/Mechanic 3. Demonstrated problem solving skills 4. Strong interpersonal, verbal, and written communication skills 5. Ability to build strong relationships
and be a team player working well with other employees. 6. Strong mechanical aptitude. 7. Detail-oriented and possess good organizational skills. 8. Self-starter who takes initiative and requires little supervision. PHYSICAL REQUIREMENTS: 1. Ability to lift 70 lbs. 2. Work requires considerable agility, bending, stretching and standing on feet for a considerable portion of time.

Application Instructions: To apply, click on this link: https://home2.eease.adp.com/recruit/?id=6553452

Contact: Jenny McGowan
Address: 17031 Canal Street, Thornton, IL 60476
Phone: 708-589-6500
Apply Online: http://home2.eease.adp.com/recruit/?id=6553452

Job ID: 3169602
Expires: 09/12/2013
Job Title: Valet Parking Attendant
Company: Valet Systems, Inc.
Job Type: Full Time, Part Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Oakbrook, Aurora, et, IL
Salary:

Job Description: Must be very responsible individual as you will be parking many luxury cars and at times, big cars and SUVs. Must have very clean driving record and background and have reliable transportation to get to work.

Contact: Jane Glor
Address: 1505 Orchard Circle, Naperville, IL 60565
Phone: 630-673-5263

Job ID: 3169617
Expires: 11/12/2013
Job Title: Telephone Interviewer
Company: Telesight, LLC
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60610
Salary:
**Job Description:** TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 100 companies in a casual call-center environment. NO SELLING involved!

**Job Requirements:** Applicants must speak clearly with proper enunciation; type at least 40 w.p.m., also pass an assessment test. Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

**Application Instructions:** APPLY IN PERSON at 820 N Franklin, Chicago, IL, 60610. Apply in person between the hours of 10:00am and 3:00pm, Monday - Friday. The Purple line train services the Chicago/Franklin stop during weekday rush hour time. The Brown line train services the Chicago/Franklin stop 7 days a week and can be connected at Clark& Lake from the Blue, Pink, Orange, and Green lines. The Red line stops at Chicago & State which is 5 blocks East of TeleSight.

**Contact:**
**Address:** 820 N. Franklin St Suite 100, Chicago, IL 60610
**Phone:** 312-640-2500

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**Job ID:** 3169714
**Expires:** 09/12/2013
**Job Title:** Part Time Appointment Setter
**Company:** HyCite Enterprises LLC
**Job Type:** Part Time
**Degrees Wanted:** None Required
**Majors Wanted:** Any Major
**Job Target:** Any Job Target
**Location:** Westchester, IL
**Salary:**

**Job Description:** Seeking customer service orientated individuals for our Bridal Telemarketing positions. Morning and evening shifts available. Qualifications: · Computer Literate · Must be able to follow scripts · Professional Customer Service abilities · Telemarketing experience a plus Starting at $10/hour + bonuses You can send a resume by fax to 708/562-0320 or email dnevarez@hycite.com. HyCite Enterprises LLC is an EEOC employer.

**Application Instructions:** Please fax your resume to 708-562-0320 attn: Denise Nevarez or by email at bridal_confirmations@dinner4two.com

**Contact:** Denise Nevarez
**Address:** 2255 Enterprise Drive, Suite 5502, Westchester, IL 60154
**Phone:** 708-562-0289
**Fax:** 708-562-0320
**Email:** bridal_confirmations@dinner4two.com
**Apply Online:** https://home.eease.com/recruit2/?id=35357&t=1
Job ID: 3170240  
Expires: 09/12/2013  
Job Title: Data Center Technician  
Company: ServerCentral  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Chicago, IL

Salary:

Job Description: ServerCentral provides managed datacenter solutions with a focus on high performance hosting environments. With datacenters strategically located worldwide, we serve a diverse roster of clients which include content delivery companies, webhosting and application service providers, and enterprise clients. We focus on providing consistent quality and personalized service to our clients across our entire portfolio of services. Whether hosting a dedicated server package, distributing gigabits of content, or maintaining a large-scale colocation footprint, our clients know they can count on ServerCentral to keep their IT infrastructure running smoothly. We are a 24/7 shop and have openings for all shifts at this time! Note: If you do not have a strong Linux/BSD background, please do not apply. Hourly rate commensurate with experience: competitive pay, perks, and benefits. Benefits: Medical, Dental, Paid Time Off and matching IRA. Server Central Network in Chicago, IL is seeking Datacenter Operations Technicians


Minimum Requirements: 1. Strong experience in troubleshooting/fault isolation, teamwork, and multitasking 2. Minimum of 3 years experience, preferably in a datacenter or tech support environment 3. Strong understanding of Unix-based operating systems (FreeBSD, Linux) 4. Willing to work any shift as needed (24/7 operation) (including weekends and holidays) 5. Excellent written and verbal interpersonal communication skills 6. Demonstrated willingness to learn, teach, and share knowledge 7. Ability to lift 60-75 lbs Desirable Knowledge and Skills: 1. FreeBSD, Linux, and Windows networking, operation and troubleshooting 2. Physical configuration and maintenance/troubleshooting of x86 hardware 3. Ethernet cabling, crimping and testing Intermediate understanding of networking and internet protocols: 1. Ethernet Switches 2. IP Addressing (CIDR/Netmasks) 3. DNS (basic dns/bind troubleshooting) 4. HTTP (basic apache troubleshooting) 5. SMTP (basic sendmail/qmail/postfix troubleshooting) Note: This position includes a 30 day initial temporary / probationary period.

Application Instructions: Apply online at www.servercentral.com/company/careers/data-center-technician

Contact: ServerCentral

Address: 111 W. Jackson Ste. 1600, Chicago, IL 60604

Phone: 312-829-111
Apply Online: http://www.servercentral.com/company/careers/data-center-technician

Job ID: 3170793  
Expires: 09/12/2013  
Job Title: COOK  
Company: Amici's Clubhouse  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: South Elgin, IL 60177  
Salary: dependant on experience  
Job Description: Experienced Cook wanted. Part-time with full-time potential. Day and evening shifts. Sautee experience preferable but not mandatory.  
Application Instructions: Call for interview.  
Contact: Dominick Aurelio  
Address: 456 Redington Drive, South Elgin, IL 60177  
Phone: 847/812-7803  
Email: amicisclubhouse@gmail.com

Job ID: 3171561  
Expires: 09/13/2013  
Job Title: Operations Attendant  
Company: Four Points by Sheraton Downtown Chicago  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Baking and Pastry, Culinary Arts  
Job Target: Any Job Target  
Location: Chicago, IL 60611  
Salary:  
Job Description: · To provide assistance in operational departments, including Housekeeping, Food & Beverage, and Guest Services · Promote excellent guest/associate rapport by responding and completing all requests efficiently, and courteously. · Assist with all general cleaning and rehabilitation projects, as directed. · Set up banquet spaces as required per Banquet Event Order · Prior hospitality/customer service experience preferred · Basic English communication skills preferred.  
Contact: Lindsey Einsiedel-White  
Address: 630 N Rush St, Chicago, IL 60611
Phone: 312-981-6602

Job ID: 3171676
Expires: 09/13/2013
Job Title: Account Representative/Inside Sales
Company: Retailbound, Inc
Job Type: Full Time, Part Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted:
Job Target: Any Job Target
Location: Streamwood, IL 60107
Salary: $20-$30/hr
Job Description: I am looking for inbound account representatives who have worked at either Groupon.com or Grubhub.com. One of my clients (a $40 billion company) is starting an exciting new team to bolster their initial contact with local merchants. Key Responsibilities · Sell advertising to restaurants and other businesses throughout the country. · Cold call 80+ restaurants and other local businesses per day to get their menu listed onto my very large client's website and mobile application to allow these businesses the opportunity to reach a larger audience by gaining new customers and receiving more orders. · Convert leads and cold calls into successful sales Knowledge and Skill Requirements · Bachelor's degree or equivalent (Business degree or classes is preferred) · Previous sales experience with either Groupon.com or Grubhub.com preferred · Must display leadership experience, strong work ethic, communication skills and success dealing with customers. · Ability to exercise own judgment and discretion and work independently · Strong analytical skills This role is an entry level position and located in the northwest suburbs of Chicago, IL. Based on performance and professionalism, significant career advancement opportunities exist. Interested applicants can send their resume and cover letter to info@retailbound.com.

Contact: Yohan Jacob
Address: 306 Merry Oaks Road, Streamwood, IL 60107
Phone: 630-246-4068
Email: info@retailbound.com

Job ID: 3173268
Expires: 09/14/2013
Job Title: Head Start Teachers
Company: PLCCA
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: IL  
Salary: 13-17 per hour  

Job Description: Description Post Details Job Title TEACHER Posted By Proviso-Leyden Council for Community Action Inc. Start Date ASAP Hourly Wage Range $13 - $18 per hour  
City Maywood State Illinois Deadline Dec-31-12 Agency Contact Phone Drew Martin  
Job Categories Location Chicago / Cook County Type of Work Education/Teaching Job Type Full-time  
Proviso-Leyden Council for Community Action, Inc. (PLCCA) was established in 1968 by Bishop Dr. Claude Porter as a private, non-for-profit corporation to serve low-income residents in Cook County's Proviso and Leyden Townships, the municipality of Norridge and the Chicago metropolitan area. PLCCA's mission is to promote community development and empower people with education, training and supportive services. PLCCA offers a competitive compensation package including several insurance options and 10 Paid holidays the first year. During the first 12 months of qualified employment, full time employees also earn 12 vacation days and 12 sick leave days.  
TEACHER Maintain a safe environment that follows the Performance Standards and DCFS Licensing Standards. Create and maintain an enriched environment with developmentally appropriate materials for infants/toddlers. Complete weekly lesson plans: individualization takes place in a timely manner. Ensure that all documentation and individualization takes place in a timely manner. Observe, assess, and document each child's growth and development and follow assessment timelines. Maintain a clean and organized classroom. Demonstrate a warm, supportive attitude towards infants and toddlers. Mandatory Job Qualifications An baccalaureate or advanced degree in early childhood education or child development A baccalaureate or advanced degree in any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children or A baccalaureate degree in any field and has been admitted into the Teach For America program, passed a rigorous early childhood content exam, such as the Praxis II, participated in a Teach For America summer training institute that includes teaching preschool children and is receiving ongoing professional development and support from Teach For America's professional staff.  
Desired Qualifications Demonstrate a willingness to accept supervision in order to improve work-performance High degree of professionalism and code of ethical standards. Must be flexible and open to the culture of organizational change. Requires a post-offer criminal background check, reference check, drug test. Requires a post-offer DCFS medical certification and background verification. Must be able to perform efficiently the essential functions of this position which may include the abilities to; bend, stoop, hear, see, reach, stand, lift, sit and repetitive motion. Knowledge of personal computer applications and equipment.  

Contact: Drew Martin  
Address: 411 West Madison Ave., Maywood, IL 60153  
Phone: 708 236-5042  

Job ID: 3173327  
Expires: 09/14/2013  
Job Title: Group Worker Safe N SOund  
Company: YMCA of Metro Chicago  
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Early Childhood Education, Secondary Mathematics
Job Target: Any Job Target
Location: Naperville, IL 60564
Salary:

Job Description: Job Summary: This position is responsible for the close supervision and interaction with youth in the after-school program by maintaining a safe and stimulating environment. This will focus on four core areas: leadership, tutorial, arts and crafts and physical education. Emphasis will be given to Positive Youth Development practices.

Scope of Responsibilities: 
1. Believe in, practice and incorporate into the program the core values of Character Development (Caring, Honesty, Respect, and Responsibility).
2. Create and implement a variety of activities into School Age Child Care activity plans, follow schedule as directed, including snack time, homework time, cleanup, and activity time.
3. Assist in the maintenance of the highest standards of health and safety keeping the health and welfare of all children in mind at all times.
4. Work positively with parents, children, supervisors and co-workers to maintain high quality and professional program standards.
5. Participate and assist in the Schools out and holiday break programs.
6. Ensure all safety standards and program requirements established by the YMCA and DCFS are being implemented and maintained.

Requirements: 
1. Must be 19 years of age and 5 years older than the oldest child with whom they work.
2. Must have a high school diploma or GED.
3. Must have completed at least 30 semester hours or 45 quarter hours of credits from an accredited college or university with 6 semester or 9 quarter hours in courses related directly to child care and or child development, elementary education, physical education, recreation, camping or related fields.
4. OR · 1560 clock hours of experience in a recreational program or licensed day care center serving school-age children or a license exempt school age child care program operated by a public or private school, and 
5. 6 semester hours or 9 quarter hours of credit from an accredited college or university related to school age child care, child development or related field.
6. OR High school diploma or equivalency certificate plus 3120 clock hours of experience in a recreational program, kindergarten, or licensed day care center serving school age children or a license exempt school age child care program operated by a public or private school. We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Application Instructions: Applicants Must Apply Online

Contact:
Address: 801 N Dearborn, Chicago, IL 60610
Apply Online: https://careers-ymcachicago.icims.com/jobs/4174/group-worker---safe-%27n-sound/job

Job ID: 3173340
Expires: 09/14/2013
Job Title: Site Coordinator Safe N Sound
Company: YMCA of Metro Chicago
Job Type: Part Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Naperville, IL 60564
Salary:

Job Description: Job Summary: The Site Coordinator will implement curriculum, provide leadership to site staff, parent communication, ensure the safety and well-being of each child and overall operation of the program site. Scope of Responsibilities: ·Review and implement program curriculum while ensuring program follows DCFS and YMCA standards. ·Provide leadership and guidance to staff while onsite. ·In case of the absence of the Program Assistant, Program Coordinator will fill in. ·Coordinate and implement program events and activities. ·Work with the program manager related to management of supplies and program enrollment to ensure all budget goals are met and/or exceeded. ·Work with teachers, principals and other staff at the school to ensure programs success. ·Maintain all program files according to DCFS and YMCA Standards. ·Ensure the implementation of Positive Youth Development practices with all daily activities and interactions with children. ·Manage all emergency situations and student behavior situations. ·Participates in marketing and retention activities. ·Assist with the on-board of new employees. Requirements: ·Must be at least 21 years or age and/or 5 years older than the oldest child that participates in the program. ·Must have at least a high school diploma and either 30 semester hours or 45 quarter hours of credit from an accredited college or university with 12 semester hours or 18 quarter hours related to school age child care, child development, elementary education, physical education, recreation, camping or other related fields. Or ·Must have 1560 clock hours of experience in recreational program or a licensed day care center serving school-age children or a license exempt school-age child care program operated by a private or public school. In addition, must have 6 semester or 9 quarter hours of credit from an accredited college or university related to school age child care, child development, elementary education, physical education, recreation, camping or other related fields. ·Must be able to make mature decisions, have patience, and is interest/experience working with children. We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Application Instructions: Applicants Must Apply Online
Contact:
Address: 801 N Dearborn, Chicago, IL 60610
Phone: 312.932.1282
Apply Online: https://careers-ymcachicago.icims.com/jobs/4176/site-coordinator---safe-n%27-sound/job

Job ID: 3173408
Expires: 08/30/2013
Job Title: CAD Drafter
Company: F.H. Paschen, S.N. Nielsen
Job Type: Full Time
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Chicago, IL 60656  
**Salary:**  
**Job Description:** Prepare civil and structural drawings for civil/infrastructure projects using AutoCAD software. Candidate must be able to manipulate owner, architect, or structural engineer's drawings to conform to required foundation design. Prepare foundation details to fully describe elements as they are to be constructed. Review drawings for accuracy as they are prepared. Coordinate with engineers and project managers to modify drawings to conform w/field conditions. Qualifications: - Minimum of 2-5 years experience with AutoCAD on Civil/Infrastructure projects. - Proficiency w/Microsoft Office including Outlook, Excel and Word. FHP is an equal opportunity employer.  
**Application Instructions:** Please e-mail your resume to Ashley Prosser at aprosser@fhpaschen.com  
**Contact:** Ashley Prosser  
**Address:** 5515 N. East River Road, Chicago, IL 60656  
**Email:** aprosser@fhpaschen.com

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**Job ID:** 3173462  
**Expires:** 09/04/2013  
**Job Title:** Classroom Teacher Assistant  
**Company:** Joliet Junior College  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Joliet, IL 60431  
**Salary:**  
**Job Description:** POSITION TITLE: CLASSROOM TEACHER ASSISTANT SPCHLD-ASST01 STATUS: Part Time (9 month position) DEPARTMENT: Early Childhood Center DIVISION: Administrative Services CLASSIFICATION: Non-exempt UNION: Support and Technical REPORTS TO: Coordinator, Early Childhood Center PLACEMENT: Support Staff Grade 4 MINIMUM PAY RATE: $14.53 per Hour Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The student population at the college is diverse in ethnicity, gender, language, age and background. Joliet Junior College is an AA/EO employer and strongly encourages applications from candidates who would enhance the diversity of its staff. POSITION SUMMARY The Early Childhood Teacher Assistant, under the supervision of the Early Childhood Assistant Coordinator, is responsible for assisting the Lead Teacher & implementing a developmentally appropriate educational program for their
assigned class of children. ESSENTIAL JOB DUTIES AND KEY RESPONSIBILITIES 1. Assist in supervision of children while engaging in activities. 2. Assume classroom responsibilities in the absence of the Lead Teacher. 3. Assist in preparing and developing curriculum for children. 4. Assist in maintenance of safe, healthy, and nurturing environment. 5. Attend in-service activities for part time and student employees. 6. Assist in the observation, documentation and development of children’s assessment portfolios. 7. Maintain high degree of discretion dealing with confidential information. 8. Participate in achieving departmental and college goals and objectives. 9. Perform other related duties as assigned. MINIMUM QUALIFICATIONS 1. High school diploma or equivalent, with 60 semester hours of college credit with a minimum of 6 college credits in Child Development courses. 2. Pass medical exam as required by DCFS. 3. Pass background check and clearance. 4. Knowledge of preschool programs, child development and DCFS regulations. 5. Minimum of one year experience in an equivalent position or responsibility. 6. Good personal computer skills and knowledge of Microsoft Office suite. 7. Must be 21 years of age. 8. Ability to effectively interact and relate to children in a developmentally appropriate manner. PREFERRED QUALIFICATIONS 1. Associates Degree in Child Development or closely related field; 2. Director qualified (18 hours of college credit in early childhood development). PHYSICAL DEMANDS Ability to safely lift and carry a child to safety WORKING CONDITIONS Duties are performed classroom teaching and office environment APPLICATION DEADLINE: September 4, 2013 APPLICATION PROCEDURE: Apply online at http://employment.jjc.edu Internal candidates must adhere to the terms of employment regarding length of time in current position as outlined in their union contract.

Application Instructions: All applicants MUST apply online at http://employment.jjc.edu for current openings.

Contact: Natalie Clark Maggitt
Address: 1215 Houbolt Road, Joliet, IL 60431
Phone: 815-280-2427
Apply Online: http://http://employment.jjc.edu

Job ID: 3173466
Expires: 08/29/2013
Job Title: Lead Teacher
Company: Joliet Junior College
Job Type: Part Time
Degrees Wanted: Bachelors
Majors Wanted:
Job Target: Any Job Target
Location: Joliet, IL 60431
Salary:
Job Description: POSITION TITLE: LEAD TEACHER SPCHLD-TCHR01 STATUS: Part time DEPARTMENT: Early Childhood Center DIVISION: Administrative Services
CLASSIFICATION: Non-exempt UNION: Support and Technical REPORTS TO: Early Childhood Center coordinator PLACEMENT: Support Staff, Grade 6 MINIMUM PAY RATE: $18.22 per hour Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The student population at the college is diverse in ethnicity, gender, language, age and background. Joliet Junior College is an AA/EO employer and strongly encourages applications from candidates who would enhance the diversity of its staff.

POSITION SUMMARY
This position is responsible for general supervision and management of the classroom; assisting with planning, developing, and evaluating developmentally appropriate curriculum implementation for children and assists the Early Childhood Center Coordinator with records maintenance, curriculum development and supervision of all student and part time employees, and other related duties.

ESSENTIAL JOB DUTIES AND KEY RESPONSIBILITIES
1. Assume the responsibilities in the absence of the coordinator.
2. Assist in the development of written program curriculum goals and lesson plans.
3. Prepare and implement learning activities that meet program curriculum goals.
4. Provide individual guidance and assessments on children through screening, observations and portfolios, develop and maintain effective partnerships with parents to promote each child's optimum growth and development.
5. Create and maintain stimulating and aesthetically pleasing learning environments in the classroom and outdoor play areas and ensure maintenance of classroom environments for safety and sanitation and ensure sufficient and appropriate supplies and materials are available.
6. Conduct daily health check of each child; insure prompt, appropriate response to acuity while maintaining high degree of discretion dealing with confidential information.
7. Attend and assist in facilitating in-service and activities for employees and families.
8. Observe and assist in training and mentoring of interns, student employees and volunteers performing service learning objectives in the classrooms, monitor student/staff to insure their behavior and interactions with children are supervised and consistent with best practices and appropriate to the child's developmental needs.
9. Participate in the goals & objectives of the college and Early Childhood Center.
10. Perform other duties as assigned.

MINIMUM QUALIFICATIONS
1. Bachelor's Degree.
2. Must be Director Qualified (a minimum of 18 hours of college credit in early childhood development).
3. Pass medical exam as required by DCFS.
4. Pass background check and clearance.
5. Knowledge of preschool programs, child development and DCFS regulations.
6. Two (2) years of experience in an equivalent position or responsibility.
7. Good personal computer skills and knowledge of Microsoft Office suite.
8. Must be 21 years of age.

PREFERRED QUALIFICATIONS
1. Bachelor's Degree in Child Development or Early Childhood Education.

PHYSICAL DEMANDS
1. Ability to safely lift and carry a child to safety

WORKING CONDITIONS
1. Duties are performed classroom teaching and office environment

APPLICATION DEADLINE: August 29, 2013

APPLICATION PROCEDURE: Apply online at http://employment.jjc.edu

Bachelor's Degree REQUIRED. Your application will not be considered for further review if your unofficial transcripts and all required documents are not attached to your online application. Internal candidates must adhere to the terms of employment regarding length of time in current position as outlined in their union contract.

Application Instructions: All applicants MUST apply online at http://employment.jjc.edu for current openings.

Contact: Natalie Clark Maggitt
Job ID: 3173695
Expires: 09/14/2013
Job Title: Reimbursement Specialist
Company: Cardiac Surgery Associates, SC
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Downers Grove, IL 60515
Salary:

Job Description: Under general supervision, researches and analyzes delinquent third-party payer claims, determines reimbursement problems, and adjusts and resubmits claims. Researches and analyzes third-party payor claims such as Medicare, Medicaid, Managed Care, and various commercial insurance; verifies patient eligibility, adjusts and resubmits claims. Responds by telephone or correspondence to inquiries from patients/third party payers; explains insurance coverage to patients, researches problems, and corrects errors.

Job Requirements: · Candidate should have 2-4 years of related medical collecting experience with third party payers. · Familiar with appeals and denials specific to Medicare, Medicaid and other commercial insurance. · Excellent problem solving, interpersonal and verbal/written communication skills. · Ability to operate standard office equipment (photocopy, fax, calculator, etc). Proficient in Windows environment and Microsoft, Excel & Outlook skills mandatory. · Medical Office Manager software skills preferred. · Minimum of High School Diploma required. Trade school and/or college level courses in medical/billing collecting a plus

Application Instructions: Please send resume with cover letter to dlandahl@openheart.net.
Contact: Diane Landahl
Address: 2650 Warrenville Rd, St 280, Downers Grove, IL 60515
Email: dlandahl@openheart.net

Job ID: 3173697
Expires: 09/14/2013
Job Title: Medical Billing Clerk
Company: Cardiac Surgery Associates, SC
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Downers Grove, IL 60515
Salary:
Job Description: Summary Responsible for collecting and submitting patient billing records for coding and processing. Assist with insurance verification and authorization for services as needed. Job Description · Required to obtain all necessary documentation to submit to billing (patient encounter forms, insurance form, billing forms and medical records) · Copy and organize documentation for distribution · Track submitted records and follow on outstanding items · May assist with insurance verification and authorization for services · Will be required to alternate between two practice locations (Downers Grove/Naperville).
Job Requirements: · Candidate should be familiar with medical terminology · Previous experience in a medical office/hospital helpful · Excellent verbal communication skills required · Ability to operate standard office equipment (photocopy, fax, calculator, etc). · Proficient in Windows environment and Microsoft Word, Excel, and Outlook. · Familiarity with electronic medical records systems
Application Instructions: Please send resume and cover letter to dlhire@gmail.com
Contact: Diane Landahl
Address: 2650 Warrenville Rd Suite 280, Downers Grove, IL 60515
Email: dlhire@gmail.com

Job ID: 3173703
Expires: 09/14/2013
Job Title: Medical Office Manager
Company: Cardiac Surgery Associates, SC
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Arlington Heights, IL 60005
Salary:
Job Description: Surgical practice in the Northwestern Suburbs is seeking an Office Manager. We are looking for your excellent organizational, communication and computer skills. The Office Manager will be responsible for appointment scheduling; timely and accurate collection of important patient information; completes all functions of medical records, and function as a resource to patients. Demonstrates superior relationship building and customer services skills. To serve patient needs, candidate must be fluent in Polish. Fluency in Spanish is a plus. Must have the ability to work independently and function in a multi-tasking, multiple priorities environment, while maintaining accuracy and attention to detail. Previous medical office experience preferred. Microsoft Office Skills - Word, excel, outlook, power point required. New grads are encouraged to apply. Send your resume and cover letter to dlhire@gmail.com.
**Job Requirements:**
- Embrace diversity, treat our customers and co-workers with dignity, respect, and hold others to these standards.
- Demonstrate a high level of problem solving skill to better serve patients and staff.
- Uphold the confidentiality requirements of all patient records consistent with HIPPA, state, and Federal laws and regulations.
- Strong attention to detail and accuracy.
- Ability to utilize computers for data entry and information retrieval.
- Excellent verbal and written communication skills.
- Communicate effectively with internal and external customers and to respond in a clear, concise, timely manner.
- Versatile means you are resourceful, flexible, and adaptable, remain open to change, accept feedback, and take ownership of providing superior service, regardless of your job description.
- High School Diploma or Equivalent required. College Degree a plus, some college preferred.
- Experience in working with Microsoft Office programs essential.
- Must be able to read, write, and speak English.

**Application Instructions:** Please send resume and cover letter to dlhire@gmail.com

**Contact:** Diane Landahl

**Address:** 2650 Warrenville Rd Suite 280, Downers Grove, IL 60515

**Email:** dlandahl@openheart.net

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**Job ID:** 3173919

**Expires:** 09/14/2013

**Job Title:** Medical Coder

**Company:** Cardiac Surgery Associates, SC

**Job Type:** Full Time

**Degrees Wanted:** Certificate

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Downers Grove, IL 60515

**Salary:**

**Job Description:** Experienced Coder needed for cardiac, vascular and thoracic procedures. Responsibilities include coding, compliance and billing activity for multiple physicians. Coders will review medical record documentation to ensure the complete coding of all-relevant diagnoses and procedures for practice billing. Candidates should have the ability to use independent judgment to identify resources to process complicated, incomplete or ambiguous cases with minimal supervisory intervention. This position is responsible for performing various administrative and clerical duties required to support these function. On an as-needed basis, may be required to perform other tasks. All candidates are required to have a nationally recognized coding credential, CPC or CCS-P. Please email your resume and cover letter to healthrecruiter23@gmail.com

**Job Requirements:**
- Candidate must be experienced in cardiothoracic and vascular coding & have a thorough working knowledge of ICD-9, ICD-10 & CPT. Must be proficient w/Medicare guidelines, self-motivated and detail-oriented.
- Understanding of federal and state laws and regulations in medical reimbursement preferred. Excellent problem-solving, interpersonal and verbal/written communication skills.
- Understanding of anatomy and physiology, disease process
and medical terminology · Minimum of five to seven years of coding inpatient and outpatient surgery records · Minimum of High School Diploma required. Equivalent years of experience and education within this field including exposure to coding courses. · Ability to operate standard office equipment (i.e., photocopy machine, fax machine, calculator, etc.) Proficient in Windows environment and Microsoft Word, Excel, & Outlook is mandatory.

**Application Instructions:** Please send resume and cover letter to dlandahl@openheart.net

**Contact:** Diane Landahl

**Address:** 2650 Warrenville Rd Suite 280, Downers Grove, IL 60515

**Email:** dlandahl@openheart.net

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**Job ID:** 3174638

**Expires:** 09/15/2013

**Job Title:** Logistic Sales Account Executive

**Company:** Total Quality Logistics

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Chicago, IL 60607

**Salary:**

**Job Description:** Position Responsibilities: · Prospecting new business leads and setting appointments · Making sales presentations to prospective customers · Negotiating shipping rates with customers · Managing daily shipping schedules and dispatching trucks for freight pickup · Maintaining regular contact with customers to build and retain effective relationships · Providing responsive customer service and resolving customer issues quickly and efficiently

**Application Instructions:** Total Quality Logistics is An Equal Opportunity and Affirmative Action Employer and participates in the E-Verify Employment Verification Program. If you are unable to apply online due to a disability, contact Recruiting at (513) 831-2600 ext. 51454. Build a rewarding new career with a leader in the freight transportation industry! Apply now!

**Contact:** Carly Burgio

**Address:** 600 W Vanburen, Chicago, IL 60607

**Phone:** 513-831-2600 ext. 56766

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**Job ID:** 3175111

**Expires:** 09/30/2013

**Job Title:** Office Admin for a Creative Environment (Chicago North)

**Company:** The Huntington Resource

**Job Type:** Full Time

**Degrees Wanted:** Associates, Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL
Salary:
Job Description: Multifaceted Administrator needed in this highly creative company where home furnishing catalog photos are being taken in two large photo studios. You will be facilitating the schedules of many different creative and photographic teams as they schedule different shoots throughout the week. You also will be greeting incoming clients and associates and assisting with different creative projects. In this position you will also report to a Manager that is on-site a few days/week so responsible experience in a creative setting along with having the responsibilities of keeping a busy office running smoothly is required. Please forward your resume for immediate consideration.

Application Instructions: Please forward resumes to ljohnson@huntingtonresource.com

Contact: Lucy Johnson
Address: 3 Hawthorn Parkway Suite 195, Vernon Hills, IL 60061
Phone: (847) 367-5777
Fax: (847) 367-7377
Email: ljohnson@huntingtonresource.com

Job ID: 3175114
Expires: 09/30/2013
Job Title: Office Manager
Company: The Huntington Resource
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Schaumburg, IL
Salary:
Job Description: Seeking an Office Manager for a small office located in Schaumburg. Office Manager must have previous experience with billing to include accounts payable and accounts receivable. Individual will be responsible for accounting, answering phones, payroll, and invoicing. Must have strong communication skills.

Application Instructions: Please forward resume to ljohnson@huntingtonresource.com

Contact: Lucy Johnson
Address: 3 Hawthorn Parkway Suite 195, Vernon Hills, IL 60061
Phone: (847) 367-5777
Fax: (847) 367-7377
Email: ljohnson@huntingtonresource.com
Job ID: 3175128  
Expires: 09/30/2013  
Job Title: Customer Service Representative  
Company: The Huntington Resource  
Job Type: Full Time  
Degrees Wanted: Bachelors  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Lake Forest, IL  
Salary:  
Job Description: Temp to hire opportunity for a company located Lake Forest. Seeking multiple Customer Service Representatives to work within the health and wellness industry. A quick learner with excellent communication skills is a must. Individuals will be answering calls, queries, taking and filling orders for customers. No degree required. No traveling required. Must be computer literate using software programs such as Microsoft Word and Excel. Working Knowledge of QuickBooks is a plus. You may also check out our current openings by visiting our website www.huntingtonresource.com.  
Application Instructions: Please forward resume to ljohnson@huntingtonresource.com  
Contact: Lucy Johnson  
Address: 3 Hawthorn Parkway Suite 195, Vernon Hills, IL 60061  
Phone: (847) 367-5777  
Fax: (847) 367-7377  
Email: ljohnson@huntingtonresource.com

Job ID: 3175575  
School Job ID: IVCC  
Expires: 08/26/2013  
Job Title: Men's Baseball Assistant Coach  
Company: Illinois Valley Community College  
Job Type: Part Time  
Degrees Wanted: Diploma  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Oglesby, IL 61348  
Salary:  
Job Description: The Assistant Coach is directly responsible to the Head Coach; will actively recruit qualified athletes; and plan, develop, coordinate, and supervise the athlete's participation. Participation shall be directed toward the attainment of the philosophy and objectives of the
college. Experience in baseball through coaching and/or participation is required. A valid driver's license and satisfactory motor vehicle record (MVR) are required. This part-time position is paid according to the athletic salary schedule. If this opportunity sounds like the job for you, submit a cover letter specifically addressing how your qualifications meet the requirements and responsibilities outlined in the position description, resume, applicable transcripts and an IVCC application packet to the Office of Human Resources, IVCC, 815 N. Orlando Smith Road, Oglesby, IL 61348, (fax) 815/224-1437, (e-mail) humanresources@ivcc.edu, or phone 815/224-0426. Open until position is filled. Applicants are encouraged to submit materials by Monday, August 26, 2013 to ensure full consideration. AA/EOE.

**Job Requirements:** QUALIFICATIONS: · High School diploma or equivalent. Training in a physical education and/or athletic participation desired. · Knowledge of current concepts in the appropriate sport regarding coaching techniques, strategy, rules, etc. · Ability to organize and work effectively as a member of the Athletic Department team. · Ability to organize and work effectively with large and small groups and on a one-to-one basis with students, faculty, administrators, staff, community members, and others. · Ability to adapt to differences and changes in programs, colleague, student, and community characteristics. · A valid driver's license and satisfactory motor vehicle record (MVR) are required. · Mandatory to have experience in the appropriate sport through coaching and/or participation. Three years coaching experience preferred. · Demonstrated competency to serve in a coaching capacity.

**Application Instructions:** To learn more about this rewarding career opportunity, the application procedure and to review a complete job description, visit http://www.ivcc.edu/hr

**Contact:** Glenna Jones

**Address:** 815 N. Orlando Smith Road, Oglesby, IL 61348

**Phone:** 815.224.0426

**Fax:** 815.224.1437

**Email:** humanresources@ivcc.edu

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**Job ID:** 3175619

**Expires:** 09/15/2013

**Job Title:** PT Sales Support Position

**Company:** US Heating System

**Job Type:** Co-op, Freelance, Full Time, Internship, Part Time, Seasonal

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Lincolnwood, IL 60712

**Salary:** in a meeting

**Job Description:** Seeking a strong candidate with the technical aptitude and the interpersonal skills to build relationships both with potential clients and the rest of the sales team. This person will support the sales team and provide them with qualified leads. This is your opportunity to make a visible and direct impact on our company's growth and your own career.
We need an ambitious sales person who will help the sales team find prospective clients via telephone. You will call prospective new clients and introduce our services. Your goal is to qualify prospects and to maximize the potential with customers. Industry knowledge is not necessary as our staff will train you on industry terminology. This position is a part-time position working 20 hours per week. Qualifications: Some telemarketing experience a plus. 1 year of office experience. Conversational attitude and ability to get people talking. Energetic telephone voice that demonstrates an upbeat personality. Resilient...understands that "no" is just part of the game. Self-motivated and achievement-oriented. Excellent written and verbal communications skills. Must be computer savvy with strong experience in MS Office. Insatiable desire to succeed!

Contact: Etai Sooliman
Address: 6445 N. Hamlin Ave, Lincolnwood, IL 60712
Phone: 866-537-8232

Job ID: 3175650
Expires: 09/06/2013
Job Title: Instructor, Mechanical Production Technology
Company: Joliet Junior College
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted:
Job Target: Any Job Target
Location: Joliet, IL 60431
Salary:

Job Description: SEARCH RE-OPENED POSITION TITLE: INSTRUCTOR, MECHANICAL PRODUCTION TECHNOLOGY Tenure Track STATUS: Full time DEPARTMENT: Technical SUB-DIVISION: Career and Technical Education DIVISION: Academic Affairs CLASSIFICATION: Exempt UNION: Faculty REPORTS TO: Department Chair and the Dean of Career and Technical Education PLACEMENT: Full time faculty MINIMUM PAY RATE: Placement on salary schedule is dependent on qualifications. Qualifications include education and related work experience. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The student population at the college is diverse in ethnicity, gender, language, age and background. Joliet Junior College is an AA/EO employer and strongly encourages applications from candidates who would enhance the diversity of its staff. POSITION SUMMARY Adapt to new and changing situations and demonstrate a positive attitude. Demonstrate respect for students; understand learning styles and apply understanding to institution-related activities; demonstrate integrity and promote diversity and open communications. Fifteen credit hours a semester constitute a standard load. Course assignments may be late afternoon, evening, Saturday, and at branch campuses or satellite centers. Position is subject to all terms and provisions of the Joliet Junior College faculty contract. ESSENTIAL JOB DUTIES AND KEY RESPONSIBILITIES 1. Teach a minimum of 15 credit hour load per semester in Mechanical Production Technology discipline. 2. Work
closely with other instructors and special programs and services within the college to determine placements, curriculum, and academic support. 3. Participate in course development, assessment, and planning activities. 4. Be willing to teach online and/or blended courses. 5. Participate in appropriate departmental meetings and recruitment activities; serve on committees. 6. Teach courses in the Mechanical Production Technology program; specifically in the area of Precision Machine Tool Metal Working, Dimensional Metrology, Blueprint Reading, Numerical Control and CAM (SMARTCAM or Feature CAM). 7. Participate in and/or actively lead Student Club sponsorship responsibilities. 8. Participate in department/program recruitment activities, meetings, and advisory committee activities. 9. Demonstrate a strong commitment to teaching and learning. 10. Demonstrate strong understanding and commitment to the community college mission. 11. Teach classes during non-traditional times (evenings and weekends) and at other campus sites as needed. 12. Meet other contractual obligations as spelled out in the Joliet Junior College faculty contract.

MINIMUM QUALIFICATIONS
1. Bachelor's Degree in Machine Tool Technology or related areas
2. Four (4) years of experience as an all-round machinist with CAD/CAM experience, as a tool & die maker or related machinist experience.
3. Work experience with CAM software, eq. Smartcam, Feature CAM.
4. Expertise in appropriate technologies for instruction.

PREFERRED QUALIFICATIONS
1. Master's Degree
2. Teaching experience at the collegiate level.

Experience with traditional and non-traditional students from diverse backgrounds.

PHYSICAL DEMANDS
1. Normal classroom physical demands.

WORKING CONDITIONS
1. Duties are performed indoors in the usual classroom environment.

APPLICATION DEADLINE: September 6, 2013

APPLICATION PROCEDURE: Apply online at http://employment.jjc.edu

Unofficial transcript(s) MUST be attached to your online application. Your application will not be considered for further review if your unofficial transcripts and all required documents are not attached. 2 reference letters must be attached to your online application or copies e-mailed (hr@jjc.edu), faxed (815-729-3331) or mailed (Human Resources Dept., Joliet Junior College, 1215 Houbolt Rd., Joliet, IL 60431) BY DEADLINE DATE. All required documents must be on file in Human Resources by posting deadline. OFFICIAL transcripts REQUIRED prior to hiring. Bring OFFICIAL transcripts at time of interview.

Application Instructions: All applicants MUST apply online at http://employment.jjc.edu for current openings.

Contact: Natalie Clark Maggitt
Address: 1215 Houbolt Road, Joliet, IL 60431
Phone: 815-280-2427
Apply Online: http://employment.jjc.edu

Job ID: 3175857
Expires: 01/31/2014
Job Title: Server
Company: Victoria Banquets & Catering
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL 60176
Salary: open
Job Description: Set rooms for special events, serves guests and cleans areas as assigned in accordance with established procedures by performing the following duties in a safe, timely and efficient manner. Serve guests and clear tables, set room(S) for special events
Application Instructions: Please visit our main office to fill out an application 4825 Scott Street Suite 100 Schiller Park, Il 60176 708-456-1575
Contact: Carrie Ingratta
Address: 4825 Scott Street Suite 100, Schiller Park, IL 60176
Phone: 708-456-1575
Fax: 847-671-1734

Job ID: 3175866
Expires: 01/31/2014
Job Title: Dish Washers
Company: Victoria Banquets & Catering
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Schiller Park, IL 60176
Salary: open
Job Description: handle, clean, and store equipment. Also help with the setup of rooms before events.
Application Instructions: To fill out an application please visit our main office at 4825 Scott Street Suite 100 Schiller Park, Il 60176 708-456-1575
Contact: Carrie Ingratta
Address: 4825 Scott Street Suite 100, Schiller Park, IL 60176
Phone: 708-456-1575
Fax: 847-671-1734

Job ID: 3176806
Expires: 09/03/2013
Job Title: Emergency Services Equipment Specialist
Company: Joliet Junior College
Job Type: Part Time
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Joliet, IL 60431  
**Salary:**

**Job Description:**  
**POSITION TITLE:** EQUIPMENT SPECIALIST, EMERGENCY SERVICES  
**SPEMER-SPEC01**  
**STATUS:** Part-time  
**DEPARTMENT:** Nursing, Allied Health, & Emergency Services  
**DIVISION:** Academic Affair  
**CLASSIFICATION:** Non-exempt  
**UNION:** Support and Technical  
**REPORTS TO:** Department Chair  
**PLACEMENT:** Support staff, grade 6  
**MINIMUM PAY RATE:** $18.22 per hour  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The student population at the college is diverse in ethnicity, gender, language, age and background. Joliet Junior College is an AA/EO employer and strongly encourages applications from candidates who would enhance the diversity of its staff.  
**POSITION SUMMARY**  
To assist the Emergency Services programs with various specialized equipment required in the education and training of Emergency Medical Technicians, Fire Fighters, and other emergency services personnel. To provide effective and efficient customer service assistance to students, faculty, and college personnel, and support to the Emergency Services coordinators and department secretary. Initiative and independent action in establishing or adapting work procedures to new situations are required. Work requires knowledge of the policies and procedures within the department and college systems, as well as knowledge of IDPH, Illinois State Fire Marshal and National Fire Academy rules and regulations.  
**ESSENTIAL JOB DUTIES AND KEY RESPONSIBILITIES**  
1. Maintain inventory of equipment and supplies; work with department secretary to order equipment and supplies as needed.  
2. Collaborate with faculty in planning and implementing skills testing and learning experiences for students. Prepare laboratory setups for Fire Science and EMS courses.  
3. Monitor laboratories, clean-up and store materials after skills sessions are completed.  
4. Assist with validation of skills for students.  
5. Maintain and recommend service or replacement for all equipment, including, but not limited to, fire truck, ambulance, fire hoses, defibrillators, AEDs, etc.  
6. Report equipment malfunctions and breakage to appropriate personnel. Remove defective equipment from service.  
7. Arrange and maintain laboratory areas as instructed.  
8. Maintain safety and security of the laboratory supplies and materials.  
9. Maintain MSDS files for chemicals on hand.  
10. Act as a liaison to monitor and assist with the needs of off-site courses.  
11. Perform related duties as assigned.  
**MINIMUM QUALIFICATIONS**  
2. 2 (two) years current fire and EMS experience.  
3. Working knowledge of personal computer use and knowledge of Microsoft Office Word, Excel, and Outlook.  
4. Demonstrate clinical competence and professionalism thereby serving as a role model to the emergency services students.  
5. Effective verbal and written communication skills.  
**PHYSICAL DEMANDS**  
1. Standard classroom equipment and software.  
2. Standard hospital equipment and software.  
3. Firefighting and emergency equipment. Ability to move and lift equipment and supplies (75 lbs).  
**WORKING CONDITIONS**  
1. Classroom, skills lab, and simulation teaching environment including fire truck, ambulance, and other emergency services equipment.  
2. Occasional off campus and evenings.  
**APPLICATION DEADLINE:** September 3, 2013  
**APPLICATION PROCEDURE:**  
Apply online at http://employment.jjc.edu  
Internal candidates must adhere to the terms of
employment regarding length of time in current position as outlined in their union contract.

**Application Instructions:** All applicants MUST apply online at http://employment.jjc.edu for current openings.

**Contact:** Natalie Clark Maggitt  
**Address:** 1215 Houbolt Road, Joliet, IL 60431  
**Phone:** 815-280-2427  
**Apply Online:** http://http://employment.jjc.edu

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**Job ID:** 3177244  
**Expires:** 09/18/2013  
**Job Title:** Residential Loan Shipping and Post Closing Reviewer  
**Company:** Standard Bank & Trust  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Hickory Hills, IL 60457  
**Salary:**

**Job Description:** As a trusted financial leader for over 60 years, Standard Bank & Trust Company remains dedicated to its customers and the communities we serve. Our mission is to champion the success of our communities through continuing our tradition of operating a community financial institution. We are committed to providing excellent service through well qualified and motivated employees who exhibit our core values of integrity, trust, commitment and teamwork. It is our employees who build and sustain relationships with our customers and implement new ideas to make us even better. Join one of the fastest growing community bank groups and begin a rewarding career where you can contribute and make a difference! Standard Bank & Trust Co. is an Equal Opportunity Employer. Perform a variety of shipping and post closing reviews on mortgage loan documentation duties on moderately complex loans, using comprehensive knowledge of policies and procedures for loan products. Functions include: coordinating and preparing for loan closing and compliance for loan products, Bank Policy, investor policy and applicable State Regulations. Responsible for performing a variety of loan documentation duties on moderately complex loans. Essential Functions · Daily responsibilities include: shipping files to investors; Stacking files after shipping; and Transferring MERS when loans are purchased · Responsibilities also include preparing and sending correspondence including: sending out goodbye letters to customers once loans are sold to investors; sending out 1st payment letters to customers when loans haven't been purchased yet and payments are due to Standard Bank · Act as a backup for closer to help with wires and eventually reviewing HUDs and preparing closing packages when needed · Maintain status files on loans · Participate in ongoing training programs, including online banker training · May be required to perform any other job-related instructions as requested by their manager, subject to reasonable accommodations Qualifications Bachelor degree or equivalent work experience required · 2+
years loan experience · Working knowledge of Encompass and Document Express · Working knowledge of closing and compliance of FNMA/FHLMC, FHA/VA, Rural Housing, and private investor underwriting and loan products · Proven ability to proactively manage files in closing · Must have strong customer service and the ability to work in a fast pace environment · Effective oral and written communication with customers, co-workers and all levels of management · Excellent interpersonal and organizational skills · Able to work well with co-workers and all levels management · Ability to identify and resolve problems in timely matter by gathering and analyzing information · Ability to work under pressure, meet deadlines and work overtime when needed · Team player that is highly motivated and goal oriented · Computer literate

**Application Instructions:** Apply online at www.standardbanks.com

**Contact:** Sheena Gigante

**Address:** 7800 W. 95th St, Hickory Hills, IL 60457

**Phone:** 708-499-2062

**Apply Online:** http://www.standardbanks.com/careers/default.aspx

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**Job ID:** 3177254

**Expires:** 09/18/2013

**Job Title:** Branch Manager

**Company:** Standard Bank & Trust

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Bolingbrook, IL 60490

**Salary:**

**Job Description:** As a trusted financial leader for over 60 years, Standard Bank & Trust Company remains dedicated to its customers and the communities we serve. Our mission is to champion the success of our communities through continuing our tradition of operating a community financial institution. We are committed to providing excellent service through well qualified and motivated employees who exhibit our core values of integrity, trust, commitment and teamwork. It is our employees who build and sustain relationships with our customers and implement new ideas to make us even better. Join one of the fastest growing community bank groups and begin a rewarding career where you can contribute and make a difference! Standard Bank & Trust Co. is an Equal Opportunity Employer. The Branch Manager will oversee, guide, coach and counsel sales and service teams at their Branch. The Branch Manager will actively prospect new business through (but not limited to) sales calls and community involvement. The Branch Manager is responsible for developing and implementing tactics to improve sales growth and profitability of their Branch and ensure that the Branch is operating soundly and in compliance with bank regulations and policies. Other responsibilities for a Branch Manager include, but are not limited to: Actively works toward building commitment and loyalty to the organization among employees. Creates an environment where employees are encouraged to...
challenge themselves to meet attainable goals. Identifies new business opportunities and actively pursues obtaining this business. Establishes a sense of direction, and motivates reports to work together toward common goals. Builds trust by communicating openly with other team members and creates an environment that encourages employees to work together as a team. Clearly defines roles and responsibilities to ensure that all employees understand what is expected. Encourages employees to be accountable for their work, and to take ownership of projects or issues. Ensures that employees understand the performance standards expected of them.

Manages all accounts to ensure that customer needs are being met. Demonstrates strong selling skills and makes sales that meet customer needs. Actively prospects for new business thru business calling, community networking and other means. Regularly conducts sales meetings to provide meaningful information and guidance to sales associates of their Branch. Gathers sufficient information to make an informed decision and considers the short-term impact of decisions, including risks and the reactions of others. Takes a long-range view of the potential consequences. Selects the best candidate for the position and situation. Builds teams with diverse skills and strengths and fosters communications within the group using appropriate styles.

Bachelor degree or extensive work experience required. 5 years previous leadership and banking management experience. 3-5 years proven sales experience and results. 3-5 years demonstrated customer calling and business development experience. 3-5 years experience building business and relationship management with not for profits and/or business enterprises. Strong sales management and leadership skills to mentor and coach others. Extensive external networking experience and building relationships within the community. Specific calling experience within the bank/branch local community and footprint. Ability to identify and resolve problems in a timely manner by gathering and analyzing information. Strong time management skills with the ability to work under pressure and meet deadlines. Effective oral and written communication with customers, co-workers and all levels of management. Able to work well with co-workers and all levels management. Computer literate. Planning skills to maintain schedules and staffing. Team player that is highly motivated and goal oriented. Effective presentation skills/sales meeting organization. Strong attention to detail and accuracy. Ability to lift up to 50 lbs. Must be able to work at alternate branch locations.

**Application Instructions:** Apply online at www.standardbanks.com

**Contact:** Sheena Gigante

**Address:** 7800 W. 95th St, Hickory Hills, IL 60457

**Phone:** 708-499-2062

**Apply Online:** http://www.standardbanks.com/careers/default.aspx

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**Job ID:** 3177258

**Expires:** 09/18/2013

**Job Title:** Senior Customer Service Associate (Teller)

**Company:** Standard Bank & Trust

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major
**Job Target:** Any Job Target  
**Location:** Lakeview, IL 60613  
**Salary:**

**Job Description:** Position Purpose: Senior Customer Service Associates will insure patrons of the bank, both existing and non-existing customers, are attended to in the most prompt, professional and courteous manner. Senior Customer Service Associates will provide a complete customer service experience by greeting and thanking customers, completing customer transactions, answering questions, and making appropriate product recommendations. Essential Functions:  
- Process all paying and receiving transactions, including but not limited to personal and business deposits, check cashing and bond redemption while following guidelines.  
- Work to resolve customer disputes and complaints by listening to customer concerns and answering questions.  
- Refer customers to appropriate departments in order to guarantee customer satisfaction and follow up with each client referral.  
- Be respectful of coworkers.  
- Work as a team with people from all departments and at the branch.  
- Ensure the customer is always the first priority by attending to their needs quickly and accurately.  
- Process mortgage, commercial and other installment loan payments.  
- Properly credit federal tax payments.  
- Sell and balance Secretary of State License Plate stickers.  
- Attend training programs to increase bank product knowledge and enhance referral-making techniques.  
- Take advantage of other line of business incentive programs such as Mortgage, Commercial Loans, Alternative investment and the Bank’s insurance agencies by identifying customer needs and making quality referrals.  
- Build relationships with customers to identify potential needs and make referrals to appropriate departments or divisions, such as Private Banking, Cash Management.  
- Participate in bank-wide, regional and branch contests and campaigns in order to grow deposits and increase customer base.  
- Balance cash and non-cash items according to established policies and procedures.  
- Sell negotiable items such as cashier's checks, money orders, travelers checks and bonds.  
- Collect appropriate bank fees for services provided while maintaining customer confidence.  
- Exercise appropriate caution when completing transactions.  
- Understand the following Bank policies: Security Policy, Cash Difference Policy, Privacy Policy and Bank Secrecy Act.  
- Assist management in training new CSA's by explaining policies and procedures and mentoring.  
- Balance ATM cash cassettes and process ATM deposits.  
- Participate in ongoing training programs, including online banker training.  
- Must be able to cross-train in personal banking to assist the branch to ensure customer needs are met.  
- May be required to perform any other job-related instructions as requested by their manager, subject to reasonable accommodations.  

**Qualifications:**  
- High School Diploma or GED required.  
- 2 - 3 years prior teller experience.  
- Recent sales experience.  
- Recent customer service experience.  
- Effective oral and written communication with customers, co-workers and all levels of management.  
- Excellent interpersonal and organizational skills.  
- Able to work well with co-workers and all levels management.  
- Ability to identify and resolve problems in timely matter by gathering and analyzing information.  
- Ability to work under pressure and meet deadlines.  
- Computer literate.  
- Team player that is highly motivated and goal oriented.  
- Strong attention to detail and accuracy.  
- Effective oral and written communication with customers and team members.  
- Ability to lift up to 50 lbs.  
- Ability to stand and/or sit for long periods of time.  
- Must be able to work at alternate branch locations up to 30 miles from base location.  
- Must be available to work bank business hours.
Application Instructions: apply online at www.standardbanks.com
Contact: Sheena Gigante
Address: 7800 W. 95th St, Hickory Hills, IL 60457
Phone: 7084992062
Email: sheena.gigante@standardbanks.com
Apply Online: http://www.standardbanks.com/careers/default.aspx

Job ID: 3177259
Expires: 09/18/2013
Job Title: FT Personal Banker II
Company: Standard Bank & Trust
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Lakeview, IL 60613
Salary:
Job Description: We are seeking experienced, customer-oriented banking professionals with strong sales backgrounds for our Hickory Hills banking center. These professionals will be responsible for all retail sales, servicing the customer's financial needs and building lasting relationships through exceptional customer service. Standard Bank's Personal Bankers are expected to contribute to team incentive programs, and participate in bank campaigns and contests. Our Personal Bankers also support branch management in achieving overall goals including taking and closing loan applications.

Job Requirements: Other Requirements: · High School Diploma or GED required · 1-3 Years banking Experience · Prior personal banking experience preferred · Recent sales experience (within 2 years) · Recent customer service experience (within 2 yrs)
Contact: Standard Bank and Trust
Address: 7800 W 95th ST, Hickory Hills, IL 60457
Apply Online: http://www.standardbanks.com/banking/personal/default.aspx?

Job ID: 3177365
Expires: 09/18/2013
Job Title: Office Support
Company: The Messina Group
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Northlake, IL 60164
Salary:
Job Description: The Messina Group is currently looking to fill an Office Support role in Northlake, IL. Will perform general office duties such as data entry, filing and copying. Must be detailed and have fast and accurate data entry skills. The hours are Monday-Friday 9am-6pm.
Application Instructions: If interested please email resume to tvistine@messinagroupinc.com
Contact: Tracy Vistine
Address: 200 S Prospect, Park Ridge, IL 60068
Phone: 847-993-5850
Email: tvistine@messinagroupinc.com

Job ID: 3177424
Expires: 09/18/2013
Job Title: Trust Clerk
Company: The Salvation Army
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Accounting
Job Target: Any Job Target
Location: Des Plaines, IL 60016
Salary:
Job Description: This individual would assist the Trust Accountant in processing transactions in trust ledger accounts including review and input of vouchers, preparation and input of journal entries, preparation of spreadsheets and analysis of trust account activity. This individual process journal entries, check requests and credit memos into Great Plains.
Job Requirements: Experience: one year office experience with basic accounting and spreadsheet applications
Contact:
Apply Online: http://usc.salvationarmy.org

Job ID: 3177453
Expires: 09/18/2013
Job Title: Customer Service (Cashier, Sales-Floor, Specialist) FT&PT
Company: Lowe's Home Improvement
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Northbrook, IL 60062
Salary:

**Job Description:** Provide superior customer service by assisting customers in selection, demonstration, and purchase of product including special orders and installations. Keep shelves fully stocked, fronted according to planogram and correctly priced. Greet and acknowledge all customers in a friendly, professional manner and provide quick, responsive customer service. Responsible for all other duties as assigned. Many benefits available for both Part-Time and Full-Time positions, including healthcare and 401K!

**Job Requirements:** Must be 18+ to apply

**Application Instructions:** Apply online through careers.lowes.com and search Northbrook, IL

**Contact:** Shannon Lukey

**Address:** 1000 N. Willow Rd., Northbrook, IL 60062

**Phone:** 847-418-4540

**Apply Online:** [http://www.careers.lowes.com](http://www.careers.lowes.com)

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**Job ID:** 3177865

**Expires:** 09/18/2013

**Job Title:** Events Administrator, Student Union, Event and Conference Se

**Company:** Northeastern Illinois University

**Job Type:** Full Time

**Degrees Wanted:** Associates, Bachelors

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Chicago, IL 60625

**Salary:** $17.54 per hour

**Job Description:** Qualifications: ? High school graduation or equivalent. ? Two years of work experience involving areas such as concession operations, crowd control, record keeping, ticket sales, parking control and/or event coordination in a public assembly facility, such as stadiums and multipurpose, conference or performing arts centers or, ? 90 semester credit hours of college coursework in any discipline or, ? Any combination work experience and semester credit hours totaling two years Salary: $17.54 per hour Hours: To Be Announced - including nights and weekends (Hours may vary depending on departmental needs) Appointment: 100%

Responsibilities: Under general supervision from a designated supervisor, serves as primary point of contact in coordinating all Student Organization events; assists with the coordination of large university events including Commencement ceremonies and Academic Honors Receptions; plans assigned meetings, special events and conferences with internal university departments utilizing all campus spaces. Is responsible for overseeing the day-to-day operations of NPB (Northeastern Programming Board), including: supervises student staff, oversees program/event development and logistical coordination of programs including communication and promotions of events. Shall maintain the NPB calendar of events and track expenses for each program. Drafts and executes all program related contracts and payments. Maintains proper inventory
checklists, accounts for and verifies all equipment under department's responsibility; oversees guest services policies, emergency plans and crowd control plans for all applicable events. To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: · Employment application · Statement of Annuitant Status · Official Transcript(s) · Resume · Cover letter You can obtain an Employment Application and Statement of Annuitant Status form in the Office of Human Resources, Bernard Office Building (B0B), 5555 N. Bernard, Chicago, IL 60625, Monday through Friday, 8:30 a.m. to 4:30 p.m. A new employment application is required for each position applied. If you have any questions, please call the Office of Human Resources at 773-442-5200, or email us at CS-Employment@neiu.edu. Please visit the State of Illinois University Civil Service website at http://www.sucss.illinois.gov/updates.aspx for information on the examination process. NEIU Employment Services reserves the right not to consider any application on the basis of incomplete information/documents, delay in submission, and disqualifications under the rules of State Universities Civil Service System. Employment Services, however, assures that your application will be duly reviewed on the basis of the classification(s) in which you qualify and, accordingly, will inform you of their decision. Application Deadline: A current application, status of annuitant form, official transcript(s), resume and cover letter must be submitted by the close of business 8/30/13. Northeastern Illinois University is an Affirmative Action/Equal Opportunity Employer and invites applications from Women, Minorities as well as all qualified individuals.

Contact: Tom Blackwell
Address: 5500 N. St. Louis Ave., Chicago, IL 60625
Phone: 773-442-5200

Job ID: 3178928
Expires: 09/19/2013
Job Title: Direct Care Personnel
Company: Trinity Services, Inc.
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted:
Job Target: Any Job Target
Location: IL
Salary: $9.00
Job Description: Trinity Services is an innovative program for adults with Developmental Disabilities and Mental Illness with openings for direct service providers in our residential programs in the Northwest Suburbs and on the Northside of Chicago. Entry level positions available for full and part time. Successful applicants should be motivated and enthusiastic.

Job Requirements: You must have at least a High School Diploma or GED and have a good driving record. You must also possess and maintain a valid Illinois Drivers license for at least 3 years and be able to pass a literacy exam. We are also a union agency.
Application Instructions: Please either email your resume or fax to 847-299-7142.

Contact: Nancy St. Onge
Address: 2101 Oxford Road, Des Plaines, IL 60018
Phone: 847-299-2200
Fax: 847-299-7142
Email: nstonge@trinity-services.org

Job ID: 3179410
Expires: 09/19/2013
Job Title: Assistant Teacher
Company: La Grange Area Head Start
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Brookfield, IL 60513
Salary:

Job Description: Assistant teachers are responsible for working with the lead teacher to develop appropriate activities/curriculum for the classroom. They are to implement activities while the lead teacher works one on one with children (individualization). Assistant teachers should also assist in preparing materials for the weekly activities, changing bulletin boards, inputting observations on cc.net, tooth brushing, setting up the classroom stations while the teacher conducts circle, and effectively communicates with the team members in the classroom

Application Instructions: For more information please call Tara Silva at 708-482-2430x 6056

Contact: Tara Silva
Address: Congress Park School, Brookfield, IL 60525
Phone: 708-482-2430x 6056

Job ID: 3179655
Expires: 09/24/2013
Job Title: Impact Fellows Program
Company: Youth Organizations Umbrella, Inc.
Job Type: Internship, Part Time
Degrees Wanted: Associates, Bachelors, Masters
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Evanston, IL 60202
Salary:
Job Description: Impact Fellows serve as youth workers and workshop leaders at Y.O.U.'s afterschool programs in Evanston and Skokie, IL. This Fellowship offers undergraduate and graduate students an exciting opportunity to learn best practices, impact kids' lives, and prepare for a career in youth development, education, or the non-profit sector. Primary responsibilities of the Impact Fellow include: ·Support youth three days a week by serving as youth workers and workshop leaders for Y.O.U.'s afterschool program ·Help lead workshops on social and emotional enrichment and life skills ·Develop, implement and facilitate academic, cultural, artistic and recreational enrichment activities ·Deliver small group instruction and homework help in a safe and structured environment ·Engage youth in meaningful service learning projects ·Build positive relationships with youth that support their success and well-being in and out of school time ·Help youth build healthy positive relationships with each other, with adults, and with their families ·Actively pursue connections and build relationships with parents of Y.O.U. youth Impact Fellows will also: ·Receive training in youth development practices and strategies to support their work with youth ·Have close supervision of their work and receive both formal and informal feedback to help them grow ·Have the opportunity to engage with community leaders and sector experts through a Dinner and Discussion series

Job Requirements: The Impact Fellow should have the following qualifications: ·Experience in and passion for youth services ·Exceptional interpersonal skills, including the ability to work with a diverse group of team members and youth ·Extraordinary teamwork and leadership skills ·Passion for Y.O.U.'s mission of ensuring that all youth have the resources they need to thrive ·Personal qualities of integrity and credibility ·Be actively seeking or have already obtained an undergraduate or graduate degree ·Ability to commit to 3 weekday afterschool sessions, which run from 3:00 to 7:00 pm, per week

Application Instructions: Applications will be accepted on a rolling basis; however, applicants are encouraged to apply as soon as possible. Please visit https://youevanston.wufoo.com/forms/impact-fellowship-2013/ to apply.

Contact: Allie Koolbeck
Address: 1027 Sherman Avenue, Evanston, IL 60202
Phone: 847-866-1200 ext 247
Email: allie.koolbeck@youevanston.org
Apply Online: https://youevanston.wufoo.com/forms/impact-fellowship-2013/

Job ID: 3180041
Expires: 09/19/2013
Job Title: Marberry Cleaners - St. Charles - Part Time
Company: Marberry Cleaners
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL
Salary:

**Job Description:** Part Time Position available: Downtown St. Charles 315 E. Main St. 8 - 15 hours per week, 1 or 2 - 3pm-7pm shift(s) and a Saturday shift per week. Responsibilities include register, tagging clothes, and customer service. Please visit our location before 3pm to speak with Roberta or call us at (630) 584-0168 or contact us at www.marberrycleaners.com

**Contact:** David Marberry

**Address:** 315 E. Main St., St. Charles, IL 60174

**Phone:** 6305872400

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**Job ID:** 3180240

**Expires:** 09/20/2013

**Job Title:** Ocean Export

**Company:** BDG International, Inc.

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** ELGIN, IL 60123

**Salary:**

**Job Description:** Ocean Export position which includes: Customer Service, Pricing, Export Documentation Quote to Invoice. Completion of Master, AES, review of commercial Invoice. Processing other international documents. Communicating via email, and phone with clients.

**Job Requirements:** Able to work within a team, punctual, accurate, friendly customer service.

**Application Instructions:** Please go to our website, look for careers complete the job application and other documents, email with your resume.

**Contact:** BDG INTERNATIONAL INC.

**Address:** 840 Tollgate Rd., Elgin, IL 60123

**Phone:** 847-760-0014

**Email:** jobs@bdginternational.com

**Apply Online:** http://http://www.bdginternational.com/content/careers.htm

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**Job ID:** 3180275

**Expires:** 09/30/2013

**Job Title:** Licensed Massage Therapist

**Company:** Brinka Health and Wellness Center

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major
**Job Target:** Any Job Target  
**Location:** Batavia, IL 60510  
**Salary:**  
**Job Description:** Providing one hour massages to patients and recording soap notes.  
**Contact:**  
**Email:** BrinkaFamilyChiropractic@yahoo.com

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**Job ID:** 3180766  
**Expires:** 09/20/2013  
**Job Title:** Building Monitor, Rental & or Fitness Supervisor  
**Company:** River Trails Park District  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Mt Prospect, IL  
**Salary:** $8.25  
**Job Description:** Building Monitor and Rental supervisors oversee RTPD facilities during hours of operation. This could include opening or locking up facilities, customer service, being knowledgable of park district events, programs etc., public relations, and preparing rooms for classes or rentals (ie setting up / taking down tables and chairs, garbage etc...). Ideal candidate is looking for part time work year round. We have a very flexible work schedule and most hours are after 5p during the week and on weekends.  
**Job Requirements:** Ability to be flexible with work schedule. Ability to be able to lift / move tables and chairs. Prefer hiring someone that would be in the area for 1+ years.  
**Application Instructions:** Fill out an online application at rtpd.org or come to the Weiss Center (1500 E. Euclid Mt, Prospect Il 60056). Questions call or email Vance.  
**Contact:** Vance Violante  
**Address:** 1500 E. Euclid Ave., Mt. Prospect, IL 60056  
**Phone:** 847-255-1200  
**Email:** vviolante@rtpd.org

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**Job ID:** 3180791  
**Expires:** 09/20/2013  
**Job Title:** Football Supervisor  
**Company:** River Trails Park District  
**Job Type:** Part Time  
**Degrees Wanted:** None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL
Salary: $8.50
Job Description: Looking for an athletic individual who can supervise adult league flag football games. Softball possible as well. Set up the field, keep score and then cleanup. Be the liason between the teams and recreation supervisor in regards to comments, questions and nightly happenings. Other part time opportunities available as well.
Job Requirements: Football is Thursday nights. Other work opportunities during the week (evenings) and weekends (all day)
Application Instructions: Fill out an application on line at rtpd.org or contact Vance at 847-255-1200
Contact: Vance Violante
Address: 1500 E. Euclid Ave., Mt. Prospect, IL 60056
Phone: 847-255-1200
Email: vviolante@rtpd.org

Job ID: 3181766
Expires: 09/03/2013
Job Title: Purchasing Supervisor
Company: Illinois Tollway
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Downers Grove, IL 60515
Salary: $50,000.00 to 65,000.00/Year
Job Description: The Purchasing Supervisor reports to the Purchasing Services Manager. Supervise issuance of (annually): 6,000 Contract Releases valued at $54,600,000 3,000 Purchase Orders valued at $5,800,000 Annual Term Contracts: 350 The Purchasing Supervisor is responsible for ensuring the following: all efforts are made to acquire goods and services in a timely manner; the competitive bid process is fair and ethical and above reproach; vendors comply with contract terms; and vendor payments are processed in a timely manner. The Purchasing Supervisor is responsible for reviewing Purchase Requisitions (NEED requests) to determine appropriate approvals, certifications, and other necessary documents needed prior to the issuance of an order. The Purchasing Supervisor determines the method of procurement and assigns NEED Requests to the Buyers. The Purchasing Supervisor monitors NEED Requests and contracts assigned to the Buyers and makes adjustments as required to evenly distribute the workload. This person also shifts organizational priorities when responding to requests to facilitate business requirements. The Purchasing Supervisor facilitates the training of the buying
staff. This training includes all procurement-related systems (e.g., the Illinois Procurement Bulletin) and all applicable laws and rules, Tollway policies and procedures, and common good business practices. This person keeps abreast of changes such as procedural changes, document updates, new clauses, and required disclosures and standard certifications by firms interested in doing business with the Tollway and is responsible for keeping the buying staff informed via email, meetings, and training sessions.

**Job Requirements:**
- A high school diploma or GED is required.
- Excellent knowledge of Microsoft Word, Excel, and Outlook is required.
- Ability to plan for the effective utilization of resources for the purchasing area is required.
- Ability to monitor procurement processes and to conduct long-range planning necessary for contract scheduling is required.

**Application Instructions:** Go to illinoistollway.com and click 'Employment' to apply.

**Contact:** Arsalan Haq

**Address:** 2700 W Ogden Ave, Downers Grove, IL 60515

**Phone:** 630-241-6800 x2323
coordination, manufacture, and disbursement efforts for all Capital Improvement Project. This effort requires the incumbent to review construction plans, develop material needs, ensure staff has the necessary materials to perform work, train staff, organize sign storage efforts, and ensure all signs are properly disbursed to the proper contractor.

**Job Requirements:**
- A High School diploma or equivalent is required.
- A minimum of five (5) years' experience in electrical operations is required.
- Previous Roadway Lighting and supervisory experience is required.
- Successful passing of a test is required for this position.

**Application Instructions:** Go to illinoistollway.com and click 'Employment' to apply.

**Contact:** Arsalan Haq  
**Address:** 2700 W Ogden Ave, Downers Grove, IL 60515  
**Phone:** 630-241-6800 x2323

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**Job ID:** 3181787  
**Expires:** 09/06/2013  
**Job Title:** Coordinator, Workforce Development  
**Company:** Joliet Junior College  
**Job Type:** Full Time  
**Degrees Wanted:** Bachelors  
**Majors Wanted:** Human Resource Management  
**Job Target:** Any Job Target  
**Location:** Joliet, IL 60431  
**Salary:**

**Job Description:**

POSITION TITLE: COORDINATOR, WORKFORCE DEVELOPMENT  
LFWODE-CORD01 STATUS: Full time  
DEPARTMENT: Workforce Development  
DIVISION: Academic Affairs  
CLASSIFICATION: Exempt  
UNION: Non-union  
REPORTS TO: Manager, Workforce Skills  
PLACEMENT: Professional staff, grade 9  
MINIMUM PAY RATE: $53,246 annually  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The student population at the college is diverse in ethnicity, gender, language, age and background. Joliet Junior College is an AA/EO employer and strongly encourages applications from candidates who would enhance the diversity of its staff.

POSITION SUMMARY
Responsibilities include client support services, intake and assessment of students' needs, student data management and reporting, outreach, recruitment, advising, registration, job placement, and training of grant funded individuals. Serve as liaison to other specialists within department to promote visibility of the program. Ensure ongoing referrals and effective utilization of services to meet program and contract enrollment and outcome goals. Represent the college and its programs and services at on- and off-campus recruitment activities. Occasional evening and/or weekend work and local travel required. ESSENTIAL JOB DUTIES AND KEY RESPONSIBILITIES

1. Interview applicants and determine eligibility for assistance according to grant rules and regulations. Maintain confidentiality of records.
2. Assess participants and determine appropriate training, retraining, and employment needs; design individualized training and employment plans; monitor adherence to plans through a case
management orientation. 3. Promote the vocational assessments and testing services to various population groups through a variety of assessment instruments and techniques. 4. Issue individual training account awards according to policies, approved training vendors and programs, and availability of funds. Advise and register students for classes. 5. Coordinate job readiness and job placement services; assist participants, individually and in groups, with the full spectrum of job skills training. 6. Incorporate technology into the delivery of services; adhere to all management information system and record keeping requirements; maintain files and verify documentation. 7. Coordinate marketing, recruitment, and outreach initiatives; develop promotional materials and advertising strategies; facilitate rapid response. 8. Develop relationships with local economic and community development groups, chamber of commerce, units of government, business, labor, community based organizations, etc. to build workforce development partnerships. 9. Design organizational systems and processes to meet performance measures; monitor progress and take corrective actions as needed. 10. Perform other related duties as assigned. MINIMUM QUALIFICATIONS 1. Bachelor's Degree in Counseling, Education, Human Resource Development, Business or related field. 2. Three (3) years of professional work experience. Familiarity with Workforce Investment Act. 3. Strong organizational and project management skills with the ability to coordinate activities simultaneously. 4. Detail-oriented, creative, self-motivated and flexible individual with ability to work effectively with people, handle multiple tasks and responsibilities simultaneously and produce high quality work. 5. Effective oral, written and interpersonal skills. 6. Knowledge of workforce preparation strategies and vocational and basic skills assessment; knowledge of special population needs and resources, vocational and academic advising, development and delivery of workforce related activities. 7. Customer focused and learner centered. 8. Strong personal computer and technology skills and knowledge of Microsoft Office suite. 9. Evening and/or weekend work commensurate with demand. Local travel required. PREFERRED QUALIFICATIONS 1. National Career Readiness Certificate (NCRC) 2. Experience with case management system. 3. One (1) year experience with results oriented career advising. 4. Content specific workshop development and facilitation. PHYSICAL DEMANDS 1. Normal office physical demands. 2. Ability to travel between campus locations and to and from community events. WORKING CONDITIONS 1. Duties are performed indoors in the usual office and/or outdoor environment. APPLICATION DEADLINE: September 6, 2013 APPLICATION PROCEDURE: Apply online at http://employment.jjc.edu Your application will not be considered for further review if your unofficial transcripts and all required documents are not attached.

Application Instructions: All applicants MUST apply online at http://employment.jjc.edu for current openings.

Contact: Natalie Clark Maggitt
Address: 1215 Houbolt Road, Joliet, IL 60431
Phone: 815-280-2427
Apply Online: http://http://employment.jjc.edu

Job ID: 3181792
Expires: 09/03/2013
Job Title: Utility/Intergovernmental Agreement (IGA) Coordinator
Company: Illinois Tollway
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Downers Grove, IL 60515
Salary: $60,000.00 - $70,000.00/Year

Job Description: The Utilities / IGA Coordinator is a direct report to an Executive Project Engineer or Executive Project Manager who reports to either the Deputy Chief Engineer, Program Controls/System Integrity or Deputy Chief of Program Implementation. The Utilities / IGA Coordinator will work in close coordination with the Fiber Optic/Utilities Relocation Manager, Land Acquisition Manager, Community Relations Manager, Budget Manager, Utilities Permit Manager, Engineering Department Project Managers and Planners, other Tollway departments, utility companies, IDOT, and other governmental agencies, counties, municipalities and their staff. The Utilities / IGA Coordinator's main responsibility is to facilitate the execution of Intergovernmental Agency Agreements and agreements with utilities to allow for the accomplishment of the Engineering Department's Capital Program within set budget and schedule parameters, through the coordination of the various stakeholders referenced above. Primary Utility Coordination Responsibilities of this position include: - Early coordination with public and private entities to expedite execution of utility agreements; - Assist in general and billing coordination with the utility companies; - Negotiate and provide oversight of the utility relocation design and construction processes, including documentation requirements, payment for work, changes and extra work required and utility construction schedules; - Document the utility relocation process including processing and organizing the Notice of Interferences, Utility Work Orders and Notices to Proceed. Primary IGA Coordination Responsibilities of this position include: - Coordinate and negotiate Letters of Understanding (LOU) and/or Intergovernmental Agreements (IGA) between the Tollway and IDOT, and various other governmental agencies, counties and communities relating to utilities; - Coordinate with the IGA Manager and be familiar with existing IGAs and LOUs in place, including those that provide for amendments during the course of their effective dates; - Identify issues, and assist in executing new, amend or renew existing IGAs/LOUs as needed; - Coordinates the development of all final documents and maintains oversight of future utility-related budget needs, identify additional funding requirements, and ensures that all utility-related IGAs are fully funded.

Job Requirements: o A Bachelor of Science in Civil Engineering or related Engineering field is required. o A minimum of five (5) years' experience in utility design or construction is required. o Ability to read and understand utility relocation plans is required. o Working knowledge of the Joint Utility Locating Information for Excavators (J.U.L.I.E.) system is required.

Application Instructions: Go to illinoistollway.com and click 'Employment' to apply.

Contact: Arsalan Haq
Address: 2700 W Ogden Ave, Downers Grove, IL 60515
Phone: 630-241-6800 x2323
Job ID: 3181986  
Expires: 09/20/2013  
Job Title: Building Inspector Planning & Development  
Company: Village of Glen Ellyn  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: IL  
Salary: $54,267/yr to $68,390/yr DOQ,

Job Description: DESCRIPTION: The Village of Glen Ellyn Planning and Development Department is recruiting for one (1) full-time Building Inspector. The purpose of this position is to inspect commercial and residential construction to ensure that all work complies with building, zoning, fire, life safety, and municipal codes. This is accomplished by inspecting structures; meeting with contractors, builders and homeowners; enforcing codes; reviewing plans; and performing other related duties as assigned. Additional duties include assisting customers with building permits, responding to complaints regarding construction and code violations and researching applicable code requirements. This position reports directly to the Building and Zoning Official. ESSENTIAL FUNCTIONS: ? Inspects structures for compliance by reading and interpreting plans and codes; approving or rejecting all building components including structural, framing, foundation, electrical, plumbing and HVAC construction. ? Inspects existing structures for compliance with the Village Code, Fire Code and Life Safety Code. ? Conducts zoning and building code enforcement by investigating complaints, documenting conditions, identifying violations, issuing stop work orders, notices of violation, and citations; also testifies in court on behalf of the Village. ? Assists in the review of zoning regulations and general land use code enforcement, as assigned. ? Provides prompt and courteous customer service by researching and answering questions and complaints from customers in person, via phone, and in e-mail correspondence. ? Completes accessory structure zoning and building plan reviews on an as-needed basis.? Drafts accurate inspection reports, and performs data entry into the Village’s building permit software system (Munis)? Responds to emergency calls for fires or accidents to buildings in order to determine structural safety and evaluate what conditions must be met to allow occupancy.  

SALARY/BENEFITS: The starting pay offered for this position is $54,267/yr to $68,390/yr DOQ, with excellent fringe benefits. This position is non-exempt under FLSA.

HOW TO APPLY: 1. Interested candidates should submit a resume and cover letter vgeresume@glenellyninfo.org. Hard copies (faxed, mailed, hand-delivered) of resumes will be declined. 2. Applicants must indicate (Job ID: #08-13 Building Inspector) in the subject line of their e-mail. 3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug screen. The Village is accepting applications until September 2, 2013 at 5:00 pm. Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.
Application Instructions: HOW TO APPLY: 1. Interested candidates should submit a resume and cover letter vgeresume@glenellyninfo.org. Hard copies (faxed, mailed, hand-delivered) of resumes will be declined. 2. Applicants must indicate (Job ID: #08-13 Building Inspector) in the subject line of their e-mail. 3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug screen.
Contact: Human Resources
Address: 535 Duane St., Glen Ellyn, IL 60137
Phone: 630-469-5000
Fax: 630-469-8849

Job ID: 3182019
Expires: 09/20/2013
Job Title: PT Delivery Drivers Wanted
Company: Schaul's Premium Food Company
Job Type: Part Time
Degrees Wanted: None Required
 Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL
Salary:
Job Description: Delivery drivers needed to deliver catering orders to clients. Mostly weekday work, some weekends. Duties also include some dock work. Clean driving record and current valid license a must. You would use company vehicles for deliveries.
Application Instructions: Please email resume or stop by our office and fill out an employment application.
Contact: Kelly Coffman
Address: 520 Lively Blvd, Elk Grove Village, IL 60007
Email: kellyc@schauls.com

Job ID: 3182195
Expires: 09/20/2013
Job Title: Pool Lifeguard
Company: Oak Park Country Club
Job Type: Part Time
Degrees Wanted: None Required
 Majors Wanted: Any Major
Job Target: Any Job Target
Location: River Grove, IL 60171
Salary: TBD

**Job Description:** Hello, My name is Chris and I am the pool manager at the Oak Park Country Club in River Grove, IL. We are in need of immediate hires to fill recently open lifeguard positions. 2+ months experience, current lifeguard and CPR certification from a major institution mandatory.

**Application Instructions:** Please direct interest to c.bonk@icloud.com or call 708-224-7167.

**Contact:** Christopher Bonk

**Address:** 2001 N Thatcher Avenue, River Grove, IL 60171

**Phone:** 708-224-7167

**Email:** c.bonk@icloud.com

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**Job ID:** 3182783

**School Job ID:** MVCC

**Expires:** 11/21/2013

**Job Title:** Administrative Secretary

**Company:** Metra

**Job Type:** Full Time

**Degrees Wanted:** Diploma

**Majors Wanted:** Office Assistant

**Job Target:** Any Job Target

**Location:** Chicago, IL 60661

**Salary:**

**Job Description:** ADMINISTRATIVE SECRETARY SUMMARY OF DUTIES: Reporting directly to the Director, Government Affairs, performs clerical functions for the department. Receives and directs visitors, answers and screens phone calls and takes messages. Maintains and enters all Departmental time keeping activities into Kronos. Prepares departmental weekly and monthly summary reports. Prepares independently and upon request routine correspondence and memorandums for the staff’s signature. Generates and maintains all mass mailings and supporting documents. Orders and maintains office supplies and departmental forms. Opens, sorts and distributes department mail. Performs all other related duties as assigned to meet the ongoing needs of the organization. MINIMUM ACCEPTABLE QUALIFICATIONS: · Must possess a High School diploma or GED equivalent. · In addition to #1, must have a minimum of three (3) years of administrative experience in an office related environment. · Must be able to type 50 wpm. · Must be proficient in Microsoft Office Suite with emphasis in Word, PowerPoint, and Excel. · Must have demonstrated experience using Microsoft Office Suite mail merge functions. · Must be reliable and experienced in handling a variety of duties interchangeably. · Must have excellent communication and organizational skills and interact effectively with all levels of management, employees, and the public. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Other Important Information ? Subject to a physical examination/drug test and background check to verify
information regarding education, employment history, vehicle and criminal history. Only resumes with salary history will be considered. Only qualified candidates will receive consideration. Relocation is not available for this position. Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

Application Instructions: If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrarr.com

Contact: Human Resources
Address: 547 West Jackson Blvd., Chicago, IL 60661
Phone: 312-322-4070
Fax: 312-322-8937

Job ID: 3183969
Expires: 09/21/2013
Job Title: Web Content Writer & design
Company: US Heating System
Job Type: Co-op, Freelance, Full Time, Internship, Part Time, Seasonal, Volunteer
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Lincolnwood, IL 60712
Salary:

Job Description: U.S Heating System is manufacturer/distributor of radiant heating systems and solar heating systems for residential use and have opening for Web Content Writer & design Are you skilled and creative in content writing? Can you utilize stylistic and editing best practices? Do you have a thirst for learning about new green technologies? Then this job for you! U.S Heating System Inc is currently seeking a part time/full time content Writer & design to help support our online department. We need someone who knows how to write and edit content suitable for the moving industry. Flexible Hours: perfect position for students or if you have already have part time job and looking for 2nd part time job . Applicants should have : 1. Have 2-5 years of experiences providing effective in a time efficient manner with Bachelor's degree (in progress is OK). 2. Have knowledge in writing . 3. Be able to multi-task . 4. Have a positive attitude . 5. Creative thinker with great organization skills and able to work independently, as well as part of a team. 6. Be detail oriented. 7. Takes ownership of issues and do what it takes to complete projects. 8. experience in HTML ,Macromedia and Photoshop. 9. Understand Ebay, Amazon and Google Shopping online stores

Contact: Etai Sooliman
Address: 6445 N. Hamlin Ave, Lincolnwood, IL 60712
Phone: 866-537-8232
Email: jobs@usheatingsystem.com

Job ID: 3184503
Expires: 10/22/2013
Job Title: Cooks & Lead Cooks
Company: Brunswick's Tavern '45
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Buffalo Grove, IL 60089
Salary: Competitive Hourly Pay

Job Description: Position Summary: As an important team member of Brunswick's, the Cook prepares food items according to Company standards to ensure exceptional guest service. Roles and Responsibilities: · Works evenings and weekends to ensure the delivery of exceptional guest service by preparing and cooking food items in accordance with Company guidelines and specifications. · Cleans and maintains food preparation equipment and areas. · Greeting guests with genuine enthusiasm as they enter the center and then throughout the center in accordance with the 10/5 rule (when approaching guests, acknowledge through eye contact within 10 feet, verbally acknowledge within 5 feet). · Embraces S.T.A.R.T (Show Your Smile, Tell Them Hello, Act Enthusiastically, Really Care and Thank Everyone) and applies the concept to all employee and guest interactions. · Embodies and demonstrates the key behaviors associated with the Brunswick Bowling Retail values of guest service, passion for bowling and entertainment, integrity and teamwork. · Completes opening, daily and closing procedures/checklists in accordance with company policies and procedures. · All other related responsibilities and projects as required. Apply online at www.brunswicks.com Brunswick's is an Equal Opportunity and Affirmative Action Employer (Minorities/Females/Disabled/Veterans)

Job Requirements: Skills & Experience · One year of experience as a cook in a casual dining restaurant. · Ability to follow written and oral instructions. · Attention to detail, self-motivated, service oriented, able to multi-task, prioritize and meet deadlines in a fast-paced environment with changing needs. Education · High school diploma or equivalent preferred.

Application Instructions: Apply online at www.brunswicks.com Brunswick's is an Equal Opportunity and Affirmative Action Employer (Minorities/Females/Disabled/Veterans)

Contact: Christina Minneci
Address: 350 McHenry Road, Buffalo Grove, IL 60089
Phone: 847-735-4365
Apply Online: https://www.brunswickcareers.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExternal.searchJobs&searchLocationID=827
Job ID: 3185833
Expires: 12/24/2013
Job Title: PT Sales Associate Positions
Company: Cole Haan
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary:
Job Description: We are looking for part-time sales associates to join the Cole Haan team at our new Fashion Outlets of Chicago location in Rosemont, IL.
Application Instructions: Please apply to positions for the Rosemont, IL location.
Contact: Morgan Crull
Address: 5220 Fashion Outlets Way, Rosemont, IL 60018
Phone: 312.371.2492
Email: morgan.crull@colehaan.com
Apply Online:
http://www1.apply2jobs.com/colehaan/HVExt/index.cfm?fuseaction=mHVExternal.showPositions

Job ID: 3185861
Expires: 09/24/2013
Job Title: Part-time Stockroom Processors
Company: HomeGoods
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Northbrook, IL 60062
Salary: 8.50-8.75
Job Description: Back to school? Holidays are coming up. If you are looking to supplement your income. We are looking for you to join us. Stock Processing Associate: Assist unloading, sorting, staging and categorizing of merchandise Plan and execute movement of merchandise to the processing area Ensure security tagging of merchandise as required Collection of damaged merchandise from designated areas Assist with special projects as needed Skills Summary: Demonstrates an energetic and positive attitude Ability to work in a fast-paced environment, handle multiple priorities, and learn new procedures. Ability to communicate effectively with peers and management Ability to work as part of a team, but also able to work independently
with little supervision Available to work a flexible schedule, which may include early morning.

**Application Instructions:** Please apply in person and referred by ccjobnet.

**Contact:** Armi E.

**Address:** 840 Suite T Willow Road, Northbrook, IL 60062

**Phone:** 847-412-9937

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**Job ID:** 3185863  
**Expires:** 09/24/2013  
**Job Title:** Part-time Merchandise/Cashier  
**Company:** HomeGoods  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Northbrook, IL 60062  
**Salary:** 8.50-8.75

**Job Description:** Job Description: We are looking for part-time cashiers that are detail and customer service oriented Ability to work a flexible schedule, including nights and weekends Good verbal skills Energetic and enthusiastic Professional appearance Ability to stand for extended periods of time Willingness to work as part of a team. Please call 847-412-9937 to set up an interview.

**Application Instructions:** Please apply in person and referred by ccjobnet

**Contact:** Armi E.

**Address:** 840 Suite T Willow Road, Northbrook, IL 60062

**Phone:** 847-412-9937

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**ACCOUNTING**

**Job ID:** 3125588

**School Job ID:** MVCC

**Expires:** 10/07/2013

**Job Title:** Night Audit - Front Office

**Company:** SpringHill Suites by Marriott Chicago Southwest at Burr Ridge

**Job Type:** Full Time, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:**

**Job Target:** Accounting

**Location:** Burr Ridge, IL 60527
Salary:

Job Description: JOB TITLE: NIGHT AUDIT Department: Front Office Reports To: Front Office Manager / Assistant Front Office Manager /or Front Desk Supervisor

PURPOSE: Responsibilities include, but are not limited to, posting and balancing room, restaurant and bar guest folio charges. Maintain files and reset systems for next day operations. Greets and assists with late guest arrivals and departures by handling guest check-ins and check-outs while providing prompt and courteous service, including receiving telephone calls, guest requests, guest reservations, faxes and ensuring complete guest satisfaction during PM shift.

RESPONSIBILITIES:
- Run audit reports/journals from Front Office Systems.
- Prepares daily revenue reports by auditing system accounts and journals to breakdown revenue for food and beverage operations.
- Makes corrections and adjustments and handles all computer problems that might occur throughout shift.
- Complete the segmentation report nightly and include the rate denial report and email to your revenue analyst and copy your RDO and GM.
- Input all revenue, expenses, and allowances to generate the daily reports such as the Guest Ledger Summary and any Daily Food and Beverage Operations Summary. Use the segmentation report to enter the room revenue information on the daily.
- Balances all revenue and settlement accounts nightly, maintain files and reset the system for next day operations.
- Ensures that all reports and back-up vouchers are complete and filed properly.
- Ensures that all necessary copies of documents/back-up and reports of daily work are sent to the proper person handling A/R, A/P, and Payroll.
- Reviews and corrects discrepancies in the Front Desk System.
- Ensures complete guest satisfaction.
- Check-in and check-out of the guest.
- Complete guest registration process.
- Must be familiar with computer systems for guest reservation information.
- Must verify and imprint guest credit cards for authorization.
- Must be well versed in cash handling and accurately balance house bank.
- Assigns guests rooms based on preferences and availability.
- Drives the Revenue Management process.
- Handling guest concerns in a tactful manner and achieving resolution.
- Answers questions in regards to the hotels facilities and services.
- Answering telephones and booking reservations.
- Answering Guest inquiries and recommending local area restaurants, points of interest, or needs for transportation.
- Handling guest needs in a timely manner.
- Maintaining cleanliness of front desk, lobby and back office.
- Following up with Guest check-ins, complaints, and other requests.
- Interacting with other departments and employees to ensure a good working relationship for guest needs.
- Understands all Emergency procedures for incidents, accidents, fire, safety, or criminal activity.
- Participates on the hotel Quality Standards and Service are maintained for Property, Product, and People.
- Ensure that all brand requirements are completed daily. (zip outs/express checkouts, Comp FB, etc)
- Must be able to work all shifts or varying schedules to support business needs.
- Ensures Security for the hotel's customers, employees, and property assets.

NIGHT AUDIT Job Description
- Supports established policies and procedures for Alliance Hospitality and the hotel's brand.
- Responsible for following instructions and performing work as assigned by a supervisor or manager.

TECHNICAL SKILLS:
- Must have exceptional knowledge in accounting operations to include all aspects of accounts receivable, accounts payable etc.
- Must have exceptional mathematical skills and ability to operate a 10 key

Application Instructions: Please send cover letter and resume to email: anelson@alliancehospitality.com

Contact: Abigail Nelson
Job ID: 3143437
School Job ID: MVCC
Expires: 09/22/2013
Job Title: Credit Counselor / Collector
Company: Collections Systems Incorporated
Job Type: Part Time
Degrees Wanted: Diploma
Majors Wanted: Office Assistant
Job Target: Accounting
Location: Oak Brook, IL 60523
Salary: $9.30 - $10.15 p/h
Job Description: Account servicing. Major phone work. Part-time - possible full-time. Range: $9.30 to $10.15 per hour. Calling health care, receivables and credit counseling.
Application Instructions: Please email or fax cover letter and resume as soon as possible.
s.anderson@csi-ncc.us Fax: 630-528-5010
Contact: Scott Anderson
Address: 815 Commerce Drive Suite 270, Oak Brook, IL 60523
Phone: 630-528-5100 Ext 420
Fax: 630-528-5010
Email: s.anderson@csi-ncc.us

Job ID: 3163656
Expires: 09/06/2013
Job Title: Payroll Specialist
Company: Alternative Staffing Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Accounting
Job Target: Accounting
Location: Cicero, IL 60804
Salary: $15 to $18 per hour
Job Description: Job responsibilities include: ·Process all temporary employee weekly and Lease checks ·Enters payroll data into computer program and posts to payroll records. ·Reviews
wages computed and corrects errors to ensure accuracy of payroll. ·Records changes affecting net wages for each employee to update master payroll records. ·Compiles payroll data (hours worked) from time sheets and other records. ·Records data concerning transfer of employees between departments ·Audits payroll records to ensure accurate processing ·Adhere to delivery schedule of checks for lease and weekly employees ·Process and reconcile all customer invoices and distribute via fax, email, of regular mail ·Produce, process, and distribute all work tickets for next pay period ·Upload payroll hours to complete payroll for specific customers as well as produce invoices for specific customer from our Biometric time capturing software ·Interact with accounts on billing questions/discrepancies ·Resolve pay discrepancies with employees ·Process, update and monitor wage garnishments and child support notices in company database. ·Create and maintain all reporting to the individual states for all child support and wage garnishments. ·All other duties assigned.

Job Requirements: Clear criminal background, valid drivers license, drug test, and authorization to work in the United States. Works hours will vary depending on work load. Must be flexible to work a 10 hour shift if necessary. Hours will be approximately Monday through Thursday 7 to 6 with a non-paid 1-hour lunch

Application Instructions: email janete@altstaff.com

Contact: janette Martir

Address: 5620 W. Cermak Road, Cicero, IL 60804

Phone: 773-263-9347
equipment. · Assist in the preparation of monthly reports · Greet clients and direct them to the conference room. · Receive, distribute and send mail and faxes. · Verify high speed internet availability at new prospect locations. · Participate in other projects needed to improve business operational efficiency. Education/Background: · 2 years of experience in an administrative/bookkeeping role · Required · Experience with QuickBooks · Required · Comfortable working with computers and all things technology · Preferred · Bachelor's degree · Preferred Personal Traits: The ideal candidate will: · Have excellent communication skills. Must be able to understand technical support requests and extract relevant data from customers. · Be customer focused. · Have strong problem solving skills. · Be able to make judgment decisions and adapt to changing work situations. · Be able to multi-task and attend to detail at the same time. · Confidently communicate with various personalities at all levels. · Like working as part of a team. · Patient, kind, calm and efficient · Be comfortable with technology. Full-time · Competitive Salary + Benefits · Group health insurance plan · Paid vacation + personal days · Fun, fast-place to work

Application Instructions: Please submit a cover letter and resume with your application addressed to: Stuart Gabel Solus LLC 7370 N Lincoln Ave Suite 100 Lincolnwood, IL 60712

Contact: Stuart Gabel
Address: 7370 N Lincoln Ave Suite 100, Lincolnwood, IL 60712
Phone: 847-965-8044
Email: careers@solus.net

Job ID: 3169733
Expires: 09/12/2013
Job Title: Administrative Specialist
Company: Consulting Actuarial Group
Job Type: Part Time
Degrees Wanted: Associates, Bachelors, Masters
Majors Wanted: Accounting, Accounting & Business Administration, Financial Services, Human Resource Management, Microsoft Office Specialist, Office Assistant
Job Target: Accounting
Location: Northfield, IL 60093
Salary:

Job Description: An established, successful Retirement Benefits Administration company located in the northern Chicago suburbs looking for an entry-level Administrative Specialist to work part time (20-25 hours a week) completing various administrative tasks. We are looking for a positive, highly motivated, organized, reliable, friendly and professional team player, with an attention to detail and ability to prioritize. Position could evolve into full-time if able to learn quickly and increase responsibilities. Responsibilities: · Answering, screening and transferring inbound phone calls · Preparation of correspondence, reports, presentations, and mail for distribution · Faxing, scanning, and copying of documents · Updating database of contact and client information · Perform initial phase of 401(k) plan testing utilizing Excel · Assisting with
401k loan/distribution processing · Monitoring and ordering office supplies · Performing work-related errands such as going to the post office and bank · Other duties and projects as assigned.

**Job Requirements:** Requirements: · General knowledge of Windows operating system · Ability to answer phones professionally, forward calls and take messages · Moderate to advanced knowledge of Microsoft Word and Excel required; · Knowledge of Adobe Acrobat and PDF creation/modification · Familiarity with scanning, copying, faxing, and filing office documents · Ability to speak and write English fluently and effectively · Highly organized with meticulous attention to detail · Strong interpersonal skills and integrity to handle sensitive and confidential information; ability to establish and maintain positive working relationships across the organization and with external parties. Proactive, team-oriented person; personable, upbeat, "can-do" attitude. Training will be done on-site; knowledge of 401(k) administration, accounting, or benefits would be helpful.

**Application Instructions:** Please email resume to HR1@cag401k.com

**Contact:** Kimberly Handler

**Email:** HR1@cag401k.com

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**Job ID:** 3182047  
**Expires:** 09/20/2013  
**Job Title:** Part Time Teller / Sales Associate  
**Company:** TCF BANK  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Accounting  
**Location:** Zion, IL 60099  
**Salary:**  

**Job Description:** Great careers happen here! This is no ordinary retail bank job! This is a career opportunity with a well defined and structured career path to management with a competitive base pay and the chance to earn incentives! Working at TCF Bank is a chance to learn the banking industry while sharpening cutting edge sales skills and networking with other businesses. Our Banking Sales Representatives have the challenging and rewarding job of working with our customers in our branches while managing sales events, cold calling, calling on local businesses and selling TCF products and services outside our branches. TCF Bank is open 7 days a week and offers multiple shifts. Job Description: Actively promote, sell and refer TCF products and services to potential customers. Utilize networking and paid training to drive sales. Make cold calls and participate in organized sales events. Achieve challenging individual and team sales goals. Spend a significant amount of time working at outside sales events. Answer inquiries taught in paid training classes, regarding checking and savings accounts and other bank regulations and policies. Accurately balance daily transactions in a manner that ensures TCF's high standards and high level of customer service are maintained.

**Job Requirements:** -High school diploma or GED, or currently enrolled in High School -
Resilient attitude towards achieving challenging sales goals - Ability to confidently approach prospective TCF customers - Effective communication skills - Available to work retail hours including evenings, weekends, and holidays - Ability to perform necessary calculations and transactions - Must successfully complete technical training and pass test standards

Preferred Qualifications: - 6 months of continuous work experience - Retail sales, cash handling, and customer contact experience - Bilingual Spanish

**Application Instructions:** Apply Online

**Contact:** Jessica Terwilliger

**Address:** 800 Burr Ridge Prky, Burr Ridge, IL 60527

**Phone:** 262-552-3707

**Fax:** 262-697-5779

**Apply Online:** https://tcfbank.com/about-tcf_career-opportunities.aspx

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**Job ID:** 3182049

**Expires:** 09/20/2013

**Job Title:** Part Time Teller / Sales Associate

**Company:** TCF BANK

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Accounting

**Location:** Spring Grove, IL 60081

**Salary:**

**Job Description:** Great careers happen here! This is no ordinary retail bank job! This is a career opportunity with a well defined and structured career path to management with a competitive base pay and the chance to earn incentives! Working at TCF Bank is a chance to learn the banking industry while sharpening cutting edge sales skills and networking with other businesses. Our Banking Sales Representatives have the challenging and rewarding job of working with our customers in our branches while managing sales events, cold calling, calling on local businesses and selling TCF products and services outside our branches. TCF Bank is open 7 days a week and offers multiple shifts. Job Description: Actively promote, sell and refer TCF products and services to potential customers. Utilize networking and paid training to drive sales. Make cold calls and participate in organized sales events. Achieve challenging individual and team sales goals. Spend a significant amount of time working at outside sales events. Answer inquiries taught in paid training classes, regarding checking and savings accounts and other bank regulations and policies. Accurately balance daily transactions in a manner that ensures TCF's high standards and high level of customer service are maintained.

**Job Requirements:** - High school diploma or GED, or currently enrolled in High School - Resilient attitude towards achieving challenging sales goals - Ability to confidently approach prospective TCF customers - Effective communication skills - Available to work retail hours including evenings, weekends, and holidays - Ability to perform necessary calculations and
transactions -Must successfully complete technical training and pass test standards Preferred Qualifications: -6 months of continuous work experience -Retail sales, cash handling, and customer contact experience -Bilingual Spanish

Application Instructions: Apply Online
Contact: Jessica Terwilliger
Address: 800 Burr Ridge Prky, Burr Ridge, IL 60527
Phone: 262-552-3707
Fax: 262-697-5779
Apply Online: https://tcfbank.com/about-tcf_career-opportunities.aspx

Job ID: 3182052
Expires: 09/20/2013
Job Title: Bilingual Spanish Teller / Sales Associate
Company: TCF BANK
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Accounting
Location: Waukegan, IL 60079
Salary: 9.39+

Job Description: Looking for a better career opportunity? Great careers happen here! This is no ordinary retail bank job! This is a career opportunity with a well defined and structured career path to management with a competitive base pay and the chance to earn incentives! Working at TCF Bank is a chance to learn the banking industry while sharpening cutting edge sales skills and networking with other businesses. Our Banking Sales Representatives have the challenging and rewarding job of working with our customers in our branches while managing sales events, cold calling, calling on local businesses and selling TCF products and services outside our branches. TCF Bank is open 7 days a week and offers multiple shifts. Job Description: -Actively promote, sell and refer TCF products and services to potential customers. -Utilize networking and paid training to drive sales. -Make cold calls and participate in organized sales events. -Achieve challenging individual and team sales goals. -Spend a significant amount of time working at outside sales events. -Answer inquiries taught in paid training classes, regarding checking and savings accounts and other bank regulations and policies. -Accurately balance daily transactions in a manner that ensures TCF's high standards and high level of customer service are maintained.

Job Requirements: Qualifications: -High school diploma or GED, or currently enrolled in High School -Resilient attitude towards achieving challenging sales goals -Ability to confidently approach prospective TCF customers -Effective communication skills -Available to work retail hours including evenings, weekends, and holidays -Ability to perform necessary calculations and transactions -Must successfully complete technical training and pass test standards Preferred Qualifications: -6 months of continuous work experience -Retail sales, cash handling, and
customer contact experience - Bilingual Spanish

Application Instructions: Apply Online

Contact: Jessica Terwilliger
Address: 800 Burr Ridge Prky, Burr Ridge, IL 60527
Phone: 262-552-3707
Fax: 262-697-5779
Email: jterwill@tcfbank.com
Apply Online: https://tcfbank.com/about-tcf_career-opportunities.aspx

ACTUARIAL SCIENCE

Job ID: 3169733
Expires: 09/12/2013
Job Title: Administrative Specialist
Company: Consulting Actuarial Group
Job Type: Part Time
Degrees Wanted: Associates, Bachelors, Masters
Majors Wanted: Accounting, Accounting & Business Administration, Financial Services, Human Resource Management, Microsoft Office Specialist, Office Assistant
Job Target: Actuarial Science
Location: Northfield, IL 60093
Salary:

Job Description: An established, successful Retirement Benefits Administration company located in the northern Chicago suburbs looking for an entry-level Administrative Specialist to work part time (20-25 hours a week) completing various administrative tasks. We are looking for a positive, highly motivated, organized, reliable, friendly and professional team player, with an attention to detail and ability to prioritize. Position could evolve into full-time if able to learn quickly and increase responsibilities. Responsibilities: · Answering, screening and transferring inbound phone calls · Preparation of correspondence, reports, presentations, and mail for distribution · Faxing, scanning, and copying of documents · Updating database of contact and client information · Perform initial phase of 401(k) plan testing utilizing Excel · Assisting with 401k loan/distribution processing · Monitoring and ordering office supplies · Performing work-related errands such as going to the post office and bank · Other duties and projects as assigned.

Job Requirements: Requirements: · General knowledge of Windows operating system · Ability to answer phones professionally, forward calls and take messages · Moderate to advanced knowledge of Microsoft Word and Excel required; · Knowledge of Adobe Acrobat and PDF creation/modification · Familiarity with scanning, copying, faxing, and filing office documents · Ability to speak and write English fluently and effectively · Highly organized with meticulous attention to detail · Strong interpersonal skills and integrity to handle sensitive and confidential information; ability to establish and maintain positive working relationships across the organization and with external parties. Proactive, team-oriented person; personable, upbeat,
"can-do" attitude. Training will be done on-site; knowledge of 401(k) administration, accounting, or benefits would be helpful.

**Application Instructions:** Please email resume to HR1@cag401k.com

**Contact:** Kimberly Handler

**Email:** HR1@cag401k.com

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**ADMINISTRATION**

**Job ID:** 3168739

**Expires:** 10/31/2013

**Job Title:** Office Manager

**Company:** Solus LLC

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Accounting, Accounting & Business Administration, Computer Information Systems, Computer Science, Office Assistant

**Job Target:** Administration

**Location:** Lincolnwood, IL 60712

**Salary:** Competitive with Benefits

**Job Description:** The Office Manager will be the first point of contact with our customers, and will be expected to do the following: Responsibilities: · Responsible for timely processing of all accounts payable, accounts receivable and payroll in QuickBooks. · Prepare bank deposits. · Monitor collections, making follow up calls with customers as needed. · Act as a liaison between employees and the accounting department. · Order computer equipment, licenses and office supplies from vendors as needed. · Receive and intelligently answer phone calls from customers and vendors. · Enter telephone and email support requests into Solus’ ticket database, routing calls to the correct department. · Review open issues and ensure all trouble tickets are prioritized and attended to on a timely basis. · Enter inventory and arrange for return of defective equipment. · Assist in the preparation of monthly reports · Greet clients and direct them to the conference room. · Receive, distribute and send mail and faxes. · Verify high speed internet availability at new prospect locations. · Participate in other projects needed to improve business operational efficiency. Education/Background: · 2 years of experience in an administrative/bookkeeping role - Required · Experience with QuickBooks - Required · Comfortable working with computers and all things technology - Preferred · Bachelor's degree - Preferred Personal Traits: The ideal candidate will: · Have excellent communication skills. Must be able to understand technical support requests and extract relevant data from customers. · Be customer focused. · Have strong problem solving skills. · Be able to make judgment decisions and adapt to changing work situations. · Be able to multi-task and attend to detail at the same time. · Confidently communicate with various personalities at all levels. · Like working as part of a team. · Patient, kind, calm and efficient · Be comfortable with technology. Full-time · Competitive Salary + Benefits · Group health insurance plan · Paid vacation + personal days · Fun, fast-pace place to work
Application Instructions: Please submit a cover letter and resume with your application addressed to: Stuart Gabel Solus LLC 7370 N Lincoln Ave Suite 100 Lincolnwood, IL 60712

Contact: Stuart Gabel
Address: 7370 N Lincoln Ave Suite 100, Lincolnwood, IL 60712
Phone: 847-965-8044
Email: careers@solus.net

Job ID: 3171754
Expires: 08/26/2013
Job Title: Employee Services Intern
Company: Illinois Tollway
Job Type: Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Administration
Location: Downers Grove, IL 60515
Salary: $12-14/hr

Job Description: o Must be available to work a minimum 30 hours per week. o A strong knowledge of computer applications including Microsoft Word, Excel, and Outlook is required. o Familiarity with creating spreadsheets, charts, graphs, and reports is highly preferred. o A high school diploma or GED. o Current enrollment in a college or professional certification program such as Human Resources Management. o Business Administration, Industrial Psychology, or related field is required.

Application Instructions: Go to illinoistollway.com, click on 'Employment' and apply there.

Contact: Arsalan Haq
Address: 2700 W Ogden Ave, Downers Grove, IL 60515
Phone: 630-241-6800 x2323

Job ID: 3173424
Expires: 10/14/2013
Job Title: Part Time Recruiter, Staffing agency
Company: Jepsen Investments, Inc.
Job Type: Part Time
Degrees Wanted: Bachelors, Certificate, License
Majors Wanted: Any Major
Job Target: Administration
Location: Park Ridge, IL 60068
Salary: 13/hour
Job Description: Part Time Recruiter, Staffing agency Our agency, located in Park Ridge, IL provides staffing solutions to our clients on a temporary, temp-to-hire and direct hire basis. We are experiencing continued growth and are seeking a solid performer to join our company. We seek an upbeat individual who is determined to come into work everyday and be proactive. There strong preference is for a recent college graduate. This position will support our three divisions; Financial Staffers, LabPersonnel and Managed Care Staffers. This is an "in-office" position where one's skills using the computer and Internet job boards to post and recruit for candidates is essential. Training will be provided. This is a position where one's success is limited only by one's ability to work diligently and communicate effectively with candidates and clients in filling staffing needs. Initially this will be a 20 hour per week position and would be expected to be full time within 6 to 12 months. This compensation for the position includes an hourly wage of $13.00/hr. This position has the opportunity to earn monthly commissions after the first three month trial period. Yearly bonuses are also paid based on total company performance. Monthly commissions are based on personal performance. Candidates qualify for substantial direct hire placement commissions immediately. If you are interested please email Christopher Jepsen at cjepsen@managedcarestaffers.com immediately. Upon review of qualified resumes, candidates will be requested to do on-line computer competency testing. Drug and criminal background checks will be conducted on the selected candidates prior to starting. This is an immediate need so apply today.

Application Instructions: If you are interested please email Christopher Jepsen at cjepsen@managedcarestaffers.com immediately. Upon review of qualified resumes, candidates will be requested to do on-line computer competency testing. Drug and criminal background checks will be conducted on the selected candidates prior to starting. This is an immediate need so apply today.

Contact: Christopher Jepsen

Address: 2604 Dempster Street Suite: 305, Park Ridge, IL 60068
Phone: 847-390-0370
Email: cjepsen@managedcarestaffers.com

ADVERTISING

Job ID: 2808794
Expires: 10/15/2013
Job Title: Outside Sales Account Manager
Company: American Marketing & Publishing
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Advertising
Location: IL, IN, IA, KY, MI, MN, NE, OH, TN, WI
Salary:
Job Description: Our Account Managers manage five community sales campaigns in their first year of employment within 45 minutes of their home. They meet face to face with the owners and managers of every business located in their protected territory. Account Managers are responsible for selling traditional local directory advertising and mobile marketing services to these merchants by implementing the proven HomePages® Sales and Marketing Program. Each of our 50,000 customers receives an in-person call to renew their participation in our community directories. Additionally, our reps identify and close a significant volume of new business and they introduce our established advertising customers to effective and practical text marketing products. Our sales people must be smart, ambitious and able to see a project through to its successful completion. In-person prospecting and the ability to stay focused on a goal is critical to succeeding in this position. Our successful employees share a number of common sales traits, including an ability to stay organized, a willingness to work very hard and a high level of interpersonal persuasive skills. Our salary, commission and bonus plan offers exceptional earning opportunities. In 2011, the company's average full year sales compensation was just above $70,000, with top performers consistently earning more than six figures. Combined with the broad array of benefits described below, and in light of the tremendous prospects for growth inherent in our nationally unique business model, joining the HomePages® sales team can be one of the most lucrative, challenging and rewarding opportunities that you will come across in a lifetime. We Offer: · Base Salary, Commissions, and Bonuses. (Realistic First Year $55,000+) · Excellent Health, Prescription Drug, Vision, Dental & Life Insurance (Blue Cross/Blue Shield) · Car Allowance and Company Cell Phone. · 401K · Extensive Paid Professional Training Programs · Generous Time Off including three weeks PTO and nine additional Paid Holidays. · Significant Recognition and Incentive Programs · Consistent Internal Promotions into Senior Sales and Sales Management. Job Responsibilities of Outside Sales Representative: Each day you will hit the field early or stay late (and sometimes both) approaching 40 local business owners in your assigned community to present HomePages® advertising and online solutions. · From those 40 in person calls, you will average 8-12 decision maker presentations, resulting in several sales daily. · This is a fun, fast paced, pavement pounding, deadline driven, presentation-oriented position with a short sales cycle, and many times, a one-call close. Job Requirements of Outside Sales Account Manager: · Must be able to make a great first impression and build instant rapport. · Must be highly organized and demonstrate excellent follow-up skills. · Must enjoy hunting sales and have enthusiasm for in-person, business-to-business cold calling · Must be self motivated and able to work independently. · Must demonstrate good judgment and consistent professionalism while working with all members of the business community in our towns. · Must be concise and confident asking for the sale in a one call close. · We are an Equal Opportunity Employer

Contact: Becky McDonald
Address: 915 E. Lincoln Hwy., Dekalb, IL 60115
Phone: 815-756-2840 x4404
Email: careers@homepagesdirectories.com

Job ID: 3151613
Expires: 08/29/2013
Job Title: Sales - Inside
Company: The Facts Media (aka Movie Facts, Inc. & Healthy Facts)
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Advertising
Location: FL, IL, IA
Salary: Varies
Job Description: Sell display advertising over the phone to businesses in our national publications.
Job Requirements: Must have excellent communication skills and enthusiasm on the phone. A great work ethic and a desire to earn top dollars will increase your success in this job.
Application Instructions: Instead of email or fax, we prefer that you CALL with your best communication skills, to the office that is most convenient to your location: Des Plaines: 847-299-9700 Elgin: 847-741-1200 Joliet: 815-553-0495 Rockford: 815-395-1070 South Beloit: 779-475-0688 Quad Cities (Rock Island): 309-206-4950 Port Charlotte, FL: 941-625-8800
Contact:
Phone: 800-345-4324
Email: hr@moviefactsinc.com

ARCHITECTURE

Job ID: 3182382
Expires: 09/21/2013
Job Title: Architect Graduate
Company: TKDA
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Architecture
Job Target: Architecture
Location: Downers Grove, IL 60515
Salary: $37,000 - $47,000
Job Description: TKDA has an opportunity for a Graduate Architect to work alongside our experienced Rail Division team located in Chicago. The primary responsibility will be to support our senior architects and project managers in applying architectural techniques, procedures and modifications to architectural construction documents. Assist to select and recommend procedures, write specifications covering architectural matters and perform code reviews. Some travel is required. Responsibilities: Perform routine preliminary and/or final design work on assigned projects. Research materials, code requirements and prepare specifications. Prepare routine reports and estimates of construction costs. Assist with design calculations and
specifications, and prepare report figures and exhibits. Perform work assignments in accordance with established schedules and within prescribed budget. Build a strong working relationship with clients and team members. Assist with project scheduling, construction administration and coordination of work. Proficient Software Skills: Autocad Revit Photoshop Illustrator Required: Bachelors Degree in Civil Engineering Excellent written and oral communication skills Highly motivated to successfully interact with clients, the public and team members Must pass E-Railsafe Background Screening Valid Driver's License Must be legally able to work in the United States of America

Job Requirements: Valid Driver's License Ability to Travel

Application Instructions: Please visit our website and apply on-line: http://www.TKDA.com

Contact: Kathy Colvin
Address: 444 Cedar Street, Suite 1500, Saint Paul, MN 55101
Phone: (651) 292-4526
Fax: (651) 292-0083
Email: kathy.colvin@tkda.com
Apply Online: http://www.tkda.com/careers.php

BUILDING AND CONSTRUCTION TRADES AND TECHNOLOGY

Job ID: 3132682
Expires: 12/12/2013
Job Title: Vocational/Industrial Arts/Career Teachers - IL
Company: The Menta Group - IL & AZ
Job Type: Full Time
Degrees Wanted: Bachelors, Certificate
Majors Wanted:
Job Target: Building and Construction Trades and Technology
Location: Nokomis, Illinois, IL
Salary: Comparable for area & position

Job Description: Special Education Services, an affiliate of The Menta Group, serves severe social-emotional and learning disabled students in the states of Illinois and Arizona. Our expanding program development and student population demands our hiring additional teaching staff. All of our programs post their open teaching positions on our website, and feature an easy-to-complete application process. Our educational services are intended to meet both the developmental and individual learning needs of each student. Classrooms are designed to be active learning environments where young people have the opportunity to experience educational and behavioral success on a daily basis. Clinicians are available to address the social-emotional struggles that high risk students frequently encounter. Whenever possible, clinical interventions are integrated into daily educational activities so that students are exposed to pro-social skills when such skills are most relevant to success in the classroom within a safe and positive environment for young people to grow and learn. Small class size, intensive clinical services, and
a competently trained staff of educators combine to make all of our Education Centers a positive and dynamic place to learn. Vocational building trades' instructor will be responsible for the classroom instruction and hands on application. Staff will use onsite training as well as appropriate field trips to job sites and or manufacturers, trade schools in the vicinity of the school site. This staff member will be responsible for setting up a basic work area, maintaining equipment in a safe working order and general work safety instruction of students. The development of projects designed to aide in the skills being developed during the school year are a requirement. The full time position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications. All of our programs post their open teaching positions on our website and feature an easy-to-complete application process. Apply at: www.thementagroup.org/careers/apply All of these positions are described in job postings at our web site. Each program has an informational web page. This allows you to have much more direct contact with the program staff. ILLINOIS/MID-STATE & CHICAGO METRO AREA Nokomis, IL Cornerstone Academy- Construction Trades Instructor Fax: 217-563-7606 Barb.daugherty@menta.com

Job Requirements: We are looking for someone with prior teaching experience or the ability for the person to obtain a high school, special education, and/or vocational teaching certificate. (4000 Hrs of documented work experience in the related field of expertise) This person will work collaboratively work with academic teachers to bridge the academic and vocational skills required to graduate high school. We are looking for retired trades' person in each of the desired areas or someone who has the passion and love to teach his or her trade to the young people in our schools.

Application Instructions: www.thementagroup.org/careers/apply See more specific information above in the job description. ILLINOIS/MID-STATE & CHICAGO METRO AREA Nokomis, IL Construction Trades Instructor Barbara Daugherty Fax: 217-563-7606 Barb.daugherty@menta.com

Contact: Charles F. Hejny
Address: 195 N. Poplar Road, North Aurora, IL 60542
Phone: 630-907-2400
Fax: 630-907-0197
Email: chuck.hejny@menta.com
Apply Online: http://www.thementagroup.org/careers/apply

Job ID: 3170367
Expires: 09/12/2013
Job Title: JR Plant Manager
Company: Loop Paper Recycling
Job Type: Full Time

Degrees Wanted: Associates, Bachelors

Majors Wanted: Business Management, Construction Management, Industrial Electrician, Small Business Management, Welding
Job Target: Building and Construction Trades and Technology  
Location: Northlake, IL 60164  
Salary: $35,000-$38,000  

Job Description: Plant Manager/Supervisor Job Description/Duties The job of the plant Manager/Supervisor will include, but not be limited to the following items; 1. Every Monday morning, due at 8:00am to accounting department, is the detail physical inventory of all Paper, plastic, skids, fuel, wire and any other containers/items on hand. 2. Every morning the daily summary inventory is due to the Operations Manager, Shipping/Receiving Supervisor and accounting to ensure inventories are being maintained. 3. Every morning the daily production reports are due to the Operations Manager, Shipping/Receiving Supervisor and accounting to ensure plant operations are staying consistent. 4. Every morning, the daily fuel usage sheet is due to the shop manager/supervisor and accounting to ensure the fuel is being properly used and tracked through the plant. 5. Every morning, the 'daily asset checklist' is due to the Operations Manager, Shipping/Receiving Supervisor and accounting to ensure each asset is properly maintained and is functional. 6. Every Monday, due by 10:00am to the shop manager/supervisor is the hours & miles recap sheet for all machinery used in the plant. At that point, plant manager/supervisor should review open work orders list to see what is due for PMA, PMB, and PMC. (Balers, Lift Trucks, Wheel Loaders, Skid Steers, etc.) 7. Every Monday, complete and turn in to the HR department your plant’s weekly payroll along with each employee’s timecard (signed off on). 8. The first Monday of each month you must complete and submit to your general/operations manager, accounting and HR your facility inspection checklist which requires you to inspect all areas inside and out of facility and note any deficiencies in the designated areas. a. Each plant manager/supervisor should reference his/her corporate coverage binder which is OSHA certified. 9. Every Monday, coordinate with the shipping/receiving supervisor the schedule of what is going out for the week and what is coming in to best knowledge. This should be done daily as well to make sure the Monday expectations are being met and inventory is maintained properly. a. At this time you will also set your schedule for what commodities will be ran and when in order to keep the bins clean and be ready for corresponding outbound loads. 10. Maintain a constant presence on the floor with laborers at all times. 11. Have a conversation first thing every morning with each plant operator to discuss what needs to be done throughout the day and what is coming in and going out so they can work as efficient as possible and are ready for everything that comes through the plant that day if you are to get tied up outside of the plant. 12. Friday morning the review to the weekly book (recap) is due to the Operations Manager and accounting to ensure the prior week has been recapped and discussed with these people and ways of improving all trouble areas of the plant's operations are implemented. 13. Constantly observe the laborers and plant operations to assure that all safety guidelines are being followed. 14. The first Friday of every month you must have your monthly safety meeting with all laborers. This is to follow all OSHA regulations 15. Maintain open lines of communication and have a daily conversation with your Operations Manager first thing every day. 16. The Plant Manager/Supervisor is also responsible to maintain tons per man hour per budget, and operating costs per budget to the job description. a. These numbers will vary depending on which plant is being maintained however, utilizing the daily interaction and weekly reports you should be able to keep the tons processed per man hour as well as your operating costs per ton on line with the budgeted numbers on a weekly basis.
Application Instructions: Please email all resumes to hr@recyclingit.com

Contact: Human Resources
Address: 301 W. Lake Street, Northlake, IL 60164
Phone: 312-942-0042
Fax: 312-942-2611
Email: hr@recyclingit.com

BUSINESS

Job ID: 2974483
Expires: 03/11/2014
Job Title: Retail Management Trainee
Company: Speedway LLC
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Business
Location: IL, IN
Salary:

Job Description: Co-Manager Trainee The Co-Manager Trainee position provides true potential for advancement! About the Co-Manager Trainee Position The Co-Manager Trainee position at Speedway LLC is more than just a job, it's an opportunity. After completion of our in-depth, hands-on training program, Co-Managers are assigned to select stores to work alongside some of our most successful Store Managers. Our strong "promote from within" philosophy makes the Co-Manager Trainee position one with true potential for advancement to the ranks of Store Manager, District Manager and beyond. With nearly 1,350 stores in seven states and almost 2,000,000 customers visiting our locations everyday, we value our employees. We offer competitive salaries, bonuses and terrific benefits. The position of Co-Manager Trainee is a developmental one, focused on attracting new college graduates as well as experienced retail professionals. This is the position that will enable you to learn, grow and advance to the Store Manager position within the designated market area. Many of the responsibilities of the Store Manager will also be yours. The Co-Manager is involved in: · Developing and directing the store's employees · Completing cash handling, safety, maintenance and merchandising responsibilities · Operation of the store in the Store Manager's absence · Ensuring all customers receive fast and friendly service in a clean facility every time they visit the store Are you up for a challenge? Are you looking to join an industry leader that offers unlimited opportunities? Then apply now! Benefits · Store Manager Bonus Potential of up to $3,000 / month · Pension and 401k with Company Match · $5,250 / Year Tuition Reimbursement · Health, Dental and Life Insurance · And many more benefits!

Application Instructions: Please apply online at speedway.com or via email to nmkarlson@speedway.com
Contact: Nicole Karlson  
Address: 8200 E. 185th St. Suite E, Tinley Park, IL 60487  
Phone: 708-444-7062  
Email: nmkarlson@speedway.com

Job ID: 2974498  
Expires: 03/11/2014  
Job Title: Retail Management Trainee  
Company: Speedway LLC  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Business  
Location: IL, IN  
Salary:

Job Description: Co-Manager Trainee  
The Co-Manager Trainee position provides true potential for advancement! About the Co-Manager Trainee Position  
The Co-Manager Trainee position at Speedway LLC is more than just a job, it's an opportunity. After completion of our in-depth, hands-on training program, Co-Managers are assigned to select stores to work alongside some of our most successful Store Managers. Our strong "promote from within" philosophy makes the Co-Manager Trainee position one with true potential for advancement to the ranks of Store Manager, District Manager and beyond. With nearly 1,350 stores in seven states and almost 2,000,000 customers visiting our locations everyday, we value our employees. We offer competitive salaries, bonuses and terrific benefits. The position of Co-Manager Trainee is a developmental one, focused on attracting new college graduates as well as experienced retail professionals. This is the position that will enable you to learn, grow and advance to the Store Manager position within the designated market area. Many of the responsibilities of the Store Manager will also be yours. The Co-Manager is involved in:  
· Developing and directing the store's employees  
· Completing cash handling, safety, maintenance and merchandising responsibilities  
· Operation of the store in the Store Manager's absence  
· Ensuring all customers receive fast and friendly service in a clean facility every time they visit the store  
Are you up for a challenge? Are you looking to join an industry leader that offers unlimited opportunities? Then apply now!  
Benefits:  
· Store Manager Bonus Potential of up to $3,000 / month  
· Pension and 401k with Company Match  
· $5,250 / Year Tuition Reimbursement  
· Health, Dental and Life Insurance  
· And many more benefits!

Application Instructions: Please apply online at speedway.com or via email to nmkarlson@speedway.com

Contact: Nicole Karlson  
Address: 8200 E. 185th St. Suite E, Tinley Park, IL 60487  
Phone: 708-444-7062  
Email: nmkarlson@speedway.com
Job ID: 2974501  
Expires: 03/11/2014  
Job Title: District Management Trainee  
Company: Speedway LLC  
Job Type: Full Time  
Degrees Wanted: Bachelors, Masters, MBA  
Majors Wanted: Business Management, Human Resource Management, Marketing Management, Marketing/Sales  
Job Target: Business  
Location: IL, IN  
Salary:  

Job Description: Leadership Program Participant Speedway LLC Speedway LLC is a Fortune 500 Company, owned by Marathon Petroleum Corporation. We are an American company with over 1,350 Convenience Stores in the Midwest. We are an industry leader that offers tremendous career advancement opportunities. We are looking for leaders interested in joining our growing company, that strive to deliver elite customer service by developing and directing a team of customer service experts. If you are a highly motivated, goal oriented individual, Speedway has many rewarding opportunities for you! Leadership Program Participant Position The Leadership Program Participant (LPP) position is designed for high caliber, career-minded college graduates and the experienced retail professionals. This developmental position primarily prepares an individual to oversee 12-15 retail convenience store locations as a District Manager, but may be tailored for a parallel career path position in one of the other major areas of the training program, such as: Human Resources, Marketing Coordinator, Auditor, Recruiter, Commercial Sales, Inventory Management Specialist and various Corporate positions (as openings are available). The in-depth, hands-on training program is approximately 12 months long and is divided into two phases. Phase I consists of learning store operations and an assignment of operating a store. During Phase II, the LPP receives training with field and corporate personnel, including District Managers, Human Resources, Marketing, Merchandising, and Safety and Security. Upon completion of training, LPP's promoted to District Management are responsible for: · Promoting excellent customer service · Motivating and teambuilding · Staffing, training and supervising Store Managers · Profit and Loss management (planning budgets, maximizing sales, and controlling expenses) · Implementing merchandising programs · Controlling cash and inventory A company car is provided to District Managers for business use. District Managers are also challenged by a bonus program that rewards store performance and profitability and has a payout of up to $3,000 per quarter. Speedway LLC is an Equal Opportunity Employer. Base Pay: $40,000+  
Application Instructions: Please apply online at speedway.com or via email to nmkarlson@speedway.com  
Contact: Nicole Karlson  
Address: 8200 E. 185th St. Suite E, Tinley Park, IL 60487  
Phone: 708-444-7062
Email: nmkarlson@speedway.com

Job ID: 3063728
Expires: 12/31/2013
Job Title: Marketing/Sales Specialist
Company: Aflac
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Business
Location: La Grange, IL 60525
Salary:

Job Description: Aflac Marketing/Sales Specialist Summary/Job Description We are looking for enthusiastic, career minded, self-motivated individuals for the Sales/Marketing Associate position to work in a professional business-to-business sales environment in the Chicagoland area. Extensive management opportunities are available. Prior sales experience is welcome, but not necessary. We work with business owners to augment their benefit packages by implementing Aflac programs and educating the employees about our programs. A career with Aflac encompasses marketing, sales, customer service, human resources and entrepreneurship. If you are looking for a career with a top company, that still lets you be your own boss, do not pass this one by. How We Support Our Associates: ·Brand awareness/advertising campaign ·Associate customer service toll-free numbers ·Professional orientation, training, and certifications ·Professional field marketing materials ·The latest in sales automation technology Requirements: ·Must be ambitious and self-motivated. ·Must be a success-driven self-starter. ·Must be articulate and project a presence of success. ·Must be able to communicate well with others and enjoy working with people. Benefits: Aflac's stock bonus program allows career associates to participate in the company's growth, profitability and success as a stockholder. Renewals for life ·Aflac's Associate Bonus Club (ABC) rewards associates for recruiting new members to the field force. ·Aflac associates have the opportunity to join the National Association of Professional Agents (NAPA). Training Program: **Aflac Fortune 200 Company World Class Training Program - Industry Leader** **Note: If you are trainable, prior sales experience is not necessary.**

Contact: Mike Yurczyk
Address: 1601 West 55th Street, La Grange, IL 60525
Phone: 320-293-2183
Email: aflacchicagosouth@gmail.com

Job ID: 3150888
Expires: 08/28/2013
Job Title: Manager Trainee
Company: Menards
Job Type: Full Time  
Degrees Wanted: Bachelors  
Job Target: Business  
Location: IL  
Salary: Open  
Job Description: The manager Trainee program is a very structured and defined curriculum. This program is an entry level management program preparing you to catapult a career in retail management with Menards. It allows the Manger Trainee to get accustomed to basic store procedures and learn the common policies and terminology. Manager trainees participate in comprehensive 3 month on the job training program at any our of our store locations. They will rotate through 5 departments of the store, gain knowledge and exposure, which will help in applying their management techniques. Upon completion of these 5 areas of the program, combined with willingness to relocate, Manager Trainee's can move on and take their 1st step into management as an Assistant Department Manager.  
Job Requirements: As a Assistant department manager they are gaining management experience and continuing to develop their merchandising, communication and organizational skills. Strong performance and a dedication to succeed will lead to even more promotions and responsibility. Manager trainee really do move up at their own pace and relocation can play a key role in very fast advancement.  
Application Instructions: Please apply online, at store or via email.  
Contact: Angela Blacher  
Address: 13956 South Bell, Homer Glen, IL 60491-8500  
Phone: 708-645-5481  
Fax: 708-301-5489  
Email: HMGLHR@menards.com  

Job ID: 3163080  
Expires: 10/31/2013  
Job Title: RIVER GROVE TUTORS - Summer / Fall - 20-60 dollars/hour  
Company: WheresMyTutor  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Business  
Location: River Grove area, IL  
Salary: $20-$60+/hour  
Job Description: Part-time *LATE SUMMER / FALL TUTORS* needed for all subjects and
age-levels in (and around) the RIVER GROVE area. Currently our company has an immediate need for tutors who are able to work right away during the late Summer months (and even beyond into the 2013-2014 school year as well). We need tutors NOW as the amount of "Tutoring Requests" we've been receiving from parents/students has increased substantially since the beginning of Summer. This increase is due to students requiring additional homework support and more all-around academic tutoring as their *Summer School* classes continue to become more and more difficult... As a tutor you'll be able to pick and choose which local students that you'd like to work with. Additionally tutors get to set their own rates ($20 - $60+/hour), their own hours, and their own weekly tutoring schedules. Currently we have an immediate need for local tutors who can work part-time roughly 2-10 hours per week. All tutoring is conducted one-on-one at a neutral location such as a library, on campus, or a nearby coffee shop. Coffee shops seem to be the most popular tutoring locations for both students and tutors alike. If you are interested in tutoring right away during the Summer months (and even beyond), please send an email inquiry to: justin@wheresmytutor.com -OR- you may simply apply via the College Central system as well...

**Job Requirements:** Because we have such a high demand for new tutors at this time, prior tutoring experience is NOT required to be a busy and successful tutor. Even "rookie tutors" will have full tutoring schedules. As stated previously, tutors must be able to meet their students (tutees) at a local place in common (library, coffee shop, campus, etc) where the tutoring takes place. NO long commutes are ever required and if the tutoring location is close, possessing a car is not necessary.

**Application Instructions:** If you are interested in tutoring right away during the Summer months (and even beyond), please send an email inquiry to: justin@wheresmytutor.com -OR- you may simply apply via the College Central system as well...

**Contact:** Justin C. Ketcham
**Address:** NATIONAL HEADQUARTERS: 2379 Orange Ave., Suite C, Costa Mesa, CA 92627
**Phone:** 866-651-8945
**Email:** justin@wheresmytutor.com

**Job ID:** 3168389
**Expires:** 08/12/2014
**Job Title:** Collections Representative / Debt Recovery / AR Management
**Company:** Brown & Joseph, Ltd.
**Job Type:** Full Time
**Degrees Wanted:** None Required
**Majors Wanted:** Any Major
**Job Target:** Business
**Location:** IL
**Salary:**
**Job Description:** Brown ad Joseph is one of the fastest growing accounts receivable firms in the U.S. focusing on the recovery of the most profitable industries in collections. (Commercial
Insurance, Life & Health Insurance Advertising, Transportation and International Credit Collections.) Our senior staff has the potential to earn an average of $60K-$70K per year with salary and bonus. The better you are the more money you will make!!! We have Collection positions available in our Rolling Meadows, IL location. We are looking for a motivated self-starter with good communication skills. Experience is a plus but is not always necessary as you will be trained by some of the best in the business. If you are smart and you are a good communicator and want to work we are the place for you. Offering a highly competitive base pay with bonus potential. Employment includes an excellent benefits package. If you really want to make your last move to a great company than please email or fax us your resume. Brown and Joseph, Ltd. an A.M. Best, Rated, Recommended Expert Services Provider to the Insurance industry.

**Job Requirements:**
- Strong written and verbal communication skills.
- Must be PC literate; MSOffice skills (Word, Excel, Outlook).
- Must be willing to learn and adhere to rules, regulations and laws pertaining to our Industry

**Application Instructions:** We are an equal opportunity employer. Please Fax your resume to: (847) 758-3020 or please send to hr@brownandjoseph.com

**Contact:** Hiring Manager
**Address:** 2550 West Golf Road Suite 300, Rolling Meadows, IL 60008
**Phone:** 8477583000
**Fax:** 8477583020
**Email:** hr@brownandjoseph.com

**Apply Online:**
http://www.brownandjoseph.com/search?searchphrase=all&searchword=Apply%20online

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**Job ID:** 3168739  
**Expires:** 10/31/2013  
**Job Title:** Office Manager  
**Company:** Solus LLC  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Accounting, Accounting & Business Administration, Computer Information Systems, Computer Science, Office Assistant  
**Job Target:** Business  
**Location:** Lincolnwood, IL 60712  
**Salary:** Competitive with Benefits  
**Job Description:** The Office Manager will be the first point of contact with our customers, and will be expected to do the following: Responsibilities:  
- Responsible for timely processing of all accounts payable, accounts receivable and payroll in QuickBooks.  
- Prepare bank deposits.  
- Monitor collections, making follow up calls with customers as needed.  
- Act as a liaison between employees and the accounting department.  
- Order computer equipment, licenses and office supplies from vendors as needed.  
- Receive and intelligently answer phone calls from customers
and vendors. · Enter telephone and email support requests into Solus' ticket database, routing calls to the correct department. · Review open issues and ensure all trouble tickets are prioritized and attended to on a timely basis. · Enter inventory and arrange for return of defective equipment. · Assist in the preparation of monthly reports · Greet clients and direct them to the conference room. · Receive, distribute and send mail and faxes. · Verify high speed internet availability at new prospect locations. · Participate in other projects needed to improve business operational efficiency. Education/Background: · 2 years of experience in an administrative/bookkeeping role - Required · Experience with QuickBooks - Required · Comfortable working with computers and all things technology - Preferred · Bachelor's degree - Preferred Personal Traits: The ideal candidate will: · Have excellent communication skills. Must be able to understand technical support requests and extract relevant data from customers. · Be customer focused. · Have strong problem solving skills. · Be able to make judgment decisions and adapt to changing work situations. · Be able to multi-task and attend to detail at the same time. · Confidently communicate with various personalities at all levels. · Like working as part of a team. · Patient, kind, calm and efficient · Be comfortable with technology. Full-time · Competitive Salary + Benefits · Group health insurance plan · Paid vacation + personal days · Fun, fast-pace place to work

Application Instructions: Please submit a cover letter and resume with your application addressed to: Stuart Gabel Solus LLC 7370 N Lincoln Ave Suite 100 Lincolnwood, IL 60712

Contact: Stuart Gabel
Address: 7370 N Lincoln Ave Suite 100, Lincolnwood, IL 60712
Phone: 847-965-8044
Email: careers@solus.net

Job ID: 3170382
Expires: 09/12/2013
Job Title: Part-Time Scale Clerk
Company: Loop Paper Recycling
Job Type: Part Time

Degrees Wanted: Associates, Bachelors, Diploma
Majors Wanted: Accounting & Business Administration, Business Management, Business Support Specialist, Computer Information Systems, Computer Maintenance, Computer Science, Office Assistant

Job Target: Business
Location: Northlake, IL 60164

Salary:
Job Description: Job Description: This position requires a detail-orientated and computer savvy person who is also extremely reliable. Some of the daily duties include recording trucks, entering data, maintaining shipping and receiving logs as well as other clerk responsibilities. This position also incorporates answering phones, filing, data entry, responding to emails and other general office duties. Job Requirements: We are looking for someone who is computer savvy and
has great mathematical skills. Approximately 4 hours a day in a casual dress environment.

Position Type: Part-Time
Permanent Years of Experience Required: Entry-Level
Education Required: High School
Overnight Travel: None
Vacation Time: No Paid Vacation
Casual Dress Required: Yes
Company Profile: Loop Paper Recycling Inc. has operated a secured recovery facility in the Chicagoland area for 30+ years. There are four facilities throughout the Chicagoland area that specialize in purchasing recyclable commodities that most recyclers can not handle. These include recyclables ranging from commercially generated cardboard, all grades of printer paper, office paper, shrink wrap, plastics, Super Sacs to many other commodities. We are dedicated to providing prompt, quality recycling services. Our goal is for our customers is to reduce their waste stream through recycling.

Application Instructions: Please email all resumes to hr@recyclingit.com Thank you!

Contact: Human Resources
Address: 301 W. Lake Street, Northlake, IL 60164
Phone: 312-942-0042
Fax: 312-942-2611
Email: hr@recyclingit.com

Job ID: 3170573
Expires: 09/12/2013
Job Title: Sales Representative-Entry Level
Company: Merit Sleep Management
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Business
Location: Lombard, IL 60148
Salary:
Job Description: Responsibilities: As a Sales Representative, you will have responsibility for supporting the sales efforts of our business development team by visiting with our customers on a daily basis in your assigned territory and maintaining/nurturing relationships, responding to customer needs and helping the sales team build new relationships within the healthcare community. Requirements: The ideal candidate will be entry-level, energetic, motivated, self-starting with a high degree of integrity, fun/winning personality, be highly dependable and have outstanding communication skills. A two-year or four-year college degree is preferred but not required. A dependable vehicle along with a valid driver's license and a clean driving record are required. Recent college graduates are ideal for this position. Compensation/Benefits: This newly added position has a direct path to higher level positions based upon results. We will provide full training, mentorship and we offer a competitive salary, full benefits including health/dental/life insurance, monthly car and expense allowance and an opportunity to participate in our sales incentive program.

Contact: Amber Giron
Address: 1300 South Main Street, Lombard, IL 60148
Phone: 630-652-7900

Job ID: 3171942
Expires: 02/13/2014
Job Title: Receptionist and Bilingual in Spanish in IL and AZ
Company: The Menta Group - Illinois & Arizona
Job Type: Full Time
Degrees Wanted: None Required
 Majors Wanted: Business Support Specialist, Office Assistant, Small Business Management, Spanish Language Interpretation
Job Target: Business
Location: AZ, IL
Salary: Comparable for area & position

Job Description: Receptionist/ Bilingual in Spanish - Hillside, Waukegan, and North Aurora, IL + Tolleson, AZ Special Education Services, a member of the Menta Group, is currently filling positions at a special education school located in Hillside, Illinois. This is a school with a kindergarten through 12th grade therapeutic educational services program for At-Risk and Behavior-Emotional-Developmentally disabled children living in and around the surrounding area in the near western suburbs of Chicago, Illinois Metro Area. Small class size, intensive clinical services, and a competently trained staff of educators combine to make this a positive and dynamic place to learn. All children have a right to quality education services, to attend a program that maintains a no refusal, no suspension, no expulsion policy, and social-emotional learning under a continuum of learning and behavioral supports. Working Conditions: The Receptionist position offers a pleasant, team-oriented environment, variety, and opportunities to expand your horizons. The full time position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications. All of our programs post their open teaching positions on our website and feature an easy-to-complete application process.

Application Procedure: ILLINOIS/MID-STATE & CHICAGO METRO AREA Complete an application on this web site: www.thementagroup.org/careers/apply Hillside, IL Hillside Academy West Campus Nancy.mutterer@menta.com Fax: 708-449-0474 Waukegan, IL sheela.patel@menta.com Fax: (847) 599-2475 North Aurora, IL Fox Valley Transition Program + Corporate Office Receptionist Bilingual (Spanish + English) Fax resume to Sharon Slover at 630.907.0197. E-mail resume to sharon.slover@menta.com Questions can be directed to Ms. Slover at the above e-mail address or 630-209-6338. ARIZONA/MARICOPA & PINAL COUNTY/PHOENIX AREA Tolleson, AZ: Contact: kara.mcmahon@menta.com Fax: (623) 478-5026

Job Requirements: The Receptionist's job duties will include: · Answer, screen and direct all incoming telephone calls · Compose and type routine letters and memoranda · Fax documents · Make Copies · Perform light bookkeeping under direction of Business Manager · Sort and deliver mail · Handle incoming and outgoing package shipments · Greet and direct visitors · Maintain
office supplies · Maintain up-to-date student records (includes requesting and returning student records from districts) · Contact parents when student is absent · Inform school districts when students are absent · Truancy reporting to districts and parents (may include setting up meetings) · Maintain staff daily sign-in sheet · Other duties as assigned by Business Manager and School Administrators Qualifications: · Bi-lingual candidates: (Spanish/English) is a preferred. · Above average written and oral communication skills · Proficiency with Microsoft Office products i.e. Word, Excel etc. · Ability to multi-task · Ability to prioritize own work

Application Instructions: See above in Job Description.

Contact: Charles F. Hejny
Address: 195 N. Poplar Road, North Aurora, IL 60542
Phone: 630-907-2400
Fax: 630-907-0197
Email: chuck.hejny@menta.com
Apply Online: http://www.thementagroup.org/careers/applyOnline.aspx

Job ID: 3175808
Expires: 12/31/2013
Job Title: Financial Professional Associate
Company: Prudential
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Job Target: Business
Location: Naperville, IL 60564
Salary:

Job Description: The Financial Professional Associate position is a sales position with The Prudential Insurance Company of America selling insurance and financial services. Financial Professional Associates participate in a comprehensive development program, developing product knowledge, and selling experience while offering appropriate insurance and investment products to help clients meet their financial goals. After the training and development program, many will continue to be financial services generalists, assisting clients with a range of insurance and investment needs; others will go on to develop a specialty, such as fee-based financial planning, insurance for business needs, or estate planning needs.

Job Requirements: The Prudential Insurance Company of America, one of the Prudential Financial Companies, is looking for men and women who are ready for a rewarding career opportunity selling insurance and financial services products... a career committed to making an impact in the lives of the people we touch. We're seeking individuals with these attributes. · Customer Service Focused · Revenue Focused (Sales Influence and Persuasion, Sales Resilience, Sales Initiative) · Self Confident and Autonomous · Drive and Initiative · Responsible and
Committed · Excellent Interpersonal Skills · Good Business Communication Skills · Ability to Problem Solve, and develop ideas · Ability to use basic math skills to problem solve · Good Critical Thinking · High school diploma or GED qualification required

**Application Instructions:** If you are interested in applying for the position, please send a cover letter along with an updated copy of your resume to karen.janek@prudential.com.

**Contact:** Karen Janek

**Address:** 2132 Deep Water Lane, Suite 140, Naperville, IL 60564

**Phone:** (630)210-7384

**Email:** karen.janek@prudential.com

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**Job ID:** 3175809

**Expires:** 12/31/2013

**Job Title:** Financial Professional Associate

**Company:** Prudential

**Job Type:** Full Time

**Degrees Wanted:** Associates, Bachelors


**Job Target:** Business

**Location:** Frankfort, IL 60423

**Salary:**

**Job Description:** The Financial Professional Associate position is a sales position with The Prudential Insurance Company of America selling insurance and financial services. Financial Professional Associates participate in a comprehensive development program, developing product knowledge, and selling experience while offering appropriate insurance and investment products to help clients meet their financial goals. After the training and development program, many will continue to be financial services generalists, assisting clients with a range of insurance and investment needs; others will go on to develop a specialty, such as fee-based financial planning, insurance for business needs, or estate planning needs.

**Job Requirements:** The Prudential Insurance Company of America, one of the Prudential Financial Companies, is looking for men and women who are ready for a rewarding career opportunity selling insurance and financial services products... a career committed to making an impact in the lives of the people we touch. We’re seeking individuals with these attributes.

- Customer Service Focused
- Revenue Focused (Sales Influence and Persuasion, Sales Resilience, Sales Initiative)
- Self Confident and Autonomous
- Drive and Initiative
- Responsible and Committed
- Excellent Interpersonal Skills
- Good Business Communication Skills
- Ability to Problem Solve, and develop ideas
- Ability to use basic math skills to problem solve
- Good Critical Thinking
- High school diploma or GED qualification required

**Application Instructions:** If you are interested in applying for the position, please send a cover...
letter along with an updated copy of your resume to karen.janek@prudential.com.

Contact: Karen Janek
Address: 2132 Deep Water Lane, Suite 140, Naperville, IL 60564
Phone: (630)210-7384
Email: karen.janek@prudential.com

Job ID: 3177778
Expires: 09/18/2013
Job Title: Office/Operations Manager
Company: BioMeasure/Glenview Health Measuring Systems
Job Type: Full Time, Part Time
Degrees Wanted: Associates, Bachelors
Job Target: Business
Location: Glenview, IL 60026
Salary:
Job Description: Maintain office operations and tech support of our Health Measuring Equipment; Must effectively communicate in English and Spanish with customers and suppliers on the phone, in a professional manner. Must possess strong computer and documentation skills
Job Requirements: Must effectively communicate with customers and suppliers in English and Spanish in a professional manner. Must possess strong computer skills. Marketing/Graphics Design knowledge a plus
Application Instructions: Please e-mail: msciortino@biomeasure.net Michael J. Sciortino President BioMeasure/Glenview Health Systems 3048 N. Lake Terrace Glenview, IL. 60026 Phone: 847-724-2691 Fax: 847-724-1713 E-Mail: MSciortino@biomeasure.net Web Site: www.biomeasure.net
Contact: Michael Sciortino
Address: 3048 N. Lake Terrace, Glenview, IL 60026
Phone: 847-724-2691
Fax: 847-724-1713
Email: msciortino@biomeasure.net

Job ID: 3178991
Expires: 09/19/2013
Job Title: Receptionist
Company: Hephzibah Children's Association
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Business
Location: Oak Park, IL 60301
Salary: Hourly

Job Description: Part-time Receptionist to answer the phone, take messages, distribute mail, and greet visitors in a professional and courteous manner. Monday through Friday, 4:00 - 6:00 PM. Previous office experience preferred but not required.

Application Instructions: Send application or resume to Ellen Prus, Office Manager 946 North Blvd, Oak Park, IL 60301 Email: eprus@hephzibahhome.org Fax: 708-649-7194 Visit our website to download an Application for Employment: www.hephzibahhome.org

Contact: Ellen Prus
Address: 946 North Boulevard, Oak Park, IL 60301
Fax: 708-649-7194
Email: eprus@hephzibahhome.org

Job ID: 3182047
Expires: 09/20/2013
Job Title: Part Time Teller / Sales Associate
Company: TCF BANK
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Business
Location: Zion, IL 60099
Salary:

Job Description: Great careers happen here! This is no ordinary retail bank job! This is a career opportunity with a well defined and structured career path to management with a competitive base pay and the chance to earn incentives! Working at TCF Bank is a chance to learn the banking industry while sharpening cutting edge sales skills and networking with other businesses. Our Banking Sales Representatives have the challenging and rewarding job of working with our customers in our branches while managing sales events, cold calling, calling on local businesses and selling TCF products and services outside our branches. TCF Bank is open 7 days a week and offers multiple shifts. Job Description: Actively promote, sell and refer TCF products and services to potential customers. Utilize networking and paid training to drive sales. Make cold calls and participate in organized sales events. Achieve challenging individual and team sales goals. Spend a significant amount of time working at outside sales events. Answer inquiries taught in paid training classes, regarding checking and savings accounts and other bank regulations and policies. Accurately balance daily transactions in a manner that ensures TCF's high standards and high level of customer service are maintained.
Job Requirements: - High school diploma or GED, or currently enrolled in High School - Resilient attitude towards achieving challenging sales goals - Ability to confidently approach prospective TCF customers - Effective communication skills - Available to work retail hours including evenings, weekends, and holidays - Ability to perform necessary calculations and transactions - Must successfully complete technical training and pass test standards

Preferred Qualifications: - 6 months of continuous work experience - Retail sales, cash handling, and customer contact experience - Bilingual Spanish

Application Instructions: Apply Online

Contact: Jessica Terwilliger
Address: 800 Burr Ridge Prky, Burr Ridge, IL 60527
Phone: 262-552-3707
Fax: 262-697-5779
Apply Online: https://tcfbank.com/about-tcf_career-opportunities.aspx

Job ID: 3182049
Expires: 09/20/2013
Job Title: Part Time Teller / Sales Associate
Company: TCF BANK
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Business
Location: Spring Grove, IL 60081
Salary:

Job Description: Great careers happen here! This is no ordinary retail bank job! This is a career opportunity with a well defined and structured career path to management with a competitive base pay and the chance to earn incentives! Working at TCF Bank is a chance to learn the banking industry while sharpening cutting edge sales skills and networking with other businesses. Our Banking Sales Representatives have the challenging and rewarding job of working with our customers in our branches while managing sales events, cold calling, calling on local businesses and selling TCF products and services outside our branches. TCF Bank is open 7 days a week and offers multiple shifts. Job Description: Actively promote, sell and refer TCF products and services to potential customers. Utilize networking and paid training to drive sales. Make cold calls and participate in organized sales events. Achieve challenging individual and team sales goals. Spend a significant amount of time working at outside sales events. Answer inquiries taught in paid training classes, regarding checking and savings accounts and other bank regulations and policies. Accurately balance daily transactions in a manner that ensures TCF’s high standards and high level of customer service are maintained.

Job Requirements: - High school diploma or GED, or currently enrolled in High School - Resilient attitude towards achieving challenging sales goals - Ability to confidently approach prospective TCF customers - Effective communication skills - Available to work retail hours
including evenings, weekends, and holidays -Ability to perform necessary calculations and transactions -Must successfully complete technical training and pass test standards Preferred Qualifications: -6 months of continuous work experience -Retail sales, cash handling, and customer contact experience -Bilingual Spanish

**Application Instructions:** Apply Online

**Contact:** Jessica Terwilliger

**Address:** 800 Burr Ridge Prky, Burr Ridge, IL 60527

**Phone:** 262-552-3707

**Fax:** 262-697-5779

**Apply Online:** https://tcfbank.com/about-tcf_career-opportunities.aspx

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**Job ID:** 3182051

**Expires:** 09/20/2013

**Job Title:** Teller / Sales Associate

**Company:** TCF BANK

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Business

**Location:** Antioch, IL 60002

**Salary:** 9.39+

**Job Description:** Actively promote, sell and refer TCF products and services to potential customers. Utilize networking and paid training to drive sales. Make cold calls and participate in organized sales events. Achieve challenging individual and team sales goals. Spend a significant amount of time working at outside sales events. Answer inquiries taught in paid training classes, regarding checking and savings accounts and other bank regulations and policies. Accurately balance daily transactions in a manner that ensures TCF's high standards and high level of customer service are maintained. -High school diploma or GED, or currently enrolled in High School -Resilient attitude towards achieving challenging sales goals -Ability to confidently approach prospective TCF customers -Effective communication skills -Available to work retail hours including evenings, weekends, and holidays -Ability to perform necessary calculations and transactions -Must successfully complete technical training and pass test standards Preferred Qualifications: -6 months of continuous work experience -Retail sales, cash handling, and customer contact experience -Bilingual Spanish

**Application Instructions:** Apply Online

**Contact:** Jessica Terwilliger

**Address:** 800 Burr Ridge Prky, Burr Ridge, IL 60527

**Phone:** 262-552-3707

**Fax:** 262-697-5779

**Apply Online:** https://www.tcfexpress.com/About/about_career_opportunities.jsp
Job ID: 3182052
Expires: 09/20/2013
Job Title: Bilingual Spanish Teller / Sales Associate
Company: TCF BANK
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Business
Location: Waukegan, IL 60079
Salary: 9.39+

Job Description: Looking for a better career opportunity? Great careers happen here! This is no ordinary retail bank job! This is a career opportunity with a well defined and structured career path to management with a competitive base pay and the chance to earn incentives! Working at TCF Bank is a chance to learn the banking industry while sharpening cutting edge sales skills and networking with other businesses. Our Banking Sales Representatives have the challenging and rewarding job of working with our customers in our branches while managing sales events, cold calling, calling on local businesses and selling TCF products and services outside our branches. TCF Bank is open 7 days a week and offers multiple shifts. Job Description: -Actively promote, sell and refer TCF products and services to potential customers. -Utilize networking and paid training to drive sales. -Make cold calls and participate in organized sales events. -Achieve challenging individual and team sales goals. -Spend a significant amount of time working at outside sales events. -Answer inquiries taught in paid training classes, regarding checking and savings accounts and other bank regulations and policies. -Accurately balance daily transactions in a manner that ensures TCF's high standards and high level of customer service are maintained.

Job Requirements: Qualifications: -High school diploma or GED, or currently enrolled in High School -Resilient attitude towards achieving challenging sales goals -Ability to confidently approach prospective TCF customers -Effective communication skills -Available to work retail hours including evenings, weekends, and holidays -Ability to perform necessary calculations and transactions -Must successfully complete technical training and pass test standards Preferred Qualifications: -6 months of continuous work experience -Retail sales, cash handling, and customer contact experience -Bilingual Spanish

Application Instructions: Apply Online
Contact: Jessica Terwilliger
Address: 800 Burr Ridge Prky, Burr Ridge, IL 60527
Phone: 262-552-3707
Fax: 262-697-5779
Email: jterwill@tcfbank.com
Apply Online: https://tcfbank.com/about-tcf_career-opportunities.aspx
Job ID: 3182750
Expires: 09/21/2013
Job Title: Banking Project Coordinator
Company: First American Bank
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted:
Job Target: Business
Location: Elk Grove Village, IL 60007
Salary:
Job Description: This hourly (non-exempt) position will serve all business areas of First American Bank through implementation of new or updated business processes and systems, as well as accomplish project objectives by planning and managing project activities. DUTIES & RESPONSIBILITIES: Manage project development from initiation to closure. Work with Project Sponsor and stakeholders to create the project scope, goals, and deliverables to complete the project. Define project tasks and resource requirements. Develop project plans. Coordinate with internal departments and vendors as necessary. Prepare agendas and meeting minutes. Schedule meetings accordingly. Track tasks and provide weekly updates to resources of upcoming due dates. Keep track of open issues/bugs. Present findings and status reports to management. Utilize broad written and verbal communication skills. Conduct group presentations and meetings exercising skills in meeting facilitation at all levels.
QUALIFICATIONS: Bachelor's Degree or equivalent related experience required. Strong understanding of product and systems within the financial service industry preferred. Proven (2-5 years) experience in project management/coordination. Banking experience a plus. Proven experience in working with Microsoft Project. Ability to work on multiple projects simultaneously. Must be able to work both with a team and independently. Strong verbal and written communication skills, professional presentation, organizational skills and a proactive customer service approach. Must demonstrate conflict resolution, leadership, and coordination capabilities. This position requires the individual to clearly communicate with internal customers and co-workers. Experience with MS Project and Visio required. Must have an above average understanding of various computer applications, including but not limited to: word processing and spreadsheets. Some travel to outside locations for project development meetings, vendor meetings, or training can be expected. Ability to work regularly scheduled hours Monday-Friday (some weekend or evening hours may occasionally be required depending upon business need).
Application Instructions: Please apply online.
Contact: Anna Dudziak
Address: 80 Stratford Drive, Bloomingdale, IL 60108
Phone: 630-547-8949
Fax: 630-547-8949
Apply Online: http://https://hr.firstambank.com/careers/
**Job ID:** 3182767  
**Expires:** 09/21/2013  
**Job Title:** Personal Banker  
**Company:** First American Bank  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Marketing/Sales  
**Job Target:** Business  
**Location:** IL  
**Salary:**  

**Job Description:** First American Bank is looking for you! We currently have various personal banker positions available across the Chicagoland area. Job Description This hourly (non-exempt) position is responsible for presenting our products and services to both prospective and current customers while maintaining a high level of customer service. DUTIES & RESPONSIBILITIES: Daily tasks include but are not limited to: Educate new and existing customers about the features and benefits of First American Bank personal banking products. Open new accounts including business accounts, IRAs and HSAs. Close accounts, perform account maintenance, order checks and issue ATM cards. Take loan applications and close loans. Assist in branch sales initiatives including cross selling other bank products to new/existing customers in person or on the telephone. Will participate in customer service and product based specialized telephone queues and staffing of the Teller Department. QUALIFICATIONS: High School degree or equivalent. College degree in business or related field a plus. One to three years of personal banking or customer service experience preferred. Previous Teller experience a plus. Proven track record of sales experience. Good figure aptitude and previous experience with online banking systems preferred. Good communication skills that allow the individual to effectively interact with both customers and co-workers. Experience with word processing and spreadsheets. Assist other branches in close proximity when staffing levels necessitate. Professional appearance and dress required for this highly visible customer service position. Travel to meetings, training and seminars as scheduled. Branch locations are open for business 6 days each week, Monday through Saturday. Scheduling may vary. Must be available to work all hours of branch operation. This position requires the individual to take loan applications and close loans which may require the employee to register with the Nationwide Mortgage Licensing System & Registry (NMLS) in order to comply with the federal Secure and Fair Enforcement for Mortgage Licensing Act of 2008 (SAFE Act). Registration may consist of submission of personal information such as home address, social security number, gender, date and place of birth, employment history, among other things. Registration also requires employees to submit fingerprints and submit to a criminal background check. Renewal of the registration requirements may be required periodically throughout the term of the employment.  

**Application Instructions:** Please apply online.  
**Contact:** Anna Mistarz  
**Address:** 80 Stratford Drive, Bloomingdale, IL 60108  
**Phone:** 630-547-8949
CARPENTRY

**Job ID:** 3172007  
**Expires:** 02/13/2014  
**Job Title:** Job Opportunities in Illinois-Education, Social Services, an  
**Company:** The Menta Group - Illinois & Arizona  
**Job Type:** Full Time  
**Degrees Wanted:** Associates, Bachelors, Masters  
**Majors Wanted:** Construction Management, Office Assistant, Paraprofessional Educator, Spanish Language Interpretation  
**Job Target:** Carpentry  
**Location:** IL  
**Salary:** Comparable for area & position  

**Job Description:** Special Education Services (SES), an affiliate of The Menta Group, is a non-profit agency serving K-12 high-risk children in Illinois and Arizona. With its no refusal, no suspension, no expulsion policy, SES students attend school daily regardless of their behavior. A continuum of services is offered to meet the educational needs of special needs, at-risk and high-risk public school students. Small class size, intensive clinical services, and a competently trained staff of educators combine to make this a positive and dynamic place to learn. All children have a right to quality education services. The curriculum is taught with an engaged learning methodology that nurtures academic, behavioral, and social-emotional growth. Our educational model encourages the development of academic and social-emotional skills in a positive and well-structured learning environment, with a focus on preparation for post-secondary education, employment, and citizenship. Programming is designed for students with significant cognitive, behavior, and learning difficulties. The curriculum is individualized to meet each student's special needs with an emphasis on four major community living domains: self-management/home living, vocational, recreation/leisure, and general community functioning. The curriculum is taught both in school and out in the community. It includes functional academics and embedded training in social-emotional skills, communication, and motor skills. We are currently seeking qualified applicants for the position of Special Education Teacher for our schools located in mid-state Illinois and the Chicago metro area; and Maricopa County, Arizona. Successful candidates will be creative, energetic and eager to develop and implement innovative solutions to critical problems in education. Requirements: Excellent oral and written communication skills Emphasis on work skills as a basis for a career path curriculum Flexible in which subject areas that they can work Student focused approach while presenting general areas of required subject material. Willingness to be trained in working with Behavioral/Emotional Disordered students Demonstrated ability to work well in a fast paced environment Bi-lingual applicants are encouraged to apply. The full time positions offers an
access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications. Part time positions will be discussed at the interviews. To apply online for jobs listed for Illinois and Arizona please go to our web site located at www.thementagroup.org/careers/apply All of these positions are described in job postings at our web site. Each program has their own informational web page and this allows you to have more direct contact with the program staff. Apply at: www.thementagroup.org/careers/apply All of these positions are described in job postings at our web site. Each program has an informational web page and this allows you to have more direct contact with the program staff. ILLINOIS/MID-STATE & CHICAGO METRO AREA Joliet, IL Ann.keane@menta.com Fax: 815-774-5866 Country Club Hills, IL Country Club Hills Technology and Trade Center Special Education Teacher Inquiries concerning this position can be directed to: shawanda.barga@menta.com Fax: 708-798-9756 Transition Program - Transition Facilitator + Job Coach Fax resume to Sharon Slover at 630.907.0197. E-mail resume to sharon.slover@menta.com Questions can be directed to Ms. Slover at the above e-mail address or 630-209-6338. Waukegan, IL Lakeshore Academy - Teaching Assistant + Receptionist Waukegan Expansion Program - Teaching Assistants sheela.patel@menta.com Fax: (847) 599-2475 Nokomis, IL Cornerstone Academy Construction Trades Instructor - Teaching Assistant Fax: 217-563-7606 Barb.daugherty@menta.com Hillside, IL Hillside Academy West Campus - Principal + Receptionist Nancy.mutterer@menta.com Fax: 708-449-0474 North Aurora, IL Fox Valley Transition Program + Corporate Office Transition Program - Job Coach + Receptionist Bilingual (Spanish + English) Fax resume to Sharon Slover at 630.907.0197. E-mail resume to sharon.slover@menta.com Questions can be directed to Ms. Slover at the above e-mail address or 630-209-6338. Aurora, IL C.O.R.E. Academy - Auto Trades Instructor + Art Teacher + Special Education Teachers Jason.kudelka@menta.com Fax: 630-906-7950 Chicago, IL Hillside Academy East Campus - Teaching Assistants Marc.bickham@menta.com Fax: 773-638-6335 Oak Park, IL Transition Program - Transition Facilitator + Job Coach Fax resume to Sharon Slover at 630.907.0197. E-mail resume to sharon.slover@menta.com Questions can be directed to Ms. Slover at the above e-mail address or 630-209-6338. 

**Job Requirements:** State Certification in Special Education/Arizona: Cross Categorization with an endorsement in Life Skills (Behavior, Emotional, and Learning Disabilities) in the elementary, middle school & high school levels is required. State Certification in designated subject matter area. Ability to teach in a self-contained classroom for a full teaching day with youth having behavioral, emotional, and high risk behaviors is important. You must be 23 years of age with a valid driver license. Employment is contingent upon a background check, approved driving record, employment physical and drug screen. Must have a valid driver's license.

**Application Instructions:** See above in job description.

**Contact:** Charles F. Hejny
**Address:** 195 N. Poplar Road, North Aurora, IL 60542
**Phone:** 630-907-2400
**Fax:** 630-907-0197
**Email:** chuck.hejny@menta.com
**Apply Online:** http://www.thementagroup.org/careers/apply
CHEMICAL AND PHYSICAL SCIENCES

Job ID: 3048028
Expires: 12/01/2013
Job Title: Process Tech/Lab Assistant
Company: giant finishing
Job Type: Full Time, Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Chemical and Physical Sciences
Location: Wood Dale, IL 60191
Salary: $10+
Job Description: Running sample metal parts in a lab to achieve different finishes. You would be responsible for loading and unloading machines with different abrasives and chemicals to achieve a wide variety of metal finishes. Opportunity to branch into inside/outside sales is available.
Job Requirements: Help assemble equipment along with multiple errands. We are a small family-owned business that has been around for 25+ years and are in a very niche market. Small handful of companies do what we do in the entire world.
Application Instructions: Take a look @ the website and watch the YouTube videos. If interested in being part of a unique team then Email resume.
Contact: mark oryszczak
Address: 263 Richert Road, Wood Dale, IL 60191
Phone: 708-343-6900
Email: mark@giantfinishing.com

COMMUNICATIONS - CORPORATE

Job ID: 3185473
Expires: 09/22/2013
Job Title: Assistant Office Manager
Company: EDM Department Inc.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Communications - Corporate
Location: Bartlett, IL 60103
Salary:
Job Description: · Answering incoming phone calls and directing them to the appropriate individual · Various estimating and purchasing duties · Maintaining organization of current and completed projects in company database · Filing and maintaining inventory of day to day items required in the office and shop · Packing and shipping completed projects with UPS, FedEx, Courier, etc... · Report directly to the President and Operations Managers

Job Requirements: · Possess outstanding communication skills, both verbal and written · Be extremely thorough and organized, pay close attention to all the details · Have an outgoing, professional and pleasant personality · Be a self-starter with the ability to complete assigned tasks with little or no supervision · Be capable of multi-tasking at all times

Contact: Kevin Levy
Address: 1261 Humbracht Circle Suite A, Bartlett, IL 60103
Phone: 630-736-0531
Fax: 630-736-0530
Email: hr@edmdept.com

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Job ID: 3185481
Expires: 09/22/2013
Job Title: Executive Assistant to the President
Company: EDM Department Inc.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Communications - Corporate
Location: Bartlett, IL 60103
Salary:

Job Description: · Report directly to the President · Maintaining the President's calendar and setting appointments with customers · Acting as liaison between customers and the President · Assisting the President with both day to day operations as well as long term projects

Job Requirements: · Possess outstanding communication skills, both verbal and written, English mastery is required. · Be extremely thorough and organized, pay close attention to all the details · Have an outgoing, professional and pleasant personality · Be a self-starter with the ability to complete assigned tasks with little or no supervision · Be capable of multi-tasking at all times · Be interested in technology, manufacturing, engineering, etc... · Be willing to travel with the President on rare occasions

Contact: Kevin Levy
Address: 1261 Humbracht Circle Suite A, Bartlett, IL 60103
Phone: 630-736-0531
Fax: 630-736-0530
Email: hr@edmdept.com
COMMUNICATIONS - MULTIMEDIA

Job ID: 3174978
Expires: 09/15/2013
Job Title: Assistant Editor
Company: Scranton Gillette Communications, Inc.
Job Type: Full Time, Internship
Degrees Wanted: Associates, Bachelors
Majors Wanted:
Job Target: Communications - Multimedia
Location: Arlington Heights, IL 60005
Salary:
Job Description: Scranton Gillette Communications, a leader in business to business communications is offering an exciting opportunity for an Assistant Editor at our corporate headquarters in Arlington Heights, Illinois. We reach over 1 million professionals monthly through our trade publications, websites, newsletters and other electronic media. The assistant editor is responsible for researching, writing, and editing features and columns for the magazines, newsletters, websites and custom publishing projects. The position includes assisting in the production phases by helping with design, layout and proofing of issues. Qualified candidates will have a Bachelor's degree in Journalism (or similar discipline, or comparable experience) and have strong interpersonal and communication abilities. Excellent writing, editing and interviewing skills is required. Computer literacy in a MAC environment and related software is also required. Knowledge of production, printing and design is a plus. We offer a full benefits package which includes medical, dental and company paid life insurance, a company match 401(k)/Roth 401(k)/Profit Sharing plan and a generous PTO plan. We are located in the northwest suburban Arlington Heights, accessible via the Metra Harvard line. Upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

Application Instructions: Upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

Contact: Caryn Weaver
Address: 3030 W. Salt Creek Lane Suite 201, Arlington Heights, IL 60005
Phone: 8473911006
Fax: 8472981227
Email: humanresources@sgcmail.com
Apply Online: http://www.scrantongillette.com/current-openings

COMMUNICATIONS - PUBLIC RELATIONS

Job ID: 3162337
Expires: 09/15/2013
Job Title: Business Development Intern - PAID
Company: Course Hero, Inc.
Job Type: Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Communications - Public Relations
Location: River Grove, IL
Salary: $10-$15/hour

Job Description: The Knowledge Drive initiative, in partnership with Books for Africa, is working to build a powerful learning resource for college students while providing children in Africa with the gift of education and the ability to attain a better quality of life. With the help of students and interns across the country, we have already donated 85,000+ books, and hope to continue building a brighter future for children and students around the world in the coming months and years. We are now accepting applications for our paid Internship and Professional Development Program which allows select students to help shape the future of our Knowledge Drive initiative, while also developing, applying, and honing their professional skill set. As an initiative whose mission is built around helping students learn more effectively, we believe that students must be actively involved in helping us do so. Those that are accepted will help lead the Knowledge Drive initiative at their school, which is building a more comprehensive resource for students while also supporting the development of education abroad. In addition to leading the Knowledge Drive, interns will also work with the Knowledge Drive Team to provide insights on how we can provide an even better initiative and resource for education. Accepted applicants will also be enrolled in our Professional Development Program which provides teaching, application, and refinement of a student's professional skill set. Designed to set interns up for success in the professional world, the program includes: - Leadership and one on one coaching from a Director - Weekly workshops on specific professional skills (ranging from communication to innovation) paired with structured goals to help strengthen and hone those skills. - Personalized critiques and development plans that focus on improving areas connected to the students desired career path. - Professional references upon completion and graduation from the program - Management positions for those that truly excel

Job Requirements: The ideal candidates are: - Social, energetic, and outgoing - Interested in business, communications, technology, and or entrepreneurship - Involved with multiple groups on campus (a position of leadership is a huge plus!) - Experts in social media tools like Facebook and Twitter - Well spoken, outgoing, creative, and confident

Application Instructions: If you are interested in joining our Internship and Professional Development Program and working together to do something powerful for education, please send your resume to applicants@coursehero.com

Contact: John
Address: 1700 Seaport Blvd., #150, Redwood City, CA 94063
Phone: 6502003879
Email: applicants@coursehero.com
Job ID: 3178991
Expires: 09/19/2013
Job Title: Receptionist
Company: Hephzibah Children's Association
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Communications - Public Relations
Location: Oak Park, IL 60301
Salary: Hourly
Job Description: Part-time Receptionist to answer the phone, take messages, distribute mail, and greet visitors in a professional and courteous manner. Monday through Friday, 4:00 - 6:00 PM. Previous office experience preferred but not required.
Application Instructions: Send application or resume to Ellen Prus, Office Manager 946 North Blvd, Oak Park, IL 60301 Email: eprus@hephzibahhome.org Fax: 708-649-7194 Visit our website to download an Application for Employment: www.hephzibahhome.org
Contact: Ellen Prus
Address: 946 North Boulevard, Oak Park, IL 60301
Fax: 708-649-7194
Email: eprus@hephzibahhome.org

COMMUNICATIONS - RADIO, TELEVISION, DIGITAL

Job ID: 2895567
Expires: 12/31/2013
Job Title: Disc Jockey Wanted
Company: Music By Design
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Communications - Radio, Television, Digital
Location: All Chicagoland, IL 60173
Salary: open
Job Description: The qualified candidate is personable and energetic. A solid knowledge of music is required. Transportation and the ability to carry pro-audio equipment weighing up to 50 lbs. a must. The qualified candidate will have a passion for music and have a basic knowledge of computers. Passion for music Personable Energetic Positive Attitude Basic knowledge of computers
Application Instructions: Interested candidates please email a cover letter.
Job ID: 3169722
Expires: 09/15/2013
Job Title: Part-time Student Advocacy Coordinator
Company: Women Employed
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Community and Economic Development
Location: Chicago, IL 60601
Salary: $15/hr

Job Description: Women Employed seeks a part-time Student Advocacy Coordinator. The Student Advocacy Coordinator's main responsibility will be to engage low-income students at Illinois' community colleges and public universities in advocating for state financial aid and other policies that impact them. The coordinator will work as part of the Women Employed education and training team during the college school year. Responsibilities of the Student Advocacy Coordinator include: ? Identifying student groups at community colleges and public universities throughout Illinois, with special emphasis on groups that include non-traditional students ? Building working relationships with student leaders and advisors; maintaining ongoing communication ? Presenting Women Employed's legislative agenda, providing information about ways to impact state policy formation, and obtaining input at key student group meetings ? Developing the advocacy skills of 15 student leaders by helping them to understand they can influence policy, and by coaching them to be able to talk to legislators, the press, and other influencers ? Organizing students to advocate with legislators in Springfield or in district ? Planning and implementing a statewide college affordability campaign ? Other duties as assigned The position will require 20 hours of work per week during the college school year, including some travel. Travel will be coordinated to incorporate the employee's school schedule. Candidate must own a car or be eligible to rent a car. Travel expenses will be covered by Women Employed. The ideal candidate is a current student or recent graduate who understands the challenges faced by low-income, non-traditional or working adult students. The ideal candidate will also demonstrate excellent communication skills, good project management ability, initiative, strong networking skills, a desire to learn about policy advocacy, good computer skills, desire to work in a team environment, interest in empowering others, and flexibility. Experience in public speaking, persuasive communication, leadership development, or group facilitation are a plus.

Application Instructions: Email resume with cover letter to: info@womenemployed.org, or
mail to: Search Committee - Student Advocacy Coordinator, Women Employed, 65 E. Wacker Place, Suite 1500, Chicago, IL 60601. No telephone inquiries accepted. Resumes without cover letters will not be reviewed. Women Employed is an equal opportunity employer. People of color are encouraged to apply.

Contact:
Address: 65 E. Wacker Pl., Suite 1500, Chicago, IL 60601
Email: info@womenemployed.org

COMPUTER PROGRAMMING

Job ID: 3141306
Expires: 09/19/2013
Job Title: Programmer
Company: NELIX INC
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Computer Information Systems, Computer Maintenance
Job Target: Computer Programming
Location: Rolling Meadows, IL 60008
Salary:

Job Description: Programmer would be responsible for working on existing, and building new, software for our organization and for our clients. Development is mostly for web based technologies, but not exclusively. ASP.NET / VB.NET is the primary tool, although at times other technologies must be learned.

Job Requirements: Not required - but would be nice - SQL Server, PHP, MySQL, Access, or other technology experience.

Application Instructions: Please e-mail resume.
Contact: Matthew Schwartz
Address: 1921 Rohlwing Road Suite A, Rolling Meadows, IL 60008
Phone: 847-407-9404
Fax: 847-781-9283
Email: matt@nelix.com

Job ID: 3174965
Expires: 09/15/2013
Job Title: Web Developer
Company: Scranton Gillette Communications, Inc
Job Type: Co-op, Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Computer Information Systems, Web Technologies
Job Target: Computer Programming
Location: Arlington Heights, IL 60005
Salary:
Job Description: Cool job. Great career. Amazing benefits. Join a talented team that firmly believes cutting-edge website building should be fun! Scranton Gillette Communications, a B-2-B media company, is looking for an innovative, self-motivated problem solver with a passion for coding to join our team and design, develop & maintain software, Drupal web sites, and web servers. We pride ourselves in a positive, productive working environment and passionate tech culture and we offer career tracks, nurtured by a talented team that firmly believes cutting-edge website building should be fun! Drupal. Responsive design. Content strategy. SEO. Client interface. If this makes your heart beat faster, you'll want to work in our website development boutique. Qualified candidates will possess: • Demonstrated, Ninja-like fluency in PHP, JavaScript, jQuery, CSS, and HTML • Proficiency in a LAMP stack (Linux, Apache, MySQL) • Solid graphics skills • Source code control software and bug tracking systems • Drupal views, theming, and module development expertise • Bachelor's degree in Computer Science or equivalent professional license • Sense of humor a plus We provide a competitive salary, company match 401(k) program, paid time off program, and a comprehensive benefits package including medical, dental, and life insurance. We are located in the northwest suburban Arlington Heights, accessible via the Metra Harvard line. For a career your friends will envy and your parents applaud, upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com
Application Instructions: Apply online http://www.scrantongillette.com/current-openings
Contact: Caryn Weaver
Address: 3030 W Salt Creek Ln Suite 201, Arlington Heights, IL 60005
Phone: 8473911006
Apply Online: http://http://www.scrantongillette.com/current-openings

Job ID: 3174977
Expires: 09/15/2013
Job Title: Web Developer
Company: Scranton Gillette Communications, Inc.
Job Type: Full Time, Internship
Degrees Wanted: Bachelors, Certificate
Majors Wanted:
Job Target: Computer Programming
Location: Arlington Heights, IL 60005
Salary:
Job Description: Scranton Gillette Communications, a B-2-B media company, is looking for an innovative, self-motivated problem solver with a passion for coding to join our team and design,
develop & maintain software, Drupal web sites, and web servers, while keeping abreast of industry news/trends/updates. We pride ourselves in a positive, productive working environment and passionate tech culture. Qualified candidates will possess: ·Demonstrated, Ninja-like fluency in PHP, JavaScript, jQuery, CSS, and HTML ·Proficiency in a LAMP stack (Linux, Apache, MySQL) ·Solid graphics skills ·Source code control software and bug tracking systems ·Drupal 6 + 7 views, theming, and module development expertise ·Bachelor's degree in Computer Science or equivalent professional license ·Sense of humor a plus Please be prepared to demonstrate previous work/portfolio. We provide a competitive salary, company match 401(k) program, paid time off program, and a comprehensive benefits package including medical, dental, and life insurance. We provide shuttle service to and from the Arlington Park Metra station which is on the Union Pacific Northwest line! Upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

Application Instructions: Upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

Contact: Caryn Weaver
Address: 3030 W. Salt Creek Lane Suite 201, Arlington Heights, IL 60005
Phone: 8473911006
Fax: 8472981227
Email: humanresources@sgcmail.com
Apply Online: http://www.scrantongillette.com/current-openings

Job ID: 3176716
Expires: 09/18/2013
Job Title: Programmer Analyst
Company: Will County Circuit Clerk's Office
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Job Target: Computer Programming
Location: Joliet, IL 60432
Salary:
Job Description: Will County Circuit Clerk's Office Joliet, IL Title: Programmer Analyst We are seeking a Programmer Analyst to participate in all stages of the software development lifecycle. Qualifications/Basic Job Requirements: · Bachelor's degree in Computer Science or related field, and/or 5-10 years of programming and analysis · Proficient in RPG, SQL, and CLP · Knowledge of web services (creating and consuming) · Knowledge of PHP, a plus Essential Functions: · Requires a strong understanding of the software development lifecycle, with an emphasis on the analyze, design, build, and support stages · Must possess strong analytical and problem solving skills, and be attentive to details · Ability to multi-task, be results oriented, quality driven, and produce deliverables within time and budgetary constraints · Requires
knowledge of various programming languages, relational database management and operating systems · Must be able to read and write technical specifications, program documentation, and test plans · Must possess good verbal, written, and interpersonal skills · Must possess an aptitude for, and demonstrate a proactive desire to learn and utilize new technologies, concepts and procedures as appropriate to the operational environment Environment: We are a Government Agency located in the southwest suburbs of Chicago. Our primary computing platform is a System i. We are custom developing a Case Management System, which will be written in RPG, PHP, and Java. Data will be managed and accessed using SQL, XML and Web Services. You will be an integral member of a small team of developers dedicated to creating and maintaining a quality Case Management System. We offer an excellent benefits package. Qualified candidates should e-mail their resume and salary requirements to: cchrdept@willcountyillinois.com or fax to: Circuit Clerk HR department, (815) 740-8059. EOE employer.

Application Instructions: Qualified candidates should e-mail their resume and salary requirements to: cchrdept@willcountyillinois.com or fax to: Circuit Clerk HR department, (815) 740-8059. EOE employer.

Contact:
Address: 14 W. Jefferson St., Joliet, IL 60432
Phone: (815) 727-5652
Fax: (815) 740-8059

COMPUTER SCIENCE MATHEMATICS AND STATISTICS

Job ID: 3159292
Expires: 09/04/2013
Job Title: Help Desk Technician I
Company: LOGS
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Computer Information Systems, Computer Maintenance, Computer Science
Job Target: Computer Science Mathematics and Statistics
Location: Bannockburn, IL 60015
Salary: 22k-30k
Job Description: Provide remote and local technical assistance and support to employees of law firms in our network via telephone, live chat, and email. In responding to these requests for guidance, you must listen carefully to the customer, ask questions to diagnose the nature of the problem, and walk the user through problem-solving steps. A strong technical background, problem solving skills, and a general comfort working with technology is required. Pursuit or completion of a college level degree in a related IT field is required. Field related certifications and previous help desk experience is desired but not required. Looking for highly motivated and outgoing applicants to work in a team environment. Responsibilities: · Responds and follows-up on internal and external user support problems. Is responsible for receiving and tracking the
trouble tickets, assigns them to a technical specialist (could be themselves or someone else) for action and ensures that their tickets are resolved, and closed out within our service level agreement. · Responsible for providing telephone, live chat, and email support to our various law firms on hardware, software, and network related problems, questions, and use · Providing first-level problem resolution on the telephone or live chat with users

**Job Requirements:** Ability to clearly communicate via phone, email, and chat. Shift Needed: M-F, 11am-8pm 9am-6pm

**Application Instructions:** Please send cover letter and resume link.

**Contact:** Vincent Yarmoska

**Address:** 2121 Waukegan Rd. Ste 200, Bannockburn, IL 60015

**Phone:** 8477704335

**Fax:** LOGS

**Email:** vyarmoska@logs.com

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**Job ID:** 3185387

**Expires:** 09/22/2013

**Job Title:** Computer Operator - Part-Time

**Company:** Alliant Credit Union

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Computer Information Systems, Computer Maintenance, Computer Science, Computerized Tomography, Engineering Technology/Computer-Aided Design (CAD)

**Job Target:** Computer Science Mathematics and Statistics

**Location:** Des Plaines, IL 60016

**Salary:**

**Job Description:** The incumbent in this position handles accurate and timely processing of information in and through all computer systems. Work involves routine difficulty in monitoring critical member delivery systems and also providing training to entry-level operators. Computer Operations: Monitors Critical Systems Communicate with end users about issues. Communicate with various vendors about issues. Using automated scheduling tools. Escalates issues according to procedures. Help Desk: Troubleshoots personal computer software and hardware problems. Identifies problems related to primary financial software and determines corrective action. Identifies and escalates issues to network, programming, security and web groups. Requirements: Working on a degree in Computer Science or similar field, minimum one to three years experience in computer operations; or an equivalent combination of training and experience. Hands-on experience working with network applications: MS Windows - XP, MS Office software. Knowledge of Windows O/S; and AIX needed. Excellent customer service practices, procedures, verbal and written communication skills. Strong analytical and problem-solving skills. Ability to work independently. Willing to work flexible part-time hours (nights, weekends, holidays). Must be detail oriented and be able to handle multiple tasks. Technical knowledge of computer operations and credit union policy.
Job Requirements: We are looking to bring on a Part-Time Computer Operator in our Des Plaines location. We are looking for someone who is in the process of obtaining an IT or CS degree, and 1 year of IT-related experience. The hours for this position are a bit unique: 1-2 days a week from 9:00 pm to 5:00 am, 3 weekends a month with varying shifts. Since this position is simply monitoring the system, a student would be ideal because he/she would be able to study during that time. We also offer tuition reimbursement, and a generous benefits package which applies to our part-time workers.

Contact: Carolyn Robles
Address: 11545 W. Touhy Ave, Chicago (Des Plaines), IL 60666
Email: crobles@alliantcre ditunion.com
Apply Online: http://www.alliantcreditunion.org/about/activejobs/computer-operator-part-time

**CONSTRUCTION MANAGEMENT**

Job ID: 3158783
Expires: 08/26/2013
Job Title: Vehicle Maintenance Foreman
Company: ATMI Precast
Job Type: Full Time
Degrees Wanted: Certificate, Diploma
Majors Wanted: Automotive Technology
Job Target: Construction Management
Location: Aurora, IL 60506
Salary: Commensurate to Experience

Job Description: ATMI Precast, located in Aurora, Illinois, is currently looking for a Vehicle Maintenance Foremen to join our team. This position is that of a working foreman who will be responsible for supervising and coordinating the day-to-day work of employees including troubleshooting involving the maintenance and repair of equipment and machinery. The job involves performing mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of production machines.

Job Requirements: 5 years-Experience in related field and 2 years supervisory experience. Ability to manage multiple complicated priorities/tasks. Exhibit strong judgment and decision-making skills. Ability to work independently.

Application Instructions: Please send or fax your resume to: Human Resources, ATMI Precast, 960 Ridgeway, Aurora, IL 60506 -- fax Attn: Human Resources 630-896-4871 or e-mail to mchemasko@atmiprecast.com

Contact: Mimi Chemasko
Address: 960 Ridgeway Avenue, Aurora, IL 60510
Phone: 630-896-4679
Fax: 630-896-4871
Email: mchemasko@atmiprecast.com

CONSULTING

Job ID: 3169733
Expires: 09/12/2013
Job Title: Administrative Specialist
Company: Consulting Actuarial Group
Job Type: Part Time
Degrees Wanted: Associates, Bachelors, Masters
Majors Wanted: Accounting, Accounting & Business Administration, Financial Services, Human Resource Management, Microsoft Office Specialist, Office Assistant
Job Target: Consulting
Location: Northfield, IL 60093
Salary:

Job Description: An established, successful Retirement Benefits Administration company located in the northern Chicago suburbs looking for an entry-level Administrative Specialist to work part time (20-25 hours a week) completing various administrative tasks. We are looking for a positive, highly motivated, organized, reliable, friendly and professional team player, with an attention to detail and ability to prioritize. Position could evolve into full-time if able to learn quickly and increase responsibilities. Responsibilities: · Answering, screening and transferring inbound phone calls · Preparation of correspondence, reports, presentations, and mail for distribution · Faxing, scanning, and copying of documents · Updating database of contact and client information · Perform initial phase of 401(k) plan testing utilizing Excel · Assisting with 401k loan/distribution processing · Monitoring and ordering office supplies · Performing work-related errands such as going to the post office and bank · Other duties and projects as assigned.

Job Requirements: Requirements: · General knowledge of Windows operating system · Ability to answer phones professionally, forward calls and take messages · Moderate to advanced knowledge of Microsoft Word and Excel required; · Knowledge of Adobe Acrobat and PDF creation/modification · Familiarity with scanning, copying, faxing, and filing office documents · Ability to speak and write English fluently and effectively · Highly organized with meticulous attention to detail · Strong interpersonal skills and integrity to handle sensitive and confidential information; ability to establish and maintain positive working relationships across the organization and with external parties. Proactive, team-oriented person; personable, upbeat, "can-do" attitude. Training will be done on-site; knowledge of 401(k) administration, accounting, or benefits would be helpful.

Application Instructions: Please email resume to HR1@cag401k.com

Contact: Kimberly Handler
Email: HR1@cag401k.com

COURIER/DELIVERY SERVICES

Triton College Career Services Center Room A-204
(708) 456-0300 Ext. 3619
www.triton.edu • collegecentral.com/triton
Job ID: 2921800
Expires: 11/30/2013
Job Title: Route Delivery Driver
Company: Home City Ice
Job Type: Full Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Courier/Delivery Services
Location: Chicago, IL 60707
Salary: $10-$15/hour
Job Description: If you are looking to work one or two days during the school year and/or full time in the summer this is a great opportunity for you. You can even be trained on the weekends at your local Home City Ice plant and then work full time in the summer when you go back home at another facility. Do you have an excellent driving record? Strength, stamina, and efficiency? Are you motivated and have a great work ethic? Then this job is for you! It uses a variety of skills including driving skills, manual labor skills, sales skills, and social skills. Drivers can have either a non-CDL drivers' license or a CDL drivers' license. Note: Driver positions require less than 5 points on your Driving Record in the last 3 years, and applicants must be 18 years of age or older.
Application Instructions: Apply online
Contact:
Address: 2248 N Natchez Ave, Chicago, IL 60707
Phone: 800-845-5521
Apply Online: http://www.homecityice.com/employment/application.aspx

CULINARY ARTS

Job ID: 3056589
Expires: 11/07/2013
Job Title: Catering Server
Company: ARAMARK @ The Q Center
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Culinary Arts
Location: St. Charles, Illinois, IL
Salary: 10.25
Job Description: Greet guests, serve private functions, catered events, banquets etc
Job Requirements: This job requires individuals that enjoy working with the public. We have
many international guests from all over the world and we require our associates to be friendly and hospitable to everyone. These positions are part time usually later afternoon to evenings. Weekends are required sometimes. This is a beautiful facility and a great place to work part time.

**Application Instructions:** You can either fax or email your information or stop by the facility and pick up an application from the guard at the entrance.

**Contact:** Barbara Melville  
**Address:** 1405 N. 5th Avenue, St. Charles, IL 60174  
**Phone:** 630-444-4320  
**Fax:** 630-444-4746  
**Email:** barbara.u.melville@qcenter.com

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**Job ID:** 3056593  
**Expires:** 11/07/2013  
**Job Title:** Dining Room Attendant  
**Company:** ARAMARK @ The Q Center  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Culinary Arts  
**Location:** St. Charles, IL  
**Salary:** $9.00 p.h.

**Job Description:** Setup food stations, learn about daily menu items, greet guests, take dishes from tables to staging areas, remove food stations and keep all areas clean and appealing to the guest.

**Job Requirements:** This job requires individuals that enjoy working with the public. We have many international guests from all over the world and we require our associates to be friendly and hospitable to everyone. These positions are part time either mornings to early afternoon or later afternoon to evenings. Weekends are required sometimes. This is a beautiful facility and a great place to work part time.

**Application Instructions:** You can either fax or email your information or stop by the facility and pick up an application from the guard at the entrance.

**Contact:** Barbara Melville  
**Address:** 1405 N. 5th Avenue, St. Charles, IL 60174  
**Phone:** 630-444-4320  
**Fax:** 630-444-4746  
**Email:** barbara.u.melville@qcenter.com

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**Job ID:** 3097754  
**Expires:** 09/11/2013
Job Title: Chef/Mentor
Company: Roosevelt High School
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Baking and Pastry, Culinary Arts, Paraprofessional Educator, Restaurant Management
Job Target: Culinary Arts
Location: Chicago, IL 60625
Salary: $10/hour
Job Description: Aid Chef Instructor with lab exercises, organization, grading, engaging students toward post-secondary success in new high school culinary arts program. Will also help with development of baking/pastry curriculum, ordering and inventorying. 30 hours per week. Flexible hours but basically 9:00 to 3:00. Baking/pastry experience and bilingual (Spanish) a plus.
Job Requirements: Illinois Foodservice Manager's license preferred.
Application Instructions: Send resume by email to mjmarren@cps.edu
Contact: Michael Marren
Address: 3436 W. Wilson Ave., Chicago, IL 60625
Phone: 773-534-5000
Fax: 773-534-5044
Email: mjmarren@cps.edu

Job ID: 3099009
School Job ID: MVCC
Expires: 09/12/2013
Job Title: Cook - Licensed with the Dept. of Public Health
Company: Heart To Hearts Services, Inc. - Senior Day Care
Job Type: Part Time
Degrees Wanted: License
Majors Wanted: Culinary Arts
Job Target: Culinary Arts
Location: Orland Park, IL 60462
Salary: Negotiable
Job Description: Seeking a mature individual licensed with the Department of Public Health for the position of Cook at our Senior Day Care facility. Hours: 8:00 am to 2:30 pm Please Fax Resume or call for more information.
Application Instructions: Please fax resume to 708-403-9763 or call Ms. Brenda Campbell at 708-403-9760.
Contact: Dr. Brenda Campbell
Job ID: 3132006
Expires: 11/01/2013
Job Title: Guest Service Associate
Company: ARAMARK @ The Q Center
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Culinary Arts
Location: St Charles, IL
Salary: 12.50

Job Description: Guest Services Associate Q Center, one of the largest and most successful conference/meeting facilities in the Midwest, has an opening for a Guest Service Associate. This is an entry level position working at the Front Desk and the Business Center. The successful candidate will be part of a team of professionals responsible for delivering outstanding customer service to all clients at during their stay at Q Center. Brief Description of Duties: ? Answer, dispatch, and log all Hotline telephone calls ? Serve walk-up customers ? Process requested duplicating jobs and word processing jobs ? Maintain inventory and distribute training supplies ? Assist guests with equipment needs such as digital cameras, laptop rental and power packs ? Send and receive faxes and scans for guests ? Assist guests with shipping needs and package pick up ? Maintain cash bank ? Assist customers with purchasing of dining room meal tickets, shopping trip tickets and various cash items ? Assist guests in arranging ground transportation (limousine and bus) via phone, database, or walk-up traffic ? Utilize Apollo Reservation System to assist guests in checking flight status. ? Facilitate bus staging which includes meeting and greeting guests, ensuring guests are on the correct bus, communicating closely with vendors, and monitoring bus traffic flow. This can sometimes involve long periods of standing, working outdoors in inclement weather, and working through travel delays at the airport. ? Must be available to facilitate buses at O'Hare Airport on occasional Sunday evenings or when customer requests. (Transportation to the airport is provided from the Q Center). ? Utilize on line system for A-1 Limousine reservations ? While working at the Front Desk, assist in the overall process of checking guests in and out of Q Center; also assist with other administrative duties such as delivering folios and packages to guest rooms, preparing arrival packets, etc... Minimum Requirements: ? Excellent customer service and organizational skills ? Self-starter who works well in a fast-paced environment ? Flexible schedule and ability to work overtime as needed ? Must be a strong team player but also be able to work independently ? Must be able to multi-task and meet deadlines ? Working at the Front Desk requires one to be on their feet for long periods of time ? Strong communication skills, both written and verbal ? Ability to safely lift up to 50 pounds ? Proficient using Microsoft Office software such as Word, Excel, and PowerPoint ? Knowledge of Q Center operations and functions preferred ? Experience using a Multi-
Functional Printer preferred? Travel or Hospitality industry experience a plus? Cash handling

Other Notes: The ideal candidate MUST have flexibility with his/her schedule and be available to work during the week as well as on weekends. Examples of work shifts include 10:00am - 7:00pm or 2:30pm - 11:00pm. We anticipate this person will work up to 40 hours/week when training and when business volumes merit. There could be times when the hours are less than 30 hours/week (i.e. during holiday weeks or when business volumes are low). However, on average, we think this person will work around 36+ hrs/week.

Q Center is located on 95 wooded acres along the Fox River in St. Charles, Illinois. It offers a campus-style setting with 118 meeting rooms in more than 150,000 square feet of flexible space for functions ranging in size from 10 to 2,000 guests. Q Center also provides lodging for more than 1,000 guests as well as dining, abundant recreation, state-of-the-art technology and a host of customized conference services. For more information about us, please visit our website at www.qcenter.com. We offer a professional environment and a competitive salary. Qualified candidates should send a cover letter and resume to: Q Center Attention: Human Resources Department 1405 North Fifth Avenue St. Charles, IL 60174 E-Mail: recruiting@QCenter.com Fax: 630-444-4344 An Equal Opportunity Employer, M/F/D/V

Job Requirements: Guest Services Associate Q Center, one of the largest and most successful conference/meeting facilities in the Midwest, has an opening for a Guest Service Associate. This is an entry level position working at the Front Desk and the Business Center. The successful candidate will be part of a team of professionals responsible for delivering outstanding customer service to all clients at during their stay at Q Center. Brief Description of Duties: Answer, dispatch, and log all Hotline telephone calls; Serve walk-up customers; Process requested duplicating jobs and word processing jobs; Maintain inventory and distribute training supplies; Assist guests with equipment needs such as digital cameras, laptop rental and power packs; Send and receive faxes and scans for guests; Assist guests with shipping needs and package pick up; Maintain cash bank; Assist customers with purchasing of dining room meal tickets, shopping trip tickets and various cash items; Assist guests in arranging ground transportation (limousine and bus) via phone, database, or walk-up traffic; Utilize Apollo Reservation System to assist guests in checking flight status; Facilitate bus staging which includes meeting and greeting guests, ensuring guests are on the correct bus, communicating closely with vendors, and monitoring bus traffic flow. This can sometimes involve long periods of standing, working outdoors in inclement weather, and working through travel delays at the airport. Must be available to facilitate buses at O'Hare Airport on occasional Sunday evenings or when customer requests. (Transportation to the airport is provided from the Q Center). Utilize on line system for A-1 Limousine reservations; While working at the Front Desk, assist in the overall process of checking guests in and out of Q Center; also assist with other administrative duties such as delivering folios and packages to guest rooms, preparing arrival packets, etc... Minimum Requirements: Excellent customer service and organizational skills; Self-starter who works well in a fast-paced environment; Flexible schedule and ability to work overtime as needed; Must be a strong team player but also be able to work independently; Must be able to multi-task and meet deadlines; Working at the Front Desk requires one to be on their feet for long periods of time; Strong communication skills, both written and verbal; Ability to safely lift up to 50 pounds; Proficient using Microsoft Office software such as Word, Excel, and PowerPoint; Knowledge of Q Center operations and functions preferred; Experience using a Multi-Functional Printer preferred; Travel or Hospitality industry experience a plus; Cash handling
skills Other Notes: ? The ideal candidate MUST have flexibility with his/her schedule and be available to work during the week as well as on weekends. Examples of work shifts include 10:00am - 7:00pm or 2:30pm - 11:00pm. ? We anticipate this person will work up to 40 hours/week when training and when business volumes merit. There could be times when the hours are less than 30 hours/week (i.e. during holiday weeks or when business volumes are low). However, on average, we think this person will work around 36+ hrs/week. Q Center is located on 95 wooded acres along the Fox River in St. Charles, Illinois. It offers a campus-style setting with 118 meeting rooms in more than 150,000 square feet of flexible space for functions ranging in size from 10 to 2,000 guests. Q Center also provides lodging for more than 1,000 guests as well as dining, abundant recreation, state-of-the-art technology and a host of customized conference services. For more information about us, please visit our website at www.qcenter.com We offer a professional environment and a competitive salary. Qualified candidates should send a cover letter and resume to: Q Center Attention: Human Resources Department 1405 North Fifth Avenue St. Charles, IL 60174 E-Mail: recruiting@QCenter.com Fax: 630-444-4344 An Equal Opportunity Employer, M/F/D/V

Application Instructions: You can either fax or email your information or stop by the facility, drop off your resume or pick up an application from the guard at the entrance.

Contact: Dan McGrath
Address: 1405 N. 5th Avenue, St Charles, IL 60174
Fax: 630-444-4344
Email: recruiting@qcenter.com

Job ID: 3132682
Expires: 12/12/2013
Job Title: Vocational/Industrial Arts/Career Teachers - IL
Company: The Menta Group - IL & AZ
Job Type: Full Time
Degrees Wanted: Bachelors, Certificate
Majors Wanted:
Job Target: Culinary Arts
Location: Nokomis, Illinois, IL
Salary: Comparable for area & position

Job Description: Special Education Services, an affiliate of The Menta Group, serves severe social-emotional and learning disabled students in the states of Illinois and Arizona. Our expanding program development and student population demands our hiring additional teaching staff. All of our programs post their open teaching positions on our website, and feature an easy-to-complete application process. Our educational services are intended to meet both the developmental and individual learning needs of each student. Classrooms are designed to be active learning environments where young people have the opportunity to experience educational and behavioral success on a daily basis. Clinicians are available to address the social-emotional struggles that high risk students frequently encounter. Whenever possible, clinical interventions
are integrated into daily educational activities so that students are exposed to pro-social skills when such skills are most relevant to success in the classroom within a safe and positive environment for young people to grow and learn. Small class size, intensive clinical services, and a competently trained staff of educators combine to make all of our Education Centers a positive and dynamic place to learn. Vocational building trades' instructor will be responsible for the classroom instruction and hands on application. Staff will use onsite training as well as appropriate field trips to job sites and or manufacturers, trade schools in the vicinity of the school site. This staff member will be responsible for setting up a basic work area, maintaining equipment in a safe working order and general work safety instruction of students. The development of projects designed to aide in the skills being developed during the school year are a requirement. The full time position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications. All of our programs post their open teaching positions on our website and feature an easy-to-complete application process. Apply at: www.thementagroup.org/careers/apply All of these positions are described in job postings at our web site. Each program has an informational web page. This allows you to have much more direct contact with the program staff. ILLINOIS/MID-STATE & CHICAGO METRO AREA Nokomis, IL Cornerstone Academy- Construction Trades Instructor Fax: 217-563-7606 Barb.daugherty@menta.com

Job Requirements: We are looking for someone with prior teaching experience or the ability for the person to obtain a high school, special education, and/or vocational teaching certificate. (4000 Hrs of documented work experience in the related field of expertise) This person will work collaboratively work with academic teachers to bridge the academic and vocational skills required to graduate high school. We are looking for retired trades' person in each of the desired areas or someone who has the passion and love to teach his or her trade to the young people in our schools.

Application Instructions: www.thementagroup.org/careers/apply See more specific information above in the job description. ILLINOIS/MID-STATE & CHICAGO METRO AREA Nokomis, IL Construction Trades Instructor Barbara Daugherty Fax: 217-563-7606 Barb.daugherty@menta.com

Contact: Charles F. Hejny
Address: 195 N. Poplar Road, North Aurora, IL 60542
Phone: 630-907-2400
Fax: 630-907-0197
Email: chuck.hejny@menta.com
Apply Online: http://www.thementagroup.org/careers/apply

Job ID: 3149613
School Job ID: MVCC
Expires: 10/28/2013
Job Title: Risk Mgt.,Housekeeping,Fr. Office, Kitchen, Spa, Food & Bev
Company: The Peninsula Chicago
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Culinary Arts, Personal Trainer
Job Target: Culinary Arts
Location: Chicago, IL
Salary:

Job Description: The Peninsula Chicago, 108 East Superior Street, at North Michigan Avenue, Chicago, IL 60611 is accepting applications for the positions listed below. Please note that we will be CLOSED for applications on Tuesday, July 30th, however, we will continue taking applications on Thursday, August 1st. Our application office is located on 745 N. Rush st. (Rush & Chicago Avenue.) Normal hours are from 9:00 AM - 12:00 PM on Tuesdays and Thursdays. Prior experience are ideal and preferred for the positions below. Candidates need to have customer service experience, good English & communication skills, and flexibility in scheduling to be considered for any position. Candidates will be evaluated based on skills and qualifications. Past experience is REQUIRED for management positions and in technical and licensed positions. RISK MANAGEMENT: Assistant Director of Risk Management. HOUSEKEEPING: Housekeeping Attendant PART TIME. FRONT OFFICE: Chief Concierge; Assistant Front Desk Manager; Front Office Agent; Bellman; FOOD & BEVERAGE: Wine Manager; Assistant Manager - Room Service; Assistant Manager - The Lobby; Server - The Lobby; Server - Room Service; Bartender - The Bar; Barback; Banquet Houseman OVERNIGHT; Banquet Servers ON CALL; Steward; KITCHEN: Sous Chef - Banquets Sous Chef - Pierrot Gourmet Line Cooks SPA: Spa Sales Manager Assistant Spa Manager Spa Desk Supervisor Spa Attendant Nail Technician PART TIME Personal Trainer/Swim Instructor ON CALL

Application Instructions: Our application office is located on 745 N. Rush St. (Rush & Chicago Avenue.) Normal hours are from 9:00 AM - 12:00 PM on Tuesdays and Thursdays.

Contact: Human Resources
Address: 108 East Superior Street at North Michigan Avenue, Chicago, IL 60611

Job ID: 3151481
Expires: 08/29/2013
Job Title: Sandwich Maker/Team Member
Company: Hannah's Bretzel
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Culinary Arts
Job Target: Culinary Arts
Location: Chicago, IL 60602
Salary:

Job Description: Going above and beyond is one of our specialities, and we want you to join us. As a Hannah's Bretzel Sandwich Maker you will become a member of über. You'll be a part of
an uncompromised team environment, an ever-changing and challenging organizational culture and align yourself with a business that truly strives to be one of a kind. We're looking for Sandwich Makers who have these über attributes -Operational Perfectionist in every way - Kitchen + Knife Skills -Outstanding Customer Interaction -Take pride in creating and delivering an Optimal Customer Experience -Food Knowledge: particularly high-end, gluten-free, and organic

**Application Instructions:** Please apply online through our website: www.hannahsbretzel.com or email a resume directly to creilly@hannahsbretzel.com. We look forward to introducing you to über!

**Contact:** Christina Reilly  
**Address:** 180 W Washington Street, Chicago, IL 60602  
**Phone:** 312-610-3763  
**Email:** creilly@hannahsbretzel.com  
**Apply Online:** http://hannahsbretzel.com

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**Job ID:** 3157769  
**Expires:** 09/01/2013  
**Job Title:** Line Cook  
**Company:** Cafe Zalute  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Culinary Arts  
**Job Target:** Culinary Arts  
**Location:** Rosemont, IL 60018  
**Salary:**

**Job Description:** Looking for a Line Cook in a Italian Restaurant. Must be motivated and willing to work with others. You would be working Full-Time nights and must be available on weekends. Saute experience preferred but not required

**Job Requirements:** We would like someone with 2-3 years of experience.

**Application Instructions:** To apply please call to make a appointment at (847)685-0206 or call my cell# (630)638-0110  
**Contact:** Butch Navarro  
**Address:** 9501 W. Devon Suite 1, Rosemont, IL 60018  
**Phone:** (847) 685-0206  
**Fax:** (847) 685-0209  
**Email:** rjnav22@aol.com

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**Job ID:** 3161013  
**Expires:** 09/05/2013
Job Title: COOK  
Company: Smith Senior Living  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Culinary Arts  
Job Target: Culinary Arts  
Location: Orland Park, IL 60467  
Salary:  
Job Description: Prepares food in accordance with standardized recipes and therapeutic diets. Oversees all aspects of preparation, distribution, storage and sanitation, to assure that all food service staff adheres to established procedures. Follows established safety, security and sanitation precautions. Maintains production and temperature records accurately and consistently. Assists with daily scheduled cleaning duties as required.  
Job Requirements: Job Description: Prepares food in accordance with standardized recipes and therapeutic diets. Oversees all aspects of preparation, distribution, storage and sanitation, to assure that all food service staff adheres to established procedures. Follows established safety, security and sanitation precautions. Maintains production and temperature records accurately and consistently. Assists with daily scheduled cleaning duties as required.  
Application Instructions: Must apply online  
Contact: Chris Mutnansky  
Address: 2320 W 113th Place, Chicago, IL 60655  
Phone: 773-474-7356  
Fax: 773-474-7357  
Apply Online: http://www.smithseniorliving.org/job-listings.cfm
consistently. Assists with daily scheduled cleaning duties as required.

**Job Requirements:** Job Description: Prepares food in accordance with standardized recipes and therapeutic diets. Oversees all aspects of preparation, distribution, storage and sanitation, to assure that all food service staff adheres to established procedures. Follows established safety, security and sanitation precautions. Maintains production and temperature records accurately and consistently. Assists with daily scheduled cleaning duties as required.

**Application Instructions:** Must apply online

**Contact:** Chris Mutnansky
**Address:** 2320 W 113th Place, Chicago, IL 60655
**Phone:** 773-474-7356
**Fax:** 773-474-7357
**Apply Online:** http://www.smithseniorliving.org/job-listings.cfm

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**Job ID:** 3162537
**Expires:** 09/30/2013

**Job Title:** Sandwich Maker/Team Member
**Company:** Hannah's Bretzel
**Job Type:** Full Time, Part Time

**Degrees Wanted:** None Required
**Majors Wanted:** Any Major

**Job Target:** Culinary Arts
**Location:** IL

**Salary:**

**Job Description:** Going above and beyond is one of our specialities, and we want you to join us. As a Hannah's Bretzel Sandwich Maker you will become a member of über. You'll be a part of an uncompromised team environment, an ever-changing and challenging organizational culture and align yourself with a business that truly strives to be one of a kind. We're looking for Sandwich Makers who have these über attributes - Operational Perfectionist in every way - Kitchen + Knife Skills - Outstanding Customer Interaction - Take pride in creating and delivering an Optimal Customer Experience - Food Knowledge: particularly high-end, gluten-free, and organic

**Application Instructions:** Please apply online at hannahsbretzel.com

**Contact:** Christina Reilly
**Address:** 180 W Washington Street, Chicago, IL 60602
**Phone:** 330-635-6043
**Email:** creilly@hannahsbretzel.com
**Apply Online:** http://hannahsbretzel.com
**Job ID:** 3149613  
**School Job ID:** MVCC  
**Expires:** 10/28/2013  
**Job Title:** Risk Mgt., Housekeeping, Fr. Office, Kitchen, Spa, Food & Bev  
**Company:** The Peninsula Chicago  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Culinary Arts, Personal Trainer  
**Job Target:** Custodial Services  
**Location:** Chicago, IL  
**Salary:**

**Job Description:** The Peninsula Chicago, 108 East Superior Street, at North Michigan Avenue, Chicago, IL 60611 is accepting applications for the positions listed below. Please note that we will be CLOSED for applications on Tuesday, July 30th, however, we will continue taking applications on Thursday, August 1st. Our application office is located on 745 N. Rush st. (Rush & Chicago Avenue.) Normal hours are from 9:00 AM - 12:00 PM on Tuesdays and Thursdays. Prior experience are ideal and preferred for the positions below. Candidates need to have customer service experience, good English & communication skills, and flexibility in scheduling to be considered for any position. Candidates will be evaluated based on skills and qualifications. Past experience is REQUIRED for management positions and in technical and licensed positions. RISK MANAGEMENT: Assistant Director of Risk Management. HOUSEKEEPING: Housekeeping Attendant PART TIME. FRONT OFFICE: Chief Concierge; Assistant Front Desk Manager; Front Office Agent; Bellman; FOOD & BEVERAGE: Wine Manager; Assistant Manager - Room Service; Assistant Manager - The Lobby; Server - The Lobby; Server - Room Service; Bartender - The Bar; Barback; Banquet Houseman OVERNIGHT; Banquet Servers ON CALL; Steward; KITCHEN: Sous Chef - Banquets Sous Chef - Pierrot Gourmet Line Cooks SPA: Spa Sales Manager Assistant Spa Manager Spa Desk Supervisor Spa Attendant Nail Technician PART TIME Personal Trainer/Swim Instructor ON CALL  

**Application Instructions:** Our application office is located on 745 N. Rush St. (Rush & Chicago Avenue.) Normal hours are from 9:00 AM - 12:00 PM on Tuesdays and Thursdays.  
**Contact:** Human Resources  
**Address:** 108 East Superior Street at North Michigan Avenue, Chicago, IL 60611

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**CUSTOMER SERVICE**

**Job ID:** 2959895  
**Expires:** 10/01/2013  
**Job Title:** Call Center Representative  
**Company:** Windy City Arlington  
**Job Type:** Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Customer Service
Location: Arlington Heights, IL 60005
Salary: $10/hour

Job Description: This is an exciting opportunity to work with a fast-growing internet advertising company! We are recruiting for qualified representatives who can work 40 hours per week, 9:30am - 6pm CST, Monday - Friday at our new call center in Arlington Heights, IL.
Skills/Requirements: Must be over the age of 18
Above average computer and typing skills
Excellent communication skills and outgoing personality
Handling a large number of calls daily without losing enthusiastic voice and attitude
Ability to work in a scripted environment
Ability to multi-task
Positive, professional attitude and desire to help people
Ability to delete cookies on your computer and take basic screenshots
Prior call center experience a plus!

Application Instructions: Email us a copy of your resume today!

Contact:
Address: 115 S. Wilke Rd. Ste. 306, Arlington Heights, IL 60005
Phone: 8477491292
Email: BIRDDOG-BIRD0866@applications.recruiterbox.com
Apply Online: http://windycitycallcenter.com/careers-Call-Center-Representative-office.html

Job ID: 3089911
School Job ID: ivcc
Expires: 08/30/2013
Job Title: Sales Agent - XM Sirius Radio
Company: The Results Companies
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Customer Service
Location: Streator, IL 61364
Salary:

Job Description: Sales Agent - Sirius XM Radio The Sales Agent is responsible for providing quality and efficient sales presentations to customers. The Results Companies is seeking team members who are driven by success, confident in their communication skills, and are highly proficient sales individuals. The Results Companies is a leading-edge customer contact solutions provider for many Fortune 500 companies. Established in 1990, The Results Companies provides
services with over 7,000 CSR's located in 15 locations worldwide. We are expanding our business and have exciting new sales opportunities in our Streator, Il location for Sirius XM Radio. Job Responsibilities: · Offering existing customers continued service on their Sirius XM Satellite Radio Subscription · Provide high quality and efficient sales presentations to SXM customers · Maintain, at a minimum, target levels of sales, productivity and performance · Document customer interactions and account resolutions · Contribute to the team environment by assisting fellow employees and participating constructively in team meetings · Multi-tasks: listening, inputting data, probing, providing solutions, navigating through various screens while applying customer satisfaction techniques Required Skills and Qualifications: · Able to accommodate a flexible schedule, as needed · Proficient on computers · Typing speed of 25 WPM · Excellent communication skills · Superb listening, probing, negotiation and de-escalation skills needed · Sales/Retention experience a plus · Previous customer interface experience a plus · Eligible to work in the United States · Ability to pass a criminal background check Compensation: Sales associates are paid a competitive hourly wage with bonus incentives. Benefits: · Stable growth and an award-winning company · Strong leadership · Opportunities for advancement · Fun environment · Health care benefits · Employee referral bonuses Apply online!
www.theresultscompanies.com The Results Companies 232 Pratt Street Streator, IL 61364

Application Instructions: Please Apply Online at www.theresultscompanies.com

Contact: Shalanda Rabadan
Address: 232 Pratt St., Streator, IL 61364
Phone: 815.673.7090
Email: shalanda.rabadan@resultstel.com
Apply Online: http://http://theresultscompanies.com/jobs/search/62

Job ID: 3089995
School Job ID: ivcc
Expires: 10/05/2013
Job Title: Customer Service Agent
Company: The Results Companies
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Customer Service
Location: Streator, IL 61364
Salary:
Job Description: Customer Service Agent - WellCare Job Responsibilities: Provide customer service utilizing the appropriate/required scripting and quality assurance criteria while responding to member and provider inquiries such as claim and benefit status in a timely and professional manner. · Responds to callers via telephone while meeting all corporate guidelines and performance standards · Maintains current and ongoing product knowledge post training in order to provide: o Customer experience as reflected in customer satisfaction scores, quality and
monthly assessment scores o Education of new members and re-education of existing members regarding health plan procedures and benefits · Logs, tracks and appropriately documents all issues utilizing online systems in accordance with all applicable guidelines, requirements and procedures

Required Skills and Qualifications:
- Six months of call center experience or similar work experience required · High school diploma or equivalent · Medical or healthcare insurance background preferred · Training, quality or medical degrees/certifications preferred · Ability to accommodate a flexible schedule as needed throughout the duration of employment · Ability to multi-task (i.e., talk & type) in a fast-paced, performance-metric-driven environment · Able to handle multiple call types as the agent is cross trained · Written and verbal communication skills · Ability to analyze and interpret instructions (verbal and written) · Computer skills with the ability to use numerous workstation applications at the same time and navigate various screens while employing customer satisfaction techniques · Customer service and organizational skills · Typing test required · Must be able to pass criminal background screen

Application Instructions: Please apply online at http://theresultscompanies.com/jobs/search/62

Contact: Shalanda Rabadan
Address: 232 Pratt St., Streator, IL 61364
Phone: 815.673.7090
Email: shalanda.rabadan@resultstel.com

Apply Online: http://http://theresultscompanies.com/jobs/search/62

Job ID: 3133400
Expires: 12/14/2013
Job Title: Wireless Sales Representative
Company: MRM Premiere
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Customer Service
Location: Chicago, IL 60618
Salary:

Job Description: -Ability to work flexible hours including evenings, weekends and holidays -Flexibility to work at multiple locations if needed -Ability to complete all necessary paperwork correctly and within a timely manner -Being able to complete all aspects of opening the store for daily business, and close the store properly at the end of the day -Being able to work in a competitive, fast paced environment -Engage customers with a positive, upbeat attitude -Demonstrate and offer products to customers -Achieve monthly sales quotas.

Job Requirements: -Must be able to navigate through computer & sales systems -Must have multi-tasking skills -Must have a fun, self-motivating attitude -Bilingual ability is a plus, but not required

Application Instructions: Please email me with any questions or to submit resume. You may also apply online. We will be opening many locations, so please keep in mind that we have a
locations located throughout the entire Chicago area.

Contact: Nikkie Fraley
Address: PO Box 150, St. Albans, MO 63073
Phone: 314 779-8175
Email: nfraley@mrmpremiere.com
Apply Online: http://https://sites.google.com/site/mrmpremieremobile/

Job ID: 3142168
Expires: 09/30/2013
Job Title: Online Customer Service Representative
Company: Crawford Supply Group
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Any Major
Job Target: Customer Service
Location: Morton Grove, IL 60053
Salary:

Job Description: Job Summary The Online Customer Service Representative (CSR) is a member of the Crawford Supply Group Online Business unit. The CSR is the main contact for customers interacting with the company's distribution Lead Generation and E-commerce websites through phone, contact form submissions, e-mail and live chat with the purpose of facilitating online transactions and/or scheduling consultations at our showroom locations. The CSR acts as the liaison between online customers and internal sales and support members. Essential Functions *Answer inbound contacts from websites, phone and e-mail within a prescribed amount of time. *Accurately process customer transactions such as orders, quotes and returns. *Effectively ask for and set appointments for offline divisions. *Provide accurate information regarding product features, benefits, specifications and availability. *Be an effective listener to obtain customer information. *Maintain knowledge of product lines, prices, delivery times, drop-ship items, various marketing and promotional programs, and similar data, as required. *Maintain proficiency in using personal computer, data entry terminal and other common office equipment and software. *Follow company policies and procedures. Additional Responsibilities *Provide online product database maintenance as needed. *Provide content copy for marketing related activities as needed. *Perform additional responsibilities and tasks as assigned by supervisor. Education and Experience Associate degree or equivalent work experience required. One (1) year of Kitchen & Bath industry experience preferred. CSR should have a thorough understanding of industry products, brands, trends, standards, installation and operation, with a proven ability to recommend systems and solutions that meet or exceed customer's expectations. Knowledge and Skills *Communicate effectively and professionally, both internally and externally. *Strong organizational skills with an ability to set priorities. *Ability to work as a self starter, to take initiative, and execute tasks with minimal supervision. *Meet personal goals and work effectively with other members of the distribution team. *Ability
to problem solve, interpret instructions and deal with a variety of variable situations. *Computer skills including but not limited to, Eclipse ERP system, MS Outlook, Internet Explorer MS Word and MS Excel. Benefits We offer a comprehensive benefit package including Medical, Dental, Short Term Disability, Voluntary Supplemental Life Insurance, 401(k) Plan, as well as Company provided Life Insurance and Long Term Disability.

Application Instructions: Submit resume via email. No phone calls.
Contact: Crawford Supply Group
Address: 8150 Lehigh Ave, Morton Grove, IL 60053
Email: rnewman@crawfordsupply.com

Job ID: 3143437
School Job ID: MVCC
Expires: 09/22/2013
Job Title: Credit Counselor / Collector
Company: Collections Systems Incorporated
Job Type: Part Time
Degrees Wanted: Diploma
Majors Wanted: Office Assistant
Job Target: Customer Service
Location: Oak Brook, IL 60523
Salary: $9.30 - $10.15 p/h
Job Description: Account servicing. Major phone work. Part-time - possible full-time. Range: $9.30 to $10.15 per hour. Calling health care, receivables and credit counseling.
Application Instructions: Please email or fax cover letter and resume as soon as possible.
s.anderson@csi-ncc.us Fax: 630-528-5010
Contact: Scott Anderson
Address: 815 Commerce Drive Suite 270, Oak Brook, IL 60523
Phone: 630-528-5100 Ext 420
Fax: 630-528-5010
Email: s.anderson@csi-ncc.us

Job ID: 3154062
Expires: 08/30/2013
Job Title: Entertainment Crew
Company: Record-A-Hit Entertainment
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
**Job Target:** Customer Service

**Location:** Elk Grove Village, IL 60007

**Salary:** $10/hr

**Job Description:** To complete our roster we are looking for people who will arrive at a predetermined time to our warehouse ON TIME, assist IN LIFTING AND LOADING our vehicles with the equipment needed for an event, either DRIVE OR IN OUR VEHICLES to event, UNLOAD, SET-UP AND INFLATE, then SUPERVISE the attractions for safety and to keep order. After the event (usually 4 hour duration), crew person will DEFLATE, ROLL UP AND RETURN TO WAREHOUSE, then put them where they belong in warehouse. When we contract events with our clients, the scheduler calls names on our roster to fill the schedule. When jobs are offered, you can choose which jobs to accept, depending on your schedule. Events are USUALLY scheduled weeks in advance. Each "job" begins in are our warehouse at 1495 Tonne Road, Elk Grove Village. The average length of "job" is usually 8 hours end to end. Shift starts usually three hours prior to event start time to allow for loading, delivery and set-up. Shift usually ends 2 hours after event ending time to allow for loading, driving and unloading. Most events last 4 hours. For this length of time (8 hours), Record-A-Hit pays $80 flat rate. RAH considers their crew "Part Time Employees". RAH pays a flat rate $80 for 8 hour job. If job time exceeds 8 hours, we do pay a specified rate for each hour of overtime. Crew is paid twice a month and are required to provide an invoices detailing jobs worked, by the end of each pay period, (this form is provided). No set number of hours can be guaranteed. The amount you work depends on our bookings and your availability. WE WILL DRUG TEST ALL APPLICANTS

We are looking for people who: 1. Have good clean, neat appearance. 2. Have good people skills, patience and can work with kids, teens and adults. 3. Are enthusiastic and upbeat. 4. Have a legal drivers license (not required) 5. Can take direction from Crew/Supervisor

Location: 1495 Tonne Road, Elk Grove Village, IL 60007 This is a part-time job.

**Contact:** Dipesh Kadakia

**Address:** 1495 Tonne Road, Elk Grove Village, IL 60007

**Phone:** 8476901100

**Fax:** 8476901122

**Email:** dkadakia@recordahit.com

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**Job ID:** 3156088

**Expires:** 08/31/2013

**Job Title:** Front Desk Staff

**Company:** Dolphin Swim Club

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Customer Service

**Location:** Elk Grove Village, IL 60007

**Salary:**
Job Description: Dolphin Swim Club is hiring for its new Schaumburg Area location! Our newest facility is now open 681 Meacham Road. We teach year-round, indoor swimming lessons and need staff members who love being around children and their families and have excellent customer service skills. We are currently looking for new part-time office staff members.

Application Instructions: Please e-mail a letter of introduction and your resume for consideration. Please detail your long-term availability and why you would make a valuable member of the DSC Family.

Contact: Kristine Biederer
Address: 681 Meacham Road, Elk Grove Village, IL 60007
Phone: 630-283-0136
Email: kristine@dolphinswimclub.com

Job ID: 3157258
Expires: 09/01/2013
Job Title: Leasing Agent Needed for Busy Real Estate Office
Company: Apartment Savvy Chicago
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Customer Service
Location: Chicago, IL 60657
Salary:

Job Description: This is a great job for students who are going to be living in the city over the summer! Apartment Savvy Chicago is looking for individuals with excellent organizational and people skills to help us rent apartments! We have so many clients that we actually have to turn people away! Start making money right away! What will you be doing- 1. Meeting and greeting clients 2. Finding clients their dream apartment 3. Driving clients to different listings. 4. Helping clients apply for apartments. Why Apartment Savvy Chicago, LLC? 1. Online database with all of our available rentals. 2. Established company. Apartment Savvy has been featured on ABC News, Chicago Sun Times, Daily Herald, Realty Times, and Success Magazine. 3. Experience. Our Leasing Director has 25 years of experience in the industry. 4. Members of the better business bureau. 5. Growth. Our rental company is still expanding! 6. Advertising we have a team that is constantly putting up ads to bring you more clients What we offer- 1. Hands on sales management 2. Expert processing so you can focus on renting apartments! 3. Thorough training program 4. Unlimited earning potential 5. Leads. Leads, leads, leads! -- that's right, WE actually provide you with your leads and listings! No cold calling! 6. Competitive commission structure, the more you lease the more you earn!

Job Requirements: You must have a dependable car, car insurance and a cellphone!

Application Instructions: Send your resume to jbrail@apartmentsavvy.com

Contact: Joshua Brail
Job ID: 3168938  
Expires: 09/12/2013  
Job Title: Account Manager  
Company: Inter-Continental Trading USA Inc  
Job Type: Full Time  
Degrees Wanted: Associates, Certificate, Diploma  
Majors Wanted: Any Major  
Job Target: Customer Service  
Location: Mount Prospect, IL 60056  
Salary: 25-28k + commission  
Job Description: · Maintain a strong business relationship with existing customers. · Develop new business within assigned territories. · Process purchase orders from current & future customers. · Answer emails & calls from current and prospective customers. · Identify target markets and contact future prospective customers. · Become a subject matter expert (SME) within the first month. · Become an expert in competitor products and pricing. · Meet weekly & monthly sales and effort metric expectations. · Follow-up with prospective customers leading up to account setup. · Follow our step-by-step sales program.

Application Instructions: Please email resume to the email address listed above.

Contact: Robert Dwyer  
Address: 1615 W. Algonquin Rd, Mount Prospect, IL 60056  
Phone: 847-640-1777  
Email: robert@ictusainc.com

Job ID: 3169133  
Expires: 10/31/2013  
Job Title: Teller 2 postions open  
Company: LEYDEN CREDIT UNION  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Customer Service  
Location: Franklin Park, IL 60131  
Salary: $9.00- 9.50  
Job Description: Bank teller activities. Prior cash handling or teller experience helpful. Assist in
everyday operations of the credit union. Abide by policies and procedures. Provide a variety of services functions to process transactions. Manage and balance a cash drawer. Enthusiastically promote products and services. Self motivator representing the credit union in a positive way. Ability to work quickly and communicate effectively with membership and through teamwork with staff.

**Job Requirements:** Ability to work quickly and accurately with attention to detail with at least 1-2 years experience.

**Application Instructions:** To apply please send your cover letter and resume to Human Resources at hr@leydencu.org or fax it to 847-455-1245.

**Contact:** HUMAN RESOURCES

**Address:** 2701 N 25TH AVE, FRANKLIN PARK, IL 60131

**Phone:** 847-455-8440

**Fax:** 847-455-1245

**Email:** hr@leydencu.org

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**Job ID:** 3169771

**Expires:** 09/12/2013

**Job Title:** Customer Service

**Company:** Old World Millworks

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Customer Service

**Location:** Elgin, IL 60123

**Salary:** negotiable

**Job Description:** Answering phones, order entry, greet customers, filing

**Contact:** Mary Stancy

**Address:** 1150 Bowes Rd., Elgin, IL 60123

**Phone:** 847-717-6010

**Fax:** 847-717-0010

**Email:** Mary@oldworldmillworks.com

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**Job ID:** 3169996

**Expires:** 09/12/2013

**Job Title:** Customer Service Representative

**Company:** TapeCase Ltd

**Job Type:** Full Time

**Degrees Wanted:** Associates, Bachelors
Majors Wanted: Any Major
Job Target: Customer Service
Location: Wheeling, IL 60090
Salary:
Job Description: We are an industrial distributor looking for a full time Customer Service Representative. Responsibilities include taking calls from current and prospective customers, answering questions about accounts/orders, and giving information about new products and services. Additional job responsibilities include duplicating invoices, discussing return requests or quality concerns and completing a customer's order over the phone. Sorting incoming faxes and emails, filing customer orders and vendor invoices, ordering office supplies, creating forms/reports, correspondence and mailing samples or catalogs for promotions is expected from the customer service staff. The Customer Service Representative would also assist other departments as requested or assigned. The ideal candidate would have 1 to 2 years general office experience and some college preferred. Competencies should include computer skills and should be familiar with the internet, Microsoft Office. Knowledge of Microsoft CRM and Microsoft GP is a plus but not required. We are looking for a friendly, enthusiastic, self-motivated and detail oriented team worker who has excellent communication skills. Strength in time management, problem solving and organization skills are important qualities we are looking for.
Application Instructions: Submit a resume and cover letter to apply for this job. Applications without a cover letter would not be accepted.
Contact: Chari Alvarez
Address: 420 Northgate Pkwy, Wheeling, IL 60090
Phone: 8472997880
Fax: 8472997804
Email: info@tapecase.com

Job ID: 3171196
Expires: 09/13/2013
Job Title: Medical Case Manager
Company: RSA Medical
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Customer Service
Location: Naperville, IL 60563
Salary: based on experience level
Job Description: · Receives inbound calls from insurance applicants, reviews the case file and completes a medical interview to obtain the required information as designated by the TeleMed interview system. · Uses a consultative approach supported by medical knowledge and defined policies and procedures to uncover and collect additional critical details (calculated, expanded
questioning) regarding conditions, treatment, medication usage, recovery etc. · Proactively serves as an advocate to assist the applicant in the collection of vital medical information by contacting medical care facilities and medical offices, physicians etc. to obtain information required to fully complete the medical interview. · Acts as a courteous, professional medical representative and customer advocate to obtain necessary information, document collected information efficiently and credibly to ensure a complete and accurate medical interview is completed and filed with the insurance carrier. · Responsible for following defined policies, procedures and standards for professional conduct, the MCM must perform within Quality standards to ensure consistent, accurate, professional client engagements. · Acts in compliance with all HIPAA guidelines and standards of care in client interactions. Uses good judgment, tact and compassion to handle the delicacy of exchanging personal health information and the · Adheres to a designated work schedule and consistently works schedule as expected in accordance with company attendance policy. · Maintains a consistent knowledge of all Client programs which he/she has been trained on. Willingly accepts additional training to expand skills to become capable of servicing a higher number of clients across varying client programs. · Accepts responsibility for actions and executes transactions with the knowledge that every interview is confidential and information obtained requires extreme accuracy as the information collected generates legal documents which are filed with the insurance carrier. · Works accurately and efficiently to maximize service to clients. Adheres to designated guidelines for phone availability and works to become highly proficient with client call transactions to assist the highest number of clients possible per day. · Takes ownership of Client issues, identified system or procedural issues which are creating a negative experience for the client, are impacting their ability to perform the job efficiently or with the right level of quality. Communicates these issues through their Team leader or a Floor manager to ensure the issues are addressed. · Approaches the job with a focus on quality and completing cases each day with the objective to follow policies and procedures consistently while learning and becoming more and more efficient to complete the maximum number of interviews in the shortest possible time. · Works interactively with their Team Leader to discuss their own performance, obtain guidance as needed and grow their skills to continually achieve a higher level of quality and a higher Interview completion rate. · Acts as an owner of the company and expects their peers to follow company policies, procedures, standards for quality and Standards for patient care. Addresses issues directly with peers who are not acting in the best interests of the Client, the Team or RSA OR informs their Team Leader of the issues.

**Job Requirements:** · Works from a solid medical foundation - able to assess, respond and articulate information related to medical interviews and processes that support the business' medical transactions. · Able to project professionalism and courtesy, maintain composure and positive approach (even in stressful situations) through face-to-face interactions, oral and written communications · Excellent oral and written communication skills with ability to give clear direction, and to motivate others · Capable with the Microsoft Office Suite applications and all in house customer management software applications. · Self-motivated, works proactively to ensure customers are serviced efficiently within departmental standards. · The position requires sustained periods of sitting and physical interaction with a desktop computer which uses hands to finger, handle, and type or feel to initiate keyboard data entry and computer interaction. Reaches with hands and arms and is subject to repetitive motion. · Movement from one location to another throughout the office facility to attend meetings, training sessions in varied locations. · Use close and distance vision to adjust focus while viewing a computer display and reading
paper based documents. · Talks and listens and interprets voice communication of varying quality during extensive telephone conversations/telephone usage via a headset equipped telephone. · Able to dial a telephone and press telephone set buttons to initiate telephone actions · Able to write legibly to complete paper documents.

**Application Instructions:** Visit www.rsamedical.com to view complete posting and apply for position if interested. In the 'how did you hear' question, please respond 'other'; enter code PCCCNET in the drop down below.

**Contact:** Peggy Collier  
**Address:** 2135 Citygate Lane, Naperville, IL 60563  
**Phone:** 630.718.7830

| **Job ID:** | 3171932  |
| **Expires:** | 09/13/2013  |
| **Job Title:** | Agency Sales Support  |
| **Company:** | American Family Insurance  |
| **Job Type:** | Full Time, Part Time  |
| **Degrees Wanted:** | None Required  |
| **Majors Wanted:** | Any Major  |
| **Job Target:** | Customer Service  |
| **Location:** | IL 60646  |
| **Salary:** | $8.00 - $1300/ Hr  |

**Job Description:** Agency Sales Support Specialists are hired by Agents to assist in producing appointments, applications and sales through lead generation and follow up. This position lets you get a feel for a career as an Agent without the commitment of owning the business - it is a great opportunity to learn from and work alongside a successful entrepreneur. You'll receive training and support as you handle a full scope of responsibilities, including customer relations, sales Sales and Marketing ·Coordinate agency prospecting through direct mail, company prospecting programs and Personal Insurance Reviews. ·Understand products, procedures and best practices for promoting policy growth and retention ·Schedule/confirm appointments for agent ·Achieve individual production goals as established by agent Customer Relations ·Discuss insurance product offerings with current and potential customers ·Maintain high customer service standards to attract and retain customers ·Advise customer of claims and billing policies and procedures as needed ·Respond to inquiries, issues and complaints Agency Office Operations ·Administer office practices and procedures ·Maintain information in the agency's customer database for future follow up ·Manage agency correspondence as required ·Continue to maintain and develop knowledge of American Family products and services and support efforts to increase agent business Job Requirements Qualified candidates will possess: ·Outstanding sales and relationship skills ·Experience in telemarketing or other sales environment with demonstrated persuasion skills ·Licenses in property, casualty, health and life (or these must be obtained in order to continue employment with the agency) ·Prior insurance experience is not required ·Organization, prioritization, and multi-tasking skills ·Demonstrated oral and written communication skills ·PC skills; experience with Windows-based computer applications a plus
Ability to learn American Family products, services, and computer systems ·A minimum of a High School diploma or equivalent ·Clean credit ·Acceptable driving record

Contact: Tony S. Lazzar
Address: 6222 N Pulaski, Chicago, IL 60646
Phone: 773-853-0888
Fax: 773-853-0891
Email: tlazzar@amfam.com

Job ID: 3172398
Expires: 09/13/2013
Job Title: Insurance Advisor
Company: Skills for Chicago and's Future
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Marketing/Sales
Job Target: Customer Service
Location: Chicago, IL 60606
Salary:

Job Description: Key Responsibilities: Field, Advise and sell Health Insurance plans to prospects under age 65 Manage Book of Business full of prospects to achieve targeted sales goals Maintain high level of efficiency in all of your daily Sales transactions Implement Sales/System/General Coaching from Sales Manager Gain high level product knowledge of Health Insurance plans you represent Deliver World Class customer experience Requirements No Insurance Industry knowledge is needed! GoHealth will assist you through licensing training and testing to get your resident insurance license so you can begin selling! Once you pass our 3 week training program, you will begin selling Health Insurance on behalf of one of many A rated Insurance Companies. Experience/Skills Great organizational skills; ability to multitask Ability to communicate technical information to nontechnical audiences Energetic, fun, competitive drive Team oriented; always looking to help others improve Ability to work in a fast paced, fun environment

Job Requirements: Screening Process: Candidates must pass a thorough background check Pay Range: $14.42 / hour plus commission Other Benefits: Full benefits
Application Instructions: email resume to skregel@skillsforchicagoland.com
Contact: Stacey Kregel
Address: 191 N. Wacker Drive, Suite 925, chicago, IL 60606
Phone: 3129067211
Email: skregel@skillsforchicagoland.com

Job ID: 3177030
Expires: 09/18/2013
Job Title: Receptionist Part Time
Company: River Trails Park District
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Customer Service
Location: Mount Prospect, IL 60056
Salary: $8.50 hour

Job Description: - Greeting customers who walk through the door with a genuine enthusiasm -
- Strong communication skills - Ability to follow written and oral instructions - Ability to handle
- money and operate a cash register - Answer phones in a professional manner - Provide customers
- with a positive answer - Skilled in computers - Process registration, memberships and facility
- scheduling - Assist customers - Office experience a plus - Ability to prioritize - Multi-tasking a
- must - Work effectively as a team player - Flexibility to work evening and weekend shifts a must -
- Must be at least 21 years of age

Application Instructions: Apply in person at: MSW Community Center, 1500 Euclid, Mt.
Prospect, 847-255-1200 or online at www/rtpd.org Attention: Eileen

Contact: Eileen Meyers
Address: 1500 E. Euclid Ave., Mt. Prospect, IL 60056
Phone: 847-255-1200
Email: emeyers@rtpd.org

Job ID: 3179365
Expires: 10/01/2013
Job Title: Retail Sales Consultant Chicago area
Company: AT&T
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Customer Service
Location: Chicago, IL 60290
Salary:

Job Description: JOB DESCRIPTION Develop and attain customer experience and sales
objectives for store. Sell all products and services offered by the Company. Meet all sales
objectives. Handle all administrative aspects of the sale including: completing customer contracts
and warranties, pulling products from inventory, accepting customer payments and filing the
completed orders. Maintain strong knowledge of all products, accessories, pricing plans,
promotions and service features. Maintain knowledge of competitive offers and provide critical
market feedback to the Store Manager regarding local competition and product/service needs. Handle service inquiries from customers. Provide efficient, courteous customer service and assist in all aspects of product offerings and services. Ensure an extraordinary customer experience. Position may be commissioned and quota based. GENERAL DUTIES The essential functions listed below are representative of duties performed by this job title. Duties generally include but are not limited to the following: GENERAL ESSENTIAL FUNCTIONS WHICH ARE NORMALLY REQUIRED: · 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 · Assist with inventory maintenance · May be required to wear a uniform

Job Requirements: 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.

Application Instructions: Please apply online. Complete the online application and assessment. There are multiple Full Time and Part Time openings available in the area.

Contact: Bianca Soland

Address: 2000 W AT&T Center DR - Z1, Hoffman Estates, IL 60192
Phone: 952-656-9168
Email: bk171h@att.com
Apply Online: http://att.jobs

Job ID: 3180691
Expires: 09/20/2013
Job Title: Customer Care Representative(s)
Company: Toynk Toys
Job Type: Full Time, Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Customer Service
Location: Addison, IL 60101
Salary: $10.00 hour

**Job Description:** Toykn Toys is looking to hire several Customer Service Representatives to work in a very fast-paced, yet casual environment. We have a variety of shifts available including early morning, late evening, as well as Saturday shifts. Toykn is preparing for a very busy Halloween season, so apply today! Your responsibilities include: Taking/completing phone orders from customers, Answering customer emails, Completing customer inquiries using our online chat system, Assisting customers with questions regarding order status, package tracking and other general information. Serious inquiries only.

**Job Requirements:** Seasonal position runs 4-6 weeks.

**Application Instructions:** MUST FILL OUT OUR ONLINE APPLICATION ON OUR WEBSITE AT WWW.TOYNK.COM CLICK ON "NOW HIRING" ON THE HOMEPAGE or CLICK THIS LINK: http://www.toynk.com/category/promotional.employment/ THANK YOU

**Contact:** Tracy Hays

**Address:** 2249 Windsor Court, Addison, IL 60101

**Phone:** 847-350-0108 ext. 200

**Fax:** 773-442-0859

**Email:** help@toynk.com

**Apply Online:** http://www.toynk.com/category/promotional.employment/

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**DATA TECHNOLOGY**

**Job ID:** 3170382

**Expires:** 09/12/2013

**Job Title:** Part-Time Scale Clerk

**Company:** Loop Paper Recycling

**Job Type:** Part Time

**Degrees Wanted:** Associates, Bachelors, Diploma

**Majors Wanted:** Accounting & Business Administration, Business Management, Business Support Specialist, Computer Information Systems, Computer Maintenance, Computer Science, Office Assistant

**Job Target:** Data Technology

**Location:** Northlake, IL 60164

**Salary:**

**Job Description:** Job Description: This position requires a detail-orientated and computer savvy person who is also extremely reliable. Some of the daily duties include recording trucks, entering data, maintaining shipping and receiving logs as well as other clerk responsibilities. This position also incorporates answering phones, filing, data entry, responding to emails and other general office duties. Job Requirements: We are looking for someone who is computer savvy and has great mathematical skills. Approximately 4 hours a day in a casual dress environment.

**Position Type:** Part-Time Permanent Years of Experience Required: Entry-Level Education
Required: High School Overnight Travel: None Vacation Time: No Paid Vacation Casual Dress
Company Profile: Loop Paper Recycling Inc. has operated a secured recovery facility in the Chicagoland area for 30+ years. There are four facilities throughout the Chicagoland area that specialize in purchasing recyclable commodities that most recyclers cannot handle. These include recyclables ranging from commercially generated cardboard, all grades of printer paper, office paper, shrink wrap, plastics, Super Sacs to many other commodities. We are dedicated to providing prompt, quality recycling services. Our goal is for our customers is to reduce their waste stream through recycling.

Application Instructions: Please email all resumes to hr@recyclingit.com Thank you!

Contact: Human Resources
Address: 301 W. Lake Street, Northlake, IL 60164
Phone: 312-942-0042
Fax: 312-942-2611
Email: hr@recyclingit.com

DATABASE MANAGEMENT

Job ID: 3170382
Expires: 09/12/2013
Job Title: Part-Time Scale Clerk
Company: Loop Paper Recycling
Job Type: Part Time
Degrees Wanted: Associates, Bachelors, Diploma
Majors Wanted: Accounting & Business Administration, Business Management, Business Support Specialist, Computer Information Systems, Computer Maintenance, Computer Science, Office Assistant
Job Target: Database Management
Location: Northlake, IL 60164
Salary:
Job Description: Job Description: This position requires a detail-orientated and computer savvy person who is also extremely reliable. Some of the daily duties include recording trucks, entering data, maintaining shipping and receiving logs as well as other clerk responsibilities. This position also incorporates answering phones, filing, data entry, responding to emails and other general office duties. Job Requirements: We are looking for someone who is computer savvy and has great mathematical skills. Approximately 4 hours a day in a casual dress environment.
Position Type: Part-Time Permanent Years of Experience Required: Entry-Level Education Required: High School Overnight Travel: None Vacation Time: No Paid Vacation Casual Dress
Company Profile: Loop Paper Recycling Inc. has operated a secured recovery facility in the Chicagoland area for 30+ years. There are four facilities throughout the Chicagoland area that specialize in purchasing recyclable commodities that most recyclers cannot handle. These include recyclables ranging from commercially generated cardboard, all grades of printer paper,
office paper, shrink wrap, plastics, Super Sacs to many other commodities. We are dedicated to providing prompt, quality recycling services. Our goal is for our customers is to reduce their waste stream through recycling.

**Application Instructions:** Please email all resumes to hr@recyclingit.com Thank you!

**Contact:** Human Resources  
**Address:** 301 W. Lake Street, Northlake, IL 60164  
**Phone:** 312-942-0042  
**Fax:** 312-942-2611  
**Email:** hr@recyclingit.com

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**DESIGN - COMMUNICATION/GRAPHIC DESIGN**

**Job ID:** 3126617  
**Expires:** 10/01/2013  
**Job Title:** Graphic Design Intern  
**Company:** John Crane, Inc  
**Job Type:** Internship, Part Time  
**Degrees Wanted:** Associates, Bachelors  
**Majors Wanted:** Visual Communication - Graphic Design/Graphic Arts  
**Job Target:** Design - Communication/Graphic Design  
**Location:** Morton Grove, IL 60053  
**Salary:** 11.00  
**Job Description:**  
- Corporate Communications Initial Design, layout and execution of branded corporate communications materials, such as brochures, datasheets, installation instructions, advertising, newsletters, launch manuals, packaging, signage, promotional items, and tradeshows graphics. Working with vendors for quotes, purchase orders, press proofs, and coordinating delivery of final product. Design and execution of electronic communications materials such as html emails, portal and website updates, and initial design when needed.  
- Frequent interaction with the Market Managers to keep product literature current.  
- Photography: Ability to photograph products for company communications in a wide array of formats and sizes while maintaining a high standard to detail and quality.  
- Maintain design standards on all corporate communications, both internal and external, for the company.  
- Format and use confidential information such as company financial reports, strategic plans, acquisition plans, etc. as a part of regular duties.  
- Organize, maintain and backup electronic files.  
- Presentations: Develop, and produce a variety of computer generated presentations materials including visuals, charts, forms, and graphs.  
- Troubleshooting employee technical/design problems when needed.  
- Remain current in the Graphic Design industry; identifying new traits, techniques, shortcuts. Keeping abreast of software and hardware updates.

**Job Requirements:**  
- Seeking Bachelor's degree in graphic design or visual communication  
- Ability to convey concepts and give design direction through layouts and effective written and verbal communication along with strong business and analytical skills.  
- Ability to multitask and
establish personal objectives to meet established deadlines. ·Ability to collaborate with peers and associates in developing work that meets established briefs. ·Work within established budgets and timelines. ·Knowledge of printing processes desirable ·Knowledge of the latest design software on MAC OSX (Illustrator, Adobe Photoshop, Quark and Dreamweaver CS3/CS5, AdobeInDesign, CS3/CS5, Adobe Illustrator CS3/CS5, QuarkXpress, Adobe Acrobat mandatory). Knowledge of Windows based system, PowerPoint and html.

**Contact:** Derrick Ballantine  
**Address:** 6400 W. Oakton Street, Morton Grove, IL 60053  
**Email:** derrick.ballantine@johncrane.com  
**Apply Online:**  
http://ch.tbe.taleo.net/CH04/ats/careers/requisition.jsp?org=JOHNCRANE&cws=1&rid=8013

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**Job ID:** 3174172  
**Expires:** 09/14/2013  
**Job Title:** CAD Designer/Drafter  
**Company:** Moss Inc.  
**Job Type:** Full Time  
**Degrees Wanted:** Associates, Bachelors  
**Majors Wanted:** Architecture, Engineering Technology/Computer-Aided Design (CAD)  
**Job Target:** Design - Communication/Graphic Design  
**Location:** Elk Grove Village, IL 60007  
**Salary:**  
**Job Description:** The ideal candidate will be skilled in 3D CAD software, preferably SolidWorks, to create and detail display concepts desired by our clients. As a team member, the candidate will interact closely with Moss Project Managers, technical services, production, and customers in an energetic, deadline driven environment. Requirements ·Minimum 1 year experience with 3D CAD design (preferably SolidWorks) ·Associates or Bachelors Degree in industrial design, architecture, engineering or 3D drafting preferred ·Knowledge of drafting standards, mathematics, science and engineering technology ·Excellent organization skills ·Superior problem solving and critical thinking skills ·Excellent attention to detail ·Self motivated and able to work independently and in a team  
**Application Instructions:** Moss is a great place to work...Apply today! If you meet these qualifications you should submit your resume, cover letter, and salary requirements to the Human Resources Department by e-mail to EGV-JOBS@mossinc.com EOE m/f/d/v  
**Contact:** Erin Brown  
**Address:** 2600 Elmhurst Road, Elk Grove Village, IL 60007  
**Email:** EGV-JOBS@mossinc.com

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**Job ID:** 3174964
Expires: 09/15/2013
Job Title: Graphic Design Intern - Part-time Paid
Company: Scranton Gillette Communications, Inc
Job Type: Co-op, Part Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Visual Communication - Graphic Design/Graphic Arts
Job Target: Design - Communication/Graphic Design
Location: Arlington Heights, IL 60005
Salary:
Job Description: Paid Part-Time Design Intern Scranton Gillette Communications, a leader in business to business communications is offering an exciting opportunity for a Design Intern at our corporate headquarters in Arlington Heights, Illinois. This is a part time position paying $10/hour. The ideal candidate will be able to work 3-4 hours per day during normal business hours Monday through Friday. The design intern is responsible for design page layouts, design artwork for articles/departments, web and email promotional materials for all publications. The position includes assisting the editorial and design personnel through ad download, layout and proofreading cycles as directed by Editorial & Creative Services Manager. The qualified candidate will have excellent design skills, proven proficiency in the Adobe Suite software (Photoshop, Illustrator, InDesign, Dreamweaver, Acrobat) HTML design skills and PowerPoint. Currently pursuing a degree in Graphic Design, Liberal Arts, Communication or Visual Communications or related discipline. Apply on-line at www.scrantongillette.com.
Application Instructions: Please apply online at www.scrantongillette.com
Contact: Caryn Weaver
Address: 3030 W Salt Creek Ln Suite 201, Arlington Heights, IL 60005
Phone: 8473911006
Apply Online: http://www.scrantongillette.com/current-openings

Job ID: 3174981
Expires: 09/15/2013
Job Title: Graphic Designer (Full-time & Co-op Positions)
Company: Scranton Gillette Communications, Inc.
Job Type: Co-op, Full Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Visual Communication - Graphic Design/Graphic Arts
Job Target: Design - Communication/Graphic Design
Location: Arlington Heights, IL 60005
Salary:
Job Description: Scranton Gillette Communications, a leader in business to business communications has openings for a full-time Graphic Designer and a part-time paid Graphic
Design Intern at our corporate headquarters in Arlington Heights, Illinois. We reach over 1 million professionals over all communication platforms - print, electronic, web, custom, live and virtual events - through our seven business units. Coordinating with the promotions manager, our designers create web, email and print promotion materials for all business unit brands. Designers also create page layouts, design artwork for articles/departments, assist other editorial and design staff through layout and proofreading cycles for various brands. The qualified candidate will have excellent HTML design skills, proven proficiency in the Adobe Suite software (Photoshop, Illustrator, InDesign, Dreamweaver, Acrobat) and PowerPoint. Associates or Bachelor's degree in graphic design, visual communications (or related discipline) or comparable experience required. We offer a full benefits package which includes medical, dental and company paid life insurance, a company match 401(k)/Roth 401(k)/Profit Sharing plan and a generous PTO plan. We are located in the northwest suburb Arlington Heights, accessible via the Metra Harvard line. Check us out on the web at www.scrantongillette.com

Application Instructions: Apply online http://www.scrantongillette.com/current-openings

Contact: Caryn Weaver
Address: 3030 W. Salt Creek Lane Suite 201, Arlington Heights, IL 60005
Phone: 8473911000
Fax: 8472981227

DESIGN - ENVIRONMENTAL DESIGN

Job ID: 3101165
Expires: 09/23/2013
Job Title: Grounds Keeper/Landscaper
Company: Eisenhower Public Library
Job Type: Internship, Part Time, Seasonal, Volunteer, Work Study
Degrees Wanted: Associates, Certificate, Diploma
Majors Wanted: Landscape Design & Maintenance
Job Target: Design - Environmental Design
Location: Harwood Hts., IL
Salary: Discussed at interview(hourly)
Job Description: Hours are flexible. Current plants need up keep. Open to new plants and landscape design. General landscape maintenance. Possible snow removal in winter. Very open to ideas and suggestions.

Application Instructions: Please call to set up an interview and to fill out application.
Contact: Tom Heller
Address: 4613 N. Oketo, Harwood Hts., IL 60706
Phone: 708 867-7828 ext. 2251
DESIGN - INDUSTRIAL

Job ID: 3162431
Expires: 09/06/2013
Job Title: Mechanical Drafter
Company: Sodimate, Inc.
Job Type: Full Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Engineering Technology/Computer-Aided Design (CAD)
Job Target: Design - Industrial
Location: Chicago, IL 60614
Salary: $40,000-$50,000

Job Description: Duties and Responsibilities: Design and develop industrial bulk handling systems including, but not limited to, system layout utilizing 3D modeling, component selection, and bills of materials. Design, detail, and verify engineered drawings for system and component assemblies. Interpret customer design requirements from customer drawings, design, input documentation, or from department engineers. Adhere to approved standards, procedures, and processes. Maintain thorough knowledge of bulk system assemblies. Work with our Project Manager to ensure designs meet functional, quality, and cost targets. Work with internal support staff, customers, and vendors in a technical consultation/problem solving capacity related to product design and functionality. Verify equipment and system assembly. Supervise customers' equipment installation. Maintain detailed documentation on assigned projects. Approximately 5 - 10% travel anticipated.

Job Requirements: Requirements: Associates degree or technical certification in Engineering/Industrial Design or equivalent experience. 1-2 years of experience in industrial product design or related systems (new grads with high potential will be considered). Understanding of basic machinery equipment design, electrical and industrial controls. Highly detail-oriented and analytical with conceptual skills to rationalize product geometric shape. Solid understanding and demonstrated experience in systems layout utilizing 3D modeling and other relevant computer modeling applications. Troubleshooting and problem-solving skills. Strong verbal and written communications. A familiarity with manufacturing processes including: plastic molding, extruding, metal fabricating, aluminum castings. A general mechanical curiosity with the ability to work closely with engineers. Excellent communication skills, both for internal communications with other departments, as well as presentations to clients. Ability to effectively use: Computer / CAD, Solidworks. An eagerness to travel to manufacturing locations, trade shows, and other locations (domestic and foreign) for 5-10% of time. Physical fitness to assemble equipment, including occasional medium to heavy lifting in outside environmental conditions. Ability to successfully deal with stressful conditions associated with multiple projects and sensitive time frames for completion.

Application Instructions: For immediate consideration, please e-mail a cover letter and resume to: Genevieve Kapche, sodimateusa@gmail.com, with "Mechanical Drafter" in the e-mail's subject line. Incomplete, faxed or mailed applications will be not considered. Please no phone
calls.

Contact: Genevieve Kapche
Address: 639 W. Diversey Pkwy Ste 219, Chicago, IL 60614
Phone: 773-665-8800
Email: sodimateusa@gmail.com

Job ID: 3174172
Expires: 09/14/2013
Job Title: CAD Designer/Drafter
Company: Moss Inc.
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Architecture, Engineering Technology/Computer-Aided Design (CAD)
Job Target: Design - Industrial
Location: Elk Grove Village, IL 60007
Salary:
Job Description: The ideal candidate will be skilled in 3D CAD software, preferably SolidWorks, to create and detail display concepts desired by our clients. As a team member, the candidate will interact closely with Moss Project Managers, technical services, production, and customers in an energetic, deadline driven environment. Requirements ·Minimum 1 year experience with 3D CAD design (preferably SolidWorks) ·Associates or Bachelors Degree in industrial design, architecture, engineering or 3D drafting preferred ·Knowledge of drafting standards, mathematics, science and engineering technology ·Excellent organization skills ·Superior problem solving and critical thinking skills ·Excellent attention to detail ·Self motivated and able to work independently and in a team

Application Instructions: Moss is a great place to work...Apply today! If you meet these qualifications you should submit your resume, cover letter, and salary requirements to the Human Resources Department by e-mail to EGV-JOBS@mossinc.com EOE m/f/d/v

Contact: Erin Brown
Address: 2600 Elmhurst Road, Elk Grove Village, IL 60007
Email: EGV-JOBS@mossinc.com

DRAFTING/COMPUTER AIDED DESIGN

Job ID: 3158560
Expires: 09/04/2013
Job Title: Structural Designer
Company: Create It Packaging, Inc.
Job Type: Full Time, Part Time
Degrees Wanted: None Required

Majors Wanted:

Job Target: Drafting/Computer Aided Design

Location: Arlington Heights, IL 60005

Salary: $12-$15 per hr

Job Description: Work with production to create packaging concepts that can be produced on standard manufacturing equipment. Take customer die lines and fix if necessary. Go with sales to customer meetings to bring knowledge and assistance. Design packaging around new customer products.

Job Requirements: Common sense and problem solving skills. The ability to think outside the box and work under high stress situations. The ability to understand a 2D concept and convert into a 3D working prototype.

Contact: Brian Lewis

Address: 2420 E. Oakton St Unit D, Arlington Heights, IL 60005

Phone: 847-357-1700

Fax: 847-357-8300

Email: brian@createitpkg.com

Job ID: 3174172

Expires: 09/14/2013

Job Title: CAD Designer/Drafter

Company: Moss Inc.

Job Type: Full Time

Degrees Wanted: Associates, Bachelors

Majors Wanted: Architecture, Engineering Technology/Computer-Aided Design (CAD)

Job Target: Drafting/Computer Aided Design

Location: Elk Grove Village, IL 60007

Salary:

Job Description: The ideal candidate will be skilled in 3D CAD software, preferably SolidWorks, to create and detail display concepts desired by our clients. As a team member, the candidate will interact closely with Moss Project Managers, technical services, production, and customers in an energetic, deadline driven environment. Requirements ·Minimum 1 year experience with 3D CAD design (preferably SolidWorks) ·Associates or Bachelors Degree in industrial design, architecture, engineering or 3D drafting preferred ·Knowledge of drafting standards, mathematics, science and engineering technology ·Excellent organization skills ·Superior problem solving and critical thinking skills ·Excellent attention to detail ·Self motivated and able to work independently and in a team

Application Instructions: Moss is a great place to work...Apply today! If you meet these qualifications you should submit your resume, cover letter, and salary requirements to the Human Resources Department by e-mail to EGV-JOBS@mossinc.com EOE m/f/d/v
Contact: Erin Brown
Address: 2600 Elmhurst Road, Elk Grove Village, IL 60007
Email: EGV-JOBS@mossinc.com

EDITING AND PUBLISHING

Job ID: 3174966
Expires: 09/15/2013
Job Title: Assistant Editor
Company: Scranton Gillette Communications, Inc
Job Type: Co-op, Full Time
Degrees Wanted: Bachelors
Majors Wanted: Journalism/Mass Communication
Job Target: Editing and Publishing
Location: Arlington Heights, IL 60005
Salary:
Job Description: Scranton Gillette Communications, a leader in business to business communications is offering an exciting opportunity for an Assistant Editor at our corporate headquarters in Arlington Heights, Illinois. We reach over 1 million professionals monthly through our trade publications, websites, newsletters and other electronic media. The assistant editor is responsible for researching, writing, and editing features and columns for the magazines, newsletters, websites and custom publishing projects. The position includes assisting in the production phases by helping with design, layout and proofing of issues. Qualified candidates will have a Bachelor's degree in Journalism (or similar discipline, or comparable experience) and have strong interpersonal and communication abilities. Excellent writing, editing and interviewing skills is required. Computer literacy in a MAC environment and related software is also required. Knowledge of production, printing and design is a plus. Familiarity with HTML and SEO is a plus. We offer a full benefits package which includes medical, dental and company paid life insurance, a company match 401(k)/Roth 401(k)/Profit Sharing plan and a generous PTO plan. We are located in the northwest suburban Arlington Heights, accessible via the Metra Harvard line. Upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

Application Instructions: Apply online http://www.scrantongillette.com/current-openings
Contact: Caryn Weaver
Address: 3030 W Salt Creek Ln Suite 201, Arlington Heights, IL 60005
Phone: 8473911006
Apply Online: http://http://www.scrantongillette.com/current-openings

EDUCATION

Job ID: 3029205
Expires: 12/31/2013
Job Title: Direct Support Person (DSP)
Company: Community Service Partners
Job Type: Full Time, Part Time
Degrees Wanted: Diploma
Majors Wanted: Paraprofessional Educator
Job Target: Education
Location: Various, IL
Salary: Range $8.75 - $11.00 per hour

Job Description: Job Summary Direct Support Persons (DSPs) provide services to adults with developmental disabilities, as well as the elderly. Depending on the needs of the consumers, Direct Support Persons provide assistance with living skills development, health maintenance and medication administration, personal care, and behavioral development. Direct Support Persons work in a number of settings including Group Homes (small residential homes that serve 2-6 people), Intermediate Care Facility for the Developmentally Disabled (ICF/DD: 24-hour facilities providing residential services for up to 16 people), Day Programs (living skills & pre-employment training), Home & Community Based Services (in-home care and supports), and Vocational Rehabilitation (job skill training and job placement) Working under the direction of a manager, Direct Support Persons work to provide services that enrich the lives of our consumers. An emphasis is placed on creating a family-like environment that encourages the consumers to experience a full life. Direct Support Persons assist the consumers in participating in traditional daily and weekly activities such as shopping at the grocery store, going to movies, enjoying hobbies, etc. Direct Support Persons also advocate for consumers to be fully integrated into community life. Essential Duties and Responsibilities Community Service Partners and its member agencies has an uncompromising commitment to quality and integrity--employees are expected to perform their duties and responsibilities to our high standard of quality. Some of the duties and responsibilities vary in intensity and frequency depending on the assignment.

Advocacy -- Assists consumers with achieving personal goals; works on behalf of consumers to overcome barriers; helps consumers participate in activities of their choice; respects consumer's personal beliefs, choices, and interests
Health Maintenance -- Provides care and assistance to promote good health; helps consumers receive medical care and communicates with medical professionals; may administer medications according to physician instructions; records information regarding health events, conditions, and status; provides CPR/FA and seeks emergency medical care when needed
Personal Care -- Helps consumers with eating, grooming, dressing, bathing, and toileting; assists consumers with their mobility including lifting them from a seated or lying down position, helping them walk and maintain stability
Living Skills Development -- Helps consumers develop living skills such as cooking, money management, household shopping, doing laundry, personal hygiene, etc; teaches work-related skills and job preparedness; supports consumers in job search process and maintaining job performance; records progress on skill development and achievement
Behavior Development -- Serves as a role model and mentor, demonstrating the desired behaviors, and coaches the consumers using approved techniques and strategies; uses approved physical intervention techniques when necessary to protect consumers and others
Operational Support -- Maintains cleanliness of
program; drives company vehicle to transport consumers to their activities; completes tasks that are beyond the consumer's abilities; follows policies and procedures for handling money
Professional Behavior -- Acts in a professional manner and communicates effectively with others; completes training programs; attends required meetings Working Conditions While working as a DSP, employees may be required to deal with the following conditions: 1) Unconventional schedules--Community Service Partners and its member agencies operates programs and services 24/7, 365 days a year; 2) Possible exposure to blood borne pathogens; 3) Possible exposure to profanity, violent, and/or offensive behaviors from the consumers.

Job Requirements: Minimum Qualifications In order to perform these functions and meet the requirements put forth by the Division of Developmental Disabilities, applicants for the Direct Support Professional position must: 1. Be able to legally work in the United States 2. Be 18 years of age required by the IL Department of Human Services 3. For assignments that require the employee to drive a vehicle, must meet the qualifications of a driver as established by the agency's insurance carrier and agency's policies 4. Have a high school diploma or GED 5. Be able to pass a background check that satisfies the Heath Care Worker Background Check Act 6. Be able to pass a drug and alcohol screen 7. Be able to provide 3 verifiable non-family references including 1 previous employer. Required Knowledge, Skills, and Ability Because of the essential duties and responsibilities of the DSP position, applicants for the position must: 1. Be able to pass a physical exam 2. Be able to complete training programs and successfully pass tests to meet competency requirements 3. For some positions, employees must be able to pass a PACE Transportation test, TABE test.

Application Instructions: Please visit https://www.communityservicepartners.org/CSPCareers/Default.aspx to apply for any of our positions

Contact: Barbara Zvonek
Address: 19015 S. Jodi Road Suite A, Mokena, IL 60448
Phone: 708-995-5786
Fax: 708-478-7786
Apply Online: http://www.communityservicepartners.org/CSPCareers/Default.aspx

Job ID: 3054369
Expires: 02/06/2014
Job Title: Paraprofessionals/Teaching Assistant - Chicago Metro Area
Company: The Menta Group - IL & AZ
Job Type: Full Time
Degrees Wanted: Associates, Certificate, Diploma
Majors Wanted: Any Major
Job Target: Education
Location: Chicago Metro Area, IL
Salary: Comparable for the area
Job Description: Hillside Academy East Campus-Chicago, Aurora Education Center-North
Aurora, Lake Shore Academy - Waukegan and Thompson Instruction Center, All Special Education Services Programs & Members of The Menta Group, offer elementary, middle, and high school programming to special education students residing in the City of Chicago and the surrounding metro/suburban area. Elementary and middle school curricula emphasize real-world, community-based learning. Classrooms are designed to be active learning environments where young people have the opportunity to experience educational and behavioral success on a regular basis. The high school curriculum is intended to aid students in acquiring the knowledge and skills necessary to become eligible for post-secondary education and/or employment. Emphasis is placed on developing a key set of skills that are common across both educational and employment settings. All 12 of our programs post their open teaching positions on our website [www.thementagroup.org/careers_ApplyOnline.aspx], and feature an easy-to-complete online application process. This position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications. Duties of the Teacher Assistant consist of: Lead or co-teach a class of students with behavior/emotional/social/learning disorders. Provide behavior support in self-contained classroom. Prepare and adapt materials for use in the classroom. Maintain classroom order, safety and materials. Communicate behavioral concerns of students to appropriate staff. Implement and maintain behavioral program policies and data. Attend all staff meetings and in-service training as requested.

**Job Requirements:** State Certified Paraprofessional preferred. College Associates Degree and/or two years college classes desirable High School Diploma or GED still considered for the position. Ability to obtain CPI Certification At least 23 years of age. Previous experience working with special needs children Must be able to lift at least 50 lbs Clean driving record and must be able to drive student van

**Application Instructions:** Apply at www.thementagroup.org/careers/apply ILLINOIS/MID-STATE & CHICAGO METRO AREA Waukegan, IL sheela.patel@menta.com Fax: (847) 599-2475 Nokomis, IL Barbara Daugherty Fax: 217-563-7606 Barb.daugherty@menta.com Chicago, IL Hillside Academy East Campus Marc.bickham@menta.com Fax: 773-638-6335 Joliet, IL - Teaching Assistant Ann.keane@menta.com Fax: 815-774-5866

**Contact:** Charles F. Hejny
**Address:** 1720 N. Randall Road, Aurora, IL 60506
**Phone:** 630-907-2400
**Fax:** 630-907-0197
**Email:** chuck.hejny@menta.com

**Apply Online:** http://www.thementagroup.org/careers_ApplyOnline.aspx

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**Job ID:** 3132680  
**Expires:** 02/12/2014  
**Job Title:** Teachers: Special Education Chicago Metro Area, IL  
**Company:** The Menta Group - IL & AZ  
**Job Type:** Full Time  
**Degrees Wanted:** Bachelors
Majors Wanted:

Job Target: Education

Location: Chicago Metro Area, IL

Salary: Comparable for area

Job Description: Special Education Services (SES), an affiliate of The Menta Group, is a non-profit agency serving K-12 high-risk children in Illinois and Arizona. With its no refusal, no suspension, no expulsion policy, SES students attend school daily regardless of their behavior. A continuum of services is offered to meet the educational needs of special needs, at-risk and high-risk public school students. Small class size, intensive clinical services, and a competently trained staff of educators combine to make this a positive and dynamic place to learn. All children have a right to quality education services. The curriculum is taught with an engaged learning methodology that nurtures academic, behavioral, and social-emotional growth. Our educational model encourages the development of academic and social-emotional skills in a positive and well-structured learning environment, with a focus on preparation for post-secondary education, employment, and citizenship. Programming is designed for students with significant cognitive, behavior, and learning difficulties. The curriculum is individualized to meet each student's special needs with an emphasis on four major community living domains: self-management/home living, vocational, recreation/leisure, and general community functioning. The curriculum is taught both in school and out in the community. It includes functional academics and embedded training in social-emotional skills, communication, and motor skills. We are currently seeking qualified applicants for the position of Special Education Teacher for our schools located in mid-state Illinois and the Chicago metro area; and Maricopa County, Arizona. Successful candidates will be creative, energetic and eager to develop and implement innovative solutions to critical problems in education. Requirements: Excellent oral and written communication skills Emphasis on work skills as a basis for a career path curriculum Flexible in which subject areas that they can work Student focused approach while presenting general areas of required subject material. Willingness to be trained in working with Behavioral/Emotional Disordered students Demonstrated ability to work well in a fast paced environment Bi-lingual applicants are encouraged to apply. This position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications.

Job Requirements: State Teaching Certification in Special Education/Arizona: Cross Categorization with an endorsement in Life Skills (Behavior, Emotional, and Learning Disabilities) in the elementary, middle school & high school levels is required. Ability to teach in a self-contained classroom for a full teaching day with youth having behavioral, emotional, and high risk behaviors is important. You must be 23 years of age with a valid driver license. Employment is contingent upon a background check, approved driving record, employment physical and drug screen. Must have a valid driver's license.

Application Instructions: www.thementagroup.org/careers/apply ILLINOIS/MID-STATE & CHICAGO METRO AREA Country Club Hills, IL - Special Education shawanda.barga@menta.com Fax: 708-798-9756 Aurora, IL- Special Education C.O.R.E. Academy k-6 Melissa.leon@menta.com Fax: 630-906-7950 9-12 Jason.kudelka@menta.com Nokomis, IL Construction Trades Instructor Barbara Daugherty Fax: 217-563-7606
Barb.daugherty@menta.com

Contact: Charles F. Hejny

Address: 195 N. Poplar Road, North Aurora, IL 60542

Phone: 630-907-2400

Fax: 630-907-0197

Email: chuck.hejny@menta.com

Apply Online: http://www.thementagroup.org/careers/apply

Job ID: 3154907

School Job ID: MVCC

Expires: 08/31/2013

Job Title: Site Director - Ivy League Before & After School Program

Company: Ivy League Before & After School Program

Job Type: Part Time

Degrees Wanted: Diploma

Majors Wanted:

Job Target: Education

Location: IL

Salary: $8.25 - $10.00

Job Description: Position: Site Director

The Ivy League Site Director is essential to the success of our organization. As the most visible aspect of the program, the Director represents what customers perceive Ivy League to be. Listed below are the duties assigned to the Ivy league Site Director and requirements perform those duties. Duties: · Prepare themed weeks - lesson plans - copy turned in Friday before the week of plan to the office · Arrives for shift, checks in and prepares for days activities · Positively communicates with school directors and teachers regarding all aspects of Ivy League Before and After school homework, sports and recreation program. · Monitors attendance of all registered children and insures they are present. · Collects payment · Wears approved uniform including Ivy League T-shirt, neat pant, sweat etc and gym shoes. · Communicates with parents both verbally and in writing as needed to report children's progress or difficulty. · Adheres to all Ivy league Policies as outlined in the Training Handbook. · Properly completes all requested paperwork in a timely and accurate manner. · Provides advance notice or coverage for any foreseen absences. · Provides own transportation. · Educates students on how to use and maintain all equipment properly · Job Requirements · Must pass a background check and fingerprinting. · Successfully function as a member of a team · Must be neat and well groomed. · Must be in good physical condition and able to bend, kneel, stoop and otherwise move actively. · Must be prompt, reliable, and able to work independently with no direct supervision. · Should be enthusiastic and pleasant in conversation. · Must be able to communicate with customers ranging from young children to staff. · Takes initiative to solve a problem. · Should be flexible to work a variety of days and/or times of day and places. · Have the ability to demonstrate sound judgment and decision-making skills. · Display an energetic demeanor and smile. · Possess an understanding of basic customer service skills. · Only need
part-time employment.

**Application Instructions:** Please come in and apply.

**Contact:** Joan Young  
**Address:** 8500 W. 191st Street, Mokena, IL 60448  
**Phone:** 815-464-1266

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**Job ID:** 3154939  
**School Job ID:** MVCC  
**Expires:** 08/31/2013  
**Job Title:** Aides - Ivy League Before & After School Program  
**Company:** Ivy League Before & After School Program  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:**  
**Job Target:** Education  
**Location:** Various, IL  
**Salary:** $8.25 per hr.  

**Job Description:** We are currently looking for energetic individuals who have leadership skills and the initiative to work part time mornings and afternoons. The shifts are mornings before school and after school. We try to be flexible and work with school schedules. Individuals who are currently enrolled in Child Care or Education are encouraged to apply. Pay based on experience and training.

**Application Instructions:** Please come in and apply.

**Contact:** Joan Young  
**Address:** 8500 W. 191st Street, Mokena, IL 60448  
**Phone:** 815-464-1266

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**Job ID:** 3163080  
**Expires:** 10/31/2013  
**Job Title:** RIVER GROVE TUTORS - Summer / Fall - 20-60 dollars/hour  
**Company:** WheresMyTutor  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Education  
**Location:** River Grove area, IL  
**Salary:** $20-$60+/hour  

**Job Description:** Part-time *LATE SUMMER / FALL TUTORS* needed for all subjects and
age-levels in (and around) the RIVER GROVE area. Currently our company has an immediate
need for tutors who are able to work right away during the late Summer months (and even
beyond into the 2013-2014 school year as well). We need tutors NOW as the amount of
"Tutoring Requests" we've been receiving from parents/students has increased substantially since
the beginning of Summer. This increase is due to students requiring additional homework
support and more all-around academic tutoring as their *Summer School* classes continue to
become more and more difficult... As a tutor you'll be able to pick and choose which local
students that you'd like to work with. Additionally tutors get to set their own rates ($20 -
$60+/hour), their own hours, and their own weekly tutoring schedules. Currently we have an
immediate need for local tutors who can work part-time roughly 2-10 hours per week. All
tutoring is conducted one-on-one at a neutral location such as a library, on campus, or a nearby
coffee shop. Coffee shops seem to be the most popular tutoring locations for both students and
tutors alike. If you are interested in tutoring right away during the Summer months (and even
beyond), please send an email inquiry to: justin@wheresmytutor.com -OR- you may simply
apply via the College Central system as well...

**Job Requirements:** Because we have such a high demand for new tutors at this time, prior
tutoring experience is NOT required to be a busy and successful tutor. Even "rookie tutors" will
have full tutoring schedules. As stated previously, tutors must be able to meet their students
(tutees) at a local place in common (library, coffee shop, campus, etc) where the tutoring takes
place. NO long commutes are ever required and if the tutoring location is close, possessing a car
is not necessary.

**Application Instructions:** If you are interested in tutoring right away during the Summer
months (and even beyond), please send an email inquiry to: justin@wheresmytutor.com -OR-
you may simply apply via the College Central system as well...

**Contact:** Justin C. Ketcham

**Address:** NATIONAL HEADQUARTERS: 2379 Orange Ave., Suite C, Costa Mesa, CA 92627

**Phone:** 866-651-8945

**Email:** justin@wheresmytutor.com

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**Job ID:** 3169189

**Expires:** 08/31/2013

**Job Title:** Part Time Swim Instructor

**Company:** Dolphin Swim Club

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Physical Education, Speech/Communications

**Job Target:** Education

**Location:** Skokie, IL 60077

**Salary:** based on experience

**Job Description:** The Dolphin Swim Club in Skokie is hiring fun loving, energetic, part time
swim instructors. Monday afternoon (3:45 until 7 or 8pm) availability is required. Some
swimming experience is helpful but not necessary. We will provide all training.

Application Instructions: Please submit a letter of introduction letting us know why you would make an excellent addition to our staff. You will be contacted if selected for an interview.

Contact: Niki Pappas
Address: 9333 Skokie Blvd., Skokie, IL 60077
Phone: 847-980-2664
Email: niki@dolphinswimclub.com

Job ID: 3169722
Expires: 09/15/2013
Job Title: Part-time Student Advocacy Coordinator
Company: Women Employed
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Education
Location: Chicago, IL 60601
Salary: $15/hr

Job Description: Women Employed seeks a part-time Student Advocacy Coordinator. The Student Advocacy Coordinator's main responsibility will be to engage low-income students at Illinois' community colleges and public universities in advocating for state financial aid and other policies that impact them. The coordinator will work as part of the Women Employed education and training team during the college school year. Responsibilities of the Student Advocacy Coordinator include: ? Identifying student groups at community colleges and public universities throughout Illinois, with special emphasis on groups that include non-traditional students ? Building working relationships with student leaders and advisors; maintaining ongoing communication ? Presenting Women Employed's legislative agenda, providing information about ways to impact state policy formation, and obtaining input at key student group meetings ? Developing the advocacy skills of 15 student leaders by helping them to understand they can influence policy, and by coaching them to be able to talk to legislators, the press, and other influencers ? Organizing students to advocate with legislators in Springfield or in district ? Planning and implementing a statewide college affordability campaign ? Other duties as assigned The position will require 20 hours of work per week during the college school year, including some travel. Travel will be coordinated to incorporate the employee's school schedule. Candidate must own a car or be eligible to rent a car. Travel expenses will be covered by Women Employed. The ideal candidate is a current student or recent graduate who understands the challenges faced by low-income, non-traditional or working adult students. The ideal candidate will also demonstrate excellent communication skills, good project management ability, initiative, strong networking skills, a desire to learn about policy advocacy, good computer skills, desire to work in a team environment, interest in empowering others, and flexibility. Experience in public speaking, persuasive communication, leadership development, or group facilitation are...
a plus.

**Application Instructions:** Email resume with cover letter to: info@womenemployed.org, or mail to: Search Committee - Student Advocacy Coordinator, Women Employed, 65 E. Wacker Place, Suite 1500, Chicago, IL 60601. No telephone inquiries accepted. Resumes without cover letters will not be reviewed. Women Employed is an equal opportunity employer. People of color are encouraged to apply.

**Contact:**

**Address:** 65 E. Wacker Pl., Suite 1500, Chicago, IL 60601  
**Email:** info@womenemployed.org

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**Job ID:** 3172007  
**Expires:** 02/13/2014  
**Job Title:** Job Opportunities in Illinois-Education, Social Services, an  
**Company:** The Menta Group - Illinois & Arizona  
**Job Type:** Full Time  
**Degrees Wanted:** Associates, Bachelors, Masters  
**Majors Wanted:** Construction Management, Office Assistant, Paraprofessional Educator, Spanish Language Interpretation  
**Job Target:** Education  
**Location:** IL  
**Salary:** Comparable for area & position  

**Job Description:** Special Education Services (SES), an affiliate of The Menta Group, is a non-profit agency serving K-12 high-risk children in Illinois and Arizona. With its no refusal, no suspension, no expulsion policy, SES students attend school daily regardless of their behavior. A continuum of services is offered to meet the educational needs of special needs, at-risk and high-risk public school students. Small class size, intensive clinical services, and a competently trained staff of educators combine to make this a positive and dynamic place to learn. All children have a right to quality education services. The curriculum is taught with an engaged learning methodology that nurtures academic, behavioral, and social-emotional growth. Our educational model encourages the development of academic and social-emotional skills in a positive and well-structured learning environment, with a focus on preparation for post-secondary education, employment, and citizenship. Programming is designed for students with significant cognitive, behavior, and learning difficulties. The curriculum is individualized to meet each student's special needs with an emphasis on four major community living domains: self-management/home living, vocational, recreation/leisure, and general community functioning. The curriculum is taught both in school and out in the community. It includes functional academics and embedded training in social-emotional skills, communication, and motor skills. We are currently seeking qualified applicants for the position of Special Education Teacher for our schools located in mid-state Illinois and the Chicago metro area; and Maricopa County, Arizona. Successful candidates will be creative, energetic and eager to develop and implement innovative solutions to critical problems in education. Requirements: Excellent oral and written communication skills Emphasis on work skills as a basis for a career path curriculum...
Flexible in which subject areas that they can work Student focused approach while presenting general areas of required subject material. Willingness to be trained in working with Behavioral/Emotional Disordered students Demonstrated ability to work well in a fast paced environment Bi-lingual applicants are encouraged to apply. The full time positions offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications. Part time positions will be discussed at the interviews. To apply online for jobs listed for Illinois and Arizona please go to our web site located at www.thementagroup.org/careers/apply All of these positions are described in job postings at our web site. Each program has their own informational web page and this allows you to have more direct contact with the program staff. Apply at: www.thementagroup.org/careers/apply All of these positions are described in job postings at our web site. Each program has an informational web page and this allows you to have more direct contact with the program staff.

ILLINOIS/MID-STATE & CHICAGO METRO AREA Joliet, IL Ann.keane@menta.com Fax: 815-774-5866 Country Club Hills, IL Country Club Hills Technology and Trade Center Special Education Teacher Inquiries concerning this position can be directed to: shawanda.barga@menta.com Fax: 708-798-9756 Transition Program - Transition Facilitator + Job Coach Fax resume to Sharon Slover at 630.907.0197. E-mail resume to sharon.slover@menta.com Questions can be directed to Ms. Slover at the above e-mail address or 630-209-6338. Waukegan, IL Lakeshore Academy - Teaching Assistant + Receptionist Waukegan Expansion Program - Teaching Assistants sheela.patel@menta.com Fax: (847) 599-2475 Nokomis, IL Cornerstone Academy Construction Trades Instructor - Teaching Assistant Fax: 217-563-7606 Barb.daugherty@menta.com Hillside, IL Hillside Academy West Campus - Principal + Receptionist Nancy.mutterer@menta.com Fax: 708-449-0474 North Aurora, IL Fox Valley Transition Program + Corporate Office Transition Program - Job Coach + Receptionist Bilingual (Spanish + English) Fax resume to Sharon Slover at 630.907.0197. E-mail resume to sharon.slover@menta.com Questions can be directed to Ms. Slover at the above e-mail address or 630-209-6338. Aurora, IL C.O.R.E. Academy - Auto Trades Instructor + Art Teacher + Special Education Teachers Jason.kudelka@menta.com Fax: 630-906-7950 Chicago, IL Hillside Academy East Campus - Teaching Assistants Marc.bickham@menta.com Fax: 773-638-6335 Oak Park, IL Transition Program - Transition Facilitator + Job Coach Fax resume to Sharon Slover at 630.907.0197. E-mail resume to sharon.slover@menta.com Questions can be directed to Ms. Slover at the above e-mail address or 630-209-6338.

**Job Requirements:** State Certification in Special Education/Arizona: Cross Categorization with an endorsement in Life Skills (Behavior, Emotional, and Learning Disabilities) in the elementary, middle school & high school levels is required. State Certification in designated subject matter area. Ability to teach in a self-contained classroom for a full teaching day with youth having behavioral, emotional, and high risk behaviors is important. You must be 23 years of age with a valid driver license. Employment is contingent upon a background check, approved driving record, employment physical and drug screen. Must have a valid driver's license.

**Application Instructions:** See above in job description.

**Contact:** Charles F. Hejny

**Address:** 195 N. Poplar Road, North Aurora, IL 60542

**Phone:** 630-907-2400
Fax: 630-907-0197  
Email: chuck.hejny@menta.com  
Apply Online: http://www.thementagroup.org/careers/apply

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Job ID: 3184667  
Expires: 09/22/2013  
Job Title: Part-time Proctor (Seasonal)  
Company: Kane County Regional Office of Education  
Job Type: Part Time, Seasonal  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Education  
Location: IL  
Salary:  
Job Description: The Kane County Regional Office of Education is looking for part-time help for Fall 2013. This will be a part-time seasonal position requiring an average of 13-20 hours per week. In this role you will be primarily responsible for proctoring electronic exams. Other tasks within the office may be assigned. Work hours may occur in segments of 4-7 hours between 8:00AM and 4:30PM, M-F. Compensation will be $12.00/hour. Hiring contingent upon criminal background check and passing proctor proficiency exam.  
Application Instructions: Apply online. Position available until filled.  
Contact: Phil Morris  
Address: 210 South 6th Street, Geneva, IL 60134  
Phone: 630-406-7161  
Email: pmorris@kaneroe.org  
Apply Online: http://http://www.applitrack.com/kaneroe/onlineapp/default.aspx?all=1

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EDUCATION - ADMINISTRATION

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Job ID: 3127170  
School Job ID: ivcc  
Expires: 08/30/2013  
Job Title: Dean, Division of Humanities, Fine Arts, and Social Sciences  
Company: Illinois Valley Community College  
Job Type: Full Time  
Degrees Wanted: Doctorate, Masters  
Majors Wanted: Anthropology, Art, Music, Philosophy, Psychology, Social and Political Science, Speech/Communications, Speech/Theatre  
Job Target: Education - Administration
Location: Oglesby, IL
Salary: $56,801 to $80,000

Job Description: Illinois Valley Community College, located in North Central Illinois, has a long history of stability that has brought the people and systems needed to service students and the community exceptionally well. The College seeks a Dean for the Division of Humanities, Fine Arts, and Social Sciences to provide academic, budgetary, administrative, and managerial leadership to division staff including full-time and part-time faculty in the areas of Art, World Languages, Graphic Design, History, Humanities, Human Services, International Education, Journalism, Music, Philosophy, Political Science, Psychology, Sociology, Speech and Theater. The Dean manages the operations of the division, supports teaching, learning and assessment, and works collaboratively with other College leaders in creating and sustaining a culture that promotes student learning and responds to the needs of the Illinois Valley community. Master's or Doctorate in a discipline representative within the division required. College teaching experience required with a minimum two years in a community college preferred. The successful candidate must possess experience in leading an academic unit; broad knowledge of educational pedagogy and new methodologies, strategies and tools; with strong oral and written communication and interpersonal skills, including record of effective team work and collaboration. Creative and energetic advocates for the humanities, fine arts, and social sciences are encouraged to submit application materials by August 30, 2013 to ensure full consideration.

Job Requirements: To apply for this career opportunity, submit a cover letter specifically addressing how your qualifications meet the requirements and responsibilities outlined in the job description, resume, applicable transcripts and an IVCC application packet to the Office of Human Resources, IVCC, 815 N. Orlando Smith Road, Oglesby, IL 61348, (fax) 815/224-1437, (e-mail) humanresources@ivcc.edu, or phone 815/224-0426. Open until position is filled. AA/EOE.

Application Instructions: To learn more about this rewarding career opportunity, the application procedure and to review a complete job description, visit http://www.ivcc.edu/hr/

Contact: Glenna Jones
Address: 815 N. Orlando Smith Avenue, Oglesby, IL 61348
Phone: 815.224.0426
Fax: 815.224.1437

EDUCATION - EARLY CHILDHOOD

Job ID: 3117163
Expires: 12/31/2013
Job Title: Teacher for 2-3 year old classroom
Company: Wee Care Children's Center
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Early Childhood Education
Job Target: Education - Early Childhood
Location: Wilmette, IL 60091
Salary: dependent on ed. & experience
Job Description: The Teacher will work collaboratively with the other Team Leader as they manage the classroom, lesson plan and assess the children. The Teacher will be responsible for a group of children as they assess using the Creative Curriculum.
Job Requirements: Attend all staff meetings Minimum of 15 hours of professional training/year
Application Instructions: Please email or fax your resume to Eva Hartwig
Contact: Eva Hartwig
Address: 1050 Skokie Blvd., Wilmette, IL 60091
Phone: 847-256-7836
Fax: 847-256-7816
Email: weecare@skokievalley.org

Job ID: 3160213
School Job ID: MVCC
Expires: 10/05/2013
Job Title: Teacher Aides, Support Staff, Music Teacher-Orland-Palos Area
Company: Sandbox Early Learning Centers
Job Type: Full Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Early Childhood Education
Job Target: Education - Early Childhood
Location: Orland Park-Palos, IL
Salary:
Job Description: Sandbox Early Learning Centers are adding to their teaching team in the Orland Park-Palos Area. Full and part time positions are available as well as teacher aides, support staff, and a music teacher. Job Description: Applicants must be positive and energetic, capable of lesson planning and preparing the classroom for daily activities. Music Teacher must have musical ability in voice, keyboard or guitar. Qualifications: Bachelor's Degree, Associate Degree, Experience with preschool children, CDA Certification, or college student working toward an educational degree.
Job Requirements: Qualifications: Bachelor's Degree, Associate Degree, Experience with preschool children, CDA Certification, or college student working toward an educational degree.
Application Instructions: Send resumes to: bavery134@comcast.net
Contact: Human Resources
Address: 9970 W. 151st Street, Orland Park, IL 60462
Phone: xxx-xxx-xxxx
Job ID: 3171527  
Expires: 09/13/2013  
Job Title: Child Care Provider  
Company: Lake Street Church  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Education - Early Childhood  
Location: Evanston, IL 60201  
Salary: $10/hour  

Job Description: Lake Street Church of Evanston is seeking a child care provider for our Sunday Nursery. You will be part of a team that provides child care during the worship service, for children ages 6 months to 3 years. Experience in working with young children is strongly preferred, and dependability and common sense are required. Position is every Sunday, 10 am - noon.

Job Requirements: applicants must pass a criminal background check  
Application Instructions: Please respond by email with a brief description of interest, 2 references, interview availability, and contact information.

Contact: Joan Roe  
Address: 607 Lake Street, Evanston, IL 60201  
Phone: 847-864-2181  
Email: hereintopeka@yahoo.com

Job ID: 3178986  
Expires: 12/31/2013  
Job Title: Floater  
Company: Wee Care Children’s Center  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Education - Early Childhood  
Location: Wilmette, IL 60091  
Salary: TBD  

Job Description: The Floater will work between our 2 classrooms: a 2 & 3 year old classroom and a pre-K classroom.

Application Instructions: Please send cover letter and resume to Mrs. Eva Hartwig, Director  
Contact: Eva Hartwig  
Address: 1050 Skokie Blvd., Wilmette, IL 60091
Job ID: 3180880
Expires: 09/20/2013
Job Title: Early Childhood Teacher
Company: BCOM Care Learning Center
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Early Childhood Education
Job Target: Education - Early Childhood
Location: Bellwood, IL 60104
Salary: Negotiable

Job Description: BCOM Care is looking for persons who are type (04) teacher/director qualified with the capability to teach students in our Toddler, as well as Preschool Program. Our teachers have a service attitude of loving, caring, nurturing the children in our Center. Starting rate of pay: Negotiable

Critical Tasks & Responsibilities:
- Caring for all aspects of safety, health & age appropriate development.
- Developing, documenting & implementing a child centered play & project based curriculum.
- Preparing experiences & materials based on children's interests & seasonal curriculum.
- Promptly & properly cleaning up after all classroom activities.
- Planning, scheduling, implementation and supervision of seasonal field trips.
- Conducting developmental assessments & maintaining student portfolios.
- Effective parent communications: daily updates & seasonal parent conferences.
- Attending seasonal family events, monthly meetings and professional development seminars.
- Daily supervision and mentoring of team Teachers & Assistants.
- Arranging & maintaining an optimal classroom environment for safety, development & exploratory play and facilitating effective daily flow within the classroom.
- Maintaining the classrooms according to Illinois DCFS Standards (Part 407).
- Communicating w/ Director any difficulties in maintaining the classroom in accordance to IL DCFS Standards.
- Adhering to all policies in the BCOM Care Employee Handbook.
- Additional duties as assigned and willing to work along side the owners in continual building of the business.

Desired Competencies:
- Strong developmental knowledge of children aged 15 months through 5 years of age.
- Exceptional verbal & written communication skills.
- Work well in a physically and socially engaging environment.
- Positive, collaborative attitude that enhances team productivity & morale.
- Ability to problem solve when the unexpected occurs.
- Preferred candidates will be experienced in working with: o Microsoft Word & Excel, o Email & Google o Internet research Bilingual a Plus!

Job Requirements: Required Qualifications:
- Degree in Early Childhood Education, Child Development (or related) conferred or in process or CDA Credential.
- 1+ years experience working with infants, toddlers and Pre-schoolers and Before and Aftercare Students in a childcare setting.

Application Instructions: Qualified Candidates Only: Please send a cover letter of interest,
resume, transcripts & three signed letters of recommendation. Location: Bellwood, IL Principals only. Recruiters, please don't contact this job poster. Please, no phone calls about this job! Please do not contact job poster about other services, products or commercial interests.

Contact: Kim W. Miller  
Address: 4205 St. Charles Road, Bellwood, IL 60104  
Phone: 708.547.5203  
Fax: 708.547.9138  
Email: kwm@bcomcare.com

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Job ID: 3183000  
Expires: 10/25/2013  
Job Title: Teachers Assistant  
Company: Behavioral Staffing  
Job Type: Full Time, Part Time  
Degrees Wanted: Associates  
Majors Wanted: Early Childhood Education  
Job Target: Education - Early Childhood  
Location: Chicago, IL  
Salary: 22,000  
Job Description: Associates Degree in Early Childhood. Working with birth to five years of age in head starts located throughout the Chicago land area.

Application Instructions: Email or fax resume. Email: starr.d@behavioralstaffing.com Fax: 630-684-0350

Contact: Starr Delia  
Address: 1200 Harger Road Suite 200, Oakbrook, IL 60523  
Phone: 630-684-0501  
Fax: 630-684-0350

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Job ID: 3183004  
Expires: 10/21/2013  
Job Title: Lead Teacher Early Childhood  
Company: Behavioral Staffing  
Job Type: Full Time, Part Time  
Degrees Wanted: Bachelors  
Majors Wanted: Early Childhood Education  
Job Target: Education - Early Childhood  
Location: Chicago, IL  
Salary: 30,000
**Job Description:** Bachelors level degree in early childhood. Working in head start birth through five years of age.

**Application Instructions:** Email or fax a resume. Email: starr.d@behavioralstaffing.com Fax: 630-684-0350

**Contact:** Starr Delia

**Address:** 1200 Harger Road Suite 200, Oakbrook, IL 60523

**Phone:** 630-684-0501

**Fax:** 630-684-0350

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**EDUCATION - ELEMENTARY SCHOOL**

**Job ID:** 3171487

**Expires:** 09/13/2013

**Job Title:** Special Needs Aide

**Company:** Lake Street Church

**Job Type:** Part Time

**Degrees Wanted: None Required**

**Majors Wanted: Any Major**

**Job Target:** Education - Elementary School

**Location:** Evanston, IL 60201

**Salary:** $25/week

**Job Description:** We are seeking an aide for two 2nd-grade boys who have high-functioning ASD (autism spectrum disorder). The aide will accompany them to Sunday School, help them to understand and follow directions, maintain focus, navigate socially and generally maximize their class time. This is not a teaching position; the class is taught by teams of 2 volunteer teachers. Experience with special needs children is a plus, but not required; sensitivity, attentiveness, patience, and dependability are vital. This is a weekly commitment, from 10:30 am - noon, September through June

**Job Requirements:** Applicants must pass a criminal background check.

**Application Instructions:** Please respond by email with a brief description of interest, 2 references, interview availability, and contact information.

**Contact:** Joan Roe

**Address:** 607 Lake Street, Evanston, IL 60201

**Phone:** 847-864-2181

**Email:** hereintopeka@yahoo.com

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**Job ID:** 3178986

**Expires:** 12/31/2013

**Job Title:** Floater
**Company:** Wee Care Children's Center  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Education - Elementary School  
**Location:** Wilmette, IL 60091  
**Salary:** TBD  
**Job Description:** The Floater will work between our 2 classrooms: a 2 & 3 year old classroom and a pre-K classroom.  
**Application Instructions:** Please send cover letter and resume to Mrs. Eva Hartwig, Director  
**Contact:** Eva Hartwig  
**Address:** 1050 Skokie Blvd., Wilmette, IL 60091  
**Phone:** 8472567836  
**Fax:** 8472567816  
**Email:** weecare@skokievalley.org

**EDUCATION - MIDDLE SCHOOL**

**Job ID:** 3172828  
**Expires:** 12/30/2013  
**Job Title:** Math Instructors  
**Company:** Mathnasium of Bartlett  
**Job Type:** Internship, Part Time, Seasonal, Volunteer  
**Degrees Wanted:** Bachelors, Certificate, Diploma  
**Majors Wanted:** Any Major  
**Job Target:** Education - Middle School  
**Location:** Bartlett, IL  
**Salary:**  
**Job Description:** Mathnasium, a new and innovative math learning center located in Schaumburg and Bartlett, has openings for highly skilled and motivated part time instructors who have a strong mathematics background and excellent communication skills. The Mathnasium Instructor will tutor and work with students from first to twelfth grade (depending on your strengths). Math instructors are needed for both younger and older students. Hours involve weekdays from 3pm until 8:00 and Saturday mornings from 10am until 1pm. Pay is commensurate with experience. Mathnasium is an international chain of over 275 educational centers, where students go after school to boost their math skills and comprehension. Headquartered in Los Angeles, CA and with branch offices in Minneapolis, MN and Atlanta, GA, Mathnasium Learning Centers specialize in teaching children math the way that makes sense to them. Franchising since 2003, Mathnasium has become one of the fastest growing educational franchises, with a new center opening each week - a testament to a tutoring
curriculum that delivers results! Requirements · Strong math background and comprehension · Excellent communication skills · Patience and the ability to work well with children · Any previous teaching or tutoring is a plus · Passion for math, teaching and children is necessary for success. If you have a passion for mathematics, an eagerness to give back to your community, a knack for helping others, and the need or desire for some part time hours, please send your resume to - For Bartlett: bartlett@mathnasium.com or call at 630.830.6284 or, for Schaumburg: schaumburg@mathnasium.com or call at 847.884.6284

**Job Requirements:** · Excellent communication skills · Patience and the ability to work well with children · Any previous teaching or tutoring is a plus · Passion for math, teaching and children is necessary for success

**Contact:** Anjali Gupta
**Address:** 974 South Bartlett Rd., Bartlett, IL 60103
**Phone:** 6308306284
**Email:** bartlett@mathnasium.com

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**EDUCATION - POSTSECONDARY**

**Job ID:** 3172828
**Expires:** 12/30/2013
**Job Title:** Math Instructors
**Company:** Mathnasium of Bartlett
**Job Type:** Internship, Part Time, Seasonal, Volunteer
**Degrees Wanted:** Bachelors, Certificate, Diploma
**Majors Wanted:** Any Major
**Job Target:** Education - Postsecondary
**Location:** Bartlett, IL
**Salary:**

**Job Description:** Mathnasium, a new and innovative math learning center located in Schaumburg and Bartlett, has openings for highly skilled and motivated part time instructors who have a strong mathematics background and excellent communication and teaching skills. The Mathnasium Instructor will tutor and work with students from first to twelfth grade (depending on your strengths). Math instructors are needed for both younger and older students. Hours involve weekdays from 3pm until 8:00 and Saturday mornings from 10am until 1pm. Pay is commensurate with experience. Mathnasium is an international chain of over 275 educational centers, where students go after school to boost their math skills and comprehension. Headquartered in Los Angeles, CA and with branch offices in Minneapolis, MN and Atlanta, GA, Mathnasium Learning Centers specialize in teaching children math the way that makes sense to them. Franchising since 2003, Mathnasium has become one of the fastest growing educational franchises, with a new center opening each week - a testament to a tutoring curriculum that delivers results! Requirements · Strong math background and comprehension · Excellent communication skills · Patience and the ability to work well with children · Any...
previous teaching or tutoring is a plus - Passion for math, teaching and children is necessary for success. If you have a passion for mathematics, an eagerness to give back to your community, a knack for helping others, and the need or desire for some part time hours, please send your resume to - For Bartlett: bartlett@mathnasium.com or call at 630.830.6284 or, for Schaumburg: schaumburg@mathnasium.com or call at 847.884.6284.

**Job Requirements:** Excellent communication skills - Patience and the ability to work well with children - Any previous teaching or tutoring is a plus - Passion for math, teaching and children is necessary for success

**Contact:** Anjali Gupta
**Address:** 974 South Bartlett Rd., Bartlett, IL 60103
**Phone:** 6308306284
**Email:** bartlett@mathnasium.com

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**EDUCATION - PRE-K/ELEMENTARY**

**Job ID:** 3117163
**Expires:** 12/31/2013
**Job Title:** Teacher for 2-3 year old classroom
**Company:** Wee Care Children's Center
**Job Type:** Full Time
**Degrees Wanted:** Bachelors
**Majors Wanted:** Early Childhood Education
**Job Target:** Education - Pre-K/Elementary
**Location:** Wilmette, IL 60091
**Salary:** dependent on ed. & experience

**Job Description:** The Teacher will work collaboratively with the other Team Leader as they manage the classroom, lesson plan and assess the children. The Teacher will be responsible for a group of children as they assess using the Creative Curriculum.

**Job Requirements:** Attend all staff meetings Minimum of 15 hours of professional training/year

**Application Instructions:** Please email or fax your resume to Eva Hartwig

**Contact:** Eva Hartwig
**Address:** 1050 Skokie Blvd., Wilmette, IL 60091
**Phone:** 847-256-7836
**Fax:** 847-256-7816
**Email:** weecare@skokievalley.org

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**Job ID:** 3129340
**Expires:** 09/09/2013
**Job Title:** 1:1 Instructor
Company: Alexander Leigh Center for Autism
Job Type: Full Time
Degrees Wanted: Bachelors, Certificate
Majors Wanted: Early Childhood Education, Paraprofessional Educator
Job Target: Education - Pre-K/Elementary
Location: Crystal Lake, IL 60012
Salary: Depends on experience
Job Description: The role of the 1:1 Instructor is essential in the success of students. Work as part of the classroom teaching team with a special education teacher and behavior services team. Support a case load of 2 students in the areas of daily living skills, sensory integration, communication, social skills and academics.
Job Requirements: Qualifications · Paraprofessional Certification from ISBE or · Illinois State Board of Education Substitute Teacher Certification (Type39) or · Minimum of a Bachelor's Degree in education, psychology, speech, or related field · Desire to work with children on the autism spectrum. ABA experience a plus Salary/Benefits Hourly for the 13 week training period, then salaried. Benefits: 50/50 health insurance, 401K, FSA, life insurance, vision/dental available, PTO with salary.
Application Instructions: Completed online application, cover letter and resume send via email to kweaver_alca@yahoo.com
Contact: Kelly Weaver
Address: 620 N. Route 31, Crystal Lake, IL 60012
Phone: 815-477-2522
Fax: 815-477-2521
Email: kweaver_alca@yahoo.com
Apply Online: http://alexanderleighcenterforautism.com/autism-school-jobs/employment-application/

Job ID: 3160213
School Job ID: MVCC
Expires: 10/05/2013
Job Title: Teacher Aides, Support Staff, Music Teacher-Orland-Palos Area
Company: Sandbox Early Learning Centers
Job Type: Full Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Early Childhood Education
Job Target: Education - Pre-K/Elementary
Location: Orland Park-Palos, IL
Salary:
Job Description: Sandbox Early Learning Centers are adding to their teaching team in the
Orland Park-Palos Area. Full and part time positions are available as well as teacher aides, support staff, and a music teacher. Job Description: Applicants must be positive and energetic, capable of lesson planning and preparing the classroom for daily activities. Music Teacher must have musical ability in voice, keyboard or guitar. Qualifications: Bachelor's Degree, Associate Degree, Experience with preschool children, CDA Certification, or college student working toward an educational degree.

Job Requirements: Qualifications: Bachelor's Degree, Associate Degree, Experience with preschool children, CDA Certification, or college student working toward an educational degree.

Application Instructions: Send resumes to: bavery134@comcast.net

Contact: Human Resources
Address: 9970 W. 151st Street, Orland Park, IL 60462
Phone: xxx-xxx-xxxx

Job ID: 3172828
Expires: 12/30/2013
Job Title: Math Instructors
Company: Mathnasium of Bartlett
Job Type: Internship, Part Time, Seasonal, Volunteer
Degrees Wanted: Bachelors, Certificate, Diploma
Majors Wanted: Any Major
Job Target: Education - Pre-K/Elementary
Location: Bartlett, IL
Salary:

Job Description: Mathnasium, a new and innovative math learning center located in Schaumburg and Bartlett, has openings for highly skilled and motivated part time instructors who have a strong mathematics background and excellent communication skills. The Mathnasium Instructor will tutor and work with students from first to twelfth grade (depending on your strengths). Math instructors are needed for both younger and older students. Hours involve weekdays from 3pm until 8:00 and Saturday mornings from 10am until 1pm. Pay is commensurate with experience. Mathnasium is an international chain of over 275 educational centers, where students go after school to boost their math skills and comprehension. Headquartered in Los Angeles, CA and with branch offices in Minneapolis, MN and Atlanta, GA, Mathnasium Learning Centers specialize in teaching children math the way that makes sense to them. Franchising since 2003, Mathnasium has become one of the fastest growing educational franchises, with a new center opening each week - a testament to a tutoring curriculum that delivers results! Requirements ·Strong math background and comprehension ·Excellent communication skills ·Patience and the ability to work well with children ·Any previous teaching or tutoring is a plus ·Passion for math, teaching and children is necessary for success If you have a passion for mathematics, an eagerness to give back to your community, a knack for helping others, and the need or desire for some part time hours, please send your resume to - For Bartlett: bartlett@mathnasium.com or call at 630.830.6284 or, for Schaumburg:
schaumburg@mathnasium.com or call at 847.884.6284

Job Requirements: · Excellent communication skills · Patience and the ability to work well with children · Any previous teaching or tutoring is a plus · Passion for math, teaching and children is necessary for success

Contact: Anjali Gupta
Address: 974 South Bartlett Rd., Bartlett, IL 60103
Phone: 6308306284
Email: bartlett@mathnasium.com

Job ID: 3180880
Expires: 09/20/2013
Job Title: Early Childhood Teacher
Company: BCOM Care Learning Center
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Early Childhood Education
Job Target: Education - Pre-K/Elementary
Location: Bellwood, IL 60104
Salary: Negotiable

Job Description: BCOM Care is looking for persons who are type (04) teacher/director qualified with the capability to teach students in our Toddler, as well as Preschool Program. Our teachers have a service attitude of loving, caring, nurturing the children in our Center. Starting rate of pay: Negotiable

Critical Tasks & Responsibilities: · Caring for all aspects of safety, health & age appropriate development. · Developing, documenting & implementing a child centered play & project based curriculum. · Preparing experiences & materials based on children's interests & seasonal curriculum. · Promptly & properly cleaning up after all classroom activities. · Planning, scheduling, implementation and supervision of seasonal field trips. · Conducting developmental assessments & maintaining student portfolios. · Effective parent communications: daily updates & seasonal parent conferences. · Attending seasonal family events, monthly meetings and professional development seminars. · Daily supervision and mentoring of team Teachers & Assistants. · Arranging & maintaining an optimal classroom environment for safety, development & exploratory play and facilitating effective daily flow within the classroom. · Maintaining the classrooms according to Illinois DCFS Standards (Part 407) · Communicating w/ Director any difficulties in maintaining the classroom in accordance to IL DCFS Standards. · Adhering to all policies in the BCOM Care Employee Handbook. · Additional duties as assigned and willing to work along side the owners in continual building of the business. Desired Competencies: · Strong developmental knowledge of children aged 15 months through 5 years of age. · Exceptional verbal & written communication skills · Work well in a physically and socially engaging environment · Positive, collaborative attitude that enhances team productivity & morale · Ability to problem solve when the unexpected occurs · Preferred candidates will be experienced in working with: o Microsoft Word & Excel, o Email & Google o Internet research Bilingual a
Plus!

**Job Requirements:** Required Qualifications: · Degree in Early Childhood Education, Child Development (or related) conferred or in process or CDA Credential. · 1+ years experience working with infants, toddlers and Pre-schoolers and Before and Aftercare Students in a childcare setting

**Application Instructions:** Qualified Candidates Only: Please send a cover letter of interest, resume, transcripts & three signed letters of recommendation. Location: Bellwood, IL. Principals only. Recruiters, please don't contact this job poster. Please, no phone calls about this job! Please do not contact job poster about other services, products or commercial interests.

**Contact:** Kim W. Miller
**Address:** 4205 St. Charles Road, Bellwood, IL 60104
**Phone:** 708.547.5203
**Fax:** 708.547.9138
**Email:** kwm@bxcomcare.com

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**EDUCATION - SECONDARY**

**Job ID:** 3132680
**Expires:** 02/12/2014
**Job Title:** Teachers: Special Education Chicago Metro Area, IL
**Company:** The Menta Group - IL & AZ
**Job Type:** Full Time
**Degrees Wanted:** Bachelors
**Majors Wanted:**
**Job Target:** Education - Secondary
**Location:** Chicago Metro Area, IL
**Salary:** Comparable for area

**Job Description:** Special Education Services (SES), an affiliate of The Menta Group, is a non-profit agency serving K-12 high-risk children in Illinois and Arizona. With its no refusal, no suspension, no expulsion policy, SES students attend school daily regardless of their behavior. A continuum of services is offered to meet the educational needs of special needs, at-risk and high-risk public school students. Small class size, intensive clinical services, and a competently trained staff of educators combine to make this a positive and dynamic place to learn. All children have a right to quality education services. The curriculum is taught with an engaged learning methodology that nurtures academic, behavioral, and social-emotional growth. Our educational model encourages the development of academic and social-emotional skills in a positive and well-structured learning environment, with a focus on preparation for post-secondary education, employment, and citizenship. Programming is designed for students with significant cognitive, behavior, and learning difficulties. The curriculum is individualized to meet each student's special needs with an emphasis on four major community living domains: self-management/home living, vocational, recreation/leisure, and general community
functioning. The curriculum is taught both in school and out in the community. It includes functional academics and embedded training in social-emotional skills, communication, and motor skills. We are currently seeking qualified applicants for the position of Special Education Teacher for our schools located in mid-state Illinois and the Chicago metro area; and Maricopa County, Arizona. Successful candidates will be creative, energetic and eager to develop and implement innovative solutions to critical problems in education. Requirements: Excellent oral and written communication skills Emphasis on work skills as a basis for a career path curriculum Flexible in which subject areas that they can work Student focused approach while presenting general areas of required subject material. Willingness to be trained in working with Behavioral/Emotional Disordered students Demonstrated ability to work well in a fast paced environment Bi-lingual applicants are encouraged to apply. This position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications.

**Job Requirements:** State Teaching Certification in Special Education/Arizona: Cross Categorization with an endorsement in Life Skills (Behavior, Emotional, and Learning Disabilities) in the elementary, middle school & high school levels is required. Ability to teach in a self-contained classroom for a full teaching day with youth having behavioral, emotional, and high risk behaviors is important. You must be 23 years of age with a valid driver license. Employment is contingent upon a background check, approved driving record, employment physical and drug screen. Must have a valid driver’s license.

**Application Instructions:** www.thementagroup.org/careers/apply ILLINOIS/MID-STATE & CHICAGO METRO AREA Country Club Hills, IL - Special Education shawanda.barga@menta.com Fax: 708-798-9756 Aurora, IL - Special Education C.O.R.E. Academy k-6 Melissa.leon@menta.com Fax: 630-906-7950 9-12 Jason.kudelka@menta.com Nokomis, IL Construction Trades Instructor Barbara Daugherty Fax: 217-563-7606 Barb.daugherty@menta.com

**Contact:** Charles F. Hejny

**Address:** 195 N. Poplar Road, North Aurora, IL 60542

**Phone:** 630-907-2400

**Fax:** 630-907-0197

**Email:** chuck.hejny@menta.com

**Apply Online:** http://www.thementagroup.org/careers/apply

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**EDUCATION - SPECIAL EDUCATION**

**Job ID:** 3108335

**Expires:** 08/31/2013

**Job Title:** Rehabilitation Coordinator (QIDP)

**Company:** Community Service Partners

**Job Type:** Full Time

**Degrees Wanted:** Bachelors
Majors Wanted: Psychology
Job Target: Education - Special Education
Location: Chicago Heights, IL 60411
Salary: 26,000-34,000 per year
Job Description: Responsible for the development and control of rehabilitation services for persons with developmental disabilities involved in the Agency's Vocational Training Program. Provides general case coordination to the Clients involved in the programs stated above. Such services include regular staffings, individual rehabilitation planning, networking to community services, advocacy, follow-up, maintaining case records and others, as necessary. Develops, coordinates, monitors and controls individual client programs which are designed to improve vocational, personal and social skills in a systematic manner which utilizes sound case management practices. Provides work line coverage in the absence of subordinate staff. Bachelors degree in special education, psychology, or related curriculum required. Two or more years of related experience and QIDP preferred.
Contact: Barbara Zvonek
Address: 19015 S. Jodi Road Suite A, Mokena, IL 60448
Phone: 708-995-5786
Fax: 708-478-7786
Email: bzvonek@communityservicepartners.org
Apply Online: https://www.communityservicepartners.org/CSPCareers/Default.aspx

Job ID: 3117163
Expires: 12/31/2013
Job Title: Teacher for 2-3 year old classroom
Company: Wee Care Children's Center
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Early Childhood Education
Job Target: Education - Special Education
Location: Wilmette, IL 60091
Salary: dependent on ed. & experience
Job Description: The Teacher will work collaboratively with the other Team Leader as they manage the classroom, lesson plan and assess the children. The Teacher will be responsible for a group of children as they assess using the Creative Curriculum.
Job Requirements: Attend all staff meetings Minimum of 15 hours of professional training/year
Application Instructions: Please email or fax your resume to Eva Hartwig
Contact: Eva Hartwig
Address: 1050 Skokie Blvd., Wilmette, IL 60091
Phone: 847-256-7836
Fax: 847-256-7816
Email: weecare@skokievalley.org

Job ID: 3129340
Expires: 09/09/2013
Job Title: 1:1 Instructor
Company: Alexander Leigh Center for Autism
Job Type: Full Time
Degrees Wanted: Bachelors, Certificate
Majors Wanted: Early Childhood Education, Paraprofessional Educator
Job Target: Education - Special Education
Location: Crystal Lake, IL 60012
Salary: Depends on experience

Job Description: The role of the 1:1 Instructor is essential in the success of students. Work as part of the classroom teaching team with a special education teacher and behavior services team. Support a case load of 2 students in the areas of daily living skills, sensory integration, communication, social skills and academics.

Job Requirements: Qualifications · Paraprofessional Certification from ISBE or · Illinois State Board of Education Substitute Teacher Certification (Type39) or · Minimum of a Bachelor's Degree in education, psychology, speech, or related field · Desire to work with children on the autism spectrum. ABA experience a plus Salary/Benefits Hourly for the 13 week training period, then salaried. Benefits: 50/50 health insurance, 401K, FSA, life insurance, vision/dental available, PTO with salary.

Application Instructions: Completed online application, cover letter and resume send via email to kweaver_alca@yahoo.com

Contact: Kelly Weaver
Address: 620 N. Route 31, Crystal Lake, IL 60012
Phone: 815-477-2522
Fax: 815-477-2521
Email: kweaver_alca@yahoo.com

Job ID: 3132680
Expires: 02/12/2014
Job Title: Teachers: Special Education Chicago Metro Area, IL
Company: The Menta Group - IL & AZ
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted:

Job Target: Education - Special Education

Location: Chicago Metro Area, IL

Salary: Comparable for area

Job Description: Special Education Services (SES), an affiliate of The Menta Group, is a non-profit agency serving K-12 high-risk children in Illinois and Arizona. With its no refusal, no suspension, no expulsion policy, SES students attend school daily regardless of their behavior. A continuum of services is offered to meet the educational needs of special needs, at-risk and high-risk public school students. Small class size, intensive clinical services, and a competently trained staff of educators combine to make this a positive and dynamic place to learn. All children have a right to quality education services. The curriculum is taught with an engaged learning methodology that nurtures academic, behavioral, and social-emotional growth. Our educational model encourages the development of academic and social-emotional skills in a positive and well-structured learning environment, with a focus on preparation for post-secondary education, employment, and citizenship. Programming is designed for students with significant cognitive, behavior, and learning difficulties. The curriculum is individualized to meet each student's special needs with an emphasis on four major community living domains: self-management/home living, vocational, recreation/leisure, and general community functioning. The curriculum is taught both in school and out in the community. It includes functional academics and embedded training in social-emotional skills, communication, and motor skills. We are currently seeking qualified applicants for the position of Special Education Teacher for our schools located in mid-state Illinois and the Chicago metro area; and Maricopa County, Arizona. Successful candidates will be creative, energetic and eager to develop and implement innovative solutions to critical problems in education. Requirements: Excellent oral and written communication skills Emphasis on work skills as a basis for a career path curriculum Flexible in which subject areas that they can work Student focused approach while presenting general areas of required subject material. Willingness to be trained in working with Behavioral/Emotional Disordered students Demonstrated ability to work well in a fast paced environment Bi-lingual applicants are encouraged to apply. This position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications.

Job Requirements: State Teaching Certification in Special Education/Arizona: Cross Categorization with an endorsement in Life Skills (Behavior, Emotional, and Learning Disabilities) in the elementary, middle school & high school levels is required. Ability to teach in a self-contained classroom for a full teaching day with youth having behavioral, emotional, and high risk behaviors is important. You must be 23 years of age with a valid driver license. Employment is contingent upon a background check, approved driving record, employment physical and drug screen. Must have a valid driver's license.

Application Instructions: www.thementagroup.org/careers/apply ILLINOIS/MID-STATE & CHICAGO METRO AREA Country Club Hills, IL - Special Education shawanda.barga@menta.com Fax: 708-798-9756 Aurora, IL- Special Education C.O.R.E. Academy k-6 Melissa.leon@menta.com Fax: 630-906-7950 9-12 Jason.kudelka@menta.com Nokomis, IL Construction Trades Instructor Barbara Daugherty Fax: 217-563-7606
Job ID: 3152751
Expires: 08/29/2013
Job Title: Inclusion Companion
Company: Northern Suburban Special Recreation Association
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Education - Special Education
Location: Northbrook, IL 60062
Salary: 8.25 - 12.00

Job Description: The Inclusion Companion is responsible for working with individuals with varied ages and disabilities in recreational programs throughout NSSRA's partner agencies. The position includes hands on support of participants, and recognition of the need for program adaptations. The Inclusion Companion must be at least 16 years of age or older. A basic knowledge and understanding of recreation programming and individuals with disabilities is desired. An individual who is highly motivated and enthusiastic is preferred in order to provide quality experience for those participating in the programs. Transportation to and from NSSRA and partner agency programs is the employees responsibility. Apply online at www.nssra.org. Click on "Job Opportunities" at the bottom of the page. NSSRA is an Equal Opportunity Employer.

Application Instructions: All applications must be completed online. No resumes will be accepted through email. Email for specific job questions or applications issues.

Contact: Darleen L Negrillo
Address: 3105 MacArthur Blvd, Northbrook, IL 60062
Phone: 847-509-9400
Email: hr@nssra.org
Apply Online: http://www.applitrack.com/nssra/onlineapp/

Job ID: 3152753
Expires: 08/29/2013
Job Title: Program Assistant for People with Disabilities
Company: Northern Suburban Special Recreation Association  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Education - Special Education  
Location: Northbrook, IL 60062  
Salary: 8.25 - 12.00  

Job Description: The Program Assistant is responsible for assisting with the organization, implementation, and evaluation of recreation programs for children and adults with disabilities. - Maintain open communication with participants, families, staff, supervisors and NSSRA personnel; - Provide activity adaptations as necessary; - Provide behavior management and, if CPI certified, physical restraint as an absolute last resort; - Complete required paperwork including but not limited to evaluations, Accident/Incident reports, applicable safety forms, and timesheets; - Gather, load, transport, and set up equipment; - Actively participate in recreation programs; - Supervise individuals with disabilities; - Assist in self-help and daily skills for participants, including feeding and changing, when necessary; - Attend to specific dietary restrictions of participants; - Communicate with other staff throughout the program including transition between activities; - Know the whereabouts of participants at all times; - Supervise participants in the water during swim time; - Attend mandatory orientation, meetings and in-services as scheduled and required; - Demonstrate dependability, punctuality and promptness; - Maintain and provide quality customer service towards parents, staff, participants and the general public; - Additional duties will be explained during the interview process and orientation. Apply online at www.nssra.org. Click on “Job Opportunities” at the bottom of the page. NSSRA is an Equal Opportunity Employer.  

Job Requirements: The Program Assistant is at least 16 years of age or older. A basic knowledge and understanding of recreation programming and individuals with disabilities is desired. An individual who is highly motivated and enthusiastic is preferred in order to provide quality experience for those participating in the programs. Some programs may require Program Assistants to be of a certain age, meet additional requirements and obtain additional certifications (i.e. Enriched Lifestyles for Adults, Special Olympics tournaments, trips, adult social outings, etc.). Transportation to and from NSSRA programs is the responsibility of the part-time staff.  

Application Instructions: All applications must be completed online. No resumes will be accepted through email. Email for specific job questions or applications issues.  

Contact: Darleen L Negrillo 
Address: 3105 MacArthur Blvd, Northbrook, IL 60062  
Phone: 847-509-9400  
Email: hr@nssra.org  
Apply Online: http://www.applitrack.com/nssra/onlineapp/  

Job ID: 3171487  
Expires: 09/13/2013
Job Title: Special Needs Aide  
Company: Lake Street Church  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Education - Special Education  
Location: Evanston, IL 60201  
Salary: $25/week  
Job Description: We are seeking an aide for two 2nd-grade boys who have high-functioning ASD (autism spectrum disorder). The aide will accompany them to Sunday School, help them to understand and follow directions, maintain focus, navigate socially and generally maximize their class time. This is not a teaching position; the class is taught by teams of 2 volunteer teachers. Experience with special needs children is a plus, but not required; sensitivity, attentiveness, patience, and dependability are vital. This is a weekly commitment, from 10:30 am - noon, September through June  
Job Requirements: Applicants must pass a criminal background check.  
Application Instructions: Please respond by email with a brief description of interest, 2 references, interview availability, and contact information.  
Contact: Joan Roe  
Address: 607 Lake Street, Evanston, IL 60201  
Phone: 847-864-2181  
Email: hereintopeka@yahoo.com

Job ID: 3178986  
Expires: 12/31/2013  
Job Title: Floater  
Company: Wee Care Children's Center  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Education - Special Education  
Location: Wilmette, IL 60091  
Salary: TBD  
Job Description: The Floater will work between our 2 classrooms: a 2 & 3 year old classroom and a pre-K classroom.  
Application Instructions: Please send cover letter and resume to Mrs. Eva Hartwig, Director  
Contact: Eva Hartwig  
Address: 1050 Skokie Blvd., Wilmette, IL 60091  
Phone: 8472567836
Fax: 8472567816
Email: weecare@skokievalley.org

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Job ID: 3181065
Expires: 09/20/2013
Job Title: teacher 1:1 aide in school
Company: center on deafness
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted:
Job Target: Education - Special Education
Location: northbrook, IL 60062
Salary:
Job Description: assist the teacher in the educational process of behaviorally disordered deaf students. A possible four full time positions are available.
Job Requirements: Sign language a plus but will train. Minimum 21 years of age
Contact: barbara currie
Address: 3444 dundee road, northbrook, IL 60062
Phone: 847 559 0110
Fax: 847 559 8199
Email: bcurrie@centerondeafness.org

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Job ID: 3181080
Expires: 09/20/2013
Job Title: Teacher deaf/hard of hearing
Company: center on deafness
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted:
Job Target: Education - Special Education
Location: Northbrook, IL 60062
Salary:
Job Description: Full time position. Teaching deaf/hard of hearing students. Small classroom settings
Contact: barbara currie
Address: 3444 dundee road, northbrook, IL 60062
Phone: 847 559 0110
EDUCATION - TEACHER'S AIDES

Job ID: 2928399
Expires: 12/07/2013
Job Title: Paraprofessional or Teaching Assistant Nokomis, IL
Company: The Menta Group - IL & AZ
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Any Major
Job Target: Education - Teacher's Aides
Location: Nokomis, Illinois, IL
Salary: Comparable for area & position

Job Description: Special Education Services (SES), an affiliate of The Menta Group, is a non-profit agency serving K-12 high-risk children in Illinois and Arizona. With its no refusal, no suspension, no expulsion policy, SES students attend school daily regardless of their behavior. A continuum of services is offered to meet the educational needs of special needs, at-risk and high-risk public school students. Small class size, intensive clinical services, and a competently trained staff of educators combine to make this a positive and dynamic place to learn. All children have a right to quality education services. We are currently seeking qualified applicants for the position of Behavior Technician for Cornerstone Academy, a Alternative Education School located in Nokomis, Illinois. Successful candidates will be creative, energetic and eager to develop and implement innovative solutions to critical problems in education. This Technician will be working in an atmosphere where data-driven decision making and teamwork is the norm. Duties of the Teacher Assistant consist of: · Lead or co-teach a class of students with behavior/emotional/social/learning disorders. · Provide behavior support in self-contained classroom. · Prepare and adapt materials for use in the classroom. · Communicate behavioral concerns of students to appropriate staff. · Implement and maintain behavioral program policies and data. · Attend all staff meetings and in-service training as requested. · Maintain classroom order, safety, and materials. This position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications.

Job Requirements: State Certified Paraprofessional preferred. College Associates Degree/two years college classes. High School Diploma or GED. Ability to obtain CPI Certification At least 23 years of age. Previous experience working with special needs children Must be able to lift at least 50 lbs Clean driving record/must be able to drive student van

Application Instructions: www.thementagroup.org/careers/apply Barbara Daugherty Fax: 217-563-7606 Barb.daugherty@menta.com Collecting resumes for anticipated openings...

Contact: Charles F. Hejny
Address: 1720 N. Randall Road, Aurora, IL 60506
Phone: 630-907-2400  
Fax: 630-907-0197  
Email: chuck.hejny@menta.com  
Apply Online: http://www.thementagroup.org/careers/apply

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**Job ID:** 3129340  
**Expires:** 09/09/2013  
**Job Title:** 1:1 Instructor  
**Company:** Alexander Leigh Center for Autism  
**Job Type:** Full Time  
**Degrees Wanted:** Bachelors, Certificate  
**Majors Wanted:** Early Childhood Education, Paraprofessional Educator  
**Job Target:** Education - Teacher's Aides  
**Location:** Crystal Lake, IL 60012  
**Salary:** Depends on experience  
**Job Description:** The role of the 1:1 Instructor is essential in the success of students. Work as part of the classroom teaching team with a special education teacher and behavior services team. Support a case load of 2 students in the areas of daily living skills, sensory integration, communication, social skills and academics.  
**Job Requirements:** Qualifications · Paraprofessional Certification from ISBE or · Illinois State Board of Education Substitute Teacher Certification (Type39) or · Minimum of a Bachelor's Degree in education, psychology, speech, or related field · Desire to work with children on the autism spectrum. ABA experience a plus  
**Salary/Benefits** Hourly for the 13 week training period, then salaried. Benefits: 50/50 health insurance, 401K, FSA, life insurance, vision/dental available, PTO with salary.  
**Application Instructions:** Completed online application, cover letter and resume send via email to kweaver_alca@yahoo.com  
**Contact:** Kelly Weaver  
**Address:** 620 N. Route 31, Crystal Lake, IL 60012  
**Phone:** 815-477-2522  
**Fax:** 815-477-2521  
**Email:** kweaver_alca@yahoo.com  
**Apply Online:** http://alexanderleighcenterforautism.com/autism-school-jobs/employment-application/

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**Job ID:** 3154907  
**School Job ID:** MVCC  
**Expires:** 08/31/2013  
**Job Title:** Site Director - Ivy League Before & After School Program
Company: Ivy League Before & After School Program
Job Type: Part Time
Degrees Wanted: Diploma
Majors Wanted:
Job Target: Education - Teacher's Aides
Location: IL
Salary: $8.25 - $10.00

Job Description: Position: Site Director
The Ivy League Site Director is essential to the success of our organization. As the most visible aspect of the program, the Director represents what customers perceive Ivy League to be. Listed below are the duties assigned to the Ivy league Site Director and requirements perform those duties. Duties:
- Prepare themed weeks - lesson plans - copy turned in Friday before the week of plan to the office
- Arrives for shift, checks in and prepares for days activities
- Positively communicates with school directors and teachers regarding all aspects of Ivy League Before and After school homework, sports and recreation program.
- Monitors attendance of all registered children and insures they are present
- Collects payment
- Wears approved uniform including Ivy League T-shirt, neat pant, sweat etc and gym shoes.
- Communicates with parents both verbally and in writing as needed to report children's progress or difficulty.
- Adheres to all Ivy league Policies as outlined in the Training Handbook.
- Properly completes all requested paperwork in a timely and accurate manner.
- Provides advance notice or coverage for any foreseen absences.
- Provides own transportation.
- Educates students on how to use and maintain all equipment properly
- Must pass a background check and fingerprinting.
- Successfully function as a member of a team
- Must be neat and well groomed.
- Must be in good physical condition and able to bend, kneel, stoop and otherwise move actively.
- Must be prompt, reliable, and able to work independently with no direct supervision.
- Should be enthusiastic and pleasant in conversation.
- Must be able to communicate with customers ranging from young children to staff.
- Takes initiative to solve a problem.
- Should be flexible to work a variety of days and/or times of day and places.
- Have the ability to demonstrate sound judgment and decision-making skills.
- Display an energetic demeanor and smile.
- Possess an understanding of basic customer service skills.
- Only need part-time employment.

Application Instructions: Please come in and apply.

Contact: Joan Young
Address: 8500 W. 191st Street, Mokena, IL 60448
Phone: 815-464-1266

Job ID: 3154939
School Job ID: MVCC
Expires: 08/31/2013
Job Title: Aides - Ivy League Before & After School Program
Company: Ivy League Before & After School Program
Job Type: Part Time
August 26, 2013

Degrees Wanted: None Required

Majors Wanted:

Job Target: Education - Teacher's Aides

Location: Various, IL

Salary: $8.25 per hr.

Job Description: We are currently looking for energetic individuals who have leadership skills and the initiative to work part time mornings and afternoons. The shifts are mornings before school and after school. We try to be flexible and work with school schedules. Individuals who are currently enrolled in Child Care or Education are encouraged to apply. Pay based on experience and training.

Application Instructions: Please come in and apply.

Contact: Joan Young

Address: 8500 W. 191st Street, Mokena, IL 60448

Phone: 815-464-1266

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Job ID: 3160213

School Job ID: MVCC

Expires: 10/05/2013

Job Title: Teacher Aides, Support Staff, Music Teacher - Orland-Palos Area

Company: Sandbox Early Learning Centers

Job Type: Full Time

Degrees Wanted: Associates, Bachelors, Certificate

Majors Wanted: Early Childhood Education

Job Target: Education - Teacher's Aides

Location: Orland Park-Palos, IL

Salary:

Job Description: Sandbox Early Learning Centers are adding to their teaching team in the Orland Park-Palos Area. Full and part time positions are available as well as teacher aides, support staff, and a music teacher. Job Description: Applicants must be positive and energetic, capable of lesson planning and preparing the classroom for daily activities. Music Teacher must have musical ability in voice, keyboard or guitar. Qualifications: Bachelor's Degree, Associate Degree, Experience with preschool children, CDA Certification, or college student working toward an educational degree.

Job Requirements: Qualifications: Bachelor's Degree, Associate Degree, Experience with preschool children, CDA Certification, or college student working toward an educational degree.

Application Instructions: Send resumes to: bavery134@comcast.net

Contact: Human Resources

Address: 9970 W. 151st Street, Orland Park, IL 60462

Phone: xxx-xxx-xxxx
Job ID: 3171487  
Expires: 09/13/2013  
Job Title: Special Needs Aide  
Company: Lake Street Church  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Education - Teacher's Aides  
Location: Evanston, IL 60201  
Salary: $25/week  
Job Description: We are seeking an aide for two 2nd-grade boys who have high-functioning ASD (autism spectrum disorder). The aide will accompany them to Sunday School, help them to understand and follow directions, maintain focus, navigate socially and generally maximize their class time. This is not a teaching position; the class is taught by teams of 2 volunteer teachers. Experience with special needs children is a plus, but not required; sensitivity, attentiveness, patience, and dependability are vital. This is a weekly commitment, from 10:30 am - noon, September through June  
Job Requirements: Applicants must pass a criminal background check.  
Application Instructions: Please respond by email with a brief description of interest, 2 references, interview availability, and contact information.  
Contact: Joan Roe  
Address: 607 Lake Street, Evanston, IL 60201  
Phone: 847-864-2181  
Email: hereintopeka@yahoo.com

Job ID: 3171871  
Expires: 02/13/2014  
Job Title: Teacher Assistants - Van Drivers - IL -AZ  
Company: The Menta Group - Illinois & Arizona  
Job Type: Full Time  
Degrees Wanted: Associates  
Majors Wanted: Paraprofessional Educator  
Job Target: Education - Teacher's Aides  
Location: AZ, IL  
Salary: Comparable for the area & posi  
Job Description: Special Education Services, a member of The Menta Group offers elementary, middle, and high school programming to special education students residing in the Mid-State, near suburbs and West Side of the City of Chicago and Phoenix, Arizona Metro Areas.
Elementary and middle school curricula emphasize real-world, community-based learning. Classrooms are designed to be active learning environments where young people have the opportunity to experience educational and behavioral success on a regular basis. The high school curriculum is intended to aid students in acquiring the knowledge and skills necessary to become eligible for post-secondary education and/or employment. Emphasis is placed on developing a key set of skills that are common across both educational and employment settings. The school’s curriculum and credit earning system is aligned with its partnering districts allowing for seamless transitions from and to the students’ home schools. Duties of the Teacher Assistant consist of:

- Lead or co-teach a class of students with behavior/learning disorders.
- Prepare and adapt materials for use in the classroom.
- Maintain classroom and materials in good order.
- Communicate behavioral concerns of students to appropriate staff.
- Implement and maintain behavioral program policies and data.
- Attend all staff meetings and in-service training as requested. The fulltime position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications. Part time positions will be discussed at the interviews. All of our programs post their open teaching positions on our website and feature an easy-to-complete application process.

**Job Requirements:** State Certified Paraprofessional preferred. College Associates Degree/two years college classes High School Diploma or GED. At least 23 years of age. Clean driving record

**Application Instructions:** See above in job description.

**Contact:** Charles F. Hejny
**Address:** 195 N. Poplar Road, North Aurora, IL 60542
**Phone:** 630-907-2400
**Fax:** 630-907-0197
**Email:** chuck.hejny@menta.com

Apply Online: http://www.thementagroup.org/careers/apply

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**Job ID:** 3172007
**Expires:** 02/13/2014
**Job Title:** Job Opportunities in Illinois-Education, Social Services, an
**Company:** The Menta Group - Illinois & Arizona
Job Type: Full Time

Degrees Wanted: Associates, Bachelors, Masters

Majors Wanted: Construction Management, Office Assistant, Paraprofessional Educator, Spanish Language Interpretation

Job Target: Education - Teacher's Aides

Location: IL

Salary: Comparable for area & position

Job Description: Special Education Services (SES), an affiliate of The Menta Group, is a non-profit agency serving K-12 high-risk children in Illinois and Arizona. With its no refusal, no suspension, no expulsion policy, SES students attend school daily regardless of their behavior. A continuum of services is offered to meet the educational needs of special needs, at-risk and high-risk public school students. Small class size, intensive clinical services, and a competently trained staff of educators combine to make this a positive and dynamic place to learn. All children have a right to quality education services. The curriculum is taught with an engaged learning methodology that nurtures academic, behavioral, and social-emotional growth. Our educational model encourages the development of academic and social-emotional skills in a positive and well-structured learning environment, with a focus on preparation for post-secondary education, employment, and citizenship. Programming is designed for students with significant cognitive, behavior, and learning difficulties. The curriculum is individualized to meet each student's special needs with an emphasis on four major community living domains: self-management/home living, vocational, recreation/leisure, and general community functioning. The curriculum is taught both in school and out in the community. It includes functional academics and embedded training in social-emotional skills, communication, and motor skills. We are currently seeking qualified applicants for the position of Special Education Teacher for our schools located in mid-state Illinois and the Chicago metro area; and Maricopa County, Arizona. Successful candidates will be creative, energetic and eager to develop and implement innovative solutions to critical problems in education. Requirements: Excellent oral and written communication skills Emphasis on work skills as a basis for a career path curriculum Flexible in which subject areas that they can work Student focused approach while presenting general areas of required subject material. Willingness to be trained in working with Behavioral/Emotional Disordered students Demonstrated ability to work well in a fast paced environment Bi-lingual applicants are encouraged to apply. The full time positions offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications. Part time positions will be discussed at the interviews. To apply online for jobs listed for Illinois and Arizona please go to our web site located at www.thementagroup.org/careers/job All of these positions are described in job postings at our web site. Each program has their own informational web page and this allows you to have more direct contact with the program staff. Apply at: www.thementagroup.org/careers/job All of these positions are described in job postings at our web site. Each program has an informational web page and this allows you to have more direct contact with the program staff. ILLINOIS/MID-STATE & CHICAGO METRO AREA Joliet, IL Ann.keane@menta.com Fax: 815-774-5866 Country Club Hills, IL Country Club Hills Technology and Trade Center Special Education Teacher Inquiries concerning this position can be directed to:
shawanda.barga@menta.com Fax: 708-798-9756 Transition Program - Transition Facilitator + Job Coach Fax resume to Sharon Slover at 630.907.0197. E-mail resume to sharon.slover@menta.com Questions can be directed to Ms. Slover at the above e-mail address or 630-209-6338. Waukegan, IL Lakeshore Academy - Teaching Assistant + Receptionist Waukegan Expansion Program -Teaching Assistants sheela.patel@menta.com Fax: (847) 599-2475 Nokomis, IL Cornerstone Academy Construction Trades Instructor - Teaching Assistant Fax: 217-563-7606 Barb.daugherty@menta.com Hillside, IL Hillside Academy West Campus - Principal + Receptionist Nancy.mutterer@menta.com Fax: 708-449-0474 North Aurora, IL Fox Valley Transition Program + Corporate Office Transition Program -Job Coach + Receptionist Bilingual (Spanish + English) Fax resume to Sharon Slover at 630.907.0197. E-mail resume to sharon.slover@menta.com Questions can be directed to Ms. Slover at the above e-mail address or 630-209-6338. Aurora, IL C.O.R.E. Academy -Auto Trades Instructor + Art Teacher + Special Education Teachers Jason.kudelka@menta.com Fax: 630-906-7950 Chicago, IL Hillside Academy East Campus -Teaching Assistants Marc.bickham@menta.com Fax: 773-638-6335 Oak Park, IL Transition Program -Transition Facilitator + Job Coach Fax resume to Sharon Slover at 630.907.0197. E-mail resume to sharon.slover@menta.com Questions can be directed to Ms. Slover at the above e-mail address or 630-209-6338.

**Job Requirements:** State Certification in Special Education/Arizona: Cross Categorization with an endorsement in Life Skills (Behavior, Emotional, and Learning Disabilities) in the elementary, middle school & high school levels is required. State Certification in designated subject matter area. Ability to teach in a self-contained classroom for a full teaching day with youth having behavioral, emotional, and high risk behaviors is important. You must be 23 years of age with a valid driver license. Employment is contingent upon a background check, approved driving record, employment physical and drug screen. Must have a valid driver's license.

**Application Instructions:** See above in job description.

**Contact:** Charles F. Hejny  
**Address:** 195 N. Poplar Road, North Aurora, IL 60542  
**Phone:** 630-907-2400  
**Fax:** 630-907-0197  
**Email:** chuck.hejny@menta.com  
**Apply Online:** http://www.thementagroup.org/careers/apply

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**Job ID:** 3181065  
**Expires:** 09/20/2013  
**Job Title:** teacher 1:1 aide in school  
**Company:** center on deafness  
**Job Type:** Full Time  
**Degrees Wanted:** Associates  
**Majors Wanted:**  
**Job Target:** Education - Teacher's Aides  
**Location:** northbrook, IL 60062
Salary:
Job Description: assist the teacher in the educational process of behaviorally disordered deaf students. A possible four full time positions are available.
Job Requirements: Sign language a plus but will train. Minimum 21 years of age
Contact: barbara currie
Address: 3444 dundee road, northbrook, IL 60062
Phone: 847 559 0110
Fax: 847 559 8199
Email: bcurrie@centerondeafness.org

ELECTRONICS

Job ID: 3154062
Expires: 08/30/2013
Job Title: Entertainment Crew
Company: Record-A-Hit Entertainment
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Electronics
Location: Elk Grove Village, IL 60007
Salary: $10/hr
Job Description: To complete our roster we are looking for people who will arrive at a predetermined time to our warehouse ON TIME, assist IN LIFTING AND LOADING our vehicles with the equipment needed for an event, either DRIVE OR IN OUR VEHICLES to event, UNLOAD, SET-UP AND INFLATE, then SUPERVISE the attractions for safety and to keep order. After the event (usually 4 hour duration), crew person will DEFLATE, ROLL UP AND RETURN TO WAREHOUSE, then put them where they belong in warehouse. When we contract events with our clients, the scheduler calls names on our roster to fill the schedule. When jobs are offered, you can choose which jobs to accept, depending on your schedule. Events are USUALLY scheduled weeks in advance. Each "job" begins in are our warehouse at 1495 Tonne Road, Elk Grove Village. The average length of "job" is usually 8 hours end to end. Shift starts usually three hours prior to event start time to allow for loading, delivery and set-up. Shift usually ends 2 hours after event ending time to allow for loading, driving and unloading. Most events last 4 hours. For this length of time (8 hours), Record-A-Hit pays $80 flat rate. RAH considers their crew "Part Time Employees". RAH pays a flat rate $80 for 8 hour job. If job time exceeds 8 hours, we do pay a specified rate for each hour of overtime. Crew is paid twice a month and are required to provide an invoices detailing jobs worked, by the end of each pay period, (this form is provided). No set number of hours can be guaranteed. The amount you work depends on our bookings and your availability. WE WILL DRUG TEST ALL APPLICANTS
We are looking for people who: 1. Have good clean, neat appearance. 2. Have good people
skills, patience and can work with kids, teens and adults. 3. Are enthusiastic and upbeat. 4. Have a legal drivers license (not required) 5. Can take direction from Crew/Supervisor Location: 1495 Tonne Road, Elk Grove Village, IL 60007 This is a part-time job.

Contact: Dipesh Kadakia
Address: 1495 Tonne Road, Elk Grove Village, IL 60007
Phone: 8476901100
Fax: 8476901122
Email: dkadakia@recordahit.com

ENGINEERING

Job ID: 3048028
Expires: 12/01/2013
Job Title: Process Tech/Lab Assistant
Company: giant finishing
Job Type: Full Time, Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Engineering
Location: Wood Dale, IL 60191
Salary: $10+
Job Description: Running sample metal parts in a lab to achieve different finishes. You would be responsible for loading and unloading machines with different abrasives and chemicals to achieve a wide variety of metal finishes. Opportunity to branch into inside/outside sales is available.
Job Requirements: Help assemble equipment along with multiple errands. We are a small family owned business that has been around for 25+ years and are in a very niche market. Small handful of companies do what we do in the entire world.
Application Instructions: Take a look @ the website and watch the YouTube videos. If interested in being part of a unique team then Email resume.
Contact: mark oryszczak
Address: 263 Richert Road, Wood Dale, IL 60191
Phone: 708-343-6900
Email: mark@giantfinishing.com

Job ID: 3185481
Expires: 09/22/2013
Job Title: Executive Assistant to the President
Company: EDM Department Inc.
COLLEGE CENTRAL JOB BOARD

Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Engineering
Location: Bartlett, IL 60103
Salary:

Job Description: · Report directly to the President · Maintaining the President's calendar and setting appointments with customers · Acting as liaison between customers and the President · Assisting the President with both day to day operations as well as long term projects

Job Requirements: · Possess outstanding communication skills, both verbal and written, English mastery is required. · Be extremely thorough and organized, pay close attention to all the details · Have an outgoing, professional and pleasant personality · Be a self-starter with the ability to complete assigned tasks with little or no supervision · Be capable of multi-tasking at all times · Be interested in technology, manufacturing, engineering, etc... · Be willing to travel with the President on rare occasions

Contact: Kevin Levy
Address: 1261 Humbracht Circle Suite A, Bartlett, IL 60103
Phone: 630-736-0531
Fax: 630-736-0530
Email: hr@edmdept.com

ENGINEERING - CIVIL

Job ID: 3161202
Expires: 09/30/2013
Job Title: Industrial Sales Representative
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Any Major
Job Target: Engineering - Civil
Location: IL
Salary:

Job Description: Interlake Mecalux offers excellent benefits, including: · 401(k) plan with a generous company match and no waiting period to start participating. · Paid Time off · Medical, dental, & vision insurance · Life/Disability insurance · Our greatest benefit is the opportunity for growth! We promote from within and value continuous process improvements! The Industrial Sales Representative is responsible for targeting, acquiring, enlarging, and maintaining sales of Interlake Mecalux products within his or her assigned territory. PRINCIPAL RESPONSIBILITIES: · Manage relationships by updating customers’ knowledge of
products/applications, securing engineering/design support, and providing appropriate training. · Demonstrate leadership with customers by conducting sales presentations, directing sales calls, managing contract negotiations, and overseeing the execution of sales contracts. · Utilize market research to develop sales opportunities which will assure market performance and penetration in support of business initiatives. · Partner with customers to develop long term relationships, generate additional sales, and guide problem resolution discussions. · Develop monthly and weekly sales plans that include prospecting activities and forecasts. · Ensure completion of customer projects through the coordination of engineering, manufacturing, installation, and customer service activities. COMPETENCIES: · Hard-working, action-oriented, results-driven, and motivated to sell. · Demonstrated effective communication, presentation, and listening skills. · A desire to learn and advance in a fast-paced sales environment, and be capable of regularly using good judgment and discretion to accomplish goals and work requirements. EDUCATION, EXPERIENCE, & KNOWLEDGE: · Bachelor's degree in engineering, business, marketing, or equivalent education and experience. · 0-10 years of sales and/or customer service experience is preferred, with experience selling or supporting the sales of a technical product ideal. · Knowledge of professional selling techniques, negotiation techniques, account development strategies.

Application Instructions: Please e-mail your resume to Amanda Bosley at hr@interlakemecalux.com

Contact: Amanda Bosley
Address: 1600 North 25th Avenue, Melrose Park, IL 60160
Email: hr@interlakemecalux.com

ENGINEERING - COMPUTER

Job ID: 3096003
Expires: 09/10/2013
Job Title: Intern Information Technology
Company: dbHMS
Job Type: Internship, Part Time
Degrees Wanted: Associates, Certificate, Diploma
Majors Wanted: Computer Science, Office Assistant
Job Target: Engineering - Computer
Location: IL
Salary: Commensurate with experience
Job Description: support the office with its IT needs. The position is part time with 20-30 hours of work a week with flexible work hours. Background in computer science or engineering/architecture with expertise in IT is required. Essential Job Functions · Configuration and administration of workstations · Maintain high availability of network resources · Research and propose IT related hardware/software solutions · Maintain IT documentation · Address and implement security measures
**Job Requirements:** Requirements · Minimum Education: High School Diploma and some college or technical training · Average 3 years prior experience · Knowledge of Microsoft Windows Server products including Server 2012, Exchange 2013 · Other Skills/Abilities · Excellent verbal and written communication skills · Motivated self-starter and fast learner · Knowledge of REVIT and AutoCAD software setup is preferred

**Application Instructions:** email resume to careers@dbhms.com

**Contact:** Tameka Flowers

**Address:** 303 W. Erie 510, Chicago, IL 60654

**Phone:** 3129150557

**Email:** careers@dbhms.com

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**Job ID:** 3159292

**Expires:** 09/04/2013

**Job Title:** Help Desk Technician I

**Company:** LOGS

**Job Type:** Full Time

**Degrees Wanted:** Associates

**Majors Wanted:** Computer Information Systems, Computer Maintenance, Computer Science

**Job Target:** Engineering - Computer

**Location:** Bannockburn, IL 60015

**Salary:** 22k-30k

**Job Description:** Provide remote and local technical assistance and support to employees of law firms in our network via telephone, live chat, and email. In responding to these requests for guidance, you must listen carefully to the customer, ask questions to diagnose the nature of the problem, and walk the user through problem-solving steps. A strong technical background, problem solving skills, and a general comfort working with technology is required. Pursuit or completion of a college level degree in a related IT field is required. Field related certifications and previous help desk experience is desired but not required. Looking for highly motivated and outgoing applicants to work in a team environment. Responsibilities: · Responds and follows-up on internal and external user support problems. Is responsible for receiving and tracking the trouble tickets, assigns them to a technical specialist (could be themselves or someone else) for action and ensures that their tickets are resolved, and closed out within our service level agreement. · Responsible for providing telephone, live chat, and email support to our various law firms on hardware, software, and network related problems, questions, and use · Providing first-level problem resolution on the telephone or live chat with users

**Application Instructions:** Please send cover letter and resume link.

**Contact:** Vincent Yarmoska

**Address:** 2121 Waukegan Rd. Ste 200, Bannockburn, IL 60015
**Job ID:** 3161202  
**Expires:** 09/30/2013  
**Job Title:** Industrial Sales Representative  
**Company:** Interlake Mecalux, Inc.  
**Job Type:** Full Time  
**Degrees Wanted:** Associates, Bachelors  
**Majors Wanted:** Any Major  
**Job Target:** Engineering - Computer  
**Location:** IL  
**Salary:**  
**Job Description:** Interlake Mecalux offers excellent benefits, including: - 401(k) plan with a generous company match and no waiting period to start participating. - Paid Time off - Medical, dental, & vision insurance - Life/Disability insurance - Our greatest benefit is the opportunity for growth! We promote from within and value continuous process improvements! The Industrial Sales Representative is responsible for targeting, acquiring, enlarging, and maintaining sales of Interlake Mecalux products within his or her assigned territory. PRINCIPAL RESPONSIBILITIES: · Manage relationships by updating customers' knowledge of products/applications, securing engineering/design support, and providing appropriate training. · Demonstrate leadership with customers by conducting sales presentations, directing sales calls, managing contract negotiations, and overseeing the execution of sales contracts. · Utilize market research to develop sales opportunities which will assure market performance and penetration in support of business initiatives. · Partner with customers to develop long term relationships, generate additional sales, and guide problem resolution discussions. · Develop monthly and weekly sales plans that include prospecting activities and forecasts. · Ensure completion of customer projects through the coordination of engineering, manufacturing, installation, and customer service activities. COMPETENCIES: · Hard-working, action-oriented, results-driven, and motivated to sell. · Demonstrated effective communication, presentation, and listening skills. · A desire to learn and advance in a fast-paced sales environment, and be capable of regularly using good judgment and discretion to accomplish goals and work requirements. EDUCATION, EXPERIENCE, & KNOWLEDGE: · Bachelor's degree in engineering, business, marketing, or equivalent education and experience. · 0-10 years of sales and/or customer service experience is preferred, with experience selling or supporting the sales of a technical product ideal. · Knowledge of professional selling techniques, negotiation techniques, account development strategies.  
**Application Instructions:** Please e-mail your resume to Amanda Bosley at hr@interlakemecalux.com  
**Contact:** Amanda Bosley
Address: 1600 North 25th Avenue, Melrose Park, IL 60160
Email: hr@interlakemecalux.com

Job ID: 3166178
Expires: 11/01/2013
Job Title: Dispatch Services Coordinator
Company: Outsource Solutions Group, Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Computer Information Systems
Job Target: Engineering - Computer
Location: Naperville, IL 60563
Salary:

Job Description: Great Employees Wanted! Are You Tired Of Not Being Treated Like A Hero? Tired of Management Not Giving You The Tools You Need To Get The Job Done? Do You Like The Challenge of Lots of Variety? If you are a person who wants to step up and into an environment where our focus is to provide the highest value, fastest, most efficient, reliable & leverageable service & networks to our clients...we want to talk to you! We are looking for an ambitious, hard-working Dispatch Services Coordinator. This is a full-time position with access to the latest tools, techniques and best practices while receiving tremendous latitude for growth, establishing new best practices, having access to an outstanding benefits package, and a competitive salary. Job Duties will include: · Answer incoming support phone calls. · Monitor support requests from phone calls and email. · Direct non-support related phone calls to office manager or service manager. · Create service tickets for support related phone calls or e-mail from staff. · Review service tickets to make sure accurate entries are entered on a daily basis. · Schedule service tickets based on Service Level Agreement, client's needs and available resources. · Confirm appointments for scheduled remote or onsite event. · Monitor location of field technicians and develop approximate time schedules. · Evaluate/diagnose problems submitted by clients through the support system(s) and respond to e-mail generated trouble tickets related to scheduling. However, we are not desperate to fill this position and will wait to find the right person. The purpose of this letter is to "screen" the thousands of mediocre people in the Chicagoland area to find the few great people who would be the best additions to our company. There Are Certain Characteristics That We Are Looking For; If You Do Not Meet Them All, Don't Bother To Apply: 1. You must be passionate about delivering outstanding service to our clients. 2. You must be able to thrive in a fast-paced environment. 3. You must be VERY customer focused - as customer satisfaction is a must. 4. You must be intensely serious about your desire to be part of a winning team and be willing to work hard, learn fast, and grow with us. 5. You must be willing to take responsibility to get the job done right, and when you do make a mistake, learn from it and move on. We don't want anyone with a "victim" mentality that constantly blames other people, lack of time, or anything else for their lack of success. 6. You must be a team player who actively helps out and helps the team improve. 7. You must be a pleasant, positive person. We only want to work with people who are fun to work with and
stimulating to our group. 8. You must be able to provide 2 or more references from past employers who will vouch for your work ethic, experience and integrity - we will be contacting them to verify. A little about us...we are a Microsoft Gold Certified Partner based in Naperville and serve the Chicagoland area. Our focus is on Managed Services for infrastructure related work using Microsoft technologies in the SMB (small and medium business) market. We employ very robust tools for managing and monitoring our clients and actively use the solutions we sell internally. If you meet the above criteria, email a note explaining why you think this job is a great fit for you along with your resume and 2 references we can call to: resumes@osgusa.com

We look forward to hearing from you...IF you have what it takes!

Contact: Allison Norton
Address: 1730 Park Street #225, Naperville, IL 60563
Phone: 630-236-6625
Email: resumes@osgusa.com

Job ID: 3185387
Expires: 09/22/2013
Job Title: Computer Operator - Part-Time
Company: Alliant Credit Union
Job Type: Part Time
Degrees Wanted: None Required
Job Target: Engineering - Computer
Location: Des Plaines, IL 60016
Salary:
Job Description: The incumbent in this position handles accurate and timely processing of information in and through all computer systems. Work involves routine difficulty in monitoring critical member delivery systems and also providing training to entry-level operators. Computer Operations: Monitors Critical Systems Communicate with end users about issues. Communicate with various vendors about issues. Using automated scheduling tools. Escalates issues according to procedures. Help Desk: Troubleshoots personal computer software and hardware problems. Identifies problems related to primary financial software and determines corrective action. Identifies and escalates issues to network, programming, security and web groups. Requirements: Working on a degree in Computer Science or similar field, minimum one to three years experience in computer operations; or an equivalent combination of training and experience. Hands-on experience working with network applications: MS Windows - XP, MS Office software. Knowledge of Windows O/S; and AIX needed. Excellent customer service practices, procedures, verbal and written communication skills. Strong analytical and problem-solving skills. Ability to work independently. Willing to work flexible part-time hours (nights, weekends, holidays). Must be detail oriented and be able to handle multiple tasks. Technical knowledge of computer operations and credit union policy.
Job Requirements: We are looking to bring on a Part-Time Computer Operator in our Des Plaines location. We are looking for someone who is in the process of obtaining an IT or CS degree, and 1 year of IT-related experience. The hours for this position are a bit unique: 1-2 days a week from 9:00 pm to 5:00 am 3 weekends a month with varying shifts. Since this position is simply monitoring the system, a student would be ideal because he/she would be able to study during that time. We also offer tuition reimbursement, and a generous benefits package which applies to our part-time workers.

Contact: Carolyn Robles
Address: 11545 W. Touhy Ave, Chicago (Des Plaines), IL 60666
Email: crobles@alliantcreditunion.com
Apply Online: http://www.alliantcreditunion.org/about/activejobs/computer-operator-part-time

ENGINEERING - ELECTRICAL/ELECTRONICS

Job ID: 3122829
Expires: 09/05/2013
Job Title: Electro-Mechanical Technician
Company: Pactiv
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Applied Manufacturing, Stationary Engineering
Job Target: Engineering - Electrical/Electronics
Location: Bolingbrook, IL 60440
Salary: DOE

Job Description: Role and Responsibilities Repairs and maintains Thermal forming equipment, must have electrical and mechanical knowledge, ability to perform diagnostics, testing and repairs on electrical components. ·Perform planned electrical/mechanical maintenance on all equipment and machinery for the Foam and PET process to ensure the integrity of Production equipment. ·Diagnose, troubleshoot and repair/maintain all equipment and machinery for the FOAM and PET process including infra-red inspections, PM's, Automation equipment, Crystallizers and Dryers. ·Completes paperwork accurately and in a timely manner. ·Maintain housekeeping in areas of assigned responsibility to ensure a safe, clean and neat work environment. ·Follow company safety procedures and policies. ·Perform all other duties as assigned Preferred Skills ·Must be knowledgeable in pneumatics, blue prints/schematic readings (mechanical/electrical), welding, using shop equipment, and fabrication. ·Must possess an extensive electrical background with experience in troubleshooting and must be familiar with AC and DC drives and PLC's, servo motors and encoders, able to solve temperature problems on heating processes such as thermal couples, temperature controllers, solid state relays and heating elements, capable of diagnosing and solving pressure problems on Dynisco sensing devises and pressure readout meters. Must be computer literate. ·Must have own tools and be flexible to work overtime. ·This position requires a HS Diploma or GED and 3-5 years of related experience ·Demonstrated problem solving and electrical and mechanical skills are also required. ·Must have
good written and verbal communication skills and be able to effectively communicate with people at all levels within the organization. · Must have the ability to perform basic mathematical operations such as addition, subtractions, multiplication and division. · Ability to work with others effectively as a part of a team is essential.

Application Instructions: email resume to: tmccoy@pactiv.com

Contact: Teresa McCoy
Address: 460 Gibraltar Drive, Bolingbrook, IL 60440
Phone: 708-924-2411
Email: tmccoy@pactiv.com

Job ID: 3122876
Expires: 09/05/2013
Job Title: Electro-Mechanical Technician
Company: Pactiv
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Applied Manufacturing, Stationary Engineering
Job Target: Engineering - Electrical/Electronics
Location: Bedford Park, IL 60458
Salary: DOE

Job Description: Role and Responsibilities Repairs and maintains Thermal forming equipment, must have electrical and mechanical knowledge, ability to perform diagnostics, testing and repairs on electrical components. ·Perform planned electrical/mechanical maintenance on all equipment and machinery for the Foam and PET process to ensure the integrity of Production equipment. ·Diagnose, troubleshoot and repair/maintain all equipment and machinery for the FOAM and PET process including infra-red inspections, PM's, Automation equipment, Crystallizers and Dryers. ·Completes paperwork accurately and in a timely manner. ·Maintain housekeeping in areas of assigned responsibility to ensure a safe, clean and neat work environment. ·Follow company safety procedures and policies. ·Perform all other duties as assigned Preferred Skills ·Must be knowledgeable in pneumatics, blue prints/schematic readings (mechanical/electrical), welding, using shop equipment, and fabrication. ·Must possess an extensive electrical background with experience in troubleshooting and must be familiar with AC and DC drives and PLC's, servo motors and encoders, able to solve temperature problems on heating processes such as thermal couples, temperature controllers, solid state relays and heating elements, capable of diagnosing and solving pressure problems on Dynisco sensing devises and pressure readout meters. Must be computer literate. ·Must have own tools and be flexible to work overtime ·This position requires a HS Diploma or GED and 3-5 years of related experience ·Demonstrated problem solving and electrical and mechanical skills are also required. ·Must have good written and verbal communication skills and be able to effectively communicate with people at all levels within the organization. · Must have the ability to perform basic mathematical operations such as addition, subtractions, multiplication and division. · Ability to work with
others effectively as a part of a team is essential.

Application Instructions: email resume to: tmccoy@pactiv.com

Contact: Teresa McCoy
Address: 7207 S Mason Avenue, Bedford Park, IL 60638
Phone: 708-924-2411
Email: tmccoy@pactiv.com

ENGINEERING - INDUSTRIAL

Job ID: 3162431
Expires: 09/06/2013
Job Title: Mechanical Drafter
Company: Sodimate, Inc.
Job Type: Full Time

Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Engineering Technology/Computer-Aided Design (CAD)
Job Target: Engineering - Industrial
Location: Chicago, IL 60614
Salary: $40,000-$50,000

Job Description: Duties and Responsibilities: Design and develop industrial bulk handling systems including, but not limited to, system layout utilizing 3D modeling, component selection, and bills of materials. Design, detail, and verify engineered drawings for system and component assemblies. Interpret customer design requirements from customer drawings, design, input documentation, or from department engineers. Adhere to approved standards, procedures, and processes. Maintain thorough knowledge of bulk system assemblies. Work with our Project Manager to ensure designs meet functional, quality, and cost targets. Work with internal support staff, customers, and vendors in a technical consultation/problem solving capacity related to product design and functionality. Verify equipment and system assembly. Supervise customers' equipment installation. Maintain detailed documentation on assigned projects. Approximately 5 - 10% travel anticipated.

Job Requirements: Requirements: Associates degree or technical certification in Engineering/Industrial Design or equivalent experience. 1-2 years of experience in industrial product design or related systems (new grads with high potential will be considered). Understanding of basic machinery equipment design, electrical and industrial controls. Highly detail-oriented and analytical with conceptual skills to rationalize product geometric shape. Solid understanding and demonstrated experience in systems layout utilizing 3D modeling and other relevant computer modeling applications. Troubleshooting and problem-solving skills. Strong verbal and written communications. A familiarity with manufacturing processes including: plastic molding, extruding, metal fabricating, aluminum castings. A general mechanical curiosity with the ability to work closely with engineers. Excellent communication skills, both for internal communications with other departments, as well as presentations to clients. Ability to effectively
use: Computer / CAD, Solidworks. An eagerness to travel to manufacturing locations, trade shows, and other locations (domestic and foreign) for 5-10% of time. Physical fitness to assemble equipment, including occasional medium to heavy lifting in outside environmental conditions. Ability to successfully deal with stressful conditions associated with multiple projects and sensitive time frames for completion.

**Application Instructions:** For immediate consideration, please e-mail a cover letter and resume to: Genevieve Kapche, sodimateusa@gmail.com, with "Mechanical Drafter" in the e-mail's subject line. Incomplete, faxed or mailed applications will be not considered. Please no phone calls.

**Contact:** Genevieve Kapche  
**Address:** 639 W. Diversey Pkwy Ste 219, Chicago, IL 60614  
**Phone:** 773-665-8800  
**Email:** sodimateusa@gmail.com

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**Job ID:** 3168944  
**Expires:** 09/30/2013  
**Job Title:** Tech Manager  
**Company:** Pactiv  
**Job Type:** Full Time  
**Degrees Wanted:** Bachelors  
**Majors Wanted:**  
**Job Target:** Engineering - Industrial  
**Location:** Bedford Park, IL 60455  
**Salary:** DOE

**Job Description:** Provide leadership for Engineering, Maintenance and Quality with the ultimate objective of maximizing production volume while achieving cost targets. Manages the plant Capital Budget and Engineering expense budget. Works with plant technical and operations resources to identify capital deployment opportunities. Responsible for hiring, salary administration, performance management including disciplinary actions, employee development and salary administration. Manages AOP budget, which includes technical group salaries, building and grounds, maintenance materials and utilities. Responsibility for meeting site environmental compliance and providing support to plant safety programs. BS in engineering (MS desirable) with 8+ years in engineering field with at least 3 years supervisory experience.

**Application Instructions:** send email to: tmccoy@pactiv.com

**Contact:** Teresa McCoy  
**Address:** 7200 Mason Avenu, Bedford Park, IL 60455  
**Phone:** 708-924-2411  
**Email:** tmccoy@pactiv.com
Job ID: 3122829
Expires: 09/05/2013
Job Title: Electro-Mechanical Technician
Company: Pactiv
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Applied Manufacturing, Stationary Engineering
Job Target: Engineering - Mechanical
Location: Bolingbrook, IL 60440
Salary: DOE

Job Description: Role and Responsibilities Repairs and maintains Thermal forming equipment, must have electrical and mechanical knowledge, ability to perform diagnostics, testing and repairs on electrical components. - Perform planned electrical/mechanical maintenance on all equipment and machinery for the Foam and PET process to ensure the integrity of Production equipment. - Diagnose, troubleshoot and repair/maintain all equipment and machinery for the FOAM and PET process including infra-red inspections, PM’s, Automation equipment, Crystallizers and Dryers. - Completes paperwork accurately and in a timely manner. - Maintain housekeeping in areas of assigned responsibility to ensure a safe, clean and neat work environment. - Follow company safety procedures and policies. - Perform all other duties as assigned Preferred Skills - Must be knowledgeable in pneumatics, blue prints/schematic readings (mechanical/electrical), welding, using shop equipment, and fabrication. - Must possess an extensive electrical background with experience in troubleshooting and must be familiar with AC and DC drives and PLC’s, servo motors and encoders, able to solve temperature problems on heating processes such as thermal couples, temperature controllers, solid state relays and heating elements, capable of diagnosing and solving pressure problems on Dynisco sensing devises and pressure readout meters. Must be computer literate. - Must have own tools and be flexible to work overtime - This position requires a HS Diploma or GED and 3-5 years of related experience - Demonstrated problem solving and electrical and mechanical skills are also required. - Must have good written and verbal communication skills and be able to effectively communicate with people at all levels within the organization. - Must have the ability to perform basic mathematical operations such as addition, subtractions, multiplication and division. - Ability to work with others effectively as a part of a team is essential.

Application Instructions: email resume to: tmccoy@pactiv.com

Contact: Teresa McCoy
Address: 460 Gibraltar Drive, Bolingbrook, IL 60440
Phone: 708-924-2411
Email: tmccoy@pactiv.com

Job ID: 3122876
Expires: 09/05/2013
Job Title: Electro-Mechanical Technician
Company: Pactiv
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Applied Manufacturing, Stationary Engineering
Job Target: Engineering - Mechanical
Location: Bedford Park, IL 60458
Salary: DOE

Job Description: Role and Responsibilities Repairs and maintains Thermal forming equipment, must have electrical and mechanical knowledge, ability to perform diagnostics, testing and repairs on electrical components. ·Perform planned electrical/mechanical maintenance on all equipment and machinery for the Foam and PET process to ensure the integrity of Production equipment. ·Diagnose, troubleshoot and repair/maintain all equipment and machinery for the FOAM and PET process including infra-red inspections, PM's, Automation equipment, Crystallizers and Dryers. ·Completes paperwork accurately and in a timely manner. ·Maintain housekeeping in areas of assigned responsibility to ensure a safe, clean and neat work environment. ·Follow company safety procedures and policies. ·Perform all other duties as assigned Preferred Skills ·Must be knowledgeable in pneumatics, blue prints/schematic readings (mechanical/electrical), welding, using shop equipment, and fabrication. ·Must possess an extensive electrical background with experience in troubleshooting and must be familiar with AC and DC drives and PLC’s, servo motors and encoders, able to solve temperature problems on heating processes such as thermal couples, temperature controllers, solid state relays and heating elements, capable of diagnosing and solving pressure problems on Dynisco sensing devises and pressure readout meters. Must be computer literate. ·Must have own tools and be flexible to work overtime ·This position requires a HS Diploma or GED and 3-5 years of related experience ·Demonstrated problem solving and electrical and mechanical skills are also required. ·Must have good written and verbal communication skills and be able to effectively communicate with people at all levels within the organization. ·Must have the ability to perform basic mathematical operations such as addition, subtractions, multiplication and division. ·Ability to work with others effectively as a part of a team is essential.

Application Instructions: email resume to: tmccoy@pactiv.com
Contact: Teresa McCoy
Address: 7207 S Mason Avenue, Bedford Park, IL 60638
Phone: 708-924-2411
Email: tmccoy@pactiv.com

Job ID: 3162431
Expires: 09/06/2013
Job Title: Mechanical Drafter
Company: Sodimate, Inc.
Job Type: Full Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Engineering Technology/Computer-Aided Design (CAD)
Job Target: Engineering - Mechanical
Location: Chicago, IL 60614
Salary: $40,000-$50,000

Job Description: Duties and Responsibilities: Design and develop industrial bulk handling systems including, but not limited to, system layout utilizing 3D modeling, component selection, and bills of materials. Design, detail, and verify engineered drawings for system and component assemblies. Interpret customer design requirements from customer drawings, design, input documentation, or from department engineers. Adhere to approved standards, procedures, and processes. Maintain thorough knowledge of bulk system assemblies. Work with our Project Manager to ensure designs meet functional, quality, and cost targets. Work with internal support staff, customers, and vendors in a technical consultation/problem solving capacity related to product design and functionality. Verify equipment and system assembly. Supervise customers' equipment installation. Maintain detailed documentation on assigned projects. Approximately 5 - 10% travel anticipated.

Job Requirements: Requirements: Associates degree or technical certification in Engineering/Industrial Design or equivalent experience. 1-2 years of experience in industrial product design or related systems (new grads with high potential will be considered). Understanding of basic machinery equipment design, electrical and industrial controls. Highly detail-oriented and analytical with conceptual skills to rationalize product geometric shape. Solid understanding and demonstrated experience in systems layout utilizing 3D modeling and other relevant computer modeling applications. Troubleshooting and problem-solving skills. Strong verbal and written communications. A familiarity with manufacturing processes including: plastic molding, extruding, metal fabricating, aluminum castings. A general mechanical curiosity with the ability to work closely with engineers. Excellent communication skills, both for internal communications with other departments, as well as presentations to clients. Ability to effectively use: Computer / CAD, Solidworks. An eagerness to travel to manufacturing locations, trade shows, and other locations (domestic and foreign) for 5-10% of time. Physical fitness to assemble equipment, including occasional medium to heavy lifting in outside environmental conditions. Ability to successfully deal with stressful conditions associated with multiple projects and sensitive time frames for completion.

Application Instructions: For immediate consideration, please e-mail a cover letter and resume to: Genevieve Kapche, sodimateusa@gmail.com, with "Mechanical Drafter" in the e-mail's subject line. Incomplete, faxed or mailed applications will be not considered. Please no phone calls.

Contact: Genevieve Kapche
Address: 639 W. Diversey Pkwy Ste 219, Chicago, IL 60614
Phone: 773-665-8800
Email: sodimateusa@gmail.com

Job ID: 3175425
Expires: 10/01/2013
Job Title: Engineering Technician
Company: Diesel Radiator Company
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Applied Manufacturing, Automotive Technology, Engineering Technology/Computer-Aided Design (CAD), Science
Job Target: Engineering - Mechanical
Location: Melrose Park, IL 60160
Salary: 40's

Job Description: General Summary: The position of Engineering Technician at Diesel Radiator Company is a liaison between the engineering team and the production group. The Engineering technician will be responsible for carrying out various tasks for the engineering team and working with production to implement new manufacturing methods and ensure that those methods are repeatable and uphold an acceptable level of quality in a production environment. The Engineering Technician will also perform R&D setup, teardown and data acquisition functions. Key Technical Responsibilities: · Setup and teardown of DRC testing equipment for fatigue cycle testing · Data acquisition/logging for laboratory experiments · Wiring and troubleshooting of laboratory equipment · Provides assistance with production machine setup · Creates jigs, fixtures and tools that increase quality of production · Participates in engineering group discussions and provides feedback from production · Uses Solidworks and MetaCam software to support production · Handles Engineering Change Requests Responsibilities to Organization: · Works within scope of position and direction; willingly accepts assignments. · Follows Diesel Radiator policies and procedures. · Communicates and partners effectively with co-workers in other departments to achieve territory and company goals, mutual understanding of roles, and a positive work environment. · Maintains confidentiality, security and standards of ethics with all Diesel Radiator information. · Approaches change and difficult situations in a professional manner; demonstrates flexibility. · Maintains regular and reliable attendance and punctuality. Accurately reports hours worked and time off. · Assists in keeping work area and equipment in safe working condition. Initiates correction of hazards as appropriate and/or notifies supervisor of hazards in a timely manner. · Performs duties in a manner that assures maximum safety to self and others. Operates equipment following manufacturer's procedures and uses proper body mechanics. · In the event of a workplace incident or injury, immediately files first report with Line 1 Manager and/or Vice President.

Application Instructions: Please email your resume to Human Resources. mrycraft@dieselradiator.com

Contact: Michelle Rycraft
Address: 1990 Janice Avenue, Melrose Park, IL 60160
Phone: 800-345-9244
Fax: 708-401-0080
Email: mrycraft@dieselradiator.com
Job ID: 3185494
Expires: 09/22/2013
Job Title: EDM Manufacturing Apprentice
Company: EDM Department Inc.
Job Type: Full Time, Internship, Part Time
Degrees Wanted: None Required
Job Target: Engineering - Mechanical
Location: Bartlett, IL 60103
Salary:
Job Description: The EDM Apprentice / Intern is responsible for assisting EDM Machinists with day to day tasks on various types of EDM machines. The apprentice / intern will train with our EDM Machinists on machine operation, maintenance, CAD/CAM programming, in-process inspections and final inspections along with various other tasks related to EDM manufacturing. The EDM apprentice will also assist in other manufacturing areas as necessary. The EDM apprentice should have some general knowledge of CNC machines as well as hands on experience with conventional machine shop equipment such as a drill press, band saw, etc... This is a part time position that has the potential to evolve into a full time position once training has been completed.
Job Requirements: Minimum age of 18 years old Current college student or recent graduate Highly motivated, looking for a challenge Strong math and science skills Strong analytical skills Strong attention to detail Desire for hands on experience with industrial technology, machinery, robotics, programming, etc.
Contact: Kevin Levy
Address: 1261 Humbracht Circle Suite A, Bartlett, IL 60103
Phone: 630-736-0531
Fax: 630-736-0530
Email: hr@edmdept.com

ENTERTAINMENT

Job ID: 2895567
Expires: 12/31/2013
Job Title: Disc Jockey Wanted
Company: Music By Design
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Entertainment
Location: All Chicagoland, IL 60173
Salary: open

Job Description: The qualified candidate is personable and energetic. A solid knowledge of music is required. Transportation and the ability to carry pro-audio equipment weighing up to 50 lbs. a must. The qualified candidate will have a passion for music and have a basic knowledge of computers. Passion for music Personable Energetic Positive Attitude Basic knowledge of computers

Application Instructions: Interested candidates please email a cover letter.

Contact: David Savoia
Address: 611 E. State St. Ste. #106, Geneva, IL 60134
Phone: 630.262.0432
Email: mymusic@mymusicbydesign.com

Job ID: 3088389
Expires: 09/04/2013
Job Title: Entertainment Lighting Sales Position
Company: DesignLab
Job Type: Full Time

Degrees Wanted: Associates


Job Target: Entertainment
Location: Chicago, IL 60612
Salary: Base + commish

Job Description: DesignLab is expanding our Midwest operations center and have an opening for a full time Sales Associate. We have been in business for over 30 years and continue to grow and expand our customer base. We are the entertainment industry's partner in lighting solutions, meeting today's challenges in the fast paced live event and architainment industry. We are looking for an enthusiastic, career minded, self-motivated individual to work in a business to business sales environment. This is an entry-level sales position where you will be calling on new and existing accounts to generate sales opportunities.

Job Requirements: Required Attributes: · Possess excellent communication skills and attention to detail · High intelligence: quick learner and excellent critical thinking skills · Business-to-Business lead generation and sales prospecting · Demonstrate a proven track record in closing a sale · Be a team player with a positive attitude · Must be computer literate - this means that you are a highly proficient end-user of all MS Office Products and ability to learn new software

Required Experience: · Experience in a sales environment · Some college required · Experience in the Audio/Visual or Live Event industry is highly desired

Benefits: · Stability with a growing company · Family atmosphere of a small business · Fun work environment · Email, web and direct mail marketing support · Weekly pay plus commissions · Health insurance

In addition to
our professional commitments, we are equally dedicated to ensuring the well-being of our team, comfortable work environment, and strong team spirit.

**Contact:** Jill Stewart  
**Address:** 328 North Albany Av., Chicago, IL 60612  
**Phone:** 773-265-1100  
**Email:** jobs@dlabchicago.net

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**Job ID:** 3154062  
**Expires:** 08/30/2013  
**Job Title:** Entertainment Crew  
**Company:** Record-A-Hit Entertainment  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Entertainment  
**Location:** Elk Grove Village, IL 60007  
**Salary:** $10/hr

**Job Description:** To complete our roster we are looking for people who will arrive at a predetermined time to our warehouse ON TIME, assist IN LIFTING AND LOADING our vehicles with the equipment needed for an event, either DRIVE OR IN OUR VEHICLES to event, UNLOAD, SET-UP AND INFLATE, then SUPERVISE the attractions for safety and to keep order. After the event (usually 4 hour duration), crew person will DEFLATE, ROLL UP AND RETURN TO WAREHOUSE, then put them where they belong in warehouse. When we contract events with our clients, the scheduler calls names on our roster to fill the schedule. When jobs are offered, you can choose which jobs to accept, depending on your schedule. Events are USUALLY scheduled weeks in advance. Each "job" begins in are our warehouse at 1495 Tonne Road, Elk Grove Village. The average length of "job" is usually 8 hours end to end. Shift starts usually three hours prior to event start time to allow for loading, delivery and set-up. Shift usually ends 2 hours after event ending time to allow for loading, driving and unloading. Most events last 4 hours. For this length of time (8 hours), Record-A-Hit pays $80 flat rate. RAH considers their crew "Part Time Employees". RAH pays a flat rate $80 for 8 hour job. If job time exceeds 8 hours, we do pay a specified rate for each hour of overtime. Crew is paid twice a month and are required to provide an invoices detailing jobs worked, by the end of each pay period, (this form is provided). No set number of hours can be guaranteed. The amount you work depends on our bookings and your availability. WE WILL DRUG TEST ALL APPLICANTS We are looking for people who: 1. Have good clean, neat appearance. 2. Have good people skills, patience and can work with kids, teens and adults. 3. Are enthusiastic and upbeat. 4. Have a legal drivers license (not required) 5. Can take direction from Crew/Supervisor  
**Location:** 1495 Tonne Road, Elk Grove Village, IL 60007  
**Contact:** Dipesh Kadakia  
**Address:** 1495 Tonne Road, Elk Grove Village, IL 60007
Phone: 8476901100  
Fax: 8476901122  
Email: dkadakia@recordahit.com

Job ID: 3168374  
Expires: 09/11/2013  
Job Title: Server  
Company: Nick's restaurant LLC  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Entertainment  
Location: Wilmette, IL 60091  
Salary: Depend upon experience  
Job Description: Great work environment with meals as a benefit at the end of your shift. Server making on average between 150-200 a night.  
Application Instructions: Please call or e-mail resume  
Contact: Tim Lenon  
Address: 1168 wilmette ave, Wilmette, IL 60091  
Phone: 8472513262  
Email: Tim@fuelwilmette.com

FINANCE/FINANCIAL MANAGEMENT SERVICES

Job ID: 3150888  
Expires: 08/28/2013  
Job Title: Manager Trainee  
Company: Menards  
Job Type: Full Time  
Degrees Wanted: Bachelors  
Job Target: Finance/Financial Management Services  
Location: IL  
Salary: Open  
Job Description: The manager Trainee program is a very structured and defined curriculum. This program is an entry level management program preparing you to catapult a career in retail.
management with Menards. It allows the Manager Trainee to get accustomed to basic store procedures and learn the common policies and terminology. Manager trainees participate in comprehensive 3 month on the job training program at any of our store locations. They will rotate through 5 departments of the store, gain knowledge and exposure, which will help in applying their management techniques. Upon completion of these 5 areas of the program, combined with willingness to relocate, Manager Trainee's can move on and take their 1st step into management as an Assistant Department Manager.

Job Requirements: As a Assistant department manager they are gaining management experience and continuing to develop their merchandising, communication and organizational skills. Strong performance and a dedication to succeed will lead to even more promotions and responsibility. Manager trainee really do move up at their own pace and relocation can play a key role in very fast advancement.

Application Instructions: Please apply online, at store or via email.

Contact: Angela Blacher
Address: 13956 South Bell, Homer Glen, IL 60491-8500
Phone: 708-645-5481
Fax: 708-301-5489
Email: HMGLHR@menards.com

Job ID: 3169133
Expires: 10/31/2013
Job Title: Teller 2 positions open
Company: LEYDEN CREDIT UNION
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Finance/Financial Management Services
Location: Franklin Park, IL 60131
Salary: $9.00-9.50
Job Description: Bank teller activities. Prior cash handling or teller experience helpful. Assist in everyday operations of the credit union. Abide by policies and procedures. Provide a variety of services functions to process transactions. Manage and balance a cash drawer. Enthusiastically promote products and services. Self motivator representing the credit union in a positive way. Ability to work quickly and communicate effectively with membership and through teamwork with staff.

Job Requirements: Ability to work quickly and accurately with attention to detail with at least 1-2 years experience.

Application Instructions: To apply please send your cover letter and resume to Human Resources at hr@leydencu.org or fax it to 847-455-1245.

Contact: HUMAN RESOURCES
Job ID: 3182767  
Expires: 09/21/2013  
Job Title: Personal Banker  
Company: First American Bank  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Marketing/Sales  
Job Target: Finance/Financial Management Services  
Location: IL  
Salary:  
Job Description: First American Bank is looking for you! We currently have various personal banker positions available across the Chicagoland area. Job Description This hourly (non-exempt) position is responsible for presenting our products and services to both prospective and current customers while maintaining a high level of customer service. DUTIES & RESPONSIBILITIES: Daily tasks include but are not limited to: Educate new and existing customers about the features and benefits of First American Bank personal banking products. Open new accounts including business accounts, IRAs and HSAs. Close accounts, perform account maintenance, order checks and issue ATM cards. Take loan applications and close loans. Assist in branch sales initiatives including cross selling other bank products to new/ existing customers in person or on the telephone. Will participate in customer service and product based specialized telephone queues and staffing of the Teller Department. QUALIFICATIONS: High School degree or equivalent. College degree in business or related field a plus. One to three years of personal banking or customer service experience preferred. Previous Teller experience a plus. Proven track record of sales experience. Good figure aptitude and previous experience with online banking systems preferred. Good communication skills that allow the individual to effectively interact with both customers and co-workers. Experience with word processing and spreadsheets. Assist other branches in close proximity when staffing levels necessitate. Professional appearance and dress required for this highly visible customer service position. Travel to meetings, training and seminars as scheduled. Branch locations are open for business 6 days each week, Monday through Saturday. Scheduling may vary. Must be available to work all hours of branch operation. This position requires the individual to take loan applications and close loans which may require the employee to register with the Nationwide Mortgage Licensing System & Registry (NMLS) in order to comply with the federal Secure and Fair Enforcement for Mortgage Licensing Act of 2008 (SAFE Act). Registration may consist of submission of personal information such as home address, social security number, gender, date and place of birth, employment history, among other things. Registration also requires employees to submit fingerprints and submit to a criminal background check. Renewal of the registration
requirements may be required periodically throughout the term of the employment.

Application Instructions: Please apply online.

Contact: Anna Mistarz
Address: 80 Stratford Drive, Bloomingdale, IL 60108
Phone: 630-547-8949
Fax: 630-547-8949
Email: recruiter@firstambank.com
Apply Online: http://www.firstambank.com/Careers/Careers/EmploymentOpportunities

FINES ARTS

Job ID: 3127170
School Job ID: ivcc
Expires: 08/30/2013
Job Title: Dean, Division of Humanities, Fine Arts, and Social Sciences
Company: Illinois Valley Community College
Job Type: Full Time
Degrees Wanted: Doctorate, Masters
Majors Wanted: Anthropology, Art, Music, Philosophy, Psychology, Social and Political Science, Speech/Communications, Speech/Theatre
Job Target: Fine Arts
Location: Oglesby, IL
Salary: $56,801 to $80,000
Job Description: Illinois Valley Community College, located in North Central Illinois, has a long history of stability that has brought the people and systems needed to service students and the community exceptionally well. The College seeks a Dean for the Division of Humanities, Fine Arts, and Social Sciences to provide academic, budgetary, administrative, and managerial leadership to division staff including full-time and part-time faculty in the areas of Art, World Languages, Graphic Design, History, Humanities, Human Services, International Education, Journalism, Music, Philosophy, Political Science, Psychology, Sociology, Speech and Theater. The Dean manages the operations of the division, supports teaching, learning and assessment, and works collaboratively with other College leaders in creating and sustaining a culture that promotes student learning and responds to the needs of the Illinois Valley community. Master's or Doctorate in a discipline representative within the division required. College teaching experience required with a minimum two years in a community college preferred. The successful candidate must possess experience in leading an academic unit; broad knowledge of educational pedagogy and new methodologies, strategies and tools; with strong oral and written communication and interpersonal skills, including record of effective team work and collaboration. Creative and energetic advocates for the humanities, fine arts, and social sciences are encouraged to submit application materials by August 30, 2013 to ensure full consideration.
Job Requirements: To apply for this career opportunity, submit a cover letter specifically addressing how your qualifications meet the requirements and responsibilities outlined in the job description, resume, applicable transcripts and an IVCC application packet to the Office of Human Resources, IVCC, 815 N. Orlando Smith Road, Oglesby, IL 61348, (fax) 815/224-1437, (e-mail) humanresources@ivcc.edu, or phone 815/224-0426. Open until position is filled. AA/EOE.

Application Instructions: To learn more about this rewarding career opportunity, the application procedure and to review a complete job description, visit http://www.ivcc.edu/hr/.

Contact: Glenna Jones
Address: 815 N. Orlando Smith Avenue, Oglesby, IL 61348
Phone: 815.224.0426
Fax: 815.224.1437

FOOD SERVICE/RESTAURANT MANAGEMENT

Job ID: 3056589
Expires: 11/07/2013
Job Title: Catering Server
Company: ARAMARK @ The Q Center
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Food Service/Restaurant Management
Location: St. Charles, Illinois, IL
Salary: 10.25

Job Description: Greet guests, serve private functions, catered events, banquets etc
Job Requirements: This job requires individuals that enjoy working with the public. We have many international guests from all over the world and we require our associates to be friendly and hospitable to everyone. These positions are part time usually later afternoon to evenings. Weekends are required sometimes. This is a beautiful facility and a great place to work part time.

Application Instructions: You can either fax or email your information or stop by the facility and pick up an application from the guard at the entrance.

Contact: Barbara Melville
Address: 1405 N. 5th Avenue, St. Charles, IL 60174
Phone: 630-444-4320
Fax: 630-444-4746
Email: barbara.u.melville@qcenter.com

Job ID: 3056593
Expires: 11/07/2013

Job Title: Dining Room Attendant

Company: ARAMARK @ The Q Center

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Food Service/Restaurant Management

Location: St. Charles, IL

Salary: $9.00 p.h.

Job Description: Setup food stations, learn about daily menu items, greet guests, take dishes from tables to staging areas, remove food stations and keep all areas clean and appealing to the guest.

Job Requirements: This job requires individuals that enjoy working with the public. We have many international guests from all over the world and we require our associates to be friendly and hospitable to everyone. These positions are part time either mornings to early afternoon or later afternoon to evenings. Weekends are required sometimes. This is a beautiful facility and a great place to work part time.

Application Instructions: You can either fax or email your information or stop by the facility and pick up an application from the guard at the entrance.

Contact: Barbara Melville

Address: 1405 N. 5th Avenue, St. Charles, IL 60174

Phone: 630-444-4320

Fax: 630-444-4746

Email: barbara.u.melville@qcenter.com

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Job ID: 3125588

School Job ID: MVCC

Expires: 10/07/2013

Job Title: Night Audit - Front Office

Company: SpringHill Suites by Marriott Chicago Southwest at Burr Ridge

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted:

Job Target: Food Service/Restaurant Management

Location: Burr Ridge, IL 60527

Salary:

Job Description: JOB TITLE: NIGHT AUDIT Department: Front Office Reports To: Front Office Manager / Assistant Front Office Manager /or Front Desk Supervisor PURPOSE: Responsibilities include, but are not limited to, posting and balancing room, restaurant and bar
guest folio charges. Maintain files and reset systems for next day operations. Greets and assists with late guest arrivals and departures by handling guest check-ins and check-outs while providing prompt and courteous service, including receiving telephone calls, guest requests, guest reservations, faxes and ensuring complete guest satisfaction during PM shift.

RESPONSIBILITIES: · Run audit reports/journals from Front Office Systems. · Prepares daily revenue reports by auditing system accounts and journals to breakdown revenue for food and beverage operations. · Makes corrections and adjustments and handles all computer problems that might occur throughout shift. · Complete the segmentation report nightly and include the rate denial report and email to your revenue analyst and copy your RDO and GM. · Input all revenue, expenses, and allowances to generate the daily reports such as the Guest Ledger Summary and any Daily Food and Beverage Operations Summary. Use the segmentation report to enter the room revenue information on the daily. · Balances all revenue and settlement accounts nightly, maintain files and reset the system for next day operations. · Ensures that all reports and back-up vouchers are complete and filed properly. · Ensures that all necessary copies of documents/back-up and reports of daily work are sent to the proper person handling A/R, A/P, and Payroll. · Reviews and corrects discrepancies in the Front Desk System. · Ensures complete guest satisfaction. · Check-in and check-out of the guest. · Complete guest registration process. · Must be familiar with computer systems for guest reservation information. · Must verify and imprint guest credit cards for authorization. · Must be well versed in cash handling and accurately balance house bank. · Assigns guests rooms based on preferences and availability. · Drives the Revenue Management process. · Handling guest concerns in a tactful manner and achieving resolution. · Answers questions in regards to the hotels facilities and services. · Answering telephones and booking reservations. · Answering Guest inquiries and recommending local area restaurants, points of interest, or needs for transportation. · Handling guest needs in a timely manner. · Maintaining cleanliness of front desk, lobby and back office. · Following up with Guest check-ins, complaints, and other requests. · Interacting with other departments and employees to ensure a good working relationship for guest needs. · Understands all Emergency procedures for incidents, accidents, fire, safety, or criminal activity. · Participates on the hotel Safety Committee. · Ensures that Quality Standards and Service are maintained for Property, Product, and People. · Ensure that all brand requirements are completed daily. (zip outs/express checkouts, Comp FB, etc) · Must be able to work all shifts or varying schedules to support business needs. · Ensures Security for the hotel's customers, employees, and property assets.

NIGHT AUDIT Job Description · Supports established policies and procedures for Alliance Hospitality and the hotel's brand. · Responsible for following instructions and performing work as assigned by a supervisor or manager. TECHNICAL SKILLS: · Must have exceptional knowledge in accounting operations to include all aspects of accounts receivable, accounts payable etc. · Must have exceptional mathematical skills and ability to operate a 10 key

Application Instructions: Please send cover letter and resume to email:anelson@alliancehospitality.com

Contact: Abigail Nelson
Address: 15W090 North Frontage Road, Burr Ridge, IL 60527
Phone: 630-323-7530
Fax: 630-323-7605
Email: anelson@alliancehospitality.com
Job ID: 3132006
Expires: 11/01/2013
Job Title: Guest Service Associate
Company: ARAMARK @ The Q Center
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Food Service/Restaurant Management
Location: St Charles, IL
Salary: 12.50

Job Description: Guest Services Associate Q Center, one of the largest and most successful conference/meeting facilities in the Midwest, has an opening for a Guest Service Associate. This is an entry level position working at the Front Desk and the Business Center. The successful candidate will be part of a team of professionals responsible for delivering outstanding customer service to all clients at during their stay at Q Center. Brief Description of Duties: ? Answer, dispatch, and log all Hotline telephone calls ? Serve walk-up customers ? Process requested duplicating jobs and word processing jobs ? Maintain inventory and distribute training supplies ? Send and receive faxes and scans for guests ? Assist guests with shipping needs and package pick up ? Maintain cash bank ? Assist customers with purchasing of dining room meal tickets, shopping trip tickets and various cash items ? Assist guests in arranging ground transportation (limousine and bus) via phone, database, or walk-up traffic ? Utilize Apollo Reservation System to assist guests in checking flight status. ? Facilitate bus staging which includes meeting and greeting guests, ensuring guests are on the correct bus, communicating closely with vendors, and monitoring bus traffic flow. This can sometimes involve long periods of standing, working outdoors in inclement weather, and working through travel delays at the airport. ? Must be available to facilitate buses at O'Hare Airport on occasional Sunday evenings or when customer requests. (Transportation to the airport is provided from the Q Center). ? Utilize on line system for A-1 Limousine reservations ? While working at the Front Desk, assist in the overall process of checking guests in and out of Q Center; also assist with other administrative duties such as delivering folios and packages to guest rooms, preparing arrival packets, etc... Minimum Requirements: ? Excellent customer service and organizational skills ? Self-starter who works well in a fast-paced environment ? Flexible schedule and ability to work overtime as needed ? Must be a strong team player but also be able to work independently ? Must be able to multi-task and meet deadlines ? Working at the Front Desk requires one to be on their feet for long periods of time ? Strong communication skills, both written and verbal ? Ability to safely lift up to 50 pounds ? Proficient using Microsoft Office software such as Word, Excel, and PowerPoint ? Knowledge of Q Center operations and functions preferred ? Experience using a Multi-Functional Printer preferred ? Travel or Hospitality industry experience a plus ? Cash handling skills Other Notes: ? The ideal candidate MUST have flexibility with his/her schedule and be available to work during the week as well as on weekends. Examples of work shifts include 10:00am - 7:00pm or 2:30pm - 11:00pm. ? We anticipate this person will work up to 40
hours/week when training and when business volumes merit. There could be times when the hours are less than 30 hours/week (i.e. during holiday weeks or when business volumes are low). However, on average, we think this person will work around 36+ hrs/week. Q Center is located on 95 wooded acres along the Fox River in St. Charles, Illinois. It offers a campus-style setting with 118 meeting rooms in more than 150,000 square feet of flexible space for functions ranging in size from 10 to 2,000 guests. Q Center also provides lodging for more than 1,000 guests as well as dining, abundant recreation, state-of-the-art technology and a host of customized conference services. For more information about us, please visit our website at www.qcenter.com We offer a professional environment and a competitive salary. Qualified candidates should send a cover letter and resume to: Q Center Attention: Human Resources Department 1405 North Fifth Avenue St. Charles, IL 60174 E-Mail: recruiting@QCenter.com Fax: 630-444-4344 An Equal Opportunity Employer, M/F/D/V

**Job Requirements:** Guest Services Associate Q Center, one of the largest and most successful conference/meeting facilities in the Midwest, has an opening for a Guest Service Associate. This is an entry level position working at the Front Desk and the Business Center. The successful candidate will be part of a team of professionals responsible for delivering outstanding customer service to all clients at during their stay at Q Center. Brief Description of Duties: ? Answer, dispatch, and log all Hotline telephone calls ? Serve walk-up customers ? Process requested duplicating jobs and word processing jobs ? Maintain inventory and distribute training supplies ? Assist guests with equipment needs such as digital cameras, laptop rental and power packs ? Send and receive faxes and scans for guests ? Assist guests with shipping needs and package pick up ? Maintain cash bank ? Assist customers with purchasing of dining room meal tickets, shopping trip tickets and various cash items ? Assist guests in arranging ground transportation (limousine and bus) via phone, database, or walk-up traffic ? Utilize Apollo Reservation System to assist guests in checking flight status. ? Facilitate bus staging which includes meeting and greeting guests, ensuring guests are on the correct bus, communicating closely with vendors, and monitoring bus traffic flow. This can sometimes involve long periods of standing, working outdoors in inclement weather, and working through travel delays at the airport. ? Must be available to facilitate buses at O'Hare Airport on occasional Sunday evenings or when customer requests. (Transportation to the airport is provided from the Q Center). ? Utilize on line system for A-1 Limousine reservations ? While working at the Front Desk, assist in the overall process of checking guests in and out of Q Center; also assist with other administrative duties such as delivering folios and packages to guest rooms, preparing arrival packets, etc... Minimum Requirements: ? Excellent customer service and organizational skills ? Self-starter who works well in a fast-paced environment ? Flexible schedule and ability to work overtime as needed ? Must be a strong team player but also be able to work independently ? Must be able to multi-task and meet deadlines ? Working at the Front Desk requires one to be on their feet for long periods of time ? Strong communication skills, both written and verbal ? Ability to safely lift up to 50 pounds ? Proficient using Microsoft Office software such as Word, Excel, and PowerPoint ? Knowledge of Q Center operations and functions preferred ? Experience using a Multi-Functional Printer preferred ? Travel or Hospitality industry experience a plus ? Cash handling skills Other Notes: ? The ideal candidate MUST have flexibility with his/her schedule and be available to work during the week as well as on weekends. Examples of work shifts include 10:00am - 7:00pm or 2:30pm - 11:00pm. ? We anticipate this person will work up to 40 hours/week when training and when business volumes merit. There could be times when the
hours are less than 30 hours/week (i.e. during holiday weeks or when business volumes are low). However, on average, we think this person will work around 36+ hrs/week. Q Center is located on 95 wooded acres along the Fox River in St. Charles, Illinois. It offers a campus-style setting with 118 meeting rooms in more than 150,000 square feet of flexible space for functions ranging in size from 10 to 2,000 guests. Q Center also provides lodging for more than 1,000 guests as well as dining, abundant recreation, state-of-the-art technology and a host of customized conference services. For more information about us, please visit our website at www.qcenter.com We offer a professional environment and a competitive salary. Qualified candidates should send a cover letter and resume to: Q Center Attention: Human Resources Department 1405 North Fifth Avenue St. Charles, IL 60174 E-Mail: recruiting@QCenter.com Fax: 630-444-4344 An Equal Opportunity Employer, M/F/D/V

Application Instructions: You can either fax or email your information or stop by the facility, drop off your resume or pick up an application from the guard at the entrance.

Contact: Dan McGrath
Address: 1405 N. 5th Avenue, St Charles, IL 60174
Fax: 630-444-4344
Email: recruiting@qcenter.com

Job ID: 3151481
Expires: 08/29/2013
Job Title: Sandwich Maker/Team Member
Company: Hannah's Bretzel
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Culinary Arts
Job Target: Food Service/Restaurant Management
Location: Chicago, IL 60602
Salary:
Job Description: Going above and beyond is one of our specialities, and we want you to join us. As a Hannah's Bretzel Sandwich Maker you will become a member of über. You'll be a part of an uncompromised team environment, an ever-changing and challenging organizational culture and align yourself with a business that truly strives to be one of a kind. We're looking for Sandwich Makers who have these über attributes - Operational Perfectionist in every way - Kitchen + Knife Skills - Outstanding Customer Interaction - Take pride in creating and delivering an Optimal Customer Experience - Food Knowledge: particularly high-end, gluten-free, and organic

Application Instructions: Please apply online through our website: www.hannahsbretzel.com or email a resume directly to creilly@hannahsbretzel.com. We look forward to introducing you to über!

Contact: Christina Reilly
Address: 180 W Washington Street, Chicago, IL 60602
Phone: 312-610-3763
Email: creilly@hannahsbretzel.com
Apply Online: http://hannahsbretzel.com

Job ID: 3162537
Expires: 09/30/2013
Job Title: Sandwich Maker/Team Member
Company: Hannah's Bretzel
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Food Service/Restaurant Management
Location: IL
Salary:
Job Description: Going above and beyond is one of our specialities, and we want you to join us. As a Hannah's Bretzel Sandwich Maker you will become a member of über. You'll be a part of an uncompromised team environment, an ever-changing and challenging organizational culture and align yourself with a business that truly strives to be one of a kind. We're looking for Sandwich Makers who have these über attributes -Operational Perfectionist in every way -Kitchen + Knife Skills -Outstanding Customer Interaction -Take pride in creating and delivering an Optimal Customer Experience -Food Knowledge: particularly high-end, gluten-free, and organic
Application Instructions: Please apply online at hannahsbretzel.com
Contact: Christina Reilly
Address: 180 W Washington Street, Chicago, IL 60602
Phone: 330-635-6043
Email: creilly@hannahsbretzel.com
Apply Online: http://hannahsbretzel.com

Job ID: 3165065
Expires: 09/07/2013
Job Title: Career Fair Monday, August 12, 2013
Company: Hyatt Regency Schaumburg, Chicago
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Food Service/Restaurant Management
Location: IL
Salary:

**Job Description:** Career Fair Look no further we have the job for you! Hyatt Regency Schaumburg Monday, August 12, 2013 10 am - 2 pm 1800 East Golf Road Schaumburg, IL 60173 Mahogany Ballroom We are looking for enthusiastic, guest orientated individuals to join our team, in the following positions: Room Attendant(s) House Attendant(s) Server(s) Cook(s) Front Office Agent Bellman/Driver

**Job Requirements:** Job Requirements Please apply online in advance at www.besthotelcareers.com - reference job#82013 Excellent Compensation/Benefit Package EOIEAA

**Contact:** Camille Atkus
**Address:** 1800 East Golf Road, Schaumburg, IL 60173
**Phone:** 847-517-6982
**Fax:** 847-517-6946
**Apply Online:** http://www.besthotelcareers.com

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**FOOD SERVICES**

**Job ID:** 3099009
**School Job ID:** MVCC
**Expires:** 09/12/2013
**Job Title:** Cook - Licensed with the Dept. of Public Health
**Company:** Heart To Hearts Services, Inc. - Senior Day Care
**Job Type:** Part Time
**Degrees Wanted:** License
**Majors Wanted:** Culinary Arts
**Job Target:** Food Services
**Location:** Orland Park, IL 60462
**Salary:** Negotiable

**Job Description:** Seeking a mature individual licensed with the Department of Public Health for the position of Cook at our Senior Day Care facility. Hours: 8:00 am to 2:30 pm Please Fax Resume or call for more information.

**Application Instructions:** Please fax resume to 708-403-9763 or call Ms. Brenda Campbell at 708-403-9760.

**Contact:** Dr. Brenda Campbell
**Address:** 15851 Park Hill Drive, Orland Park, IL 60462
**Phone:** 708-403-9760
**Fax:** 708-403-9763

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**Job ID:** 3151481
Expires: 08/29/2013
Job Title: Sandwich Maker/Team Member
Company: Hannah's Bretzel
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Culinary Arts
Job Target: Food Services
Location: Chicago, IL 60602
Salary:
Job Description: Going above and beyond is one of our specialities, and we want you to join us. As a Hannah's Bretzel Sandwich Maker you will become a member of über. You'll be a part of an uncompromised team environment, an ever-changing and challenging organizational culture and align yourself with a business that truly strives to be one of a kind. We're looking for Sandwich Makers who have these über attributes -Operational Perfectionist in every way - Kitchen + Knife Skills -Outstanding Customer Interaction -Take pride in creating and delivering an Optimal Customer Experience -Food Knowledge: particularly high-end, gluten-free, and organic

Application Instructions: Please apply online through our website: www.hannahsbretzel.com or email a resume directly to creilly@hannahsbretzel.com. We look forward to introducing you to üben!

Contact: Christina Reilly
Address: 180 W Washington Street, Chicago, IL 60602
Phone: 312-610-3763
Email: creilly@hannahsbretzel.com
Apply Online: http://hannahsbretzel.com

Job ID: 3162537
Expires: 09/30/2013
Job Title: Sandwich Maker/Team Member
Company: Hannah's Bretzel
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Food Services
Location: IL
Salary:
Job Description: Going above and beyond is one of our specialities, and we want you to join us. As a Hannah's Bretzel Sandwich Maker you will become a member of über. You'll be a part of an uncompromised team environment, an ever-changing and challenging organizational culture
and align yourself with a business that truly strives to be one of a kind. We're looking for Sandwich Makers who have these über attributes - Operational Perfectionist in every way - Kitchen + Knife Skills - Outstanding Customer Interaction - Take pride in creating and delivering an Optimal Customer Experience - Food Knowledge: particularly high-end, gluten-free, and organic

**Application Instructions:** Please apply online at hannahsbretzel.com

**Contact:** Christina Reilly

**Address:** 180 W Washington Street, Chicago, IL 60602

**Phone:** 330-635-6043

**Email:** creilly@hannahsbretzel.com

**Apply Online:** http://hannahsbretzel.com

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**HEALTH CARE**

**Job ID:** 2799210

**School Job ID:** MVCC

**Expires:** 10/07/2013

**Job Title:** EMT-Basics-Paramedics-CC Paramedics-Transport Nurses

**Company:** Elite Ambulance

**Job Type:** Full Time

**Degrees Wanted:** Certificate

**Majors Wanted:**

**Job Target:** Health Care

**Location:** Various, IL

**Salary:**

**Job Description:** Currently hiring for the following positions: EMT-Basics; EMT-Paramedics; Critical Care Paramedics; Transport Nurses. On-line applications can be dropped off, mailed, faxed or emailed to the information below: Our Main Office: 2801 W. Touhy, Elk Grove Village, IL 60007 Our Business Office: 9850 West 190th Street, Suite A, Mokena, IL 60448 Phone: (708) 478-8880 Fax: (708) 478-1628 or E-mail: info@eliteambulance.org

**Contact:** Human Resources

**Address:** 2801 W. Touhy, Elk Grove Village, IL 60007

**Phone:** 708-478-8880

**Fax:** 708-478-1628

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**Job ID:** 3028891

**Expires:** 12/31/2013

**Job Title:** Registered Nurse

**Company:** Reliable Health Care Services, LLC
Job Type: Full Time, Part Time

Degrees Wanted: License

Majors Wanted: Nursing

Job Target: Health Care

Location: IL 60466

Salary:


Job Requirements: Current physical, tb test, CPR card, photo id, and social security card.

Application Instructions: Please call Reliable Health Care Services, LLC to start work today.

Contact: Ava Lockett

Address: 260 Main St, Park Forest, IL 60466

Phone: 708-283-8538

Fax: 708-283-8817

Job ID: 3029205

Expires: 12/31/2013

Job Title: Direct Support Person (DSP)

Company: Community Service Partners

Job Type: Full Time, Part Time

Degrees Wanted: Diploma

Majors Wanted: Paraprofessional Educator

Job Target: Health Care

Location: Various, IL

Salary: Range $8.75 - $11.00 per hour

Job Description: Job Summary Direct Support Persons (DSPs) provide services to adults with developmental disabilities, as well as the elderly. Depending on the needs of the consumers, Direct Support Persons provide assistance with living skills development, health maintenance and medication administration, personal care, and behavioral development. Direct Support Persons work in a number of settings including Group Homes (small residential homes that serve 2-6 people), Intermediate Care Facility for the Developmentally Disabled (ICF/DD: 24-hour facilities providing residential services for up to 16 people), Day Programs (living skills & pre-employment training), Home & Community Based Services (in-home care and supports), and Vocational Rehabilitation (job skill training and job placement) Working under the direction of a manager, Direct Support Persons work to provide services that enrich the lives of our consumers. An emphasis is placed on creating a family-like environment that encourages the consumers to experience a full life. Direct Support Persons assist the consumers in participating in traditional daily and weekly activities such as shopping at the grocery store, going to movies, enjoying hobbies, etc. Direct Support Persons also advocate for consumers to be fully integrated into community life. Essential Duties and Responsibilities Community Service Partners and its
member agencies has an uncompromising commitment to quality and integrity--employees are expected to perform their duties and responsibilities to our high standard of quality. Some of the duties and responsibilities vary in intensity and frequency depending on the assignment.

Advocacy -- Assists consumers with achieving personal goals; works on behalf of consumers to overcome barriers; helps consumers participate in activities of their choice; respects consumer's personal beliefs, choices, and interests

Health Maintenance -- Provides care and assistance to promote good health; helps consumers receive medical care and communicates with medical professionals; may administer medications according to physician instructions; records information regarding health events, conditions, and status; provides CPR/FA and seeks emergency medical care when needed

Personal Care -- Helps consumers with eating, grooming, dressing, bathing, and toileting; assists consumers with their mobility including lifting them from a seated or lying down position, helping them walk and maintain stability

Living Skills Development -- Helps consumers develop living skills such as cooking, money management, household shopping, doing laundry, personal hygiene, etc; teaches work-related skills and job preparedness; supports consumers in job search process and maintaining job performance; records progress on skill development and achievement

Behavior Development -- Serves as a role model and mentor, demonstrating the desired behaviors, and coaches the consumers using approved techniques and strategies; uses approved physical intervention techniques when necessary to protect consumers and others

Operational Support -- Maintains cleanliness of program; drives company vehicle to transport consumers to their activities; completes tasks that are beyond the consumer's abilities; follows policies and procedures for handling money

Professional Behavior -- Acts in a professional manner and communicates effectively with others; completes training programs; attends required meetings

Working Conditions While working as a DSP, employees may be required to deal with the following conditions: 1) Unconventional schedules--Community Service Partners and its member agencies operates programs and services 24/7, 365 days a year; 2) Possible exposure to blood borne pathogens; 3) Possible exposure to profanity, violent, and/or offensive behaviors from the consumers.

Job Requirements: Minimum Qualifications In order to perform these functions and meet the requirements put forth by the Division of Developmental Disabilities, applicants for the Direct Support Professional position must: 1. Be able to legally work in the United States 2. Be 18 years of age required by the IL Department of Human Services 3. For assignments that require the employee to drive a vehicle, must meet the qualifications of a driver as established by the agency's insurance carrier and agency's policies 4. Have a high school diploma or GED 5. Be able to pass a background check that satisfies the Heath Care Worker Background Check Act 6. Be able to pass a drug and alcohol screen 7. Be able to provide 3 verifiable non-family references including 1 previous employer. Required Knowledge, Skills, and Ability Because of the essential duties and responsibilities of the DSP position, applicants for the position must: 1. Be able to pass a physical exam 2. Be able to complete training programs and successfully pass tests to meet competency requirements 3. For some positions, employees must be able to pass a PACE Transportation test, TABE test.

Application Instructions: Please visit https://www.communityservicepartners.org/CSPCareers/Default.aspx to apply for any of our positions

Contact: Barbara Zvonek
August 26,
2013

COLLEGE CENTRAL JOB BOARD

Address: 19015 S. Jodi Road Suite A, Mokena, IL 60448
Phone: 708-995-5786
Fax: 708-478-7786
Apply Online: http://www.communityservicepartners.org/CSPCareers/Default.aspx

Job ID: 3070271
Expires: 09/20/2013
Job Title: Part time Optometric Assistant
Company: Park Family Eye Care
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Ophthalmic Technician
Job Target: Health Care
Location: North Aurora, IL 60542
Salary: 10.00 per hour
Job Description: We are looking for someone who is interested in part time work which includes the following duties: Taking appointments, confirming appointments, dispensing of eyewear and adjusting eyewear, filing and other duties. We prefer someone to become permanent staff member already graduated from school. Send resume first.
Job Requirements: Must be a cheerful outgoing personality.
Application Instructions: Must email or Fax resume before an interview will be granted.
Attention to Linda: Office manager.
Contact: Dr. Bill Park
Address: 9 S. Lincolnway, North Aurora, IL 60542
Phone: 6308442500
Fax: 6308442599
Email: bpark27950@aol.com

Job ID: 3089995
School Job ID: ivcc
Expires: 10/05/2013
Job Title: Customer Service Agent
Company: The Results Companies
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Health Care
Location: Streator, IL 61364
Salary:

**Job Description**: Customer Service Agent - WellCare Job Responsibilities: Provide customer service utilizing the appropriate/required scripting and quality assurance criteria while responding to member and provider inquiries such as claim and benefit status in a timely and professional manner. · Responds to callers via telephone while meeting all corporate guidelines and performance standards · Maintains current and ongoing product knowledge post training in order to provide: o Customer experience as reflected in customer satisfaction scores, quality and monthly assessment scores o Education of new members and re-education of existing members regarding health plan procedures and benefits · Logs, tracks and appropriately documents all issues utilizing online systems in accordance with all applicable guidelines, requirements and procedures 

**Required Skills and Qualifications**: · Six months of call center experience or similar work experience required · High school diploma or equivalent · Medical or healthcare insurance background preferred · Training, quality or medical degrees/certifications preferred · Ability to accommodate a flexible schedule as needed throughout the duration of employment · Ability to multi-task (i.e., talk & type) in a fast-paced, performance-metric-driven environment. Able to handle multiple call types as the agent is cross trained · Written and verbal communication skills · Ability to analyze and interpret instructions (verbal and written) · Computer skills with the ability to use numerous workstation applications at the same time and navigate various screens while employing customer satisfaction techniques · Customer service and organizational skills · Typing test required · Must be able to pass criminal background screen

**Application Instructions**: Please apply online at http://theresultscompanies.com/jobs/search/62

**Contact**: Shalanda Rabadan

**Address**: 232 Pratt St., Streator, IL 61364

**Phone**: 815.673.7090

**Email**: shalanda.rabadan@resultstel.com

**Apply Online**: http://http://theresultscompanies.com/jobs/search/62

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**Job ID**: 3109344

**School Job ID**: MVCC

**Expires**: 12/20/2013

**Job Title**: EMT Basics, Paramedics, Dispatchers, Medcar Drivers

**Company**: Excel Medical Transportation

**Job Type**: Full Time

**Degrees Wanted**: License

**Majors Wanted**: 

**Job Target**: Health Care

**Location**: Greater Chicago Area, IL

**Salary**: 

**Job Description**: Excel Medical Transportation is now hiring Full-Time: EMT Basics Paramedics Dispatchers Medcar Drivers Experience preferred. Job applicants must have a current IDPH and clean driving record. For consideration, please send your resume to email
address: jobs@emtchicago.com or mail to 14540 S. Western, Posen, IL 60469 Fax - 708-388-2726

Application Instructions: Please send your resume to: jobs@emtchicago.com or mail to 14540 S. Western, Posen, IL 60469 Fax: 708-388-2726

Contact: Alain Binette
Address: 14540 S. Western Avenue, Posen, IL 60469
Fax: 708-388-2726

Job ID: 3151609
Expires: 08/29/2013

Job Title: Medical Case Manager
Company: RSA Medical, LLC
Job Type: Full Time, Internship, Part Time
Degrees Wanted: Certificate
Majors Wanted: Nurse Assistant, Nursing
Job Target: Health Care
Location: Naperville, IL 60563
Salary: DOE

Job Description: Receives inbound calls from insurance applicants, reviews the case file and completes a medical interview to obtain the required information as designated by the TeleMed interview system. Uses a consultative approach supported by medical knowledge and defined policies and procedures to uncover and collect additional critical details (calculated, expanded questioning) regarding conditions, treatment, medication usage, recovery etc. Acts in compliance with all HIPAA guidelines and standards of care in client interactions. Uses good judgment, tact and compassion to handle the delicacy of exchanging personal health information. Approaches the job with a focus on quality and completing cases each day with the objective to follow policies and procedures consistently while learning and becoming more and more efficient to complete the maximum number of interviews in the shortest possible time. Acts as an owner of the company and expects their peers to follow company policies, procedures, standards for quality and Standards for patient care. Addresses issues directly with peers who are not acting in the best interests of the Client, the Team or RSA OR informs their Team Leader of the issues.

Contact: Wesley Kairis
Address: 2135 City Gate Lane, Naperville, IL 60563
Phone: 630-718-7830
Email: wesleyk@rsamedical.com
Apply Online: http://rsamedicaljobs.iapplicants.com/

Job ID: 3161524
Expires: 08/06/2014
**Job Title:** Administrative Associate for Peds Therapy Clinic  
**Company:** Assential Therapies, Inc.  
**Job Type:** Full Time  
**Degrees Wanted:** Associates, Bachelors  
**Majors Wanted:** Any Major  
**Job Target:** Health Care  
**Location:** Niles, IL 60714  
**Salary:** $14-18 per hour  

**Job Description:**  
- Hours of work are between 8.00AM -- 6.30PM (exact hours will be decided later).  
- Must be available to work Saturdays between 8:00AM-12:30PM.  
- Accepting new patient referrals (Early Intervention and Private Insurance) for therapists and maintaining each therapists' caseload.  
- Explaining to parents about our services, in-network / out-of-network differences.  
- Verifying benefits with insurance companies.  
- Working with Availity / Q-Claims / EZClaim / Medical Billing Software.  
- Maintaining authorizations and closing files as necessary.  
- General office administration as required.

**Job Requirements:**  
- A minimum of Associates Degree is required with understanding of IL-Early Intervention Billing and 3rd party insurance billing.  
- Understanding of CPT-codes, ICD-9 codes and medical billing procedure is important.  
- An understanding of therapy disciplines Speech, Feeding, OT, PT and DT is required.  
- Excellent organization and communication skills are a must.  
- Must have understanding of PPO, HMO, Individual Policy, Pre-cert, authorizations and other private insurance related terms.  
- Familiarity with Availity / Q-Claims / EZClaim / Medical Billing Software.  
- Must have good writing abilities in Microsoft work and good working knowledge of Excel, Access, Internet and E-mail.  
- Fluency with computers is a MUST.  
- Punctuality and consistency is an absolute must.  
- It is also very important to have a pleasant personality.

**Application Instructions:** Please provide a cover letter explaining why you need to be considered. Applications with cover letter will have more weightage. Directions: We are located in the 9-story round white professional building within the mall at the intersection of Golf Rd, Milwaukee Ave and Greenwood. Park by Mall Entrance 8 which is next to the grocery store and take elevators to 2nd floor.

**Contact:** Smita Joshi  
**Address:** 241 Golf Mill Ctr Suite 200, Niles, IL 60714  
**Phone:** 847-309-2270  
**Email:** hr@atmfc.com

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**Job ID:** 3161724  
**Expires:** 10/01/2013  
**Job Title:** Optometric Assitant  
**Company:** Optica Eye Center Associates  
**Job Type:** Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Health Care
Location: IL
Salary:
Job Description: - Perform Preliminary Testing - Patient Care - Make Appointments - File - Learn how to sell and dispense glasses
Job Requirements: - Own Transportation - Ability to go to both Bloomingdale and Melrose Park locations - Ability to perform well in a team atmosphere - Bilingual is preferred - Willingness to learn Optometry
Application Instructions: Please come in to either location and pick up application. Resumes maybe turned in when application is completed
Contact: Carol Lynn Kopke
Address: 366 W. Army Trail Rd Ste 310B, Bloomingdale, IL 60108
Phone: 630-893-1450
Fax: 630-893-8655

Job ID: 3169304
Expires: 09/12/2013
Job Title: CNA, caregivers, health care students
Company: Smile & Love, Inc. Home Care Services
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Nurse Assistant, Nursing
Job Target: Health Care
Location: Arlington Heights, IL 60005
Salary: $11.00
Job Description: Duties include: Assistant with ADLs, medication reminders. Inform home care program manager of emerging client problems or needs. Maintain a safe home environment in compliance with the home care program's policies. Provide companionship and protective supervision as needed. Provide weekly updates of client care records. Document and report any changes in clients' physical or mental statuses or major changes in clients' home environments to the home care program manager. Comply with all the home care program's policies and procedures.
Job Requirements: Compassionate, patient individuals!
Application Instructions: Please call for an interview. 847-259-8765 Sorry, but we do not accept resumes via e-mail.
Contact: Cydney Muti
Address: 115 S. Wilke Road Suite 201, Arlington Heights, IL 60005
Phone: 847-259-8765
Fax: 847-259-8766

Job ID: 3169317
Expires: 09/12/2013
Job Title: CNA, caregivers, health care students
Company: Smile & Love, Inc. Home Care Services
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Nurse Assistant, Nursing
Job Target: Health Care
Location: Northwest Subs, IL
Salary: $11.00

Job Description: Duties include: Assistant with ADLs, medication reminders. Inform home care program manager of emerging client problems or needs. Maintain a safe home environment in compliance with the home care program's policies. Provide companionship and protective supervision as needed. Provide weekly updates of client care records. Document and report any changes in clients' physical or mental statuses or major changes in clients' home environments to the home care program manager. Comply with all the home care program's policies and procedures.

Job Requirements: Compassionate, patient individuals!
Application Instructions: Please call for an interview. 847-259-8765 Sorry, but we do not accept resumes via e-mail.
Contact: Cydney Muti
Address: 115 S. Wilke Road Suite 201, Arlington Heights, IL 60005
Phone: 847-259-8765
Fax: 847-259-8766

Job ID: 3169329
Expires: 09/12/2013
Job Title: CNA, caregivers, health care students
Company: Smile & Love, Inc. Home Care Services
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Nurse Assistant, Nursing
Job Target: Health Care
Location: Morton Grove, IL 60053
Salary: $11.00
Job Description: Duties include: Assistant with ADLs, medication reminders. Inform home care program manager of emerging client problems or needs. Maintain a safe home environment in compliance with the home care program's policies. Provide companionship and protective supervision as needed. Provide weekly updates of client care records. Document and report any changes in clients' physical or mental statuses or major changes in clients' home environments to the home care program manager. Comply with all the home care program's policies and procedures.

Job Requirements: Compassionate, patient individuals!

Application Instructions: Please call for an interview. 847-259-8765 Sorry, but we do not accept resumes via e-mail.

Contact: Cydney Muti
Address: 115 S. Wilke Road Suite 201, Arlington Heights, IL 60005
Phone: 847-259-8765
Fax: 847-259-8766
Job ID: 3171196
Expires: 09/13/2013
Job Title: Medical Case Manager
Company: RSA Medical
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Health Care
Location: Naperville, IL 60563
Salary: based on experience level

Job Description: · Receives inbound calls from insurance applicants, reviews the case file and completes a medical interview to obtain the required information as designated by the TeleMed interview system. · Uses a consultative approach supported by medical knowledge and defined policies and procedures to uncover and collect additional critical details (calculated, expanded questioning) regarding conditions, treatment, medication usage, recovery etc. · Proactively serves as an advocate to assist the applicant in the collection of vital medical information by contacting medical care facilities and medical offices, physicians etc. to obtain information required to fully complete the medical interview. · Acts as a courteous, professional medical representative and customer advocate to obtain necessary information, document collected information efficiently and credibly to ensure a complete and accurate medical interview is completed and filed with the insurance carrier. · Responsible for following defined policies, procedures and standards for professional conduct, the MCM must perform within Quality standards to ensure consistent, accurate, professional client engagements. · Acts in compliance with all HIPAA guidelines and standards of care in client interactions. Uses good judgment, tact and compassion to handle the delicacy of exchanging personal health information and the · Adheres to a designated work schedule and consistently works schedule as expected in accordance with company attendance policy. · Maintains a consistent knowledge of all Client programs which he/she has been trained on. Willingly accepts additional training to expand skills to become capable of servicing a higher number of clients across varying client programs. · Accepts responsibility for actions and executes transactions with the knowledge that every interview is confidential and information obtained requires extreme accuracy as the information collected generates legal documents which are filed with the insurance carrier. · Works accurately and efficiently to maximize service to clients. Adheres to designated guidelines for phone availability and works to become highly proficient with client call transactions to assist the highest number of clients possible per day. · Takes ownership of Client issues, identified system or procedural issues which are creating a negative experience for the client, are impacting their ability to perform the job efficiently or with the right level of quality. Communicates these issues through their Team leader or a Floor manager to ensure the issues are addressed. · Approaches the job with a focus on quality and completing cases each day with the objective to follow policies and procedures consistently while learning and becoming more and more efficient to complete the maximum number of interviews in the shortest possible time. · Works interactively with their Team Leader to discuss their own performance, obtain guidance as needed and grow their skills to continually achieve a higher level of quality and a higher Interview completion rate. · Acts as an owner of the company
and expects their peers to follow company policies, procedures, standards for quality and Standards for patient care. Addresses issues directly with peers who are not acting in the best interests of the Client, the Team or RSA OR informs their Team Leader of the issues.

**Job Requirements:**
- Works from a solid medical foundation - able to assess, respond and articulate information related to medical interviews and processes that support the business' medical transactions.
- Able to project professionalism and courtesy, maintain composure and positive approach (even in stressful situations) through face-to-face interactions, oral and written communications.
- Excellent oral and written communication skills with ability to give clear direction, and to motivate others.
- Capable with the Microsoft Office Suite applications and all in house customer management software applications.
- Self-motivated, works proactively to ensure customers are serviced efficiently within departmental standards.
- The position requires sustained periods of sitting and physical interaction with a desktop computer which uses hands to finger, handle, and type or feel to initiate keyboard data entry and computer interaction. Reaches with hands and arms and is subject to repetitive motion.
- Movement from one location to another throughout the office facility to attend meetings, training sessions in varied locations.
- Use close and distance vision to adjust focus while viewing a computer display and reading paper based documents.
- Talks and listens and interprets voice communication of varying quality during extensive telephone conversations/telephone usage via a headset equipped telephone.
- Able to dial a telephone and press telephone set buttons to initiate telephone actions.
- Able to write legibly to complete paper documents.

**Application Instructions:** Visit www.rsamedical.com to view complete posting and apply for position if interested. In the 'how did you hear' question, please respond 'other'; enter code PCCCNET in the drop down below.

**Contact:** Peggy Collier
**Address:** 2135 Citygate Lane, Naperville, IL 60563
**Phone:** 630.718.7830

**Job ID:** 3174470
**Expires:** 09/14/2013
**Job Title:** Billing Specialist
**Company:** Mobile Doctors®
**Job Type:** Full Time
**Degrees Wanted:** None Required
**Majors Wanted:** Medical Billing and Coding
**Job Target:** Health Care
**Location:** Chicago, IL 60618
**Salary:**

**Job Description:** Summary This position is responsible for multiple types of data entry and creation of medical claims to be submitted to Medicare and other primary insurance companies for reimbursement. Essential Duties and Responsibilities:
- Ensure accurate entry and submission of all claims and timely collections in accordance with all third party contract terms including:
Medicare; managed care; commercial insurance; direct patient pay, MSP, disability, work comp, auto · Become familiar with all billing and financial data, including medical billing code tables, rate schedules and payer information · Provide regular activity, receivables, and billing and collection reports as requested · Learn the functions of EHR software and be able to generate reports · Analyze and streamline current processes to determine best practices for the billing department · Send electronic claims submissions · Identify problems and address them as they arise, including answering questions and obtaining answers for all reimbursement issues · Ability to teach others · Eagerness to learn · Summarize and synthesize daily projects and tasks and communicate them in recaps to management · Miscellaneous duties as assigned · Must work well with others Education and Experience · Certified Biller preferred · Minimum of 2 years experience with hands on MSP billing · Related work experience · Data Entry and claim edits · Excellent attention to detail · Excellent written and verbal communication skills · Medicare experience/EOB experience · MSP, disability, work comp, auto experience · NextGen EPM/EHR experience a plus · Bachelor's degree from a traditional 4 year school a plus Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally required to stand; sit; walk; use hands to finger, handle or feel objects, tools, or control; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 30 pounds. Benefits There is an opportunity for a compensation increase during the annual evaluation process (yearly around June), as well as during the introductory review process, which occurs after 3-4 months of employment. Benefits include health, dental, vision, life, disability, and AD&D insurance, flexible spending account, 2 weeks vacation, 3 sick days, 6 holidays, and direct deposit. Interested applicants should apply via the link below. Due to the high volume of applicants we receive, please no phone calls. Please note: Applications submitted without a resume, will not be considered. www.mobiledoctors.com

Application Instructions: Please apply through the following link:
http://www.ziprecruiter.com/job/Billing-Specialist/e66c4b1e/

Contact:
Address: 3319 N Elston Ave Suite #200, Chicago, IL 60618
Phone: (773) 751-7200
Email: justin@mobiledoctors.com
Apply Online: http://www.ziprecruiter.com/job/Billing-Specialist/e66c4b1e/

Job ID: 3176396
Expires: 09/18/2013
Job Title: CERTIFIED NURSE ASSISTANTS
Company: ComForcare Home Care
Job Type: Full Time, Part Time
Degrees Wanted: License
Majors Wanted: Nurse Assistant, Nursing
Job Target: Health Care

Location: La Grange, IL 60525

Salary: $9.00 - $11.00/Hour

Job Description: ComForcare Home Care in La Grange, IL has CNA (Full, Live-In & Part-time) positions available throughout the western suburbs of Chicago (Hinsdale, Oak Brook, Burr Ridge, La Grange, Oak Park and Justice). ComForcare’s growth throughout the Chicagoland area has created new and exciting job opportunities and we want you to be a part of our team. We are looking for dynamic, energetic, hardworking professionals to join our La Grange team. You must also possess excellent communication skills, have the ability to work with a wide variety of people, be client service-oriented and be able to work flexible hours. Routine Duties/Personal Care Services: 1. Bathing, assistance with dressing, nails and skin care, back care, foot care, shampoo and oral hygiene. 2. Assistance with ambulation, transfers, safe use of equipment and assistive devices, (walker, crutches, cane) change of position. 3. Assistance with toileting; use of bedpan, commode, or urinal; incontinent care 4. Meal planning, preparation, and assistance with feeding. 5. Emotional support and motivation through conversation, encouragement and recreational activities. 6. Maintenance of appropriate agency records. 7. Present and conduct themselves in a professional manner according to agency policy. 8. Adhere to infection control and safety procedures which are in accordance with agency policy. Household Management 1. Light Housekeeping- including changing of bed linens, vacuuming, sweeping, dusting of client's environment, emptying client's wastebaskets and garbage. Refrigerators are defrosted, when necessary, if client or caretaker is unable to do so. Cleaning of the bathroom includes bathtub, sink, and toilet. The floor should be vacuumed and mopped if it becomes wet. Cleaning of kitchen includes washing dishes, counter tops and the floor. 2. Personal laundry- That laundry belonging to the client. Laundry for any family members or others in the same home is not the responsibility of caregiver. 3. General Errands (grocery shopping, doctor's appointments, pharmacy prescriptions) 4. Transportation (taking client for doctor visits/family visits/shopping)

Benefits included: · Profit Sharing · Referral Client Bonus · ComForcare University certifications · Training in special topics · Flexible schedule · 24/7 support by management For consideration, please reply with your resume attached at ComForcareHire@gmail.com and/or call 708.880.9745. Location: Western Suburbs, IL

Job Requirements: Requirements We provide non-medical home care services for our clients. Our ideal candidates are experienced professionals who demonstrate a devotion to caring for others, proven reliability and compassion and understand the needs of home care clients. Candidate must have the following to be considered for this position: 1. CNA (Certificate) and High School diploma or equivalent 2. Proof of current negative TB test 3. Fingerprints on file with State 4. Current CPR certification 5. Fluent and proficient in reading, writing and speaking English (additional languages a plus) 6. Must be legal to work and have a valid Social Security card 7. Valid driver's license, available personal vehicle, and proof of current auto insurance 8. Clean criminal background check and drug testing. 9. The ability to lift, turn, and transfer clients in need 10. Six months minimum experience with seniors

Contact: ComForcare Home Care

Address: 1030 S. La Granage Rd #29, La Grange, IL 60525

Phone: 708.880.9745
Job ID: 3178906
Expires: 09/19/2013
Job Title: Team Leader
Company: Trinity Services, Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted:
Job Target: Health Care
Location: Wheeling, IL 60090
Salary:
Job Description: Looking for a dynamic individual who is interested in developing their leadership skills as a manager and overseeing two CILAS in the Northwest Suburbs. Some of the responsibilities include supervising the direct care staff assigned to the CILAS, overseeing the physical plants and working with individuals with intellectual disabilities and their family members to make sure their overall needs are met. The Team Leader is also responsible for being on-call for their homes during the week (Monday - Friday) and will be placed on a rotating administrative-on-duty weekend schedule. The hours are primarily Monday thru Friday with one working weekend required per month.
Application Instructions: Please either email your resume or fax to 847-299-7142. Please, no phone calls.
Contact: Nancy St. Onge
Address: 2101 Oxford Road, Des Plaines, IL 60018
Phone: 847-299-2200
Fax: 847-299-7142
Email: jhodges@trinity-services.org

Job ID: 3178964
Expires: 09/19/2013
Job Title: QDDP
Company: Trinity Services, Inc.
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted:
Job Target: Health Care
Location: IL
Salary:

**Job Description:** Looking for an exciting position helping others? Trinity Services Northwest is looking for a full time Qualified Developmental Disabilities Professional (QDDP.) The position entails providing case management services to individuals with developmental disabilities. The duties of this position include composition of individual service plans and other clinical documents, completion of required assessments, collection and analysis of relevant data, staff training and oversight of medical appointments. A bachelor’s degree in a related field and at least one year of experience with persons with developmental disabilities. Extensive training is also provided. Reliable transportation and ability to work flexible hours including late nights are required.

**Job Requirements:** Please fax your resume to Nancy St. Onge at 847-299-7142 or email to jhodges@trinity-services.org

**Contact:** Nancy St. Onge
**Address:** 2101 Oxford Road, Des Plaines, IL 60018
**Phone:** 847-299-2200
**Fax:** 847-299-7142
**Email:** nstonge@trinity-services.org

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**HORTICULTURE**

**Job ID:** 3101165  
**Expires:** 09/23/2013  
**Job Title:** Grounds Keeper/Landscaper  
**Company:** Eisenhower Public Library  
**Job Type:** Internship, Part Time, Seasonal, Volunteer, Work Study  
**Degrees Wanted:** Associates, Certificate, Diploma  
**Majors Wanted:** Landscape Design & Maintenance  
**Job Target:** Horticulture  
**Location:** Harwood Hts., IL  
**Salary:** Discussed at interview(hourly)  
**Job Description:** Hours are flexible. Current plants need up keep. Open to new plants and landscape design. General landscape maintenance. Possible snow removal in winter. Very open to ideas and suggestions.  
**Application Instructions:** Please call to set up an interview and to fill out application.  
**Contact:** Tom Heller  
**Address:** 4613 N. Oketo, Harwood Hts., IL 60706  
**Phone:** 708 867-7828 ext. 2251

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**HOSPITAL ADMINISTRATION**
Job ID: 3173424
Expires: 10/14/2013
Job Title: Part Time Recruiter, Staffing agency
Company: Jepsen Investments, Inc.
Job Type: Part Time
Degrees Wanted: Bachelors, Certificate, License
Majors Wanted: Any Major
Job Target: Hospital Administration
Location: Park Ridge, IL 60068
Salary: 13/hour

Job Description: Part Time Recruiter, Staffing agency Our agency, located in Park Ridge, IL provides staffing solutions to our clients on a temporary, temp-to-hire and direct hire basis. We are experiencing continued growth and are seeking a solid performer to join our company. We seek an upbeat individual who is determined to come into work everyday and be proactive. There is a strong preference is for a recent college graduate. This position will support our three divisions; Financial Staffers, LabPersonnel and Managed Care Staffers. This is an "in-office" position where one's skills using the computer and Internet job boards to post and recruit for candidates is essential. Training will be provided. This is a position where one's success is limited only by one's ability to work diligently and communicate effectively with candidates and clients in filling staffing needs. Initially this will be a 20 hour per week position and would be expected to be full time within 6 to 12 months. This compensation for the position includes an hourly wage of $13.00/hr. This position has the opportunity to earn monthly commissions after the first three month trial period. Yearly bonuses are also paid based on total company performance. Monthly commissions are based on personal performance. Candidates qualify for substantial direct hire placement commissions immediately. If you are interested please email Christopher Jepsen at cjepsen@managedcarestaffers.com immediately. Upon review of qualified resumes, candidates will be requested to do on-line computer competency testing. Drug and criminal background checks will be conducted on the selected candidates prior to starting. This is an immediate need so apply today.

Application Instructions: If you are interested please email Christopher Jepsen at cjepsen@managedcarestaffers.com immediately. Upon review of qualified resumes, candidates will be requested to do on-line computer competency testing. Drug and criminal background checks will be conducted on the selected candidates prior to starting. This is an immediate need so apply today.

Contact: Christopher Jepsen
Address: 2604 Dempster Street Suite: 305, Park Ridge, IL 60068
Phone: 847-390-0370
Email: cjepsen@managedcarestaffers.com

HOSPITALITY MANAGEMENT AND TOURISM
Job ID: 3056589  
Expires: 11/07/2013  
Job Title: Catering Server  
Company: ARAMARK @ The Q Center  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Hospitality Management and Tourism  
Location: St. Charles, Illinois, IL  
Salary: 10.25  
Job Description: Greet guests, serve private functions, catered events, banquets etc  
Job Requirements: This job requires individuals that enjoy working with the public. We have many international guests from all over the world and we require our associates to be friendly and hospitable to everyone. These positions are part time usually later afternoon to evenings. Weekends are required sometimes. This is a beautiful facility and a great place to work part time.  
Application Instructions: You can either fax or email your information or stop by the facility and pick up an application from the guard at the entrance.  
Contact: Barbara Melville  
Address: 1405 N. 5th Avenue, St. Charles, IL 60174  
Phone: 630-444-4320  
Fax: 630-444-4746  
Email: barbara.u.melville@qcenter.com

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Job ID: 3056593  
Expires: 11/07/2013  
Job Title: Dining Room Attendant  
Company: ARAMARK @ The Q Center  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Hospitality Management and Tourism  
Location: St. Charles, IL  
Salary: $9.00 p.h.  
Job Description: Setup food stations, learn about daily menu items, greet guests, take dishes from tables to staging areas, remove food stations and keep all areas clean and appealing to the guest.  
Job Requirements: This job requires individuals that enjoy working with the public. We have many international guests from all over the world and we require our associates to be friendly
and hospitable to everyone. These positions are part time either mornings to early afternoon or later afternoon to evenings. Weekends are required sometimes. This is a beautiful facility and a great place to work part time.

**Application Instructions:** You can either fax or email your information or stop by the facility and pick up an application from the guard at the entrance.

**Contact:** Barbara Melville

**Address:** 1405 N. 5th Avenue, St. Charles, IL 60174

**Phone:** 630-444-4320

**Fax:** 630-444-4746

**Email:** barbara.u.melville@qcenter.com

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**Job ID:** 3075408  
**Expires:** 09/21/2013  
**Job Title:** Marketing Specialist  
**Company:** ARAMARK @ The Q Center  
**Job Type:** Full Time  
**Degrees Wanted:** Bachelors  
**Majors Wanted:** Any Major  
**Job Target:** Hospitality Management and Tourism  
**Location:** St Charles, IL  
**Salary:**

**Job Description:** Brief Description of Duties · Implement marketing initiatives that support the sales efforts of our company in conjunction with the Senior Sales & Marketing Communications Manager. Efforts include but are not limited to guest communication, trade shows, web promotions, email marketing, video, social media and all marketing collateral. · Provide creative and strong writing/editing for collateral and other marketing materials as needed, as well as "hands on" project/task implementation. · Collaborate with the Senior Sales & Marketing Communications Manager in the development and implementation of an annual marketing/advertising plan and budget. · Assist Senior Sales & Marketing Communications Manager in developing and managing social media program, including development of content, scheduling and monitoring posts and reporting on results. · Develop all ad hoc guest communications, including room drops, signage, maps and other guest handouts. · Assist Senior Sales & Marketing Communications Manager in the management of the Q Center website to ensure that its content and appearance are useful and effective and that the site serves the needs of the target audience. · Work collaboratively on initiatives with contractors including but not limited to: communications, email marketing, advertising, web management, search engine optimization, publicity releases, and others as needed. · Implement revisions to existing programs or assist in the development of new programs as needed.

**Job Requirements:** Minimum Requirements · 1 year of Sales & Marketing or hospitality experience (or related experience) desired · Social media management skills · Strong administrative skills · Strong oral and written communication skills · Detail-oriented and
organized · Good combination of creative and analytical skills · Good time management · capable of meeting tight deadlines · Able to juggle multiple projects · Excellent ability to prioritize and gather information · Proficiency with Microsoft Office products (Word, Excel, PowerPoint), Lotus Notes, social media and the Internet. Experience with Constant Contact a plus. · College degree preferred

**Application Instructions:** Please apply on website or send resume by fax.

**Contact:** Daniel McGrath  
**Address:** 1405 N. 5th Avenue, St Charles, IL 60174  
**Fax:** 630-444-4344  
**Email:** recruiting@QCenter.com

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**Job ID:** 3097754  
**Expires:** 09/11/2013  
**Job Title:** Chef/Mentor  
**Company:** Roosevelt High School  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Baking and Pastry, Culinary Arts, Paraprofessional Educator, Restaurant Management  
**Job Target:** Hospitality Management and Tourism  
**Location:** Chicago, IL 60625  
**Salary:** $10/hour  
**Job Description:** Aid Chef Instructor with lab exercises, organization, grading, engaging students toward post-secondary success in new high school culinary arts program. Will also help with development of baking/pastry curriculum, ordering and inventorying. 30 hours per week. Flexible hours but basically 9:00 to 3:00. Baking/pastry experience and bilingual (Spanish) a plus.  
**Job Requirements:** Illinois Foodservice Manager's license preferred.  
**Application Instructions:** Send resume by email to mjmarren@cps.edu  
**Contact:** Michael Marren  
**Address:** 3436 W. Wilson Ave., Chicago, IL 60625  
**Phone:** 773-534-5000  
**Fax:** 773-534-5044  
**Email:** mjmarren@cps.edu

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**Job ID:** 3125085  
**School Job ID:** MVCC  
**Expires:** 10/07/2013  
**Job Title:** Front Desk Clerk Department: Front Office
Company: SpringHill Suites by Marriott Chicago Southwest at Burr Ridge  
Job Type: Full Time, Part Time  
Degrees Wanted: Diploma  
Majors Wanted: Any Major  
Job Target: Hospitality Management and Tourism  
Location: Burr Ridge, IL 60527  
Salary:  
Job Description: FRONT DESK CLERK  
Department: Front Office  
Reports To: Front Office Manager / Assistant Front Office Manager /or Front Desk Supervisor  
PURPOSE:  
Responsibilities include, but are not limited to, greeting and assisting with guest arrivals and departures by handling guest check-ins and check-outs while providing prompt and courteous service, including receiving telephone calls, guest requests, guest reservations, faxes and ensuring complete guest satisfaction.  
RESPONSIBILITIES:  
- Ensures complete guest satisfaction.  
- Check-in and check-out of the guest.  
- Gives information about room and package rates.  
- Must work alongside other team members in harmony.  
- Informs guest of the hotel facilities.  
- Assign guest rooms.  
- Must be friendly, helpful and well groomed as stated in Team Member Handbook.  
- Must understand and adhere to cash handling policies.  
- Make a great first impression.  
- Complete guest registration process.  
- Must be familiar with computer systems for guest reservation information.  
- Must verify and imprint guest credit cards for authorization.  
- Must be well versed in cash handling and accurately balance house bank.  
- Assigns guests rooms based on preferences and availability.  
- Drives the Revenue Management process.  
- Handling guest concerns in a tactful manner and achieving resolution.  
- Answers questions in regards to the hotels facilities and services.  
- Answering telephones and booking reservations.  
- Answering Guest inquiries. ie. Give directions.  
- Recommending local area restaurants, points of interest, or needs for transportation.  
- Handling guest needs.  
- Maintaining cleanliness of front desk, lobby and back office.  
- Following up with Guest check-ins, complaints, and other requests.  
- Interacting with other departments and employees to ensure a good working relationship or for guest needs.  
- Understands all Emergency procedures for incidents, accidents, fire, safety, or criminal activity.  
- Participates on the hotel Safety Committee.  
- Ensures that Quality Standards and Service are maintained for Property, Product, and People.  
- Must be able to work all shifts or varying schedules to support business needs.  
- Ensures Security for the hotel's customers, employees, and property assets.  
- Supports established policies and procedures for Alliance Hospitality and the hotel's brand.  
- Responsible for following instructions and performing work as assigned by a supervisor or manager  
Application Instructions: Please send cover letter and resume to email: anelson@alliancehospitality.com  
Contact: Abby Nelson  
Address: 15W090 North Frontage Road, Burr Ridge, IL 60527  
Phone: 630-323-7530  
Fax: 630-323-7605  
Email: anelson@alliancehospitality.com
Job ID: 3132006
Expires: 11/01/2013
Job Title: Guest Service Associate
Company: ARAMARK @ The Q Center
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Hospitality Management and Tourism
Location: St Charles, IL
Salary: 12.50

Job Description: Guest Services Associate Q Center, one of the largest and most successful conference/meeting facilities in the Midwest, has an opening for a Guest Service Associate. This is an entry level position working at the Front Desk and the Business Center. The successful candidate will be part of a team of professionals responsible for delivering outstanding customer service to all clients at during their stay at Q Center. Brief Description of Duties: ? Answer, dispatch, and log all Hotline telephone calls ? Serve walk-up customers ? Process requested duplicating jobs and word processing jobs ? Maintain inventory and distribute training supplies ? Assist guests with equipment needs such as digital cameras, laptop rental and power packs ? Send and receive faxes and scans for guests ? Assist guests with shipping needs and package pick up ? Maintain cash bank ? Assist customers with purchasing of dining room meal tickets, shopping trip tickets and various cash items ? Assist guests in arranging ground transportation (limousine and bus) via phone, database, or walk-up traffic ? Utilize Apollo Reservation System to assist guests in checking flight status. ? Facilitate bus staging which includes meeting and greeting guests, ensuring guests are on the correct bus, communicating closely with vendors, and monitoring bus traffic flow. This can sometimes involve long periods of standing, working outdoors in inclement weather, and working through travel delays at the airport. ? Must be available to facilitate buses at O'Hare Airport on occasional Sunday evenings or when customer requests. (Transportation to the airport is provided from the Q Center). ? Utilize on line system for A-1 Limousine reservations ? While working at the Front Desk, assist in the overall process of checking guests in and out of Q Center; also assist with other administrative duties such as delivering folios and packages to guest rooms, preparing arrival packets, etc... Minimum Requirements: ? Excellent customer service and organizational skills ? Self-starter who works well in a fast-paced environment ? Flexible schedule and ability to work overtime as needed ? Must be a strong team player but also be able to work independently ? Must be able to multi-task and meet deadlines ? Working at the Front Desk requires one to be on their feet for long periods of time ? Strong communication skills, both written and verbal ? Ability to safely lift up to 50 pounds ? Proficient using Microsoft Office software such as Word, Excel, and PowerPoint ? Knowledge of Q Center operations and functions preferred ? Experience using a Multi-Functional Printer preferred ? Travel or Hospitality industry experience a plus ? Cash handling skills Other Notes: ? The ideal candidate MUST have flexibility with his/her schedule and be available to work during the week as well as on weekends. Examples of work shifts include 10:00am - 7:00pm or 2:30pm - 11:00pm. ? We anticipate this person will work up to 40 hours/week when training and when business volumes merit. There could be times when the
hours are less than 30 hours/week (i.e. during holiday weeks or when business volumes are low). However, on average, we think this person will work around 36+ hrs/week. Q Center is located on 95 wooded acres along the Fox River in St. Charles, Illinois. It offers a campus-style setting with 118 meeting rooms in more than 150,000 square feet of flexible space for functions ranging in size from 10 to 2,000 guests. Q Center also provides lodging for more than 1,000 guests as well as dining, abundant recreation, state-of-the-art technology and a host of customized conference services. For more information about us, please visit our website at www.qcenter.com We offer a professional environment and a competitive salary. Qualified candidates should send a cover letter and resume to: Q Center Attention: Human Resources Department 1405 North Fifth Avenue St. Charles, IL 60174 E-Mail: recruiting@QCenter.com Fax: 630-444-4344 An Equal Opportunity Employer, M/F/D/V

**Job Requirements:** Guest Services Associate Q Center, one of the largest and most successful conference/meeting facilities in the Midwest, has an opening for a Guest Service Associate. This is an entry level position working at the Front Desk and the Business Center. The successful candidate will be part of a team of professionals responsible for delivering outstanding customer service to all clients at during their stay at Q Center. Brief Description of Duties: ? Answer, dispatch, and log all Hotline telephone calls ? Serve walk-up customers ? Process requested duplicating jobs and word processing jobs ? Maintain inventory and distribute training supplies ? Assist guests with equipment needs such as digital cameras, laptop rental and power packs ? Send and receive faxes and scans for guests ? Assist guests with shipping needs and package pick up ? Maintain cash bank ? Assist customers with purchasing of dining room meal tickets, shopping trip tickets and various cash items ? Assist guests in arranging ground transportation (limousine and bus) via phone, database, or walk-up traffic ? Utilize Apollo Reservation System to assist guests in checking flight status. ? Facilitate bus staging which includes meeting and greeting guests, ensuring guests are on the correct bus, communicating closely with vendors, and monitoring bus traffic flow. This can sometimes involve long periods of standing, working outdoors in inclement weather, and working through travel delays at the airport. ? Must be available to facilitate buses at O'Hare Airport on occasional Sunday evenings or when customer requests. (Transportation to the airport is provided from the Q Center). ? Utilize on line system for A-1 Limousine reservations ? While working at the Front Desk, assist in the overall process of checking guests in and out of Q Center; also assist with other administrative duties such as delivering folios and packages to guest rooms, preparing arrival packets, etc... Minimum Requirements: ? Excellent customer service and organizational skills ? Self-starter who works well in a fast-paced environment ? Flexible schedule and ability to work overtime as needed ? Must be a strong team player but also be able to work independently ? Must be able to multi-task and meet deadlines ? Working at the Front Desk requires one to be on their feet for long periods of time ? Strong communication skills, both written and verbal ? Ability to safely lift up to 50 pounds ? Proficient using Microsoft Office software such as Word, Excel, and PowerPoint ? Knowledge of Q Center operations and functions preferred ? Experience using a Multi-Functional Printer preferred ? Travel or Hospitality industry experience a plus ? Cash handling skills Other Notes: ? The ideal candidate MUST have flexibility with his/her schedule and be available to work during the week as well as on weekends. Examples of work shifts include 10:00am - 7:00pm or 2:30pm - 11:00pm. ? We anticipate this person will work up to 40 hours/week when training and when business volumes merit. There could be times when the hours are less than 30 hours/week (i.e. during holiday weeks or when business volumes are low).
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Application Instructions: You can either fax or email your information or stop by the facility, drop off your resume or pick up an application from the guard at the entrance.

Contact: Dan McGrath
Address: 1405 N. 5th Avenue, St Charles, IL 60174
Fax: 630-444-4344
Email: recruiting@qcenter.com

Job ID: 3149613
School Job ID: MVCC
Expires: 10/28/2013
Job Title: Risk Mgt.,Housekeeping,Fr. Office, Kitchen, Spa, Food & Bev
Company: The Peninsula Chicago
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Culinary Arts, Personal Trainer
Job Target: Hospitality Management and Tourism
Location: Chicago, IL
Salary:
Job Description: The Peninsula Chicago, 108 East Superior Street, at North Michigan Avenue, Chicago, IL 60611 is accepting applications for the positions listed below. Please note that we will be CLOSED for applications on Tuesday, July 30th, however, we will continue taking applications on Thursday, August 1st. Our application office is located on 745 N. Rush st. (Rush & Chicago Avenue.) Normal hours are from 9:00 AM - 12:00 PM on Tuesdays and Thursdays. Prior experience are ideal and preferred for the positions below. Candidates need to have customer service experience, good English & communication skills, and flexibility in scheduling to be considered for any position. Candidates will be evaluated based on skills and qualifications. Past experience is REQUIRED for management positions and in technical and licensed positions. RISK MANAGEMENT: Assistant Director of Risk Management. HOUSEKEEPING: Housekeeping Attendant PART TIME. FRONT OFFICE: Chief Concierge; Assistant Front Desk Manager; Front Office Agent; Bellman; FOOD & BEVERAGE: Wine Manager; Assistant Manager - Room Service; Assistant Manager - The Lobby; Server - The Lobby; Server - Room
Service: Bartender - The Bar; Barback; Banquet Houseman OVERNIGHT; Banquet Servers ON CALL; Steward; KITCHEN: Sous Chef - Banquets Sous Chef - Pierrot Gourmet Line Cooks SPA: Spa Sales Manager Assistant Spa Manager Spa Desk Supervisor Spa Attendant Nail Technician PART TIME Personal Trainer/Swim Instructor ON CALL

**Application Instructions:** Our application office is located on 745 N. Rush St. (Rush & Chicago Avenue.) Normal hours are from 9:00 AM - 12:00 PM on Tuesdays and Thursdays.

**Contact:** Human Resources

**Address:** 108 East Superior Street at North Michigan Avenue, Chicago, IL 60611

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**Job ID:** 3165065  
**Expires:** 09/07/2013  
**Job Title:** Career Fair Monday, August 12, 2013  
**Company:** Hyatt Regency Schaumburg, Chicago  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Hospitality Management and Tourism  
**Location:** IL  
**Salary:**

**Job Description:** Career Fair Look no further we have the job for you! Hyatt Regency Schaumburg Monday, August 12, 2013 10 am - 2 pm 1800 East Golf Road Schaumburg, IL 60173 Mahogany Ballroom We are looking for enthusiastic, guest orientated individuals to join our team, in the following positions: Room Attendant(s) House Attendant(s) Server(s) Cook(s) Front Office Agent Bellman/Driver

**Job Requirements:** Job Requirements Please apply online in advance at www.besthotelcareers.com - reference job#82013 Excellent Compensation/Benefit Package EOE/AA

**Contact:** Camille Atkus

**Address:** 1800 East Golf Road, Schaumburg, IL 60173  
**Phone:** 847-517-6982  
**Fax:** 847-517-6946  
**Apply Online:** [http://www.besthotelcareers.com](http://www.besthotelcareers.com)

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**HUMAN RESOURCE MANAGEMENT**

**Job ID:** 3161524  
**Expires:** 08/06/2014  
**Job Title:** Administrative Associate for Peds Therapy Clinic  
**Company:** Assential Therapies, Inc.
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Any Major
Job Target: Human Resource Management
Location: Niles, IL 60714
Salary: $14-18 per hour

Job Description: · Hours of work are between 8.00AM -- 6.30PM (exact hours will be decided later). · Must be available to work Saturdays between 8:00AM-12:30PM. · Accepting new patient referrals (Early Intervention and Private Insurance) for therapists and maintaining each therapists' caseload. · Explaining to parents about our services, in-network / out-of-network differences. · Verifying benefits with insurance companies. · Working with Availity / Q-Claims / EZClaim / Medical Billing Software. · Maintaining authorizations and closing files as necessary. · General office administration as required.

Job Requirements: · A minimum of Associates Degree is required with understanding of IL-Early Intervention Billing and 3rd party insurance billing. · Understanding of CPT-codes, ICD-9 codes and medical billing procedure is important. · An understanding of therapy disciplines Speech, Feeding, OT, PT and DT is required. · Excellent organization and communication skills are a must. · Must have understanding of PPO, HMO, Individual Policy, Pre-certs, authorizations and other private insurance related terms. · Familiarity with Availity / Q-Claims / EZClaim / Medical Billing Software. · Must have good writing abilities in Microsoft work and good working knowledge of Excel, Access, Internet and E-mail. · Fluency with computers is a MUST. · Punctuality and consistency is an absolute must. · It is also very important to have a pleasant personality.

Application Instructions: Please provide a cover letter explaining why you need to be considered. Applications with cover letter will have more weightage. Directions: We are located in the 9-story round white professional building within the mall at the intersection of Golf Rd, Milwaukee Ave and Greenwood. Park by Mall Entrance 8 which is next to the grocery store and take elevators to 2nd floor.

Contact: Smita Joshi
Address: 241 Golf Mill Ctr Suite 200, Niles, IL 60714
Phone: 847-309-2270
Email: hr@atmfc.com

Job ID: 3163625
Expires: 09/06/2013
Job Title: Sourcing Specialist
Company: Alternative Staffing Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Business Management
**Job Target:** Human Resource Management

**Location:** Cicero, IL 60804

**Salary:**

**Job Description:** The sourcing specialist is the initial point of contact with a candidate. This individual is responsible for generating leads and filling the pipelines with pre-screened or pre-qualified candidates and drive traffic for the company. · Source candidates using several methods of sourcing contacts including but not limited to job boards, search engines, ad posting callbacks. · Pre-screen and Pre-qualify candidates against open position requirements and skills. · Develop a pipeline of candidates based on pre-screening and pre-qualified candidates. · Schedule appointments for recruiters to interview pre-screened or pre-qualified candidates. · Update outlook calendars for recruiters and communicate scheduled appointments. · Work with recruiting contacts to outsource requisitions with local community groups, IDES, Not-For-Profit Organizations as needed. · Attend Job Fairs Events. · Track progress and Reports

**Job Requirements:** · One or more years of experience sourcing in any related field, i.e. education, staffing, human resource, etc. · Experience using job boards and search engines. · Computer Literate, must be intermediate on Microsoft Word and Excel. · Excellent Communication Skills Required. · Ability to multi task and run reports in Excel or Data Base Application

**Application Instructions:** respond to janette@altstaff.com

**Contact:** janette Martir

**Address:** 5620 W. Cermak Road, Cicero, IL 60804

**Phone:** 773-263-9347

**Email:** janette@altstaff.com

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**Job ID:** 3171754

**Expires:** 08/26/2013

**Job Title:** Employee Services Intern

**Company:** Illinois Tollway

**Job Type:** Internship, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Human Resource Management

**Location:** Downers Grove, IL 60515

**Salary:** $12-14/hr

**Job Description:** o Must be available to work a minimum 30 hours per week. o A strong knowledge of computer applications including Microsoft Word, Excel, and Outlook is required. o Familiarity with creating spreadsheets, charts, graphs, and reports is highly preferred. o A high school diploma or GED. o Current enrollment in a college or professional certification program such as Human Resources Management. o Business Administration, Industrial Psychology, or related field is required.
**Application Instructions:** Go to illinoistollway.com, click on 'Employment' and apply there.

**Contact:** Arsalan Haq

**Address:** 2700 W Ogden Ave, Downers Grove, IL 60515

**Phone:** 630-241-6800 x2323

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**Job ID:** 3173424

**Expires:** 10/14/2013

**Job Title:** Part Time Recruiter, Staffing agency

**Company:** Jepsen Investments, Inc.

**Job Type:** Part Time

**Degrees Wanted:** Bachelors, Certificate, License

**Majors Wanted:** Any Major

**Job Target:** Human Resource Management

**Location:** Park Ridge, IL 60068

**Salary:** 13/hour

**Job Description:** Part Time Recruiter, Staffing agency Our agency, located in Park Ridge, IL provides staffing solutions to our clients on a temporary, temp-to-hire and direct hire basis. We are experiencing continued growth and are seeking a solid performer to join our company. We seek an upbeat individual who is determined to come into work everyday and be proactive. There is strong preference for a recent college graduate. This position will support our three divisions; Financial Staffers, LabPersonnel and Managed Care Staffers. This is an "in-office" position where one's skills using the computer and Internet job boards to post and recruit for candidates is essential. Training will be provided. This is a position where one's success is limited only by one's ability to work diligently and communicate effectively with candidates and clients in filling staffing needs. Initially this will be a 20 hour per week position and would be expected to be full time within 6 to 12 months. This compensation for the position includes an hourly wage of $13.00/hr. This position has the opportunity to earn monthly commissions after the first three month trial period. Yearly bonuses are also paid based on total company performance. Monthly commissions are based on personal performance. Candidates qualify for substantial direct hire placement commissions immediately. If you are interested please email Christopher Jepsen at cjepsen@managedcarestaffers.com immediately. Upon review of qualified resumes, candidates will be requested to do on-line computer competency testing. Drug and criminal background checks will be conducted on the selected candidates prior to starting. This is an immediate need so apply today.

**Application Instructions:** If you are interested please email Christopher Jepsen at cjepsen@managedcarestaffers.com immediately. Upon review of qualified resumes, candidates will be requested to do on-line computer competency testing. Drug and criminal background checks will be conducted on the selected candidates prior to starting. This is an immediate need so apply today.

**Contact:** Christopher Jepsen

**Address:** 2604 Dempster Street Suite: 305, Park Ridge, IL 60068
Job ID: 3029205
Expires: 12/31/2013
Job Title: Direct Support Person (DSP)
Company: Community Service Partners
Job Type: Full Time, Part Time
Degrees Wanted: Diploma
Majors Wanted: Paraprofessional Educator
Job Target: Human Services
Location: Various, IL
Salary: Range $8.75 - $11.00 per hour

Job Description: Job Summary Direct Support Persons (DSPs) provide services to adults with developmental disabilities, as well as the elderly. Depending on the needs of the consumers, Direct Support Persons provide assistance with living skills development, health maintenance and medication administration, personal care, and behavioral development. Direct Support Persons work in a number of settings including Group Homes (small residential homes that serve 2-6 people), Intermediate Care Facility for the Developmentally Disabled (ICF/DD: 24-hour facilities providing residential services for up to 16 people), Day Programs (living skills & pre-employment training), Home & Community Based Services (in-home care and supports), and Vocational Rehabilitation (job skill training and job placement) Working under the direction of a manager, Direct Support Persons work to provide services that enrich the lives of our consumers. An emphasis is placed on creating a family-like environment that encourages the consumers to experience a full life. Direct Support Persons assist the consumers in participating in traditional daily and weekly activities such as shopping at the grocery store, going to movies, enjoying hobbies, etc. Direct Support Persons also advocate for consumers to be fully integrated into community life. Essential Duties and Responsibilities Community Service Partners and its member agencies has an uncompromising commitment to quality and integrity--employees are expected to perform their duties and responsibilities to our high standard of quality. Some of the duties and responsibilities vary in intensity and frequency depending on the assignment.

Advocacy -- Assists consumers with achieving personal goals; works on behalf of consumers to overcome barriers; helps consumers participate in activities of their choice; respects consumer's personal beliefs, choices, and interests

Health Maintenance -- Provides care and assistance to promote good health; helps consumers receive medical care and communicates with medical professionals; may administer medications according to physician instructions; records information regarding health events, conditions, and status; provides CPR/FA and seeks emergency medical care when needed

Personal Care -- Helps consumers with eating, grooming, dressing, bathing, and toileting; assists consumers with their mobility including lifting them from a seated or lying down position, helping them walk and maintain stability

Living Skills --
Development -- Helps consumers develop living skills such as cooking, money management, household shopping, doing laundry, personal hygiene, etc; teaches work-related skills and job preparedness; supports consumers in job search process and maintaining job performance; records progress on skill development and achievement Behavior Development -- Serves as a role model and mentor, demonstrating the desired behaviors, and coaches the consumers using approved techniques and strategies; uses approved physical intervention techniques when necessary to protect consumers and others Operational Support -- Maintains cleanliness of program; drives company vehicle to transport consumers to their activities; completes tasks that are beyond the consumer's abilities; follows policies and procedures for handling money Professional Behavior -- Acts in a professional manner and communicates effectively with others; completes training programs; attends required meetings Working Conditions While working as a DSP, employees may be required to deal with the following conditions: 1) Unconventional schedules--Community Service Partners and its member agencies operates programs and services 24/7, 365 days a year; 2) Possible exposure to blood borne pathogens; 3) Possible exposure to profanity, violent, and/or offensive behaviors from the consumers.

Job Requirements: Minimum Qualifications In order to perform these functions and meet the requirements put forth by the Division of Developmental Disabilities, applicants for the Direct Support Professional position must: 1. Be able to legally work in the United States 2. Be 18 years of age required by the IL Department of Human Services 3. For assignments that require the employee to drive a vehicle, must meet the qualifications of a driver as established by the agency's insurance carrier and agency's policies 4. Have a high school diploma or GED 5. Be able to pass a background check that satisfies the Heath Care Worker Background Check Act 6. Be able to pass a drug and alcohol screen 7. Be able to provide 3 verifiable non-family references including 1 previous employer. Required Knowledge, Skills, and Ability Because of the essential duties and responsibilities of the DSP position, applicants for the position must: 1. Be able to pass a physical exam 2. Be able to complete training programs and successfully pass tests to meet competency requirements 3. For some positions, employees must be able to pass a PACE Transportation test, TABE test.

Application Instructions: Please visit https://www.communityservicepartners.org/CSPCareers/Default.aspx to apply for any of our positions

Contact: Barbara Zvonek
Address: 19015 S. Jodi Road Suite A, Mokena, IL 60448
Phone: 708-995-5786
Fax: 708-478-7786
Apply Online: http://www.communityservicepartners.org/CSPCareers/Default.aspx

Job ID: 3178991
Expires: 09/19/2013
Job Title: Receptionist
Company: Hephzibah Children's Association
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Human Services
Location: Oak Park, IL 60301
Salary: Hourly

Job Description: Part-time Receptionist to answer the phone, take messages, distribute mail, and greet visitors in a professional and courteous manner. Monday through Friday, 4:00 - 6:00 PM. Previous office experience preferred but not required.

Application Instructions: Send application or resume to Ellen Prus, Office Manager 946 North Blvd, Oak Park, IL 60301 Email: eprus@hephzibahhome.org Fax: 708-649-7194 Visit our website to download an Application for Employment: www.hephzibahhome.org

Contact: Ellen Prus
Address: 946 North Boulevard, Oak Park, IL 60301
Fax: 708-649-7194
Email: eprus@hephzibahhome.org

HUMAN SERVICES - AIDE, ATTENDANT, ORDERLY

Job ID: 3180648
Expires: 09/20/2013
Job Title: Companions & C.N.A.s
Company: LifeStyle Options, Inc.
Job Type: Part Time

Degrees Wanted: None Required
Majors Wanted: Nurse Assistant, Nursing
Job Target: Human Services - Aide, Attendant, Orderly
Location: Northlake, IL 60164

Salary:

Job Description: Duties include, but are not limited to: - Assist with personal care such as bathing, dressing, grooming, hair care, skin care - Assist with light housekeeping - Assist with meal preparation - Medication reminders - Escort to appointments and errands - Companionship & fun activities

Application Instructions: Call 1-888-342-4636 OR Apply Online at http://www.lifestyleoptions.com/careers/application.aspx

Contact: Lana Bergman
Address: 1501 E. Woodfield Rd. Suite 201-N, Schaumburg, IL 60173
Phone: 847-240-7330
Fax: 847-240-2966
Email: Lifestyle@Lifestyleoptions.com
HUMAN SERVICES - CHILD CARE

Job ID: 3154907
School Job ID: MVCC
Expires: 08/31/2013
Job Title: Site Director - Ivy League Before & After School Program
Company: Ivy League Before & After School Program
Job Type: Part Time
Degrees Wanted: Diploma
Majors Wanted:
Job Target: Human Services - Child Care
Location: IL
Salary: $8.25 - $10.00

Job Description: Position: Site Director The Ivy League Site Director is essential to the success of our organization. As the most visible aspect of the program, the Director represents what customers perceive Ivy League to be. Listed below are the duties assigned to the Ivy league Site Director and requirements perform those duties. Duties · Prepare themed weeks - lesson plans - copy turned in Friday before the week of plan to the office · Arrives for shift, checks in and prepares for days activities · Positively communicates with school directors and teachers regarding all aspects of Ivy League Before and After school homework, sports and recreation program. · Monitors attendance of all registered children and insures they are present. · Collects payment · Wears approved uniform including Ivy League T-shirt, neat pant, sweat etc and gym shoes. · Communicates with parents both verbally and in writing as needed to report children's progress or difficulty. · Adheres to all Ivy league Policies as outlined in the Training Handbook. · Properly completes all requested paperwork in a timely and accurate manner. · Provides advance notice or coverage for any foreseen absences. · Provides own transportation. · Educates students on how to use and maintain all equipment properly Job Requirements · Must pass a background check and fingerprinting. · Successfully function as a member of a team · Must be neat and well groomed. · Must be in good physical condition and able to bend, kneel, stoop and otherwise move actively. · Must be prompt, reliable, and able to work independently with no direct supervision. · Should be enthusiastic and pleasant in conversation. · Must be able to communicate with customers ranging from young children to staff. · Takes initiative to solve a problem. · Should be flexible to work a variety of days and/or times of day and places. · Have the ability to demonstrate sound judgment and decision-making skills. · Display an energetic demeanor and smile. · Possess an understanding of basic customer service skills. · Only need part-time employment.

Application Instructions: Please come in and apply.
Contact: Joan Young
Address: 8500 W. 191st Street, Mokena, IL 60448
Job ID: 3154939
School Job ID: MVCC
Expires: 08/31/2013
Job Title: Aides - Ivy League Before & After School Program
Company: Ivy League Before & After School Program
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted:
Job Target: Human Services - Child Care
Location: Various, IL
Salary: $8.25 per hr.
Job Description: We are currently looking for energetic individuals who have leadership skills and the initiative to work part time mornings and afternoons. The shifts are mornings before school and after school. We try to be flexible and work with school schedules. Individuals who are currently enrolled in Child Care or Education are encouraged to apply. Pay based on experience and training.
Application Instructions: Please come in and apply.
Contact: Joan Young
Address: 8500 W. 191st Street, Mokena, IL 60448
Phone: 815-464-1266

Job ID: 3171527
Expires: 09/13/2013
Job Title: Child Care Provider
Company: Lake Street Church
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Human Services - Child Care
Location: Evanston, IL 60201
Salary: $10/hour
Job Description: Lake Street Church of Evanston is seeking a child care provider for our Sunday Nursery. You will be part of a team that provides child care during the worship service, for children ages 6 months to 3 years. Experience in working with young children is strongly preferred, and dependability and common sense are required. Position is every Sunday, 10 am - noon.
Job Requirements: applicants must pass a criminal background check
Application Instructions: Please respond by email with a brief description of interest, 2 references, interview availability, and contact information.

Contact: Joan Roe
Address: 607 Lake Street, Evanston, IL 60201
Phone: 847-864-2181
Email: hereintopeka@yahoo.com

HUMAN SERVICES - COUNSELING

Job ID: 3054369
Expires: 02/06/2014
Job Title: Paraprofessionals/Teaching Assistant - Chicago Metro Area
Company: The Menta Group - IL & AZ
Job Type: Full Time
Degrees Wanted: Associates, Certificate, Diploma
Majors Wanted: Any Major
Job Target: Human Services - Counseling
Location: Chicago Metro Area, IL
Salary: Comparable for the area

Job Description: Hillside Academy East Campus-Chicago, Aurora Education Center-North Aurora, Lake Shore Academy - Waukegan and Thompson Instruction Center, All Special Education Services Programs & Members of The Menta Group, offer elementary, middle, and high school programming to special education students residing in the City of Chicago and the surrounding metro/suburban area. Elementary and middle school curricula emphasize real-world, community-based learning. Classrooms are designed to be active learning environments where young people have the opportunity to experience educational and behavioral success on a regular basis. The high school curriculum is intended to aid students in acquiring the knowledge and skills necessary to become eligible for post-secondary education and/or employment. Emphasis is placed on developing a key set of skills that are common across both educational and employment settings. All 12 of our programs post their open teaching positions on our website [www.thementagroup.org/careers_ApplyOnline.aspx], and feature an easy-to-complete online application process. This position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications. Duties of the Teacher Assistant consist of: Lead or co-teach a class of students with behavior/emotional/social/learning disorders. Provide behavior support in self-contained classroom. Prepare and adapt materials for use in the classroom. Maintain classroom order, safety and materials. Communicate behavioral concerns of students to appropriate staff. Implement and maintain behavioral program policies and data. Attend all staff meetings and in-service training as requested.

Job Requirements: State Certified Paraprofessional preferred. College Associates Degree and/or two years college classes desirable High School Diploma or GED still considered for the
position. Ability to obtain CPI Certification At least 23 years of age. Previous experience working with special needs children Must be able to lift at least 50 lbs Clean driving record and must be able to drive student van

Application Instructions: Apply at www.thementagroup.org/careers/apply ILLINOIS/MID-STATE & CHICAGO METRO AREA Waukegan, IL sheela.patel@menta.com Fax: (847) 599-2475 Nokomis, IL Barbara Daugherty Fax: 217-563-7606 Barb.daugherty@menta.com Chicago, IL Hillside Academy East Campus Marc.bickham@menta.com Fax: 773-638-6335 Joliet, IL - Teaching Assistant Ann.keane@menta.com Fax: 815-774-5866

Contact: Charles F. Hejny
Address: 1720 N. Randall Road, Aurora, IL 60506
Phone: 630-907-2400
Fax: 630-907-0197
Email: chuck.hejny@menta.com
Apply Online: http://www.thementagroup.org/careers_ApplyOnline.aspx

HUMAN SERVICES - ELDER CARE

Job ID: 3176396
Expires: 09/18/2013
Job Title: CERTIFIED NURSE ASSISTANTS
Company: ComForcare Home Care
Job Type: Full Time, Part Time
Degrees Wanted: License
Majors Wanted: Nurse Assistant, Nursing
Job Target: Human Services - Elder Care
Location: La Grange, IL 60525
Salary: $9.00 - $11.00/Hour
Job Description: ComForcare Home Care in La Grange, IL has CNA (Full, Live-In & Part-time) positions available throughout the western suburbs of Chicago (Hinsdale, Oak Brook, Burr Ridge, La Grange, Oak Park and Justice). ComForcare's growth throughout the Chicagoland area has created new and exciting job opportunities and we want you to be a part of our team. We are looking for dynamic, energetic, hardworking professionals to join our La Grange team. You must also possess excellent communication skills, have the ability to work with a wide variety of people, be client service-oriented and be able to work flexible hours. Routine Duties/Personal Care Services: 1. Bathing, assistance with dressing, nails and skin care, back care, foot care, shampoo and oral hygiene. 2. Assistance with ambulation, transfers, safe use of equipment and assistive devices, (walker, crutches, cane) change of position. 3. Assistance with toileting; use of bedpan, commode, or urinal; incontinent care 4. Meal planning, preparation, and assistance with feeding. 5. Emotional support and motivation through conversation, encouragement and recreational activities. 6. Maintenance of appropriate agency records. 7. Present and conduct themselves in a professional manner according to agency policy. 8. Adhere to infection control
and safety procedures which are in accordance with agency policy. Household Management 1. Light Housekeeping- including changing of bed linens, vacuuming, sweeping, dusting of client's environment, emptying client's wastebaskets and garbage. Refrigerators are defrosted, when necessary, if client or caretaker is unable to do so. Cleaning of the bathroom includes bathtub, sink, and toilet. The floor should be vacuumed and mopped if it becomes wet. Cleaning of kitchen includes washing dishes, counter tops and the floor. 2. Personal laundry- That laundry belonging to the client. Laundry for any family members or others in the same home is not the responsibility of caregiver. 3. General Errands (grocery shopping, doctor's appointments, pharmacy prescriptions) 4. Transportation (taking client for doctor visits/family visits/shopping) Benefits included: · Profit Sharing · Referral Client Bonus · ComForcare University certifications · Training in special topics · Flexible schedule · 24/7 support by management For consideration, please reply with your resume attached at ComForcareHire@gmail.com and/or call 708.880.9745. Location: Western Suburbs, IL

**Job Requirements:** Requirements We provide non-medical home care services for our clients. Our ideal candidates are experienced professionals who demonstrate a devotion to caring for others, proven reliability and compassion and understand the needs of home care clients. Candidate must have the following to be considered for this position: 1. CNA (Certificate) and High School diploma or equivalent 2. Proof of current negative TB test 3. Fingerprints on file with State 4. Current CPR certification 5. Fluent and proficient in reading, writing and speaking English (additional languages a plus) 6. Must be legal to work and have a valid Social Security card 7. Valid driver's license, available personal vehicle, and proof of current auto insurance 8. Clean criminal background check and drug testing. 9. The ability to lift, turn, and transfer clients in need 10. Six months minimum experience with seniors

**Contact:** ComForcare Home Care

**Address:** 1030 S. La Granage Rd #29, La Grange, IL 60525

**Phone:** 708.880.9745

**Fax:** 708.261.0081

**Email:** ComForcareHire@gmail.com


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**Job ID:** 3180648

**Expires:** 09/20/2013

**Job Title:** Companions & C.N.A.s

**Company:** LifeStyle Options, Inc.

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Nurse Assistant, Nursing

**Job Target:** Human Services - Elder Care

**Location:** Northlake, IL 60164

**Salary:**

**Job Description:** Duties include, but are not limited to: - Assist with personal care such as
bathing, dressing, grooming, hair care, skin care - Assist with light housekeeping - Assist with meal preparation - Medication reminders - Escort to appointments and errands - Companionship & fun activities

**Application Instructions:** Call 1-888-342-4636 OR Apply Online at http://www.lifestyleoptions.com/careers/application.aspx

**Contact:** Lana Bergman

**Address:** 1501 E. Woodfield Rd. Suite 201-N, Schaumburg, IL 60173

**Phone:** 847-240-7330

**Fax:** 847-240-2966

**Email:** Lifestyle@Lifestyleoptions.com

**Apply Online:** http://www.lifestyleoptions.com/careers/application.aspx

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**HUMANITIES AND SOCIAL SCIENCES**

**Job ID:** 3127170

**School Job ID:** ivcc

**Expires:** 08/30/2013

**Job Title:** Dean, Division of Humanities, Fine Arts, and Social Sciences

**Company:** Illinois Valley Community College

**Job Type:** Full Time

**Degrees Wanted:** Doctorate, Masters

**Majors Wanted:** Anthropology, Art, Music, Philosophy, Psychology, Social and Political Science, Speech/Communications, Speech/Theatre

**Job Target:** Humanities and Social Sciences

**Location:** Oglesby, IL

**Salary:** $56,801 to $80,000

**Job Description:** Illinois Valley Community College, located in North Central Illinois, has a long history of stability that has brought the people and systems needed to service students and the community exceptionally well. The College seeks a Dean for the Division of Humanities, Fine Arts, and Social Sciences to provide academic, budgetary, administrative, and managerial leadership to division staff including full-time and part-time faculty in the areas of Art, World Languages, Graphic Design, History, Humanities, Human Services, International Education, Journalism, Music, Philosophy, Political Science, Psychology, Sociology, Speech and Theater. The Dean manages the operations of the division, supports teaching, learning and assessment, and works collaboratively with other College leaders in creating and sustaining a culture that promotes student learning and responds to the needs of the Illinois Valley community. Master's or Doctorate in a discipline representative within the division required. College teaching experience required with a minimum two years in a community college preferred. The successful candidate must possess experience in leading an academic unit; broad knowledge of educational pedagogy and new methodologies, strategies and tools; with strong oral and written communication and interpersonal skills, including record of effective team work and
collaboration. Creative and energetic advocates for the humanities, fine arts, and social sciences are encouraged to submit application materials by August 30, 2013 to ensure full consideration.

**Job Requirements:** To apply for this career opportunity, submit a cover letter specifically addressing how your qualifications meet the requirements and responsibilities outlined in the job description, resume, applicable transcripts and an IVCC application packet to the Office of Human Resources, IVCC, 815 N. Orlando Smith Road, Oglesby, IL 61348, (fax) 815/224-1437, (e-mail) humanresources@ivcc.edu, or phone 815/224-0426. Open until position is filled. AA/EOE.

**Application Instructions:** To learn more about this rewarding career opportunity, the application procedure and to review a complete job description, visit http://www.ivcc.edu/hr/

**Contact:** Glenna Jones
**Address:** 815 N. Orlando Smith Avenue, Oglesby, IL 61348
**Phone:** 815.224.0426
**Fax:** 815.224.1437

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**INFORMATION SYSTEMS**

**Job ID:** 3096003
**Expires:** 09/10/2013
**Job Title:** Intern Information Technology
**Company:** dbHMS
**Job Type:** Internship, Part Time
**Degrees Wanted:** Associates, Certificate, Diploma
**Majors Wanted:** Computer Science, Office Assistant
**Job Target:** Information Systems
**Location:** IL
**Salary:** Commensurate with experience

**Job Description:** support the office with its IT needs. The position is part time with 20-30 hours of work a week with flexible work hours. Background in computer science or engineering/architecture with expertise in IT is required. Essential Job Functions · Configuration and administration of workstations · Maintain high availability of network resources · Research and propose IT related hardware/software solutions · Maintain IT documentation · Address and implement security measures

**Job Requirements:** Requirements · Minimum Education: High School Diploma and some college or technical training · Average 3 years prior experience · Knowledge of Microsoft Windows Server products including Server 2012, Exchange 2013 · Other Skills/Abilities · Excellent verbal and written communication skills · Motivated self-starter and fast learner · Knowledge of REVIT and AutoCAD software setup is preferred

**Application Instructions:** email resume to careers@dbhms.com

**Contact:** Tameka Flowers
Address: 303 W. Erie 510, Chicago, IL 60654
Phone: 3129150557
Email: careers@dbhms.com

Job ID: 3149009
Expires: 09/26/2013
Job Title: Level I Technical Service Desk Analyst
Company: SMaRT Technology Services, Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Information Systems
Location: Chicago, IL 60661
Salary:

Job Description: This position is 100% phone-based support. Analysts will assist in diagnosing and troubleshooting technical issues as well as providing assistance with technology related policies and requests. All analysts will be working with Active Directory for password resets, configuring a network printer, configuring Microsoft Outlook for an Exchange server, assisting users with Outlook Web Access and answering Microsoft Office how-to questions for both Windows and Mac versions. Additional expertise in Google applications (including Google docs) is also strongly desired. Level 1 Service Desk Analysts will focus primarily on issue identification and troubleshooting, information gathering, resolution of minor issues, routing of issues and monitoring open tickets.

Job Requirements: Candidates must possess excellent customer service, strong user-support and telephone skills. Our candidate must be a team player with an aptitude for learning. Analysts will be required to document and update processes within a Knowledge Base so excellent written communications and organizational skills are necessary. Analyst responsibilities include analysis and resolution of desktop, software and connectivity issues and maintain ownership from cradle-to-grave. Strong time-management and organizational skills to appropriately balance taking new issues with following up on aging issues. Previous experience with HP Service Manager is a plus. All candidates should have a minimum of 1-2 years providing technical and/or customer support via telephone. The environment is primarily Windows XP/Vista/7 based, however there is a strong move to Apple Mac. Candidates with Mac experience will be considered first. Analysts will assist in diagnosing and troubleshooting technical issues as well as providing assistance with technology related policies and requests. All analysts will be working with Active Directory for password resets, configuring a network printer, configuring Microsoft Outlook for an Exchange server, assisting users with Outlook Web Access and answering Microsoft Office how-to questions for both Windows and Mac versions. Additional expertise in Google applications (including Google docs) is also strongly desired. Candidates must hold a high school diploma. Post high school education is preferred. We are an equal opportunity employer. Excellent attendance and punctuality are expected.

Application Instructions: Please apply online at http://www.smartts.com/smart-careers.
candidates MUST complete the online fit assessment and background check release. Be sure to include your certifications, employment history and education information in the online application.

Contact: Janice Boutte
Address: 156 North Jefferson Street Suite 200, Chicago, IL 60661
Phone: 312-612-8200 x 628
Fax: 312-775-6554
Email: resume@smartts.com

Job ID: 3152976
Expires: 10/31/2013
Job Title: Support Technician 16-20hrs per week
Company: Outsource Solutions Group, Inc.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Computer Information Systems
Job Target: Information Systems
Location: Des Plaines, IL 60016
Salary:

Job Description: MINIMUM QUALIFICATIONS: 1. High School degree. 2. Some network and computer work experience. 3. Courses in computer science or related fields. 4. Available to work evenings and weekends. ESSENTIAL DUTIES AND RESPONSIBILITIES: 1. Provides uniformly gracious and friendly service to all customers. 2. Understands and enforces the policies and procedures, while safeguarding confidential and restricted information. 3. Assists customers with basic functions of computers, printers, copiers, and other technology. 4. Assists customers with techniques for the use of Internet. 5. May assist in the training of customers in the use of various technologies. 6. Assists in day-to-day operation of the customers local area network including installation, configuration, maintenance and upgrades under the direction of the IT Manager. 7. Assists in installation, configuration and maintenance of operating systems and software and desktop computers including peripheral equipment. 8. Keeps informed of current technologies in hardware and software. 9. Installs upgrades and maintains electronic resources. PERIPHERAL DUTIES: 1. Resolves office equipment malfunctions. 2. Maintains neatness of public areas including desks, counters, shelves, tables, and personal space visible to the public. 3. Performs other duties as assigned.

Application Instructions: Email resume to resumes@osgusa.com

Contact: Allison Norton
Address: 1730 Park Street # 225, Naperville, IL 60563
Phone: 630-236-6625
Fax: 630-428-0524
Email: resumes@osgusa.com
Job ID: 3159292
Expires: 09/04/2013
Job Title: Help Desk Technician I
Company: LOGS
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Computer Information Systems, Computer Maintenance, Computer Science
Job Target: Information Systems
Location: Bannockburn, IL 60015
Salary: 22k-30k

Job Description: Provide remote and local technical assistance and support to employees of law firms in our network via telephone, live chat, and email. In responding to these requests for guidance, you must listen carefully to the customer, ask questions to diagnose the nature of the problem, and walk the user through problem-solving steps. A strong technical background, problem solving skills, and a general comfort working with technology is required. Pursuit or completion of a college level degree in a related IT field is required. Field related certifications and previous help desk experience is desired but not required. Looking for highly motivated and outgoing applicants to work in a team environment.

Responsibilities: · Responds and follows-up on internal and external user support problems. Is responsible for receiving and tracking the trouble tickets, assigns them to a technical specialist (could be themselves or someone else) for action and ensures that their tickets are resolved, and closed out within our service level agreement. · Responsible for providing telephone, live chat, and email support to our various law firms on hardware, software, and network related problems, questions, and use · Providing first-level problem resolution on the telephone or live chat with users

Job Requirements: Ability to clearly communicate via phone, email, and chat. Shift Needed: M-F, 11am-8pm 9am-6pm

Application Instructions: Please send cover letter and resume link.

Contact: Vincent Yarmoska
Address: 2121 Waukegan Rd. Ste 200, Bannockburn, IL 60015
Phone: 8477704335
Fax: LOGS
Email: vyarmoska@logs.com

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Job ID: 3166178
Expires: 11/01/2013
Job Title: Dispatch Services Coordinator
Company: Outsource Solutions Group, Inc.
Job Type: Full Time
Degrees Wanted: None Required
**Majors Wanted:** Computer Information Systems  
**Job Target:** Information Systems  
**Location:** Naperville, IL 60563  
**Salary:**

**Job Description:** Great Employees Wanted! Are You Tired Of Not Being Treated Like A Hero? Tired of Management Not Giving You The Tools You Need To Get The Job Done? Do You Like The Challenge of Lots of Variety? If you are a person who wants to step up and into an environment where our focus is to provide the highest value, fastest, most efficient, reliable & leverageable service & networks to our clients...we want to talk to you! We are looking for an ambitious, hard-working Dispatch Services Coordinator. This is a full-time position with access to the latest tools, techniques and best practices while receiving tremendous latitude for growth, establishing new best practices, having access to an outstanding benefits package, and a competitive salary. Job Duties will include:  
- Answer incoming support phone calls.  
- Monitor support requests from phone calls and email.  
- Direct non-support related phone calls to office manager or service manager.  
- Create service tickets for support related phone calls or e-mail from staff.  
- Review service tickets to make sure accurate entries are entered on a daily basis.  
- Schedule service tickets based on Service Level Agreement, client's needs and available resources.  
- Confirm appointments for scheduled remote or onsite event.  
- Monitor location of field technicians and develop approximate time schedules.  
- Evaluate/diagnose problems submitted by clients through the support system(s) and respond to e-mail generated trouble tickets related to scheduling. However, we are not desperate to fill this position and will wait to find the right person. The purpose of this letter is to "screen" the thousands of mediocre people in the Chicagoland area to find the few great people who would be the best additions to our company. There Are Certain Characteristics That We Are Looking For; If You Do Not Meet Them All, Don't Bother To Apply:  
1. You must be passionate about delivering outstanding service to our clients.  
2. You must be able to thrive in a fast-paced environment.  
3. You must be VERY customer focused - as customer satisfaction is a must.  
4. You must be intensely serious about your desire to be part of a winning team and be willing to work hard, learn fast, and grow with us.  
5. You must be willing to take responsibility to get the job done right, and when you do make a mistake, learn from it and move on. We don't want anyone with a "victim" mentality that constantly blames other people, lack of time, or anything else for their lack of success.  
6. You must be a team player who actively helps out and helps the team improve.  
7. You must be a pleasant, positive person. We only want to work with people who are fun to work with and stimulating to our group.  
8. You must be able to provide 2 or more references from past employers who will vouch for your work ethic, experience and integrity - we will be contacting them to verify. A little about us...we are a Microsoft Gold Certified Partner based in Naperville and serve the Chicagoland area. Our focus is on Managed Services for infrastructure related work using Microsoft technologies in the SMB (small and medium business) market. We employ very robust tools for managing and monitoring our clients and actively use the solutions we sell internally. If you meet the above criteria, email a note explaining why you think this job is a great fit for you along with your resume and 2 references we can call to: resumes@osgusa.com  
We look forward to hearing from you...IF you have what it takes!  

**Contact:** Allison Norton  
**Address:** 1730 Park Street #225, Naperville, IL 60563  

Triton College Career Services Center Room A-204  
(708) 456-0300 Ext. 3619  
www.triton.edu • collegecentral.com/triton
**Job ID:** 3182710  
**Expires:** 09/21/2013  
**Job Title:** Project Specialist  
**Company:** First American Bank  
**Job Type:** Full Time  
**Degrees Wanted:** Bachelors  
**Majors Wanted:** Information Systems  
**Location:** Elk Grove Village, IL 60007  
**Salary:**

**Job Description:** This non-exempt (hourly) position will serve all business units of First American Bank through implementation of technological business processes and systems so that they may streamline their processes and distribute information in the most efficient manner.

**DUTIES & RESPONSIBILITIES:** Partner with business units in the definition, development, testing and deployment of ways to streamline existing processes with new technology. Analyze, design, develop, and implement new projects and enhancements to existing applications. Integrate existing software applications in use at the Bank. Troubleshoot software problems and assist in the general support of applications by performing analytical, problem solving, and administrative tasks. Assist in the development of new processes and procedures to be used with new and existing systems technologies as well as perform new product research. Identify components required to plan and complete testing, including determining the appropriate amount of time required, coordinating with internal and external departments, and scheduling space, hardware, and personnel required. Identify testing exceptions and re-test as necessary. Document and distribute appropriate materials to departments affected by any software changes.

**QUALIFICATIONS:** College degree, technical certification or qualifying work experience. Previous banking a plus. Excellent analytical and problem solving skills. Good communication and customer service skills. A strong desire to learn new technologies and work in a team environment. Working knowledge of spreadsheets, MS office, databases, Access, Crystal Reports and on-line systems. May require some travel between Elk Grove and various branches. Ability to work regularly scheduled hours Monday - Friday (some weekend or evening hours may occasionally be required depending upon business need).

**Application Instructions:** Please apply online.

**Contact:** Anna Dudziak  
**Address:** 80 Stratford Drive, Bloomingdale, IL 60108  
**Phone:** 630-547-8949  
**Fax:** 630-547-8949  
Job ID: 3185387
Expires: 09/22/2013
Job Title: Computer Operator - Part-Time
Company: Alliant Credit Union
Job Type: Part Time
Degrees Wanted: None Required
Job Target: Information Systems
Location: Des Plaines, IL 60016
Salary:

Job Description: The incumbent in this position handles accurate and timely processing of information in and through all computer systems. Work involves routine difficulty in monitoring critical member delivery systems and also providing training to entry-level operators. Computer Operations: Monitors Critical Systems Communicate with end users about issues. Communicate with various vendors about issues. Using automated scheduling tools. Escalates issues according to procedures. Help Desk: Troubleshoots personal computer software and hardware problems. Identifies problems related to primary financial software and determines corrective action. Identifies and escalates issues to network, programming, security and web groups. Requirements: Working on a degree in Computer Science or similar field, minimum one to three years experience in computer operations; or an equivalent combination of training and experience. Hands-on experience working with network applications: MS Windows - XP, MS Office software. Knowledge of Windows O/S; and AIX needed. Excellent customer service practices, procedures, verbal and written communication skills. Strong analytical and problem-solving skills. Ability to work independently. Willing to work flexible part-time hours (nights, weekends, holidays). Must be detail oriented and be able to handle multiple tasks. Technical knowledge of computer operations and credit union policy.

Job Requirements: We are looking to bring on a Part-Time Computer Operator in our Des Plaines location. We are looking for someone who is in the process of obtaining an IT or CS degree, and 1 year of IT-related experience. The hours for this position are a bit unique: 1-2 days a week from 9:00 pm to 5:00 am 3 weekends a month with varying shifts Since this position is simply monitoring the system, a student would be ideal because he/she would be able to study during that time. We also offer tuition reimbursement, and a generous benefits package which applies to our part-time workers.

Contact: Carolyn Robles
Address: 11545 W. Touhy Ave, Chicago (Des Plaines), IL 60666
Email: crobles@alliantcreditunion.com
Apply Online: http://www.alliantcreditunion.org/about/activejobs/computer-operator-part-time

INSURANCE
Job ID: 3063728  
Expires: 12/31/2013  
Job Title: Marketing/Sales Specialist  
Company: Aflac  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Insurance  
Location: La Grange, IL 60525  
Salary:

Job Description: Aflac Marketing/Sales Specialist Summary/Job Description We are looking for enthusiastic, career minded, self-motivated individuals for the Sales/Marketing Associate position to work in a professional business-to-business sales environment in the Chicagoland area. Extensive management opportunities are available. Prior sales experience is welcome, but not necessary. We work with business owners to augment their benefit packages by implementing Aflac programs and educating the employees about our programs. A career with Aflac encompasses marketing, sales, customer service, human resources and entrepreneurship. If you are looking for a career with a top company, that still lets you be your own boss, do not pass this one by. How We Support Our Associates: ·Brand awareness/advertising campaign ·Associate customer service toll-free numbers ·Professional orientation, training, and certifications ·Professional field marketing materials ·The latest in sales automation technology Requirements: ·Must be ambitious and self-motivated. ·Must be a success-driven self-starter. ·Must be articulate and project a presence of success. ·Must be able to communicate well with others and enjoy working with people. Benefits: Aflac's stock bonus program allows career associates to participate in the company's growth, profitability and success as a stockholder. Renewals for life ·Aflac's Associate Bonus Club (ABC) rewards associates for recruiting new members to the field force. ·Aflac associates have the opportunity to join the National Association of Professional Agents (NAPA). Training Program: **Aflac Fortune 200 Company World Class Training Program - Industry Leader** Note: If you are trainable, prior sales experience is not necessary.  
Contact: Mike Yurczyk  
Address: 1601 West 55th Street, La Grange, IL 60525  
Phone: 320-293-2183  
Email: aflacchicagosouth@gmail.com

Job ID: 3074804  
Expires: 12/31/2013  
Job Title: Marketing/Sales Specialist  
Company: Aflac  
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Business Management, Marketing/Sales
Job Target: Insurance
Location: La Grange, IL 60525
Salary:
Job Description: We are looking for enthusiastic, career minded, self-motivated individuals for the Sales/Marketing Associate position to work in a professional business-to-business sales environment in the Chicagoland area. Extensive management opportunities are available. Prior sales experience is welcome, but not necessary. We work with business owners to augment their benefit packages by implementing Aflac programs and educating the employees about our programs. A career with Aflac encompasses marketing, sales, customer service, human resources and entrepreneurship. If you are looking for a career with a top company, that still lets you be your own boss, do not pass this one by. How We Support Our Associates: · Brand awareness/advertising campaign · Associate customer service toll-free numbers · Professional orientation, training, and certifications · Professional field marketing materials · The latest in sales automation technology Requirements: · Must be ambitious and self-motivated. · Must be a success-driven self-starter. · Must be articulate and project a presence of success. · Must be able to communicate well with others and enjoy working with people. Benefits: Aflac’s stock bonus program allows career associates to participate in the company's growth, profitability and success as a stockholder. Renewals for life · Aflac's Associate Bonus Club (ABC) rewards associates for recruiting new members to the field force. · Aflac associates have the opportunity to join the National Association of Professional Agents (NAPA). Training Program: **Aflac Fortune 200 Company World Class Training Program - Industry Leader** Note: If you are trainable, prior sales experience is not necessary.
Application Instructions: Please submit resume to aflacchicagosouth@gmail.com.
Contact: Mike Yurczyk
Address: 1601 W 55th Street La Grange Highlands, La Grange Highlands, IL 60525
Phone: (320) 293-2183
Fax: Aflac
Email: aflacchicagosouth@gmail.com

Job ID: 3105010
School Job ID: MVCC
Expires: 10/18/2013
Job Title: Office Assistant - Part-Time - Palos Hills, IL
Company: Steven Bezanis Agency
Job Type: Part Time
Degrees Wanted: Diploma, License
Majors Wanted: Office Assistant
Job Target: Insurance
Location: Palos Hills, IL 60465  
Salary: $10.00 per hr.  

Job Description: We are seeking a part-time office assistant 15 hours per week. The duties and responsibilities are as follows: Good communication skills are very important. Ability to perform follow up billing calls; Must have excellent Data Entry skills; Sales experience is preferred. Insurance License is preferable but is not required.  

Application Instructions: Please send resume to sbezanis@amfam.com  

Contact: Steve Bezanis  
Address: 10544 S. Roberts Road, Palos Hills, IL 60465  
Phone: 708-974-2060  
Email: sbezanis@amfam.com  

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Job ID: 3168389  
Expires: 08/12/2014  
Job Title: Collections Representative / Debt Recovery / AR Management  
Company: Brown & Joseph, Ltd.  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Insurance  
Location: IL  
Salary:  

Job Description: Brown ad Joseph is one of the fastest growing accounts receivable firms in the U.S. focusing on the recovery of the most profitable industries in collections. (Commercial Insurance, Life & Health Insurance Advertising, Transportation and International Credit Collections.) Our senior staff has the potential to earn an average of $60K-$70K per year with salary and bonus. The better you are the more money you will make!!! We have Collection positions available in our Rolling Meadows, IL location. We are looking for a motivated self-starter with good communication skills. Experience is a plus but is not always necessary as you will be trained by some of the best in the business. If you are smart and you are a good communicator and want to work we are the place for you. Offering a highly competitive base pay with bonus potential. Employment includes an excellent benefits package. If you really want to make your last move to a great company than please email or fax us your resume. Brown and Joseph, Ltd. an A.M. Best, Rated, Recommended Expert Services Provider to the Insurance industry.  

Job Requirements: ·Strong written and verbal communication skills. ·Must be PC literate; MSOffice skills (Word, Excel, Outlook). ·Must be willing to learn and adhere to rules, regulations and laws pertaining to our Industry  

Application Instructions: We are an equal opportunity employer. Please Fax your resume to: (847) 758-3020 or please send to hr@brownandjoseph.com
Contact: Hiring Manager
Address: 2550 West Golf Road Suite 300, Rolling Meadows, IL 60008
Phone: 8477583000
Fax: 8477583020
Email: hr@brownandjoseph.com
Apply Online: http://www.brownandjoseph.com/search?searchphrase=all&searchword=Apply%20online

Job ID: 3171196
Expires: 09/13/2013
Job Title: Medical Case Manager
Company: RSA Medical
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Insurance
Location: Naperville, IL 60563
Salary: based on experience level

Job Description: · Receives inbound calls from insurance applicants, reviews the case file and completes a medical interview to obtain the required information as designated by the TeleMed interview system. · Uses a consultative approach supported by medical knowledge and defined policies and procedures to uncover and collect additional critical details (calculated, expanded questioning) regarding conditions, treatment, medication usage, recovery etc. · Proactively serves as an advocate to assist the applicant in the collection of vital medical information by contacting medical care facilities and medical offices, physicians etc. to obtain information required to fully complete the medical interview. · Acts as a courteous, professional medical representative and customer advocate to obtain necessary information, document collected information efficiently and credibly to ensure a complete and accurate medical interview is completed and filed with the insurance carrier. · Responsible for following defined policies, procedures and standards for professional conduct, the MCM must perform within Quality standards to ensure consistent, accurate, professional client engagements. · Acts in compliance with all HIPAA guidelines and standards of care in client interactions. Uses good judgment, tact and compassion to handle the delicacy of exchanging personal health information and the · Adheres to a designated work schedule and consistently works schedule as expected in accordance with company attendance policy. · Maintains a consistent knowledge of all Client programs which he/she has been trained on. Willingly accepts additional training to expand skills to become capable of servicing a higher number of clients across varying client programs. · Accepts responsibility for actions and executes transactions with the knowledge that every interview is confidential and information obtained requires extreme accuracy as the information collected generates legal documents which are filed with the insurance carrier. · Works accurately and efficiently to maximize service to clients. Adheres to designated guidelines for phone availability and works to become highly
proficient with client call transactions to assist the highest number of clients possible per day. · Takes ownership of Client issues, identified system or procedural issues which are creating a negative experience for the client, are impacting their ability to perform the job efficiently or with the right level of quality. Communicates these issues through their Team leader or a Floor manager to ensure the issues are addressed. · Approaches the job with a focus on quality and completing cases each day with the objective to follow policies and procedures consistently while learning and becoming more and more efficient to complete the maximum number of interviews in the shortest possible time. · Works interactively with their Team Leader to discuss their own performance, obtain guidance as needed and grow their skills to continually achieve a higher level of quality and a higher Interview completion rate. · Acts as an owner of the company and expects their peers to follow company policies, procedures, standards for quality and Standards for patient care. Addresses issues directly with peers who are not acting in the best interests of the Client, the Team or RSA OR informs their Team Leader of the issues.

**Job Requirements:** · Works from a solid medical foundation - able to assess, respond and articulate information related to medical interviews and processes that support the business' medical transactions. · Able to project professionalism and courtesy, maintain composure and positive approach (even in stressful situations) through face-to-face interactions, oral and written communications. · Excellent oral and written communication skills with ability to give clear direction, and to motivate others. · Capable with the Microsoft Office Suite applications and all in house customer management software applications. · Self-motivated, works proactively to ensure customers are serviced efficiently within departmental standards. · The position requires sustained periods of sitting and physical interaction with a desktop computer which uses hands to finger, handle, and type or feel to initiate keyboard data entry and computer interaction. Reaches with hands and arms and is subject to repetitive motion. · Movement from one location to another throughout the office facility to attend meetings, training sessions in varied locations. · Use close and distance vision to adjust focus while viewing a computer display and reading paper based documents. · Talks and listens and interprets voice communication of varying quality during extensive telephone conversations/telephone usage via a headset equipped telephone. · Able to dial a telephone and press telephone set buttons to initiate telephone actions. · Able to write legibly to complete paper documents.

**Application Instructions:** Visit www.rsamedical.com to view complete posting and apply for position if interested. In the 'how did you hear' question, please respond 'other'; enter code PCCCNET in the drop down below.

**Contact:** Peggy Collier  
**Address:** 2135 Citygate Lane, Naperville, IL 60563  
**Phone:** 630.718.7830

**Job ID:** 3171932  
**Expires:** 09/13/2013  
**Job Title:** Agency Sales Support  
**Company:** American Family Insurance  
**Job Type:** Full Time, Part Time
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Insurance  
**Location:** IL 60646  
**Salary:** $8.00 - $1300/ Hr  

**Job Description:** Agency Sales Support Specialists are hired by Agents to assist in producing appointments, applications and sales through lead generation and follow up. This position lets you get a feel for a career as an Agent without the commitment of owning the business - it is a great opportunity to learn from and work alongside a successful entrepreneur. You'll receive training and support as you handle a full scope of responsibilities, including customer relations, sales Sales and Marketing ·Coordinate agency prospecting through direct mail, company prospecting programs and Personal Insurance Reviews. ·Understand products, procedures and best practices for promoting policy growth and retention ·Schedule/confirm appointments for agent ·Achieve individual production goals as established by agent Customer Relations ·Discuss insurance product offerings with current and potential customers ·Maintain high customer service standards to attract and retain customers ·Advise customer of claims and billing policies and procedures as needed ·Respond to inquiries, issues and complaints Agency Office Operations ·Administer office practices and procedures ·Maintain information in the agency's customer database for future follow up ·Manage agency correspondence as required ·Continue to maintain and develop knowledge of American Family products and services and support efforts to increase agent business Job Requirements Qualified candidates will possess: ·Outstanding sales and relationship skills ·Experience in telemarketing or other sales environment with demonstrated persuasion skills ·Licenses in property, casualty, health and life (or these must be obtained in order to continue employment with the agency) ·Prior insurance experience is not required ·Organization, prioritization, and multi-tasking skills ·Demonstrated oral and written communication skills ·PC skills; experience with Windows-based computer applications a plus ·Ability to learn American Family products, services, and computer systems ·A minimum of a High School diploma or equivalent ·Clean credit ·Acceptable driving record  

**Contact:** Tony S. Lazzar  
**Address:** 6222 N Pulaski, Chicago, IL 60646  
**Phone:** 773-853-0888  
**Fax:** 773-853-0891  
**Email:** tlazzar@amfam.com  

**JOURNALISM**  

**Job ID:** 3174978  
**Expires:** 09/15/2013  
**Job Title:** Assistant Editor  
**Company:** Scranton Gillette Communications, Inc.  
**Job Type:** Full Time, Internship
Degrees Wanted: Associates, Bachelors
Majors Wanted:
Job Target: Journalism
Location: Arlington Heights, IL 60005
Salary:
Job Description: Scranton Gillette Communications, a leader in business to business communications is offering an exciting opportunity for an Assistant Editor at our corporate headquarters in Arlington Heights, Illinois. We reach over 1 million professionals monthly through our trade publications, websites, newsletters and other electronic media. The assistant editor is responsible for researching, writing, and editing features and columns for the magazines, newsletters, websites and custom publishing projects. The position includes assisting in the production phases by helping with design, layout and proofing of issues. Qualified candidates will have a Bachelor's degree in Journalism (or similar discipline, or comparable experience) and have strong interpersonal and communication abilities. Excellent writing, editing and interviewing skills is required. Computer literacy in a MAC environment and related software is also required. Knowledge of production, printing and design is a plus. Familiarity with HTML and SEO is a plus. We offer a full benefits package which includes medical, dental and company paid life insurance, a company match 401(k)/Roth 401(k)/Profit Sharing plan and a generous PTO plan. We are located in the northwest suburban Arlington Heights, accessible via the Metra Harvard line. Upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com
Application Instructions: Upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com
Contact: Caryn Weaver
Address: 3030 W. Salt Creek Lane Suite 201, Arlington Heights, IL 60005
Phone: 8473911006
Fax: 8472981227
Email: humanresources@sgcmail.com
Apply Online: http://www.scrantongillette.com/current-openings

JOURNALISM - PRINT

Job ID: 3174966
Expires: 09/15/2013
Job Title: Assistant Editor
Company: Scranton Gillette Communications, Inc
Job Type: Co-op, Full Time
Degrees Wanted: Bachelors
Majors Wanted: Journalism/Mass Communication
Job Target: Journalism - Print
**Location:** Arlington Heights, IL 60005  
**Salary:**  
**Job Description:** Scranton Gillette Communications, a leader in business to business communications is offering an exciting opportunity for an Assistant Editor at our corporate headquarters in Arlington Heights, Illinois. We reach over 1 million professionals monthly through our trade publications, websites, newsletters and other electronic media. The assistant editor is responsible for researching, writing, and editing features and columns for the magazines, newsletters, websites and custom publishing projects. The position includes assisting in the production phases by helping with design, layout and proofing of issues. Qualified candidates will have a Bachelor's degree in Journalism (or similar discipline, or comparable experience) and have strong interpersonal and communication abilities. Excellent writing, editing and interviewing skills is required. Computer literacy in a MAC environment and related software is also required. Knowledge of production, printing and design is a plus. Familiarity with HTML and SEO is a plus We offer a full benefits package which includes medical, dental and company paid life insurance, a company match 401(k)/Roth 401(k)/Profit Sharing plan and a generous PTO plan. We are located in the northwest suburban Arlington Heights, accessible via the Metra Harvard line. Upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com  
**Application Instructions:** Apply online http://www.scrantongillette.com/current-openings  
**Contact:** Caryn Weaver  
**Address:** 3030 W Salt Creek Ln Suite 201, Arlington Heights, IL 60005  
**Phone:** 8473911006  
**Apply Online:** http://www.scrantongillette.com/current-openings

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**Job ID:** 3174978  
**Expires:** 09/15/2013  
**Job Title:** Assistant Editor  
**Company:** Scranton Gillette Communications, Inc.  
**Job Type:** Full Time, Internship  
**Degrees Wanted:** Associates, Bachelors  
**Majors Wanted:**  
**Job Target:** Journalism - Print  
**Location:** Arlington Heights, IL 60005  
**Salary:**  
**Job Description:** Scranton Gillette Communications, a leader in business to business communications is offering an exciting opportunity for an Assistant Editor at our corporate headquarters in Arlington Heights, Illinois. We reach over 1 million professionals monthly through our trade publications, websites, newsletters and other electronic media. The assistant editor is responsible for researching, writing, and editing features and columns for the magazines, newsletters, websites and custom publishing projects. The position includes assisting in the production phases by helping with design, layout and proofing of issues. Qualified
candidates will have a Bachelor's degree in Journalism (or similar discipline, or comparable experience) and have strong interpersonal and communication abilities. Excellent writing, editing and interviewing skills is required. Computer literacy in a MAC environment and related software is also required. Knowledge of production, printing and design is a plus. Familiarity with HTML and SEO is a plus. We offer a full benefits package which includes medical, dental and company paid life insurance, a company match 401(k)/Roth 401(k)/Profit Sharing plan and a generous PTO plan. We are located in the northwest suburban Arlington Heights, accessible via the Metra Harvard line. Upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

**Application Instructions:** Upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

**Contact:** Caryn Weaver

**Address:** 3030 W. Salt Creek Lane Suite 201, Arlington Heights, IL 60005

**Phone:** 8473911006

**Fax:** 8472981227

**Email:** humanresources@sgcmail.com

**Apply Online:** [http://www.scrantongillette.com/current-openings](http://www.scrantongillette.com/current-openings)

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### LAND USE/ENVIRONMENTAL PLANNING

**Job ID:** 3170367

**Expires:** 09/12/2013

**Job Title:** JR Plant Manager

**Company:** Loop Paper Recycling

**Job Type:** Full Time

**Degrees Wanted:** Associates, Bachelors

**Majors Wanted:** Business Management, Construction Management, Industrial Electrician, Small Business Management, Welding

**Job Target:** Land Use/Environmental Planning

**Location:** Northlake, IL 60164

**Salary:** $35,000-$38,000

**Job Description:** Plant Manager/Supervisor Job Description/Duties The job of the plant Manager/Supervisor will include, but not be limited to the following items; 1. Every Monday morning, due at 8:00am to accounting department, is the detail physical inventory of all Paper, plastic, skids, fuel, wire and any other containers/items on hand. 2. Every morning the daily summary inventory is due to the Operations Manager, Shipping/Receiving Supervisor and accounting to ensure inventories are being maintained. 3. Every morning the daily production reports are due to the Operations Manager, Shipping/Receiving Supervisor and accounting to ensure plant operations are staying consistent. 4. Every morning, the daily fuel usage sheet is due to the shop manager/supervisor and accounting to ensure the fuel is being properly used and tracked through the plant. 5. Every morning, the 'daily asset checklist' is due to the Operations
Manager, Shipping/Receiving Supervisor and accounting to ensure each asset is properly being maintained and is functional. 6. Every Monday, due by 10:00am to the shop manager/supervisor is the hours & miles recap sheet for all machinery used in the plant. At that point, plant manager/supervisor should review open work orders list to see what is due for PMA, PMB, and PMC. (Balers, Lift Trucks, Wheel Loaders, Skid Steers, etc.) 7. Every Monday, complete and turn in to the HR department your plant's weekly payroll along with each employee's timecard (signed off on). 8. The first Monday of each month you must complete and submit to your general/operations manager, accounting and HR your facility inspection checklist which requires you to inspect all areas inside and out of facility and note any deficiencies in the designated areas. a. Each plant manager/supervisor should reference his/her corporate coverage binder which is OSHA certified. 9. Every Monday, coordinate with the shipping/receiving supervisor the schedule of what is going out for the week and what is coming in to best knowledge. This should be done daily as well to make sure the Monday expectations are being met and inventory is maintained properly. a. At this time you will also set your schedule for what commodities will be ran and when in order to keep the bins clean and be ready for corresponding outbound loads. 10. Maintain a constant presence on the floor with laborers at all times. 11. Have a conversation first thing every morning with each plant operator to discuss what needs to be done throughout the day and what is coming in and going out so they can work as efficient as possible and are ready for everything that comes through the plant that day if you are to get tied up outside of the plant. 12. Friday morning the review to the weekly book (recap) is due to the Operations Manager and accounting to ensure the prior week has been recapped and discussed with these people and ways of improving all trouble areas of the plant's operations are implemented. 13. Constantly observe the laborers and plant operations to assure that all safety guidelines are being followed. 14. The first Friday of every month you must have your monthly safety meeting with all laborers. This is to follow all OSHA regulations 15. Maintain open lines of communication and have a daily conversation with your Operations Manager first thing every day. 16. The Plant Manager/Supervisor is also responsible to maintain tons per man hour per budget, and operating costs per budget to the job description. a. These numbers will vary depending on which plant is being maintained however, utilizing the daily interaction and weekly reports you should be able to keep the tons processed per man hour as well as your operating costs per ton on line with the budgeted numbers on a weekly basis.

**Application Instructions:** Please email all resumes to hr@recyclingit.com

**Contact:** Human Resources  
**Address:** 301 W. Lake Street, Northlake, IL 60164  
**Phone:** 312-942-0042  
**Fax:** 312-942-2611  
**Email:** hr@recyclingit.com

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**LANDSCAPING/GROUNDSKEEPING**

**Job ID:** 3101165  
**Expires:** 09/23/2013  
**Job Title:** Grounds Keeper/Landscaper
Company: Eisenhower Public Library  
Job Type: Internship, Part Time, Seasonal, Volunteer, Work Study  
Degrees Wanted: Associates, Certificate, Diploma  
Majors Wanted: Landscape Design & Maintenance  
Job Target: Landscaping/Groundskeeping  
Location: Harwood Hts., IL  
Salary: Discussed at interview(hourly)  
Job Description: Hours are flexible. Current plants need up keep. Open to new plants and landscape design. General landscape maintenance. Possible snow removal in winter. Very open to ideas and suggestions.  
Application Instructions: Please call to set up an interview and to fill out application.  
Contact: Tom Heller  
Address: 4613 N. Oketo, Harwood Hts., IL 60706  
Phone: 708 867-7828 ext. 2251

**LAW ENFORCEMENT/SAFETY/SECURITY**

Job ID: 3097512  
Expires: 09/23/2013  
Job Title: Security Guard  
Company: Eisenhower Public Library  
Job Type: Part Time  
Degrees Wanted: Certificate  
Majors Wanted: Corrections/Law Enforcement/Armed Security  
Job Target: Law Enforcement/Safety/Security  
Location: Harwood Hts., IL  
Salary: Discussed at interview(hourly)  
Job Description: Patrol around our building. Handle rude or misbehaving patrons. Keep watch for any vandalism. Ect.  
Job Requirements: Prior experience or certificate will be accepted.  
Application Instructions: Please call to set up an interview and to fill out application.  
Contact: Tom Heller  
Address: 4613 N. Oketo, Harwood Hts., IL 60706  
Phone: 708 867-7828 ext. 2251

Job ID: 3153921  
Expires: 08/30/2013  
Job Title: Security Officer
Company: Guardian Security Services  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Law Enforcement/Safety/Security  
Location: Blue Island, IL 60406  
Salary:  
Job Description: Job Skills/Requirements  
Must be a minimum of 21 years of age. Possess a high school diploma or the equivalent and provide us with a copy. Must be able to pass our pre-employment screening process including an in-depth criminal background investigation. Must disclose all criminal convictions and any criminal charges currently pending in the court system. Be mature in demeanor, personality and attitude. Possess strong communication skills, both verbally and written, Have a stable work history. Maintain an impeccable image and adhere to our professional grooming standards. No visible tattoo(s) which cannot be covered up with a short sleeve shirt and pants. Possess strong customer service and public relation skills, and be able to interact well with people of diverse cultures and backgrounds Must maintain a working telephone at all times in order for us to contact you. Must have a reliable means of transportation. Must have a valid Permanent Employee Registration Card (PERC) or willing to apply for one. Must have a 20-hour training certificate or complete training within 30 days of employment. Willingness and ability to work weekends, holidays, and cover additional shifts as required by client needs.  
Application Instructions: TO BE CONSIDERED FOR AN EMPLOYMENT OPPORTUNITY WITH GUARDIAN SECURITY SERVICES, YOU MUST APPLY ON OUR WEBSITE: GUARDIANSECURITYINC.COM/CAREERS  
Contact: Judy Heslin  
Address: 3300 West 127th Street, Blue Island, IL 60406  
Phone: 708-385-3300  
Fax: 708-385-0656  
Email: hr@guardiansecurityinc.com  
Apply Online: http://guardiansecurityinc.com/careers
Salary:

Job Description: Job Skills/Requirements Must be a minimum of 21 years of age. Possess a high school diploma or the equivalent and provide us with a copy. Must be able to pass our pre-employment screening process including an in-depth criminal background investigation. Must disclose all criminal convictions and any criminal charges currently pending in the court system. Be mature in demeanor, personality and attitude. Possess strong communication skills, both verbally and written. Have a stable work history. Maintain an impeccable image and adhere to our professional grooming standards. No visible tattoo(s) which cannot be covered up with a short sleeve shirt and pants. Possess strong customer service and public relation skills, and be able to interact well with people of diverse cultures and backgrounds. Must maintain a working telephone at all times in order for us to contact you. Must have a reliable means of transportation. Must have a valid Permanent Employee Registration Card (PERC) or willing to apply for one. Must have a 20-hour training certificate or complete training within 30 days of employment. Willingness and ability to work weekends, holidays, and cover additional shifts as required by client needs.

Contact: Judy Heslin
Address: 3300 West 127th Street, Blue Island, IL 60406
Phone: 708-385-3300
Fax: 708-385-0656
Apply Online: http://guardiansecurityinc.com/careers

Job ID: 3166973
Expires: 09/08/2013
Job Title: Part-time Building Monitor
Company: Des Plaines Public Library
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Law Enforcement/Safety/Security
Location: Des Plaines, IL 60016
Salary: $12.24 hour
Job Description: Duties include maintaining the safety and security of the building and responding to patron problems and emergencies. Must have High School Degree and two years security experience. Must have a valid driver's license. Hours are Mondays 6:00 p.m. - 9:30 p.m. and every fifth weekend, Saturday, 8:30 a.m. - 5:30 p.m. and Sunday, 12:30 p.m. - 5:30 p.m. Must be flexible.

Application Instructions: Mail complete application to the attention of Carol Kidd, email to jobs@dppl.org or visit http://dppl.org/about_dppl/jobs.shtml for details.

Contact: Carol Kidd
Address: 1501 Ellinwood Street, Des Plaines, IL 60016
LOGISTICS

Job ID: 3128837
Expires: 09/09/2013
Job Title: Part Time Package Handler
Company: UPS
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Logistics
Location: Palatine and others, IL
Salary:

Job Description: UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 1/2 - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Package Handlers receive an hourly rate of $8.50 - $9.50. UPS part-time employees also receive an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 1/2 - 20 hours per week. Employees can expect to take home between $110.00 and $150.00 each week after deductions have been taken for taxes, etc. UPS provides an excellent employment opportunity for students. Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to $1,500 per semester / $3,000 per year with a maximum lifetime benefit of $15,000. This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn & Learn program on your first day of work.

Contact:
Jeffrey Rodriguez
Address: 2100 N Hicks rd, Palatine, IL 60074
Phone: 847-705-6025
Email: jrodriguez@ups.com
Apply Online: http://www.upsjobs.com

MAINTENANCE AND REPAIR - AIRCRAFT

Job ID: 3166136
Expires: 09/08/2013
**Job Title:** Field Service Technician  
**Company:** Factory Cleaning Equipment  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Maintenance and Repair - Aircraft  
**Location:** Aurora, IL 60502  

**Salary:**

**Job Description:** Field Service Technician Started in 1994, Factory Cleaning Equipment, Inc. has grown to be the largest supplier of sweepers and floor scrubbers. This was accomplished by having great service, great machines, and the fastest parts delivery in the industry. Factory Cleaning Equipment, Inc. offers a complete line of floor cleaning equipment from small walk-behind machines to large ride-on combination sweeper/scrubbers. Our service personnel are factory-trained to repair all makes and models of floor cleaners. We are looking for a Technician in our Aurora, IL location with experience in hydraulic systems, gasoline and propane powered engines, and electrical repair. Candidate should have strong electrical, mechanical, and customer service background. High levels of electrical hydraulic, engine, and mechanical diagnostic skills are required. Responsibilities include: · Timely resolution of open calls with consideration given for time sensitive locations. · Clear understanding of mechanical, electro-mechanical, servo-electric, electrical, and hydraulic control devices. · Must be able to work independently, determine steps needed to complete the task given and accomplish same. · Must have own tools, specialty tools will be furnished by the company. Other Details: Applicants must be over 21 years old and have a clean driving record. Candidates must be able to pass the pre-employment drug screen and criminal background check. Compensation: Our benefit package is based on experience. Full benefit package includes hourly salary, medical/dental/life insurance, long-term disability, paid vacations/holidays, IRA retirement plan, stocked truck, cellular telephone, and more!

**Application Instructions:** Please e-mail resume to address provided. If your resume is approved, we will contact you for an interview. Pay will be based on experience and work schedule (internship, part time or full time) starting at $12/hr and up.

**Contact:**  
**Address:** 1578A Beverly Ct., Aurora, IL 60502  
**Email:** fax@thesweeper.com

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**MAINTENANCE AND REPAIR - ELECTRICAL AND ELECTRONIC**

**Job ID:** 3126197  
**Expires:** 12/31/2013  
**Job Title:** Controls Technician  
**Company:** Wrigley Manufacturing Company, LLC  
**Job Type:** Full Time
Degrees Wanted: Diploma
Majors Wanted: Any Major
Job Target: Maintenance and Repair - Electrical and Electronic
Location: Yorkville, IL 60560
Salary:
Job Description: Role Purpose: Fully trained technician that independently maintains, troubleshoots, and repairs the mechanical, electrical, and controls systems of production and ancillary equipment (including downstream & some facilities related) in their assigned area of Processing, Packaging, or P.A.T Departments. In addition, trains and develops the skills of 2 other maintenance technician personnel in electrical troubleshooting. Position Description: The Controls Technician will plan and perform a variety of production related duties requiring an expert degree of knowledge and skill as identified in the Maintenance Technician Skills Matrix. This position will provide electrical and controls support to the assigned department in addition to performing preventative and predictive maintenance. However, the following additional knowledge, skills and abilities, and responsibilities are required: 1. Fully qualified on all equipment in assigned area of responsibility to include operation, troubleshooting, and repair. 2. Independently troubleshoot all electrical control equipment in the assigned department. 3. Possesses specialized skill sets to include: HMI, PLC, VFD, Servos, and Network Interface. 4. Supports the Engineering Department in the electrical aspects of equipment installations.
Essential Job Functions: · Functions independently in electrical controls on assigned equipment. · Safety/Good Manufacturing Practices (GMP) Leader in adhering to safe work practices; Lockout Tagout (LOTO), Confined Space, and all other plant safety requirements related to supporting machinery. · Hold team members accountable to adhere to safety & GMP practices. · Will plan and conduct preventative maintenance and work orders independently. · Support Operations by training Mechanics and Operators in autonomous maintenance (AM) and preventative maintenance (PM) activities. · Uses higher level TPM tools to include: 5-Why Analysis, Planned, Predictive, Condition Based, and Time Based Maintenance Activities. · SME-level knowledge of electrical schematics and ability to maintain, update, and teach application to MT-B level Mechanics. · Implement small scope projects in their assigned areas under the supervision of a control technician-A. · Make improvements as required to electrical PM's on various manufacturing and packaging equipment, electrical panels, and document activities (WO's/PM's) using computerized maintenance management system (SAP Plant Maintenance). · Participate in PM Pillar Projects as assigned. · Document software or hardware areas of weakness for future project upgrades. · Recognized as having a special skill in Electrical Controls area of responsibility. · Effectively communicate with peers, supervisors, and upper management on a daily basis, and be willing to provide support where needed and complete other duties as assigned by Team Leader. Job Requirements: · High School Diploma or Secondary Diploma · Technical Certificate or Equivalent Experience · Minimum of 3 years maintenance experience in a manufacturing environment. · Minimum of 1 year Siemens S7 PLC programming and troubleshooting experience. · Ability to work independently while troubleshooting and repairing electrical and controls problems on all equipment in assigned department. · Functions as the Subject Matter Expert (SME) with the ability to use PLC to troubleshoot and calibrate electrical components; including identifying faulty equipment for all assigned equipment. · Self motivated and works independently to solve problems and implement solutions. · Maintains good
interpersonal skills and develops good working relationships with peers and all levels of management. Note: This position is 3rd Shift.

**Application Instructions:** Please apply online. Thank you!

**Contact:** Khalilah Lyons

**Address:** 2800 North Route 47, Yorkville, IL 60560

**Phone:** 6305534629

**Email:** khalilah.lyons@wrigley.com


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**Job ID:** 3155657

**Expires:** 08/31/2013

**Job Title:** maintenance mechanic

**Company:** Power Packaging an Exel Co.

**Job Type:** Full Time

**Degrees Wanted:** Associates

**Majors Wanted:** Applied Manufacturing, Electronics Technology, Industrial Electrician, Welding

**Job Target:** Maintenance and Repair - Electrical and Electronic

**Location:** batavia, IL 60510

**Salary:** 18-24 experience based

**Job Description:** performs preventive and corrective maintenance duties on high speed packaging equipment on the second shift. ability to utilize electrical diagrams to troubleshoot with multimeter voltages ranging from 5 vdc to 100 vdc and 24 vac up to 480 vac. skills such as welding, hvac, plc and machining are very useful.

**Application Instructions:** Contact hiring manager at 630-326-2915 or email richard.e.mejia@powerpackaging.com

**Contact:** Richard Mejia

**Address:** 1200 N. Raddant Road, Batavia, IL 60510

**Phone:** 630-326-2915

**Email:** richard.e.mejia@powerpackaging.com

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**Job ID:** 3180001

**Expires:** 09/19/2013

**Job Title:** Maintenance Technician

**Company:** Graham Packaging Company

**Job Type:** Full Time

**Degrees Wanted:** Associates, Certificate, Diploma

**Majors Wanted:** Any Major
Job Target: Maintenance and Repair - Electrical and Electronic

Location: West Chicago, IL 60185

Salary:

Job Description: Essential Duties and Responsibilities include full knowledge of the following requirements as well as other duties may be assigned: 1. Follow all established safety, health, quality GMP. 2. Follow all established policies, procedures and recognized practices. 3. Must be able to pass all requirements to become an "Electrically Authorized" employee in accordance with the corporate "NFPA 70E and Electrical Safety Training Program.” 4. Participate in continuous quality improvement projects and other related activities as assigned. 5. Perform regular lubrication and checks of all equipment and systems in accordance with preventative maintenance schedules. 6. Visually inspect and test machinery and equipment. 7. Identify malfunctioning machines or equipment and discusses machine operation variations with teammates and management to diagnose problem or repair machines. 8. Informs management of any parts usage so inventories can be maintained. 9. Perform regular checks on all building equipment such as boiler, sprinkler system, pumps, chillers, compressors and power systems. 10. Perform repair on all production equipment such as case sealers, trimmers, blow molder extruder, conveyor systems and material loading and unloading as required. 11. Must be able to understand and troubleshoot fluid power circuits and make necessary repairs. 12. Troubleshoot electrical and PLC problems on equipment using appropriate documentation and schematics and make necessary repairs. 13. Install electrical wiring systems to handle required loads for various pieces of equipment, installing proper safety device and providing for necessary outlets and switches.

Application Instructions: email resumes to elviabetty.guerrero@grahampackaging.com

Contact: Betty Guerrero

Address: 1275 Nuclear Drive 1445 Northwest Avenue, West Chicago, IL 60185

Phone: 630-562-5970

MAINTENANCE AND REPAIR - HEAVY EQUIPMENT

Job ID: 3042935

Expires: 08/29/2013

Job Title: Maintenance Mechanic

Company: Wrigley Manufacturing Company, LLC

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Maintenance and Repair - Heavy Equipment

Location: Yorkville, IL 60560

Salary:

Job Description: Ability to troubleshoot various advanced pneumatic, mechanical and hydraulic systems at the component level on all equipment; i.e. high-speed stick wrapping, tray forming,
date coding, over wrapping, case packing, sealing, sorting and automated palletizing robot machinery, with training and minimal guidance. Properly maintain and repair equipment in a very fast paced and high production work environment, while prioritizing multiple mechanical and administrative required tasks, on a consistent basis. ESSENTIAL DUTIES AND RESPONSIBILITIES (each item should account for 10% or more) - Capable of troubleshooting, repairing, overhauling equipment within close tolerances, routine electrical and mechanical problems on packaging equipment with minimal guidance, conduct preventative maintenance, and support Operations in equipment setup, changeover, and training operators in Autonomous Maintenance (AM) activities. - Perform all mechanical Preventative Maintenance (P.M.s) on assigned high-speed wrapping and / or packaging equipment; then document Work Orders (WO)/PM's using computerized maintenance management system (SAP-PPM Plant Maintenance). - Effectively communicates with machine operators, peers, supervisors, and all levels of management on a daily basis. - Willingness to provide enthusiastic support where needed and complete other duties as assigned by Team Leader. - Demonstrates engagement in Total Productive Maintenance (TPM) Theory and Concepts, participation in Pillar Teams, training fellow Mechanics / Operators in AM activities, and conducts Breakdown Analysis. Understand and adhere to Lock Out Tag Out (LOTO), Confined Space, and all other plant safety/GMP requirements related to supporting machinery uptime. - Possess essential personal tools needed to support mechanical ability. DECISION MAKING AUTHORITY, RECOMMENDATIONS AND IMPACT - Determine and implement corrective actions, adjustments or other necessary repairs, as trained, and as required to meet or exceed production / quality standards. - Replace and/or repair equipment parts when they fail to function properly, as trained, as required to meet or exceed production / quality standards. - Dictate necessary instruction and/or direction with fellow peers and machine operators to resolve non-mechanic problems in a manner that promotes a culture of team work, collaboration and achievement of goals. - Recommend, test and implement equipment modifications or improvements for increased reliability and performance, following required authorization protocol from direct supervisor. QUALIFICATIONS Education/Training Minimum: High School Diploma or Equivalent. Preferred: Click here to enter text. If formal education would assist in the performance of the job enter the type of education preferred. Related Experience/Requirements: Minimum: Technical school machinist background or 3 years equivalent work experience required. Preferred: Technical certifications and 5 years equivalent work experience required. Knowledge/Skills/Abilities: Minimum: - Possess a fundamental understanding of electrical, hydraulic, and pneumatic schematics, and mechanical drawings in order to solve problems in a timely manner. - Willingness to develop required technical skills in Welding, Basic Machinist, and Fabrication / Layout skill sets. Preferred: - Possess an advanced understanding of electrical, hydraulic, and pneumatic schematics, and mechanical drawings in order to solve problems in a timely manner. - Technical certification in: Welding, Advanced Machinist skills and Fabrication/Layout skill sets. --- Ability to work a flexible schedule as needed to support of in-week and / or week-end production and maintenance requirements. Physical Requirements: - Frequent lifting/carrying (10-50 lbs.). - Frequent pushing/pulling (50-200 lbs.) - Frequent handling/gripping/bending/stooping - Ability to work at elevated heights off a ladder or platform, climb stairs, leaning over equipment. - Ability to stand and / or work on feet for extended periods (minimum eight hours in one shift). - Physical strength and proficiency with the use of hand and power tools.
Contact: Khalilah Lyons
Address: 2800 North Route 47, Yorkville, IL 60560
Phone: 6305534629

Job ID: 3126197
Expires: 12/31/2013
Job Title: Controls Technician
Company: Wrigley Manufacturing Company, LLC
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted: Any Major
Job Target: Maintenance and Repair - Heavy Equipment
Location: Yorkville, IL 60560
Salary:

Job Description: Role Purpose: Fully trained technician that independently maintains, troubleshoots, and repairs the mechanical, electrical, and controls systems of production and ancillary equipment (including downstream & some facilities related) in their assigned area of Processing, Packaging, or P.A.T Departments. In addition, trains and develops the skills of 2 other maintenance technician personnel in electrical troubleshooting. Position Description: The Controls Technician will plan and perform a variety of production related duties requiring an expert degree of knowledge and skill as identified in the Maintenance Technician Skills Matrix. This position will provide electrical and controls support to the assigned department in addition to performing preventative and predictive maintenance. However, the following additional knowledge, skills and abilities, and responsibilities are required: 1. Fully qualified on all equipment in assigned area of responsibility to include operation, troubleshooting, and repair. 2. Independently troubleshoot all electrical control equipment in the assigned department. 3. Possesses specialized skill sets to include: HMI, PLC, VFD, Servos, and Network Interface. 4. Supports the Engineering Department in the electrical aspects of equipment installations.

Essential Job Functions:
- Functions independently in electrical controls on assigned equipment.
- Safety/Good Manufacturing Practices (GMP) Leader in adhering to safe work practices; Lockout Tagout (LOTO), Confinned Space, and all other plant safety requirements related to supporting machinery. • Hold team members accountable to adhere to safety & GMP practices. • Will plan and conduct preventative maintenance and work orders independently. • Support Operations by training Mechanics and Operators in autonomous maintenance (AM) and preventative maintenance (PM) activities. • Uses higher level TPM tools to include: 5-Why Analysis, Planned, Predictive, Condition Based, and Time Based Maintenance Activities. • SME-level knowledge of electrical schematics and ability to maintain, update, and teach application to MT-B level Mechanics. • Implement small scope projects in their assigned areas under the supervision of a control technician-A. • Make improvements as required to electrical PM's on various manufacturing and packaging equipment, electrical panels, and document activities (WO's/PM's) using computerized maintenance management system (SAP Plant Maintenance). • Participate in
PM Pillar Projects as assigned. · Document software or hardware areas of weakness for future project upgrades. · Recognized as having a special skill in Electrical Controls area of responsibility. · Effectively communicate with peers, supervisors, and upper management on a daily basis, and be willing to provide support where needed and complete other duties as assigned by Team Leader. Job Requirements: · High School Diploma or Secondary Diploma · Technical Certificate or Equivalent Experience · Minimum of 3 years maintenance experience in a manufacturing environment. · Minimum of 1 year Siemens S7 PLC programming and troubleshooting experience. · Ability to work independently while troubleshooting and repairing electrical and controls problems on all equipment in assigned department. · Functions as the Subject Matter Expert (SME) with the ability to use PLC to troubleshoot and calibrate electrical components; including identifying faulty equipment for all assigned equipment. · Self motivated and works independently to solve problems and implement solutions. · Maintains good interpersonal skills and develops good working relationships with peers and all levels of management. Note: This position is 3rd Shift.

Application Instructions: Please apply online. Thank you!

Contact: Khalilah Lyons
Address: 2800 North Route 47, Yorkville, IL 60560
Phone: 6305534629
Email: khalilah.lyons@wrigley.com

Job ID: 3126837
Expires: 09/08/2013
Job Title: Maintenance Mechanic
Company: Conwed Plastics
Job Type: Full Time
Degrees Wanted: Associates, Certificate, License
Majors Wanted: Applied Manufacturing, Automotive Technology, Industrial Electrician, Welding
Job Target: Maintenance and Repair - Heavy Equipment
Location: West Chicago, IL 60185
Salary:

Job Description: Responsibilities: · Perform preventive and ongoing maintenance, mechanical repairs, troubleshoot, replace components, make adjustments and repairs keeping in mind quality, tolerances, and order of operations. · Work from schedules, work orders, manuals, blueprints, charts and instructions. · Use a variety of precision measuring devices (caliper, micrometer, voltmeter etc). · Maintain, repair and install a wide variety of machine parts, components and equipment utilized in production and building operations. No experience working with netting or plastics? If you have experience working in a manufacturing setting that required set up, troubleshooting, preventative maintenance, and repair of equipment, we would like to hear from you.
Job Requirements: Minimum Qualifications: · 2-3 years of mechanical experience · Knowledge of machine operation and tools · Basic knowledge of electrical systems/wiring · Ability to work safely · Ability to maintain a good attendance record. · Ability to lift up to 50lbs · Solid mathematical skills · Good verbal and written communication skills · Bilingual (English/Spanish) a plus

Application Instructions: To apply, please send a resume or work history, CV, cover letter etc to paul.knutson@conwedplastics.com.

Contact: Paul Knutson
Address: 390 Wegner Dr, West Chicago, IL 60185
Phone: 612-623-1705
Email: paul.knutson@conwedplastics.com

Job ID: 3141602
School Job ID: MVCC
Expires: 10/21/2013
Job Title: Mechanics-Chicago (McCook) and Wheeling, IL
Company: Holland
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Maintenance and Repair - Heavy Equipment
Location: Chicago & Wheeling, IL

Salary:
Job Description: Holland is looking to hire Mechanics at our Chicago (McCook) and Wheeling, IL locations! Currently looking to fill full time positions, 3 in Wheeling and 3 in Chicago. This is a union, full time position. Great Benefits & Pay! Candidates should have experience in general maintenance repairs of fleet equipment, including tractors, trailers and forklifts. Must be able to trouble shoot diesel engines, air brakes systems, steering, suspension and electrical. Knowledge of DOT laws. Self motivated. CDL preferred but not required. Apply at www.hollandregional.com/careers under equipment services.

Application Instructions: Apply at www.hollandregional.com/careers under equipment services.

Contact:
Phone: xxx-xxx-xxxx

Job ID: 3166136
Expires: 09/08/2013
Job Title: Field Service Technician
Company: Factory Cleaning Equipment
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Maintenance and Repair - Heavy Equipment  
Location: Aurora, IL 60502  
Salary:  
Job Description: Field Service Technician Started in 1994, Factory Cleaning Equipment, Inc. has grown to be the largest supplier of sweepers and floor scrubbers. This was accomplished by having great service, great machines, and the fastest parts delivery in the industry. Factory Cleaning Equipment, Inc. offers a complete line of floor cleaning equipment from small walk-behind machines to large ride-on combination sweepers/scrubbers. Our service personnel are factory-trained to repair all makes and models of floor cleaners. We are looking for a Technician in our Aurora, IL location with experience in hydraulic systems, gasoline and propane powered engines, and electrical repair. Candidate should have strong electrical, mechanical, and customer service background. High levels of electrical hydraulic, engine, and mechanical diagnostic skills are required. Responsibilities include: · Timely resolution of open calls with consideration given for time sensitive locations. · Clear understanding of mechanical, electro-mechanical, servo-electric, electrical, and hydraulic control devices. · Must be able to work independently, determine steps needed to complete the task given and accomplish same. · Must have own tools, specialty tools will be furnished by the company. Other Details: Applicants must be over 21 years old and have a clean driving record. Candidates must be able to pass the pre-employment drug screen and criminal background check. Compensation: Our benefit package is based on experience. Full benefit package includes hourly salary, medical/dental/life insurance, long-term disability, paid vacations/holidays, IRA retirement plan, stocked truck, cellular telephone, and more!  
Application Instructions: Please e-mail resume to address provided. If your resume is approved, we will contact you for an interview. Pay will be based on experience and work schedule (internship, part time or full time) starting at $12/hr and up.  
Contact:  
Address: 1578A Beverly Ct., Aurora, IL 60502  
Email: fax@thesweeper.com

MAINTENANCE AND REPAIR - HVAC  
Job ID: 3103272  
School Job ID: MVCC  
Expires: 09/17/2013  
Job Title: Technician - HVAC  
Company: K.C. Refrigeration & HVAC  
Job Type: Full Time  
Degrees Wanted: Certificate
Majors Wanted: Stationary Engineering
Job Target: Maintenance and Repair - HVAC
Location: Hazel Crest, IL 60429
Salary: $10 to 14 per hr based on exp
Job Description: Need to hire two Technicians with Certification. Must have own vehicle. Must be reliable, responsible, hardworking and drug free. Training will be provided if needed. Must have knowledge of Chicago and surrounding areas. Service Area: Manteno IL Northwest Indiana (Metro) Schererville IN South Suburbs, Chicago, IL (Metro)
Application Instructions: Please send resume via fax - 708-335-2605 or email - kcrefrigeration.hvac@gmail.com as soon as possible.
Contact: Raul Marquez
Address: 16818 Western Ave, Hazel Crest, IL 60429
Phone: 708-439-3811
Fax: 708-335-2605
Email: kcrefrigeration.hvac@gmail.com

Job ID: 3126197
Expires: 12/31/2013
Job Title: Controls Technician
Company: Wrigley Manufacturing Company, LLC
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted: Any Major
Job Target: Maintenance and Repair - HVAC
Location: Yorkville, IL 60560
Salary:
Job Description: Role Purpose: Fully trained technician that independently maintains, troubleshoots, and repairs the mechanical, electrical, and controls systems of production and ancillary equipment (including downstream & some facilities related) in their assigned area of Processing, Packaging, or P.A.T Departments. In addition, trains and develops the skills of 2 other maintenance technician personnel in electrical troubleshooting. Position Description: The Controls Technician will plan and perform a variety of production related duties requiring an expert degree of knowledge and skill as identified in the Maintenance Technician Skills Matrix. This position will provide electrical and controls support to the assigned department in addition to performing preventative and predictive maintenance. However, the following additional knowledge, skills and abilities, and responsibilities are required: 1. Fully qualified on all equipment in assigned area of responsibility to include operation, troubleshooting, and repair. 2. Independently troubleshoot all electrical control equipment in the assigned department. 3. Possesses specialized skill sets to include: HMI, PLC, VFD, Servos, and Network Interface. 4. Supports the Engineering Department in the electrical aspects of equipment installations.
Essential Job Functions: · Functions independently in electrical controls on assigned equipment. · Safety/Good Manufacturing Practices (GMP) Leader in adhering to safe work practices; Lockout Tagout (LOTO), Confined Space, and all other plant safety requirements related to supporting machinery. · Hold team members accountable to adhere to safety & GMP practices. · Will plan and conduct preventative maintenance and work orders independently. · Support Operations by training Mechanics and Operators in autonomous maintenance (AM) and preventative maintenance (PM) activities. · Uses higher level TPM tools to include: 5-Why Analysis, Planned, Predictive, Condition Based, and Time Based Maintenance Activities. · SME-level knowledge of electrical schematics and ability to maintain, update, and teach application to MT-B level Mechanics. · Implement small scope projects in their assigned areas under the supervision of a control technician-A. · Make improvements as required to electrical PM's on various manufacturing and packaging equipment, electrical panels, and document activities (WO's/PM's) using computerized maintenance management system (SAP Plant Maintenance). · Participate in PM Pillar Projects as assigned. · Document software or hardware areas of weakness for future project upgrades. · Recognized as having a special skill in Electrical Controls area of responsibility. · Effectively communicate with peers, supervisors, and upper management on a daily basis, and be willing to provide support where needed and complete other duties as assigned by Team Leader. Job Requirements: · High School Diploma or Secondary Diploma · Technical Certificate or Equivalent Experience · Minimum of 3 years maintenance experience in a manufacturing environment. · Minimum of 1 year Siemens S7 PLC programming and troubleshooting experience. · Ability to work independently while troubleshooting and repairing electrical and controls problems on all equipment in assigned department. · Functions as the Subject Matter Expert (SME) with the ability to use PLC to troubleshoot and calibrate electrical components; including identifying faulty equipment for all assigned equipment. · Self motivated and works independently to solve problems and implement solutions. · Maintains good interpersonal skills and develops good working relationships with peers and all levels of management. Note: This position is 3rd Shift.

Application Instructions: Please apply online. Thank you!

Contact: Khalilah Lyons

Address: 2800 North Route 47, Yorkville, IL 60560

Phone: 6305534629

Email: khalilah.lyons@wrigley.com


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Job ID: 3169622
Expires: 09/12/2013
Job Title: residential service technician
Company: AA Service Company
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Maintenance and Repair - HVAC
Location: IL
Salary: varies w/ exp

Job Description: Work with residential homeowners to clean, check, and repair their HVAC systems. Must be able to communicate effectively with customers of all ages and backgrounds. Must have universal refrigeration card and be willing to learn about all of what this industry has to offer.

Application Instructions: E-mail resume
Contact: Glenn Weintraub
Address: 550 Anthony Trail, Northbrook, IL 60062
Phone: 847-729-7889
Fax: 847-412-1061
Email: gweintraub@aaserviceco.com

MAINTENANCE AND REPAIR - MOTOR VEHICLES

Job ID: 3132682
Expires: 12/12/2013
Job Title: Vocational/Industrial Arts/Career Teachers - IL
Company: The Menta Group - IL & AZ
Job Type: Full Time
Degrees Wanted: Bachelors, Certificate
Majors Wanted: Maintenance and Repair
Job Target: Maintenance and Repair - Motor Vehicles
Location: Nokomis, Illinois, IL
Salary: Comparable for area & position

Job Description: Special Education Services, an affiliate of The Menta Group, serves severe social-emotional and learning disabled students in the states of Illinois and Arizona. Our expanding program development and student population demands our hiring additional teaching staff. All of our programs post their open teaching positions on our website, and feature an easy-to-complete application process. Our educational services are intended to meet both the developmental and individual learning needs of each student. Classrooms are designed to be active learning environments where young people have the opportunity to experience educational and behavioral success on a daily basis. Clinicians are available to address the social-emotional struggles that high risk students frequently encounter. Whenever possible, clinical interventions are integrated into daily educational activities so that students are exposed to pro-social skills when such skills are most relevant to success in the classroom within a safe and positive environment for young people to grow and learn. Small class size, intensive clinical services, and a competently trained staff of educators combine to make all of our Education Centers a positive and dynamic place to learn. Vocational building trades' instructor will be responsible for the classroom instruction and hands on application. Staff will use onsite training as well as appropriate field trips to job sites and or manufacturers, trade schools in the vicinity of the school environment.
site. This staff member will be responsible for setting up a basic work area, maintaining equipment in a safe working order and general work safety instruction of students. The development of projects designed to aide in the skills being developed during the school year are a requirement. The full time position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications. All of our programs post their open teaching positions on our website and feature an easy-to-complete application process. Apply at: www.thementagroup.org/careers/apply All of these positions are described in job postings at our web site. Each program has an informational web page. This allows you to have much more direct contact with the program staff. ILLINOIS/MID-STATE & CHICAGO METRO AREA Nokomis, IL Cornerstone Academy- Construction Trades Instructor Fax: 217-563-7606 Barb.daugherty@menta.com

**Job Requirements:** We are looking for someone with prior teaching experience or the ability for the person to obtain a high school, special education, and/or vocational teaching certificate. (4000 Hrs of documented work experience in the related field of expertise) This person will work collaboratively work with academic teachers to bridge the academic and vocational skills required to graduate high school. We are looking for retired trades' person in each of the desired areas or someone who has the passion and love to teach his or her trade to the young people in our schools.

**Application Instructions:** www.thementagroup.org/careers/apply See more specific information above in the job description. ILLINOIS/MID-STATE & CHICAGO METRO AREA Nokomis, IL Construction Trades Instructor Barbara Daugherty Fax: 217-563-7606 Barb.daugherty@menta.com

**Contact:** Charles F. Hejny

**Address:** 195 N. Poplar Road, North Aurora, IL 60542

**Phone:** 630-907-2400

**Fax:** 630-907-0197

**Email:** chuck.hejny@menta.com

**Apply Online:** http://www.thementagroup.org/careers/apply

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**Job ID:** 3141602

**School Job ID:** MVCC

**Expires:** 10/21/2013

**Job Title:** Mechanics-Chicago (McCook) and Wheeling, IL

**Company:** Holland

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Maintenance and Repair - Motor Vehicles

**Location:** Chicago & Wheeling, IL

**Salary:**
Job Description: Holland is looking to hire Mechanics at our Chicago (McCook) and Wheeling, IL locations! Currently looking to fill full time positions, 3 in Wheeling and 3 in Chicago. This is a union, full time position. Great Benefits & Pay! Candidates should have experience in general maintenance repairs of fleet equipment, including tractors, trailers and forklifts. Must be able to trouble shoot diesel engines, air brakes systems, steering, suspension and electrical. Knowledge of DOT laws. Self motivated. CDL preferred but not required. Apply at www.hollandregional.com/careers under equipment services.

Application Instructions: Apply at www.hollandregional.com/careers under equipment services.

Contact:
Phone: xxx-xxx-xxxx

Job ID: 3142704
Expires: 12/31/2013
Job Title: Automotive Technician
Company: Car Outlet
Job Type: Full Time
Degrees Wanted: Associates, Certificate
Majors Wanted: Automotive Technology
Job Target: Maintenance and Repair - Motor Vehicles
Location: Chicago, IL 60632
Salary: Negotiable based on experience

Job Description: Automotive Technicians are responsible for performing service on automobiles (primarily used). Includes diagnosis and repair on service vehicles as well as customer vehicles. Qualifications -Minimum 2 - 5 years experience as an Auto Technician/Mechanic required -Requires work experience in the following areas: Electrical Air Bag, A.B.S., check engine lights, driveability concerns -Driver's License required -ASE Certification is strongly preferred -Factory training preferred -Ability to work 40-50 hours per week depending on needs -Must provide your own tools and toolbox

Company offers a competitive salary, bonus based on performance/production, continuing education, Medical, Dental, Vision, Voluntary Life, Employee Assistance Provider and Vacation and Holiday Pay Plans.

Application Instructions: Please send your resume to jobs@totalfinance.net!

Contact: Leslie VanderMeulen
Address: 2917 W Irving Park Rd, Chicago, IL 60618
Phone: 773-267-7800
Fax: 773-539-7037
Email: jobs@totalfinance.net

Job ID: 3158783
Expires: 08/26/2013
Job Title: Vehicle Maintenance Foreman
Company: ATMI Precast
Job Type: Full Time
Degrees Wanted: Certificate, Diploma
Majors Wanted: Automotive Technology
Job Target: Maintenance and Repair - Motor Vehicles
Location: Aurora, IL 60506
Salary: Commensurate to Experience

Job Description: ATMI Precast, located in Aurora, Illinois, is currently looking for a Vehicle Maintenance Foremen to join our team. This position is that of a working foreman who will be responsible for supervising and coordinating the day-to-day work of employees including troubleshooting involving the maintenance and repair of equipment and machinery. The job involves performing mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of production machines.

Job Requirements: 5 years-Experience in related field and 2 years supervisory experience. Ability to manage multiple complicated priorities/stasks. Exhibit strong judgment and decision-making skills. Ability to work independently.

Application Instructions: Please send or fax your resume to: Human Resources, ATMI Precast, 960 Ridgeway, Aurora, IL 60506 -- fax Attn: Human Resources 630-896-4871 or e-mail to mchemasko@atmiprecast.com

Contact: Mimi Chemasko
Address: 960 Ridgeway Avenue, Aurora, IL 60510
Phone: 630-896-4679
Fax: 630-896-4871
Email: mchemasko@atmiprecast.com

Job ID: 3166136
Expires: 09/08/2013
Job Title: Field Service Technician
Company: Factory Cleaning Equipment
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Maintenance and Repair - Motor Vehicles
Location: Aurora, IL 60502
Salary:
Job Description: Field Service Technician Started in 1994, Factory Cleaning Equipment, Inc. has grown to be the largest supplier of sweepers and floor scrubbers. This was accomplished by
having great service, great machines, and the fastest parts delivery in the industry. Factory Cleaning Equipment, Inc. offers a complete line of floor cleaning equipment from small walk-behind machines to large ride-on combination sweeper/scrubbers. Our service personnel are factory-trained to repair all makes and models of floor cleaners. We are looking for a Technician in our Aurora, IL location with experience in hydraulic systems, gasoline and propane powered engines, and electrical repair. Candidate should have strong electrical, mechanical, and customer service background. High levels of electrical hydraulic, engine, and mechanical diagnostic skills are required. Responsibilities include: · Timely resolution of open calls with consideration given for time sensitive locations. · Clear understanding of mechanical, electro-mechanical, servo-electric, electrical, and hydraulic control devices. · Must be able to work independently, determine steps needed to complete the task given and accomplish same. · Must have own tools, specialty tools will be furnished by the company. Other Details: Applicants must be over 21 years old and have a clean driving record. Candidates must be able to pass the pre-employment drug screen and criminal background check. Compensation: Our benefit package is based on experience. Full benefit package includes hourly salary, medical/dental/life insurance, long-term disability, paid vacations/holidays, IRA retirement plan, stocked truck, cellular telephone, and more!

Application Instructions: Please e-mail resume to address provided. If your resume is approved, we will contact you for an interview. Pay will be based on experience and work schedule (internship, part time or full time) starting at $12/hr and up.

Contact:
Address: 1578A Beverly Ct., Aurora, IL 60502
Email: fax@thesweeper.com

MAINTENANCE AND REPAIR - PRECISION EQUIPMENT

Job ID: 3126837
Expires: 09/08/2013
Job Title: Maintenance Mechanic
Company: Conwed Plastics
Job Type: Full Time
Degrees Wanted: Associates, Certificate, License
Majors Wanted: Applied Manufacturing, Automotive Technology, Industrial Electrician, Welding
Job Target: Maintenance and Repair - Precision Equipment
Location: West Chicago, IL 60185
Salary:
Job Description: Responsibilities: · Perform preventive and ongoing maintenance, mechanical repairs, troubleshoot, replace components, make adjustments and repairs keeping in mind quality, tolerances, and order of operations. · Work from schedules, work orders, manuals, blue prints, charts and instructions. · Use a variety of precision measuring devices (caliper, micrometer, voltmeter etc). · Maintain, repair and install a wide variety of machine parts,
components and equipment utilized in production and building operations. No experience working with netting or plastics? If you have experience working in a manufacturing setting that required set up, troubleshooting, preventative maintenance, and repair of equipment, we would like to hear from you.

**Job Requirements:** Minimum Qualifications: · 2-3 years of mechanical experience · Knowledge of machine operation and tools · Basic knowledge of electrical systems/wiring · Ability to work safely · Ability to maintain a good attendance record. · Ability to lift up to 50lbs · Solid mathematical skills · Good verbal and written communication skills · Bilingual (English/Spanish) a plus

**Application Instructions:** To apply, please send a resume or work history, CV, cover letter etc to paul.knutson@conwedplastics.com.

**Contact:** Paul Knutson
**Address:** 390 Wegner Dr, West Chicago, IL 60185
**Phone:** 612-623-1705
**Email:** paul.knutson@conwedplastics.com
Expires: 09/12/2013
Job Title: residential service technician
Company: AA Service Company
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Maintenance and Repair - Precision Equipment
Location: IL
Salary: varies w/ exp
Job Description: Work with residential homeowners to clean, check, and repair their HVAC systems. Must be able to communicate effectively with customers of all ages and backgrounds. Must have universal refrigeration card and be willing to learn about all of what this industry has to offer.
Application Instructions: E-mail resume
Contact: Glenn Weintraub
Address: 550 Anthony Trail, Northbrook, IL 60062
Phone: 847-729-7889
Fax: 847-412-1061
Email: gweintraub@aaserviceco.com

MANAGEMENT

Job ID: 3056426
Expires: 09/01/2013
Job Title: Energy Consultant
Company: Energy Connection
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Management
Location: Northbrook, IL 60062
Salary: Commission Based
Job Description: Energy Connection Northbrook, IL. Energy Consultant - Full or Part Time
Energy Connection is an Energy Brokerage firm helping people lower their energy costs. We are committed to driving the global transition toward a safe, reliable, efficient and clean energy future. We are seeking talented and motivated people who are interested in the hyper growth field of energy. You will have the potential to earn over $75k in the first year with unlimited upside. Plus all the income is residual, ongoing income that should last for many years to come. Candidates are able to jump right in and start making money instantly. You will focus on selling...
value and energy solutions to decision-makers. You must be results oriented, self-motivated and driven by both financial and career opportunities. You are responsible for developing new business through prospecting. No cold calls necessary.

**Application Instructions:** Please email a resume to John Pelts at jpelts@energyconnectionsite.com

**Contact:** John Pelts

**Address:** 666 Dundee Rd. Suite # 1901, Northbrook, IL 60062

**Phone:** 847-509-2290

**Fax:** 847-509-2295

**Email:** jpelts@energyconnectionsite.com

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**Job ID:** 3162337

**Expires:** 09/15/2013

**Job Title:** Business Development Intern - PAID

**Company:** Course Hero, Inc.

**Job Type:** Internship, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Management

**Location:** River Grove, IL

**Salary:** $10-$15/hour

**Job Description:** The Knowledge Drive initiative, in partnership with Books for Africa, is working to build a powerful learning resource for college students while providing children in Africa with the gift of education and the ability to attain a better quality of life. With the help of students and interns across the country, we have already donated 85,000+ books, and hope to continue building a brighter future for children and students around the world in the coming months and years. We are now accepting applications for our paid Internship and Professional Development Program which allows select students to help shape the future of our Knowledge Drive initiative, while also developing, applying, and honing their professional skill set. As an initiative whose mission is built around helping students learn more effectively, we believe that students must be actively involved in helping us do so. Those that are accepted will help lead the Knowledge Drive initiative at their school, which is building a more comprehensive resource for students while also supporting the development of education abroad. In addition to leading the Knowledge Drive, interns will also work with the Knowledge Drive Team to provide insights on how we can provide an even better initiative and resource for education. Accepted applicants will also be enrolled in our Professional Development Program which provides teaching, application, and refinement of a student's professional skill set. Designed to set interns up for success in the professional world, the program includes: - Leadership and one on one coaching from a Director - Weekly workshops on specific professional skills (ranging from communication to innovation) paired with structured goals to help strengthen and hone those skills. - Personalized critiques and development plans that focus on improving areas connected to
the students desired career path. - Professional references upon completion and graduation from the program - Management positions for those that truly excel

Job Requirements: The ideal candidates are: - Social, energetic, and outgoing - Interested in business, communications, technology, and or entrepreneurship - Involved with multiple groups on campus (a position of leadership is a huge plus!) - Experts in social media tools like Facebook and Twitter - Well spoken, outgoing, creative, and confident

Application Instructions: If you are interested in joining our Internship and Professional Development Program and working together to do something powerful for education, please send your resume to applicants@coursehero.com

Contact: John
Address: 1700 Seaport Blvd., #150, Redwood City, CA 94063
Phone: 6502003879
Email: applicants@coursehero.com

Job ID: 3185473
Expires: 09/22/2013
Job Title: Assistant Office Manager
Company: EDM Department Inc.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Management
Location: Bartlett, IL 60103
Salary:

Job Description: · Answering incoming phone calls and directing them to the appropriate individual · Various estimating and purchasing duties · Maintaining organization of current and completed projects in company database · Filing and maintaining inventory of day to day items required in the office and shop · Packing and shipping completed projects with UPS, FedEx, Courier, etc... · Report directly to the President and Operations Managers

Job Requirements: · Possess outstanding communication skills, both verbal and written · Be extremely thorough and organized, pay close attention to all the details · Have an outgoing, professional and pleasant personality · Be a self-starter with the ability to complete assigned tasks with little or no supervision · Be capable of multi-tasking at all times

Contact: Kevin Levy
Address: 1261 Humbracht Circle Suite A, Bartlett, IL 60103
Phone: 630-736-0531
Fax: 630-736-0530
Email: hr@edmdept.com
Job ID: 3185481
Expires: 09/22/2013
Job Title: Executive Assistant to the President
Company: EDM Department Inc.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Management
Location: Bartlett, IL 60103
Salary:
Job Description: · Report directly to the President · Maintaining the President's calendar and setting appointments with customers · Acting as liaison between customers and the President · Assisting the President with both day to day operations as well as long term projects
Job Requirements: · Possess outstanding communication skills, both verbal and written, English mastery is required. · Be extremely thorough and organized, pay close attention to all the details · Have an outgoing, professional and pleasant personality · Be a self-starter with the ability to complete assigned tasks with little or no supervision · Be capable of multi-tasking at all times · Be interested in technology, manufacturing, engineering, etc... · Be willing to travel with the President on rare occasions
Contact: Kevin Levy
Address: 1261 Humbracht Circle Suite A, Bartlett, IL 60103
Phone: 630-736-0531
Fax: 630-736-0530
Email: hr@edmdept.com

MANUFACTURING MANAGEMENT

Job ID: 3168944
Expires: 09/30/2013
Job Title: Tech Manager
Company: Pactiv
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted:
Job Target: Manufacturing Management
Location: Bedford Park, IL 60455
Salary: DOE
Job Description: Provide leadership for Engineering, Maintenance and Quality with the ultimate objective of maximizing production volume while achieving cost targets. Manages the plant
Capital Budget and Engineering expense budget. Works with plant technical and operations resources to identify capital deployment opportunities. Responsible for hiring, salary administration, performance management including disciplinary actions, employee development and salary administration. Manages AOP budget, which includes technical group salaries, building and grounds, maintenance materials and utilities. Responsibility for meeting site environmental compliance and providing support to plant safety programs. BS in engineering (MS desirable) with 8+ years in engineering field with at least 3 years supervisory experience.

**Application Instructions:** send email to: tmccoy@pactiv.com

**Contact:** Teresa McCoy  
**Address:** 7200 Mason Avenue, Bedford Park, IL 60455  
**Phone:** 708-924-2411  
**Email:** tmccoy@pactiv.com

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**Job ID:** 3168949  
**Expires:** 09/30/2013  
**Job Title:** Production Supervisor  
**Company:** Pactiv  
**Job Type:** Full Time  
**Degrees Wanted:** Bachelors  
**Majors Wanted:** Applied Manufacturing  
**Job Target:** Manufacturing Management  
**Location:** Frankfort, IL 60423  
**Salary:** DOE

**Job Description:** Manage, direct and coordinate all activities related to a production shift to maximize productivity and minimize cost while maintaining safety & quality. Typically supervises 50+ employees. Coordinate with Scheduler to ensure daily production requirements are achieved. Carry out supervisory responsibilities including interviewing, hiring & training employees; planning, assigning & directing work; appraising performance; rewarding & disciplining employees; addressing complaints & resolving problems. Ensure all production data is gathered and reported correctly on a daily basis. Support & improve upon quality initiatives designed to meet plant goals. Ensures safety programs are implemented effectively, reviewed regularly and revised as necessary. QUALIFICATIONS: High school diploma required, BA/BS preferred (business, engineering) with 4+ years of manufacturing experience. Supervisory experience preferred. Good verbal & interpersonal communication skills; ability to work well in group situations; ability to deal effectively with conflict in mature & consistent manner. Good computer skills. SAP experience preferred.

**Application Instructions:** email resume to: tmccoy@pactiv.com  
**Contact:** Teresa McCoy  
**Address:** 7701 W 79th Street, Bridgeview, IL 60455  
**Phone:** 708-924-2411
Job ID: 3180011
Expires: 09/19/2013
Job Title: Quality Assurance Lead
Company: Graham Packaging Company
Job Type: Full Time
Degrees Wanted: Associates, Certificate, Diploma
Majors Wanted: Any Major
Job Target: Manufacturing Management
Location: West Chicago, IL 60185
Salary:
Job Description: Essential Duties and Responsibilities include the following. Other duties may be assigned: · Follow all established safety, health, quality GMP and Company policies, procedures and recognized practices. · Follow all established policies, procedures and recognized practices. · Communicate about quality with supervisor, manager, other shifts and departments verbally and through written documents according to plant practice. · Maintain quality reports, start-up and qualification related documents and forms. · Setup and maintain product files in the ASI Data Myte data collection system for input of variable/attribute data by QA, production and maintenance personnel. · Develop and analyze statistical data and product specifications to determine present standards and establish proposed quality and reliability expectancy of finished product. · Participate in continuous quality improvement projects and other related activities as assigned. · Formulate and maintains quality action plans to achieve quality assurance objectives. · Create and implement inspection criteria and procedures. · Complete written documentation as required. · Coordinate and manage the heldware and rework processes. · Coordinate quality activity with other departments to achieve plant objectives in compliance with plant procedures. · Apply Continuous Quality Improvement methods and tools to analytical and reporting processes. · Coordinate quality control training for employees engaged in inspection and testing activities to ensure continuous control over materials and products. · Perform all tasks and responsibilities of the Quality Assurance Technician I and IIs and Lab Technicians as needed. · Play an active role on teams within organization. · In the absence of the Quality Manager/Supervisor, works with Production Manager to set up priorities for quality staff. · Assist in customer complaints investigation and corrective action process. Supervisory Responsibilities: Assist in overseeing direction and coordination of all quality tasks. Assist in the planning, assigning and monitoring of quality assurance personnel. Assist in addressing complaints and resolving problems.
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 and Experience: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Must be capable of reading and understanding written specifications. Level I background demonstrated efficiency. Knowledge of
organizational skills and the demonstrated use of those skills. Ability to troubleshoot and follow through to satisfactory conclusion. Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Mathematical Skills: Significant knowledge of Statistical Process Control (SPC). These mathematical skills must include computer literacy (word processing and spreadsheets). Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**Application Instructions:** email resumes to elviabetty.guerrero@grahampackaging.com

**Contact:** Betty Guerrero

**Address:** 1275 Nuclear Drive 1445 Northwest Avenue, West Chicago, IL 60185

**Phone:** 630-562-5970

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**MANUFACTURING/PRODUCTION LINE WORK**

**Job ID:** 3096008

**Expires:** 09/15/2013

**Job Title:** Quality Assurance Coordinator

**Company:** Peacock Engineering

**Job Type:** Full Time

**Degrees Wanted:** Diploma

**Majors Wanted:** Any Major

**Job Target:** Manufacturing/Production Line Work

**Location:** IL

**Salary:**

**Job Description:** Assists QA Manager by performing clerical duties and special projects. Coordinates, organize, and maintain documentation (paperwork). Assure paperwork documentation has been verified. Maintain data entry into the computer systems and programs per customer requirements. Work with QA team and other department personnel to meet requirements, assignments, and responsibilities. · In the Quality Assurance Coordinators absence the duties and responsibilities will be transferred and assigned by the Quality Manager to a trained individual in the quality department. · Cover all food safety and quality responsibilities in the absence of the QA Assistant Supervisor · To assist the Quality technicians in their tasks as necessary when additional production is scheduled that is beyond the coverage capability of the current level of technician staffing. · Organize and file QA documentation after verification for compliance to customer and regulatory compliance. · Maintain QA files for lot control and in-process checks. · Assist QA inspectors, and provide support inspection coverage when necessary. · Participate in Mock and Customer requested Trace Recall Drills as requested. · Daily hold documentation records and file. · Coordinate, control, and manage sample/retention programs as per the customer requirements. · Maintain and coordinate sample retention storage area. Work with QA Assistant Supervisor. · Responsible for shipment of customer samples, per required...
specs, and other items directed by Supervisor. · Submit data report into computer system. · Maintain hold inventory records. · Assist Supply Chain personnel as requested. · Supply QA documentation to Supply Chain. · Review and maintain "First Article" reports. · Monthly reports (QA Metric and KPI measures). · Perform other duties per Supervisor instruction. · Monitor and assist Quality Assurance Technicians performing in-process quality checks at the packaging lines as necessary. · Assist in coordinating Quality Assurance Department scheduling to assure adequate coverage. · Review daily paperwork for completeness and process compliance. · Employee hours reporting and overtime compliance. · Participate in sensory and finished product review/scoring as required. · Maintain records for weekly environmental monitoring and/or clean equipment swabs as required. · Assist Quality Assurance Manager in maintaining Department metrics and continuous improvement initiatives. · Assist in new product executions as requested. · Monitor rework processes for conformance to standards. · Perform additional duties as requested by the Quality Assurance Manager.

**Job Requirements:** Experience in the food and packaging industry; Minimum 18 years of age; High School diploma or GED equivalent; Available for overtime; Reliable; Responsible; Must be legally authorized to work in the US (EVerify); Must pass drug screen and background check.

**Application Instructions:** Download our employment application at: http://peacockeng.com/pages/careers/jobApplication.pdf E-mail your completed application to jpalenscar@peacockeng.com, or apply in person Mon-Fri between 10am - 2pm at our Bolingbrook facility.

**Contact:** Julie Palenscar

**Address:** 1100 Remington Blvd., Bolingbrook, IL 60440

**Fax:** 630-759-1794

**Email:** Jpalenscar@peacockeng.com

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**Job ID:** 3112904

**Expires:** 09/15/2013

**Job Title:** Packaging Equipment Technician

**Company:** Peacock Engineering

**Job Type:** Full Time

**Degrees Wanted:** Diploma

**Majors Wanted:** Any Major

**Job Target:** Manufacturing/Production Line Work

**Location:** Bolingbrook, IL 60440

**Salary:**

**Job Description:** Repairs, maintains and sets-up packaging equipment and building maintenance. Applies all technical knowledge and experience to insure that all repairs and set-ups are performed in a safe and accurate manner. Essential Functions * Sets-up packaging machinery. * Troubleshoots packaging machinery in a timely manner. * Performs general building maintenance. * Sets-ups check weigher/metal detectors. * Performs minor preventative maintenance tasks. * Other duties, as assigned.
**Job Requirements:** High school diploma or general education degree (GED); or two - five years related experience and/or training; or equivalent combination of education and experience. Knowledge of two of the following: cartoners, filling scales, horizontal FFS and/or vertical FFS bagger, air compressors or PLC/server motors.

**Application Instructions:** Download our employment application at: http://peacockeng.com/pages/careers/jobApplication.pdf E-mail your completed application to jpalenscar@peacockeng.com. Or apply in person Mon-Fri between 10am - 2pm at our Bolingbrook facility.

**Contact:** Julie Palenscar

**Address:** 1100 Remington Blvd., Bolingbrook, IL 60134

**Fax:** 630-759-1794

**Email:** Jpalenscar@peacockeng.com

**Apply Online:** http://peacockeng.com/pages/careers/jobApplication.pdf

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**Job ID:** 3112905

**Expires:** 09/15/2013

**Job Title:** Packaging Equipment Technician

**Company:** Peacock Engineering

**Job Type:** Full Time

**Degrees Wanted:** Diploma

**Majors Wanted:** Any Major

**Job Target:** Manufacturing/Production Line Work

**Location:** Bolingbrook, IL 60440

**Salary:**

**Job Description:** Repairs, maintains and sets-up packaging equipment and building maintenance. Applies all technical knowledge and experience to insure that all repairs and set-ups are performed in a safe and accurate manner. Essential Functions * Sets-up packaging machinery. * Troubleshoots packaging machinery in a timely manner. * Perform general building maintenance. * Sets-up check weigher/metal detectors. * Perform minor preventative maintenance tasks. * Other duties, as assigned.

**Job Requirements:** High school diploma or general education degree (GED); or two - five years related experience and/or training; or equivalent combination of education and experience. Knowledge of two of the following: cartoners, filling scales, horizontal FFS and/or vertical FFS bagger, air compressors or PLC/server motors.

**Application Instructions:** Download our employment application at: http://peacockeng.com/pages/careers/jobApplication.pdf E-mail your completed application to jpalenscar@peacockeng.com. Apply in person Mon-Fri between 10am - 2pm at our Bolingbrook facility.

**Contact:** Julie Palenscar

**Address:** 720 Center Ave, Carol Stream, IL 60188
Job ID: 3112906
Expires: 09/15/2013
Job Title: Quality Assurance Technician 1
Company: Peacock Engineering
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted: Any Major
Job Target: Manufacturing/Production Line Work
Location: Carol Stream, IL 60188
Salary:

Job Description: Performs required inspections to assure incoming materials and finished products conform to customer specifications, company standards and regulatory requirements. Inspections shall verify that products meet food safety and regulatory requirements using established procedures at prescribed frequencies. Results of all inspections shall be documented per company standard operating procedures including immediate reporting and corrective action of deficiencies. Essential Functions: * Monitor daily operations as assigned to ensure compliance to established procedures, customer specifications and/or Shop Order instructions. * Perform incoming goods, in process and finished product inspections per approved procedures. * Identify and report unusual quality conditions to Quality Department management employees for correction. * Initiate Incident Reports for non-conforming goods, out-of-specification processes, in process failures, etc. * Assist Operations Group Leaders and Machine Operators as necessary to perform in-process checks, comply with Shop Order instructions and implement corrective actions for process trends and/or non-compliance. * Perform and/or verify equipment calibration per established procedures and frequencies as directed. * Ensure adherence to company employee safety, food safety and GMP policies.

Job Requirements: High school diploma or GED is required for this position. No previous experience in quality is required but is a plus. Must demonstrate ability to read and write in English in order to be qualified for the position. Must demonstrate the ability to perform simple math such as addition, subtraction and multiplication based on company testing. Candidate must have the ability to apply common sense understanding to carry out detailed written or verbal instructions.

Application Instructions: Download our employment application at: http://peacockeng.com/pages/careers/jobApplication.pdf E-mail your completed application to jpalenscar@peacockeng.com. Or apply in person Mon-Fri between 10am - 2pm at our Bolingbrook facility.

Contact: Julie Palenscar
Address: 720 Center Ave, Carol Stream, IL 60188
Fax: 630-759-1794
Job ID: 3122880
Expires: 09/05/2013
Job Title: CNC Machinist
Company: Pactiv
Job Type: Full Time
Degrees Wanted: Certificate
Majors Wanted: Applied Manufacturing
Job Target: Manufacturing/Production Line Work
Location: Bedford Park, IL 60455
Salary:
Job Description: Primary Duties: · Milling program set-up and machine components multiple times per day · Operate CNC machinery · Conduct proper inspection of first-run and in-process parts · Accurate record keeping · Maintaining a safe and clean working environment
Job Requirements: Skills Required: · Ability to read and interpret blue prints · Interpret complex geometric and trigonometric principles · Ability to program, set-up and machine components multiple times per day · Read and understand G-Code and measuring equipment · Manual machinist skills preferred · 3D Milling experience a plus Experience Required: · 3 - 5 years of experience in completing set-ups and operating of CNC machines for precision parts · Vertical milling in 3 & 4 axis · Previous experience with Fanuc, Mazak, Hurco and Hass controls are a plus · G-Code programming or modification experience · Ability to run Conversational Program Controls · Ability to perform off-line programming a plus
Application Instructions: Email Resume to: tmccoy@pactiv.com
Contact: Teresa McCoy
Address: 460 Gibraltar Drive, Bolingbrook, IL 60440
Phone: 708-924-2411
Email: tmccoy@pactiv.com

Job ID: 3122883
Expires: 09/05/2013
Job Title: Machine Mechanic/Operator - Forming
Company: Pactiv
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Applied Manufacturing
Job Target: Manufacturing/Production Line Work
Location: Bolingbrook, IL 60440
Salary: DOE

**Job Description:** Role and Responsibilities · Operate assigned Beaded Foam Cup Forming Machines at required rate · Perform maintenance tasks including but not limited to changing hoses, valves, molds, and machine parts. · Diagnose/troubleshoot mechanical machine problems and makes adjustments to correct machine problems. · Perform or assist in changeovers. · Monitor and make adjustments to bagger equipment and/or automation · Maintain quality attributes of product · Perform necessary line adjustments to maintain and/or improve product quality · Maintain run efficiencies established for the line and products · Perform quality check at prescribed intervals · Perform material tasks related to the pre-expansion area · Perform tasks related to baggers and automations · Completes paperwork including but not limited to Operator Reports, Quality Checks, and other forms accurately and in a timely manner. · Responsible for ensuring housekeeping in area(s) of responsibility are safe, clean and tidy. · Promptly communicates to supervisor any issues concerning health and safety, hygiene, quality and efficiencies. · Follow company safety procedures and policies

**Job Requirements:** · Machine Operator experience or equivalent maintenance/mechanical experience · Demonstrated mechanical experience required · Must have good communication skills - written and verbal and be able to demonstrate basic math proficiency · Must be able to use and provide own tools as required · Demonstrated ability to work with others effectively as part of a team is essential

**Application Instructions:** email resume to: tmccoy@pactiv.com

**Contact:** Teresa McCoy
**Address:** 460 Gibraltar Drive, Bolingbrook, IL 60440
**Phone:** 708-924-2411
**Email:** tmccoy@pactiv.com

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**Job ID:** 3122887
**Expires:** 09/15/2013
**Job Title:** Machine Operator - Labeling
**Company:** Pactiv
**Job Type:** Full Time
**Degrees Wanted:** None Required
**Majors Wanted:** Applied Manufacturing
**Job Target:** Manufacturing/Production Line Work
**Location:** Bolingbrook, IL 60440
**Salary:** DOE

**Job Description:** Role and Responsibilities · Starts and stops machine and observes operation to detect malfunctions of labeling machine. · Monitor all label machinery operations and bagging equipment operations on a continuous basis for quality and efficiencies. · Diagnose/troubleshoot mechanical machine problems and makes adjustments to correct machine problems. · Perform or assist in changeovers. · Make adjustments and/or machine repairs such as adjusting wrapper angels, speed settings, setting guides, assisting in performing programmed maintenance and
clearing away damaged product. Will perform changeovers and set up all label machines. · Inspects final product to ensure product quality and ensure that product is packed in boxes according to specifications. · Completes paperwork accurately and in a timely manner. · Responsible for ensuring housekeeping in area(s) of responsibility are safe, clean and tidy. · Promptly communicates to supervisor any issues concerning health and safety, hygiene, quality and efficiencies. · Other duties as assigned

**Job Requirements:** Preferred Skills · Machine Operator experience or equivalent maintenance/mechanical experience · Demonstrated mechanical experience required · Must have good communication skills - written and verbal and be able to demonstrate basic math proficiency · Must be able to use and provide own tools as required · Demonstrated ability to work with others effectively as part of a team is essential

**Application Instructions:** email resume to: tmccoy@pactiv.com

**Contact:** Teresa McCoy
**Address:** 460 Gibraltar Drive, Bolingbrook, IL 60440
**Phone:** 708-654-4339
**Email:** tmccoy@pactiv.com

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**Job ID:** 3126837  
**Expires:** 09/08/2013  
**Job Title:** Maintenance Mechanic  
**Company:** Conwed Plastics  
**Job Type:** Full Time  
**Degrees Wanted:** Associates, Certificate, License  
**Majors Wanted:** Applied Manufacturing, Automotive Technology, Industrial Electrician, Welding  
**Job Target:** Manufacturing/Production Line Work  
**Location:** West Chicago, IL 60185  
**Salary:**  
**Job Description:** Responsibilities: · Perform preventive and ongoing maintenance, mechanical repairs, troubleshoot, replace components, make adjustments and repairs keeping in mind quality, tolerances, and order of operations. · Work from schedules, work orders, manuals, blue prints, charts and instructions. · Use a variety of precision measuring devices (caliper, micrometer, voltmeter etc). · Maintain, repair and install a wide variety of machine parts, components and equipment utilized in production and building operations. No experience working with netting or plastics? If you have experience working in a manufacturing setting that required set up, troubleshooting, preventative maintenance, and repair of equipment, we would like to hear from you.

**Job Requirements:** Minimum Qualifications: · 2-3 years of mechanical experience · Knowledge of machine operation and tools · Basic knowledge of electrical systems/wiring · Ability to work safely · Ability to maintain a good attendance record. · Ability to lift up to 50lbs · Solid mathematical skills · Good verbal and written communication skills · Bilingual (English/Spanish)
Application Instructions: To apply, please send a resume or work history, CV, cover letter etc to paul.knutson@conwedplastics.com.

Contact: Paul Knutson
Address: 390 Wegner Dr, West Chicago, IL 60185
Phone: 612-623-1705
Email: paul.knutson@conwedplastics.com

Job ID: 3151425
Expires: 09/29/2013
Job Title: Heavy Duty Machine Operator II
Company: Flexco
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Manufacturing/Production Line Work
Location: Downers Grove, IL 60515
Salary:

Job Description: Work from job orders, product control and inspection procedures, preventive maintenance procedures, machine manuals, kit lists and instructions. Quick Fit Assembly, Bagger and Box Maker Duties 1.Set up automated assembly machine, install specified die sets and fix sets and fixtures in machine for new setups and enter quantity to be run in machine control unit and adjust tracks as necessary. 2.Set up automatic bagging machine, adjust track width and air blow off, ensure correct hoppers of parts are put up, clean out bucket conveyor, set up each drop shoot for number of parts to go into bag and enter tolerances in weigh scale and get count and sensitivity on panel. 3.Run and inspect sample parts, assemblies and bag units to check machine setups and make adjustments as necessary to maintain job specifications and established quality standards. 4.Pack completed parts and bags in cartons following prescribed procedures and move material in the area as required. 5.Operate equipment to form and glue boxes, trouble shoot, count boxes and manually place in packing cartons. Move cartons to designated locations. Hand form and staple cartons and visually inspect for defects. General Duties 6.Operate and monitor equipment, load material and parts in hoppers as needed, clear jams and make operating adjustments as necessary. 7.Pull sample parts during job runs as prescribed and perform necessary inspections and SPC procedures. 8.Troubleshoot equipment problems, and replace defective component parts within established procedures. 9.Perform preventative maintenance procedures in the department as required. 10.Balance raw material and finished goods on assigned jobs and enter required data in the computer system to maintain prescribed procedures and move material in the area as required. 11.Keep manager informed of unusual material or equipment problems. 12.Use hoist, hand trucks, drum lift, hardness tester, scale, dial calipers, gauges, air hose, tare weight scale, tape machine, computer terminal, tape measure, calculator and hand tools. 13.Follow safety rules and keep work area in a clean and orderly condition.
14. Perform other related duties as assigned.

**Job Requirements:**
- Demonstrated mechanical aptitude is required for this position.
- Minimum of 1 - 3 years of operating experience.
- Moderate physical effort required to handle parts and cartons, which is equivalent to lifting or moving average weight material frequently.

**Contact:**
**Address:** 2525 Wisconsin Avenue, Downers Grove, IL 60515
**Apply Online:** [http://www.flexco.com/careers.html](http://www.flexco.com/careers.html)

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**Job ID:** 3157253
**Expires:** 09/01/2013
**Job Title:** Optical lab technician
**Company:** Pearle Vision
**Job Type:** Full Time, Part Time
**Degrees Wanted:** None Required
**Majors Wanted:** Any Major
**Job Target:** Manufacturing/Production Line Work
**Location:** Melrose Park, IL 60160
**Salary:**

**Job Description:** Entry level position for a fast paced optical lab where you will be responsible for fabricating eyeglasses under the direct supervision of the lab manager. Willing to train the right person.

**Application Instructions:** To apply please e-mail your resume to cartucho28@yahoo.com

**Contact:** Fernando Perez
**Address:** 904 W. North Ave., Melrose Park, IL 60160
**Phone:** (708) 343-9009
**Fax:** (708) 343-9012
**Email:** cartucho28@yahoo.com

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**Job ID:** 3169790
**Expires:** 09/12/2013
**Job Title:** WELDER
**Company:** Classic Sheet Metal Inc
**Job Type:** Full Time
**Degrees Wanted:** None Required
**Majors Wanted:** Any Major
**Job Target:** Manufacturing/Production Line Work
**Location:** Franklin Park, IL 60131
**Salary:**
Job Description: Mig - Tig Welder needed. Full-Time. 1st Shift. Benefits. Apply within. Bring Helmet - will be tested.

Job Requirements: Bi-Lingual Spanish OK

Application Instructions: Call - ask for Diana. email to: diana@classic-sheet-metal.com

Contact: Diana Faust
Address: 1065 Sesame Street, Franklin Park, IL 60131
Phone: 630-694-0300
Fax: 630-694-1990
Email: diana@classic-sheet-metal.com

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Job ID: 3173566
Expires: 09/14/2013
Job Title: Press Brake Set-Up Operator
Company: Nu-Way Industries, Inc.
Job Type: Part Time

Degrees Wanted: None Required
Majors Wanted: Applied Manufacturing

Job Target: Manufacturing/Production Line Work
Location: Des Plaines, IL 60018
Salary: Industry standard plus benefit

Job Description: Set up and operate CNC press brakes and other bending equipment per prints specifications. Work after school or on your day off.

Job Requirements: Minimum of 5 years of sheet metal related education or work experience in set-up and operation of press brakes. Blueprint reading, shop mathematics and the ability to use a micrometer and caliper required. Experience with CNC press brakes is desirable. Excellent BENEFIT PACKAGE VALUE: 43% of hourly earnings

Contact: Eileen Porps
Address: 555 Howard Avenue, Des Plaines, IL 60018
Phone: 847-298-7710
Fax: 847-827-5953
Email: hrdept@nu-way.net

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Job ID: 3173574
Expires: 09/14/2013
Job Title: CNC Laser Set-Up Operator
Company: Nu-Way Industries, Inc.
Job Type: Full Time, Part Time

Degrees Wanted: Certificate
Majors Wanted:
Job Target: Manufacturing/Production Line Work
Location: IL 60018
Salary: Open + 10% for Night Shift
Job Description: Sets up, operates and maintains CNC laser to produce parts using setup instructions, shop orders and prints. Work part-time after school or on your days off.
Job Requirements: Minimum of 2 years of manufacturing related education and/or work experience operating cutting laser. Blueprint reading, shop mathematics and the ability to read a micrometer and caliper required. Experience with Trumpf or FinnPower lasers is a plus.
Application Instructions: Apply in person or e-mail resume to: hrdept@nu-way.net
Contact: Eileen Porps
Address: 555 Howard Avenue, Des Plaines, IL 60018
Phone: 847-298-7710
Fax: 847-827-5953

Job ID: 3173577
Expires: 09/14/2013
Job Title: Welder Class II
Company: Nu-Way Industries, Inc.
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Welding
Job Target: Manufacturing/Production Line Work
Location: Des Plaines, IL
Salary: Industry standard
Job Description: Sets up and operates conventional or special-purpose MIG or TIG welders to fabricate metallic parts or assemblies, applying knowledge of welding theory and procedures, shop mathematics, and layout techniques. Work after school or on your days off.
Application Instructions: E-mail Human Resources or apply in person
Contact: Eileen Porps
Address: 555 Howard Avenue, Des Plaines, IL 60018
Phone: 847-298-7710
Fax: 847-827-5953
Email: hrdept@nu-way.net

Job ID: 3173580
Expires: 09/14/2013
Job Title: CNC Machinist Class II
Company: Nu-Way Industries, Inc.
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Applied Manufacturing
Job Target: Manufacturing/Production Line Work
Location: Des Plaines, IL 60018
Salary: Industry standard

Job Description: Operates CNC machining center or lathes to fabricate metallic and non-metallic parts. Fits and assembles machined parts into complete units, applying knowledge of machine shop theory and procedure, maintainability of materials, and layout techniques. Work after school or on your days off.

Job Requirements: · Studies blueprints, sketches, drawings, manuals, specifications, or sample part to evaluate dimensions and tolerances of finished part, sequence of operations, and set-up requirements. · Measures, marks, and scribes dimensions and reference points on materials or part as guide for subsequent machining. · Selects, aligns, and secures holding fixtures, cutting tools, attachments, accessories, and materials on machines. · Observes machine operation to detect malfunctions or out-of-tolerance machining, and adjusts machine controls or computerized program as required. · Operates machine during production run. · Verifies conformance of finished part to specifications, using precision measuring instruments. · Fits and assembles parts into assembly, using jigs, fixtures, surface plate, surface table, hand tools, and power tools. · Verifies dimensions and alignment of assembly, using precision measuring instruments.

Application Instructions: Send resume and cover letter to: hrdept@nu-way.net or apply in person.

Contact: Eileen Porps
Address: 555 Howard Avenue, Des Plaines, IL 60018
Phone: 847-298-7710
Fax: 847-827-5953

Job ID: 3173582
Expires: 09/14/2013
Job Title: Metal Polisher
Company: Nu-Way Industries, Inc.
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Applied Manufacturing
Job Target: Manufacturing/Production Line Work
Location: Des Plaines, IL 60018
Salary:

Job Description: Reads blueprint and work order to confirm finish. Uses deburring, grinding, polishing and tumbling equipment to prepare internal and external surfaces of metal work pieces.
to specifications. Work after school or on your days off.

**Job Requirements:** On the job training provided. Blueprint reading and a working knowledge of abrasives and their affects on the substrate required. Bilingual is desirable

**Application Instructions:** Apply in person or send your resume to hrdept@nu-way.net

**Contact:** Eileen Porps
**Address:** 555 Howard Avenue, Des Plaines, IL 60018
**Phone:** 847-298-7710
**Fax:** 847-827-5953
**Email:** hrdept@nu-way.net

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**Job ID:** 3176330
**Expires:** 09/18/2013
**Job Title:** CNC Machine Operator - Weekend Night Shift
**Company:** Klein Tools, Inc.
**Job Type:** Full Time
**Degrees Wanted:** Associates, Certificate, Diploma
**Majors Wanted:**
**Job Target:** Manufacturing/Production Line Work
**Location:** Lincolnshire, IL 60069
**Salary:**

**Job Description:** * Set-up and operate our CNC Turning & Swiss-Type 8-axis Lathes; up to 6 machines at a time * Select, load, and test computer program for each job * Modify programs, machine feeds, speeds, and tool offsets * Produce high quality parts that meet precise tolerances and inspect parts throughout machine runs * Work with team members in cell to maintain production requirements * Actively participate in continuous improvement efforts (equipment optimization, safety, Lean, set-up reduction, quality)

**Job Requirements:** * High School Diploma or GED and basic shp mathematics skills * Able to set-up, operate, and create/modify programs on CNC turning lathe machines * 3+ years related work experience. Other combination of education and experience will be considered. * Knowledge of machine tool accuracies, common fixture offsets, tool offsets, and cutting tool feeds and speeds * Able to read blueprints and use micrometers, calipers, and gages * Good oral and written communications * Demonstrate a high-level of independent judgment and intermediate troubleshooting skills * Physical Demand Requirements: Able to stand on feet for extended periods of time and lift up to 35 pounds * Testing requirements- able to pass a 45 minute CNC proficiency multiple choice test and willing to submit to a background check and post-offer drug screen and 35 pound lift test

**Application Instructions:** Apply following the prompts on our website please. Thank You.

**Contact:** Kathryn Patz
**Address:** 450 Bond Street, Lincolnshire, IL 60069
**Phone:** 847-821-5500
Apply Online: https://careers-kleintools.icims.com/jobs/1335/cnc-machine-operator--weekend-night-shift/job

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**Job ID:** 3176925  
**Expires:** 09/18/2013  
**Job Title:** Machine Operator  
**Company:** Peacock Engineering  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Manufacturing/Production Line Work  
**Location:** Bolingbrook, IL  
**Salary:**

**Job Description:** Responsible for the continued operation of packaging equipment. Responsible for safe and productive operation. * Operates/calibrates high speed food packaging machines. * Supplies required materials to machine and maintains product on speeds. * Starts and stops equipment and performs product changeovers as necessary. * Follows all safety precautions. * Evaluates efficiency. * Keeps work areas clean to prevent accidents. * Other duties, as assigned.

**Job Requirements:** Experience in the food and packaging industry; Minimum 18 years of age; High School diploma or GED equivalent; Available for overtime; Reliable; Responsible; Must be legally authorized to work in the US (EVerify); Must pass drug screen and background check.

**Application Instructions:** Please call Julie at 630-771-7004.

**Contact:** Julie Palenscar  
**Address:** 1800 Averill Road, Geneva, IL 60134  
**Phone:** 630-771-7004  
**Fax:** 630-759-1794  
**Email:** Jpalenscar@peacockeng.com

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**Job ID:** 3176926  
**Expires:** 09/18/2013  
**Job Title:** Machine Operator  
**Company:** Peacock Engineering  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Manufacturing/Production Line Work  
**Location:** Bolingbrook, IL  
**Salary:**

Job Requirements: Experience in the food and packaging industry; Minimum 18 years of age; High School diploma or GED equivalent; Available for overtime; Reliable; Responsible; Must be legally authorized to work in the US (EVerify); Must pass drug screen and background check.

Application Instructions: Please call Julie at 630-771-7004.

Contact: Julie Palenscar
Address: 1800 Averill Road, Geneva, IL 60134
Phone: 630-771-7004
Fax: 630-759-1794
Email: Jpalenscar@peacockeng.com

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Job ID: 3179997
Expires: 09/19/2013
Job Title: Process Molding Technician
Company: Graham Packaging Company
Job Type: Full Time
Degrees Wanted: Associates, Certificate, Diploma
Majors Wanted: Applied Manufacturing, Industrial Electrician
Job Target: Manufacturing/Production Line Work
Location: West Chicago, IL 60185
Salary:

Job Description: · Follow all established safety, health, quality GMP and Company policies, procedures and recognized practices. · Perform all duties and responsibilities of the PMT I that may be assigned. · Participate in continuous quality improvement projects and other related activities as assigned. · Troubleshoot the machines. · Responsible for the operation of the central material handling system and auxiliary equipment. Follow basic processing tasks against standards, including periodic checks of machines, auxiliary equipment, materials and review readings and charts. · Work with the Maintenance Department and Process Molding Technicians on preventative maintenance duties. · Supervise and assist on all color and insert changes to minimize downtime and bottle loss. · Communicate and works with the Shift Supervisor to determine production priorities based on shift activities. · Responsible for the organization and disposition of raw materials during the shift (regrind, color, rail cars. silos). · Assist in mold changes, new molds, resin trials and equipment installation, etc., as required. · Manage lunches, breaks and overtime with the Production Shift Supervisor for other technicians to ensure that the shift performance is not affected. · Provide written communication of open molding issues such as equipment problems and preventative maintenance needs. · Notify supervisor, process engineer or maintenance technician of conditions that require further work. · Complete
appropriate documentation to track downtime, process changes and adjustments. May also be required to accurately record other reports as trained and assigned. · Perform processing of injection and/or blow molding machines to improve machine efficiency and reduce scrap. · Communicate processing information to designated personnel on incoming shift. Assist other technicians as needed. · Maintain production floor to acceptable safety and housekeeping standards. · Complete written documentation as required. · Demonstrate tasks to employees in authorized classifications as assigned. · Serve as backup to Supervisor during absence.

**Application Instructions:** e-mail resumes to elviabetty.guerrero@grahampackaging.com

**Contact:** Betty Guerrero

**Address:** 1275 Nuclear Drive 1445 Northwest Avenue, West Chicago, IL 60185

**Phone:** 630-562-5970

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**Job ID:** 3180001

**Expires:** 09/19/2013

**Job Title:** Maintenance Technician

**Company:** Graham Packaging Company

**Job Type:** Full Time

**Degrees Wanted:** Associates, Certificate, Diploma

**Majors Wanted:** Any Major

**Job Target:** Manufacturing/Production Line Work

**Location:** West Chicago, IL 60185

**Salary:**

**Job Description:** Essential Duties and Responsibilities include full knowledge of the following requirements as well as other duties may be assigned: 1. Follow all established safety, health, quality GMP. 2. Follow all established policies, procedures and recognized practices. 3. Must be able to pass all requirements to become an "Electrically Authorized" employee in accordance with the corporate "NFPA 70E and Electrical Safety Training Program." 4. Participate in continuous quality improvement projects and other related activities as assigned. 5. Perform regular lubrication and checks of all equipment and systems in accordance with preventative maintenance schedules. 6. Visually inspect and test machinery and equipment. 7. Identify malfunctioning machines or equipment and discusses machine operation variations with teammates and management to diagnose problem or repair machines. 8. Informs management of any parts usage so inventories can be maintained. 9. Perform regular checks on all building equipment such as boiler, sprinkler system, pumps, chillers, compressors and power systems. 10. Perform repair on all production equipment such as case sealers, trimmers, blow molder extruder, conveyor systems and material loading and unloading as required. 11. Must be able to understand and troubleshoot fluid power circuits and make necessary repairs. 12. Troubleshoot electrical and PLC problems on equipment using appropriate documentation and schematics and make necessary repairs. 13. Install electrical wiring systems to handle required loads for various pieces of equipment, installing proper safety device and providing for necessary outlets and switches.
Application Instructions: email resumes to elviabetty.guerrero@grahampackaging.com

Contact: Betty Guerrero

Address: 1275 Nuclear Drive 1445 Northwest Avenue, West Chicago, IL 60185

Phone: 630-562-5970

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Job ID: 3180011
Expires: 09/19/2013

Job Title: Quality Assurance Lead

Company: Graham Packaging Company

Job Type: Full Time

Degrees Wanted: Associates, Certificate, Diploma

Majors Wanted: Any Major

Job Target: Manufacturing/Production Line Work

Location: West Chicago, IL 60185

Salary:

Job Description: Essential Duties and Responsibilities include the following. Other duties may be assigned: 
- Follow all established safety, health, quality GMP and Company policies, procedures and recognized practices.
- Follow all established policies, procedures and recognized practices.
- Communicate about quality with supervisor, manager, other shifts and departments verbally and through written documents according to plant practice.
- Maintain quality reports, start-up and qualification related documents and forms.
- Setup and maintain product files in the ASI Data Myte data collection system for input of variable/attribute data by QA, production and maintenance personnel.
- Develop and analyze statistical data and product specifications to determine present standards and establish proposed quality and reliability expectancy of finished product.
- Participate in continuous quality improvement projects and other related activities as assigned.
- Formulate and maintains quality action plans to achieve quality assurance objectives.
- Create and implement inspection criteria and procedures.
- Complete written documentation as required.
- Coordinate and manage the heldware and rework processes.
- Coordinate quality activity with other departments to achieve plant objectives in compliance with plant procedures.
- Apply Continuous Quality Improvement methods and tools to analytical and reporting processes.
- Coordinate quality control training for employees engaged in inspection and testing activities to ensure continuous control over materials and products.
- Perform all tasks and responsibilities of the Quality Assurance Technician I and IIs and Lab Technicians as needed.
- Play an active role on teams within organization.
- In the absence of the Quality Manager/Supervisor, works with Production Manager to set up priorities for quality staff.
- Assist in customer complaints investigation and corrective action process.

Supervisory Responsibilities: Assist in overseeing direction and coordination of all quality tasks. Assist in the planning, assigning and monitoring of quality assurance personnel. Assist in addressing complaints and resolving problems.

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 and Experience: One year
certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Must be capable of reading and understanding written specifications. Level I background demonstrated efficiency. Knowledge of organizational skills and the demonstrated use of those skills. Ability to troubleshoot and follow through to satisfactory conclusion. Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Mathematical Skills: Significant knowledge of Statistical Process Control (SPC). These mathematical skills must include computer literacy (word processing and spreadsheets). Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis

Application Instructions: email resumes to elviabetty.guerrero@grahampackaging.com

Contact: Betty Guerrero
Address: 1275 Nuclear Drive 1445 Northwest Avenue, West Chicago, IL 60185
Phone: 630-562-5970

Job ID: 3185494
Expires: 09/22/2013
Job Title: EDM Manufacturing Apprentice
Company: EDM Department Inc.
Job Type: Full Time, Internship, Part Time
Degrees Wanted: None Required
Job Target: Manufacturing/Production Line Work
Location: Bartlett, IL 60103
Salary:

Job Description: The EDM Apprentice / Intern is responsible for assisting EDM Machinists with day to day tasks on various types of EDM machines. The apprentice / intern will train with our EDM Machinists on machine operation, maintenance, CAD/CAM programming, in-process inspections and final inspections along with various other tasks related to EDM manufacturing. The EDM apprentice will also assist in other manufacturing areas as necessary. The EDM apprentice should have some general knowledge of CNC machines as well as hands on experience with conventional machine shop equipment such as a drill press, band saw, etc... This is a part time position that has the potential to evolve into a full time position once training has been completed.

Job Requirements: Minimum age of 18 years old Current college student or recent graduate Highly motivated, looking for a challenge Strong math and science skills Strong analytical skills Strong attention to detail Desire for hands on experience with industrial technology, machinery, robotics, programming, etc.
MARKET/SURVEY RESEARCH

Job ID: 3091412
Expires: 09/05/2013
Job Title: Marketing Intern
Company: Semler Industries
Job Type: Co-op, Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Marketing/Sales
Job Target: Market/Survey Research
Location: Franklin Park, IL 60131
Salary: $12/hr

Job Description: FUNCTION OF THE JOB: Researches market potential for various new product concepts and seeks competitive information for various industries and territories. RESPONSIBILITIES: Follow direction of direct supervisor on immediate needs for department including all of the following: · To research and develop markets and various databases to coordinate market-specific prospective customer lists · Develop market survey questionnaires for existing and potential clients, and contacting various companies to perform surveys, and record, organize and report responses to management · Research new product development ideas online, in magazines and past records, seeking data and trends indicating top opportunities · Use various resources, free and pay-for-service, to obtain data lists and sort accordingly · Assist in populating the website with new content frequently · Support brochure development with marketing firm · Maintain work environment in neat and orderly fashion · Prepare reports from research in concise and priority oriented fashion · Complete articles, blogs or "briefs" on successful projects as deemed appropriate · Perform other tasks as required following established policy and procedure.

PHYSICAL REQUIREMENTS OF THE JOB: Will require sitting for a portion of the work day, some telephone and personal interaction with co-workers, as well as use of computer keyboards online during working hours.

Job Requirements: MINIMUM ACCEPTABLE QUALIFICATIONS: High school diploma or equivalent required. Must be working toward marketing or business bachelor degree in senior or preferably junior year. Willingness to learn significant amount of new material in a short time is a must. Also, must be willing to adapt to multiple-project workload as dictated by portfolio needs. Must possess excellent communication, grammar, organization, reporting and people-related skills. Computer literate with advanced knowledge of Microsoft Office: Word, Excel and Powerpoint. Must be able to speak, write, and comprehend written and verbal instruction in
English. HOUSEKEEPING ASSIGNMENT: General work area and desk kept neat.

**Application Instructions:** Please provide a cover page demonstrating writing skills with the resume. Why should we hire you instead of someone else?

**Contact:** Brian E. Porter  
**Address:** 3800 N. Carnation Street, Franklin Park, IL 60131  
**Phone:** 847-671-5650  
**Email:** bporter@semlerindustries.com

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**Job ID:** 3169481  
**Expires:** 09/12/2013  
**Job Title:** Qualitative Assistant  
**Company:** Schlesinger Associates - O'Hare  
**Job Type:** Co-op, Full Time, Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Market/Survey Research  
**Location:** Rosemont, IL 60018  
**Salary:**

**Job Description:** Title Qualitative Assistant Type of Job Internship Department Facility Compensation One-time stipend Reports to Facility Manager Duration Fall and/or Spring semester Description Position Summary: · To provide exceptional service to clients in supporting and assisting their market research studies. Essential Duties: · Prepare the research facility for clients and respondents, including survey or focus rooms and lobbies with regard to furniture set-up, paperwork and any special supplies. · Cheerfully accommodate clients’ special requests. · For the client arrivals: signs in the client, familiarize client with facility, verifies client needs and AV preferences. · Greet, assist and accommodate respondents, treating them as our special guests · For the respondent arrivals: signs in respondents, rescreens respondents, ensure correct paperwork is signed. · Serve and remove clients’ catered/take-out meals at the appropriate time. · Restore the facility to its standard set-up after each session, including returning furniture to designated location and washing/restocking dishes/utensils. · Act as liaison between recruiting department and the research moderator. · Complete paperwork accurately and in a timely manner. · Review sign-ins, spreadsheets, screeners, top sheets, and tent cards to ensure the arrival of the correct respondents. · Aids in the creation of a team atmosphere by helping other qualitative assistants. · Assists with answering the phones. · Prints spreadsheets for clients. · For respondent departures: pay respondents via debit card · Audio / Video responsibilities: begin all necessary recordings at the start of each research session, confirms all recordings are working properly, reports equipment and recording issues to supervisor immediately. · Other duties as assigned.

**Job Requirements:** Requirements Education: · Pursuing a Major/Minor in Marketing · Interest in Market Research · Knowledge of workplace safety procedures Experience: · 1-2 courses completed in marketing-related topics · 0-6 months experience in a customer service
environment (event planning/coordination, catering, restaurant) Skills: · Strong customer service skills · Clerical skills · Detailed & team orientated · Time management · Dependable, energetic with an upbeat personality · Confident, hard-working, organized with a professional attitude. · PC proficient and technology savvy Abilities: · Multi-task · Creative thinker & solve problems · Effectively communicate (oral & written) · Self-starter who has ability to handle fast paced, stressful situations · Flexible schedule to include early morning and/or late night · Knowledgeable of surrounding area/locations Physical factors: · Must adhere to Qualitative Assistant dress code: all black attire · Stand and walk for long periods of time · Use hands to handle, control or feel objects, tools or control · Ability to lift, push and pull objects up to 30lbs

Application Instructions: To apply please e-mail your resume to Dorothy Schultz at Dorothy@SchlesingerAssociates.com

Contact: Dorothy Schultz

Address: 9550 W Higgins Road Suite 1150, Rosemont, IL 60018

Phone: 847-720-2660 x 103

Fax: 847-720-2661

Email: dorothy@SchlesingerAssociates.com

MARKETING

Job ID: 2808794
Expires: 10/15/2013

Job Title: Outside Sales Account Manager

Company: American Marketing & Publishing

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Any Major

Job Target: Marketing

Location: IL, IN, IA, KY, MI, MN, NE, OH, TN, WI

Salary:

Job Description: Job Description: Our Account Managers manage five community sales campaigns in their first year of employment within 45 minutes of their home. They meet face to face with the owners and managers of every business located in their protected territory. Account Managers are responsible for selling traditional local directory advertising and mobile marketing services to these merchants by implementing the proven HomePages® Sales and Marketing Program. Each of our 50,000 customers receives an in-person call to renew their participation in our community directories. Additionally, our reps identify and close a significant volume of new business and they introduce our established advertising customers to effective and practical text marketing products. Our sales people must be smart, ambitious and able to see a project through to its successful completion. In-person prospecting and the ability to stay focused on a goal is critical to succeeding in this position. Our successful employees share a number of common sales traits, including an ability to stay organized, a willingness to work very hard and a high
level of interpersonal persuasive skills. Our salary, commission and bonus plan offers exceptional earning opportunities. In 2011, the company's average full year sales compensation was just above $70,000, with top performers consistently earning more than six figures. Combined with the broad array of benefits described below, and in light of the tremendous prospects for growth inherent in our nationally unique business model, joining the HomePages® sales team can be one of the most lucrative, challenging and rewarding opportunities that you will come across in a lifetime. We Offer: · Base Salary, Commissions, and Bonuses. (Realistic First Year $55,000+) · Excellent Health, Prescription Drug, Vision, Dental & Life Insurance (Blue Cross/Blue Shield) · Car Allowance and Company Cell Phone. · 401K · Extensive Paid Professional Training Programs · Generous Time Off including three weeks PTO and nine additional Paid Holidays. · Significant Recognition and Incentive Programs · Consistent Internal Promotions into Senior Sales and Sales Management. Job Responsibilities of Outside Sales Representative: Each day you will hit the field early or stay late (and sometimes both) approaching 40 local business owners in your assigned community to present HomePages® advertising and online solutions. · From those 40 in person calls, you will average 8-12 decision maker presentations, resulting in several sales daily. · This is a fun, fast paced, pavement pounding, deadline driven, presentation-oriented position with a short sales cycle, and many times, a one-call close. Job Requirements of Outside Sales Account Manager: · Must be able to make a great first impression and build instant rapport. · Must be highly organized and demonstrate excellent follow-up skills. · Must enjoy hunting sales and have enthusiasm for in-person, business-to-business cold calling · Must be self motivated and able to work independently. · Must demonstrate good judgment and consistent professionalism while working with all members of the business community in our towns. · Must be concise and confident asking for the sale in a one call close. · We are an Equal Opportunity Employer

Contact: Becky McDonald
Address: 915 E. Lincoln Hwy., Dekalb, IL 60115
Phone: 815-756-2840 x4404
Email: careers@homepagesdirectories.com

Job ID: 2959895
Expires: 10/01/2013
Job Title: Call Center Representative
Company: Windy City Arlington
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Marketing
Location: Arlington Heights, IL 60005
Salary: $10/hour
Job Description: This is an exciting opportunity to work with a fast-growing internet advertising company! We are recruiting for qualified representatives who can work 40 hours per week, 9:30am - 6pm CST, Monday - Friday at our new call center in Arlington Heights, IL.
Skills/Requirements: ? Must be over the age of 18 ? Above average computer and typing skills ? Excellent communication skills and outgoing personality ? Handling a large number of calls daily without losing enthusiastic voice and attitude ? Ability to work in a scripted environment ? Ability to multi-task ? Positive, professional attitude and desire to help people ? Ability to delete cookies on your computer and take basic screenshots ? Prior call center experience a plus! Why you should work for Windy City Arlington: · Opportunity to help individuals pursue their education goals · Competitive hourly rate, with eligibility for an increase after completion of 600 hours with satisfactory performance · Paid training to ensure you will be successful in your role · Potential career advancement and performance incentives · Eligibility to join a 401(k) Plan

Application Instructions: Email us a copy of your resume today!

Contact:
Address: 115 S. Wilke Rd. Ste. 306, Arlington Heights, IL 60005
Phone: 8477491292
Email: BIRDDOG-BIRD0866@applications.recruiterbox.com

Apply Online: http://windycitycallcenter.com/careers-Call-Center-Representative-office.html

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Job ID: 2978781
Expires: 12/31/2013
Job Title: Independent Sales Representative
Company: Capital Resource Solutions
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Accounting & Business Administration, Economics, Entrepreneurship, Financial Services, Marketing/Sales, Small Business Management
Job Target: Marketing
Location: IL, MI, MN, WI
Salary: Commission based

Job Description: Capital Resource Solutions is looking for a few motivated, self starters to sell our "Main Street" small business loans to businesses on campus and in your college town. The reality is that banks are not making many loans to small businesses and there are a growing number of companies in your area that need capital. The hours are flexible. Work as much or as little as your schedule allows. Training will be provided along with targeted prospect lists to get you started. Commissions are generous. Start making money today. Please email your resume to gfaust@capital-resource-solutions.com.

Job Requirements: Basic understanding of finance and business loans.

Application Instructions: Please e-mail your resume to Greg Faust at gfaust@capital-resource-solutions.com

Contact: Greg Faust
Address: 409 S Ashland Avenue, La Grange, IL 60525
Phone: 708-469-7625
Email: gfaust@capital-resource-solutions.com

Job ID: 3074804
Expires: 12/31/2013
Job Title: Marketing/Sales Specialist
Company: Aflac
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Business Management, Marketing/Sales
Job Target: Marketing
Location: La Grange, IL 60525
Salary:
Job Description: We are looking for enthusiastic, career minded, self-motivated individuals for the Sales/Marketing Associate position to work in a professional business-to-business sales environment in the Chicagoland area. Extensive management opportunities are available. Prior sales experience is welcome, but not necessary. We work with business owners to augment their benefit packages by implementing Aflac programs and educating the employees about our programs. A career with Aflac encompasses marketing, sales, customer service, human resources and entrepreneurship. If you are looking for a career with a top company, that still lets you be your own boss, do not pass this one by. How We Support Our Associates: ·Brand awareness/advertising campaign ·Associate customer service toll-free numbers ·Professional orientation, training, and certifications ·Professional field marketing materials ·The latest in sales automation technology Requirements: ·Must be ambitious and self-motivated. ·Must be a success-driven self-starter. ·Must be articulate and project a presence of success. ·Must be able to communicate well with others and enjoy working with people. Benefits: Aflac's stock bonus program allows career associates to participate in the company's growth, profitability and success as a stockholder. Renewals for life ·Aflac's Associate Bonus Club (ABC) rewards associates for recruiting new members to the field force. ·Aflac associates have the opportunity to join the National Association of Professional Agents (NAPA). Training Program: **Aflac Fortune 200 Company World Class Training Program - Industry Leader** Note: If you are trainable, prior sales experience is not necessary.
Application Instructions: Please submit resume to aflacchicagosouth@gmail.com.
Contact: Mike Yurczyk
Address: 1601 W 55th Street La Grange Highlands, La Grange HiHighlands, IL 60525
Phone: (320) 293-2183
Fax: Aflac
Email: aflacchicagosouth@gmail.com

Job ID: 3075408
Expires: 09/21/2013
Job Title: Marketing Specialist
Company: ARAMARK @ The Q Center
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Marketing
Location: St Charles, IL
Salary:
Job Description: Brief Description of Duties · Implement marketing initiatives that support the sales efforts of our company in conjunction with the Senior Sales & Marketing Communications Manager. Efforts include but are not limited to guest communication, trade shows, web promotions, email marketing, video, social media and all marketing collateral. · Provide creative and strong writing/editing for collateral and other marketing materials as needed, as well as "hands on" project/task implementation. · Collaborate with the Senior Sales & Marketing Communications Manager in the development and implementation of an annual marketing/advertising plan and budget. · Assist Senior Sales & Marketing Communications Manager in developing and managing social media program, including development of content, scheduling and monitoring posts and reporting on results. · Develop all ad hoc guest communications, including room drops, signage, maps and other guest handouts. · Assist Senior Sales & Marketing Communications Manager in the management of the Q Center website to ensure that its content and appearance are useful and effective and that the site serves the needs of the target audience. · Work collaboratively on initiatives with contractors including but not limited to: communications, email marketing, advertising, web management, search engine optimization, publicity releases, and others as needed. · Implement revisions to existing programs or assist in the development of new programs as needed.
Job Requirements: Minimum Requirements · 1 year of Sales & Marketing or hospitality experience (or related experience) desired · Social media management skills · Strong administrative skills · Strong oral and written communication skills · Detail-oriented and organized · Good combination of creative and analytical skills · Good time management - capable of meeting tight deadlines · Able to juggle multiple projects · Excellent ability to prioritize and gather information · Proficiency with Microsoft Office products (Word, Excel, PowerPoint), Lotus Notes, social media and the Internet. Experience with Constant Contact a plus. · College degree preferred
Application Instructions: Please apply on website or send resume by fax.
Contact: Daniel McGrath
Address: 1405 N. 5th Avenue, St Charles, IL 60174
Fax: 630-444-4344
Email: recruiting@QCenter.com

Job ID: 3091412
Expires: 09/05/2013
Job Title: Marketing Intern
Company: Semler Industries
Job Type: Co-op, Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Marketing/Sales
Job Target: Marketing
Location: Franklin Park, IL 60131
Salary: $12/hr

Job Description: FUNCTION OF THE JOB: Researches market potential for various new product concepts and seeks competitive information for various industries and territories.
RESPONSIBILITIES: Follow direction of direct supervisor on immediate needs for department including all of the following: · To research and develop markets and various databases to coordinate market-specific prospective customer lists · Develop market survey questionnaires for existing and potential clients, and contacting various companies to perform surveys, and record, organize and report responses to management · Research new product development ideas online, in magazines and past records, seeking data and trends indicating top opportunities · Use various resources, free and pay-for-service, to obtain data lists and sort accordingly · Assist in populating the website with new content frequently · Support brochure development with marketing firm · Maintain work environment in neat and orderly fashion · Prepare reports from research in concise and priority oriented fashion · Complete articles, blogs or "briefs" on successful projects as deemed appropriate · Perform other tasks as required following established policy and procedure.
PHYSICAL REQUIREMENTS OF THE JOB: Will require sitting for a portion of the work day, some telephone and personal interaction with co-workers, as well as use of computer keyboards online during working hours.

Job Requirements: MINIMUM ACCEPTABLE QUALIFICATIONS: High school diploma or equivalent required. Must be working toward marketing or business bachelor degree in senior or preferably junior year. Willingness to learn significant amount of new material in a short time is a must. Also, must be willing to adapt to multiple-project workload as dictated by portfolio needs. Must possess excellent communication, grammar, organization, reporting and people-related skills. Computer literate with advanced knowledge of Microsoft Office: Word, Excel and Powerpoint. Must be able to speak, write, and comprehend written and verbal instruction in English.

Application Instructions: Please provide a cover page demonstrating writing skills with the resume. Why should we hire you instead of someone else?

Contact: Brian E. Porter
Address: 3800 N. Carnation Street, Franklin Park, IL 60131
Phone: 847-671-5650
Email: bporter@semlerindustries.com

Job ID: 3095617
Expires: 09/01/2013
Job Title: SEO Specialist  
Company: mRELEVANCE, LLC  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted:  
Job Target: Marketing  
Location: Arlington Heights, IL 60004  
Salary: Based on experience  

Job Description: General Responsibilities: We are looking for a talented SEO person with a desire to become part of a rapidly growing company. They must be a team player. The right candidate will be confident in his or her ability to improve search engine results page rankings and use traditional and obscure SEO and social media techniques for desired results. As long as you are smart, talented, and efficient, we are looking for you. Familiarity with many of the systems of advanced web development is a plus for consideration of this position. Overall, you must be an extremely motivated, intelligent, experienced, and flexible programmer willing to learn advanced SEO techniques. Requirements & Education · Advanced understanding of SEO · Experienced with creating custom, weekly and monthly traffic reports for clients · Strong understanding of Google Analytics and Google WMT · Experienced with social media and social sharing websites · Knowledge of HTML, CSS, Wordpress · Intermediate experience with web development · Strong written and verbal communication skills · Must be available to work on site · No contractors or outsourcers Compensation is commensurate with experience. Please provide salary history and/or requirements when applying for this position. Applicants who do not submit real salary history will not be considered. We will not be able to respond to all inquiries and will not without salary expectations. We offer 401k with matching, health insurance reimbursement, paid time off and other benefits for our full-time employees.  

Application Instructions: If applying for this position by email, by attach a resume and put salary requirements.  

Contact: Lauren Pond  
Address: 4204 N. Arlington Heights Rd. Suite A, Arlington Heights, IL 60004  
Phone: 847-259-7313  
Email: lauren@mrelevance.com

Job ID: 3152131  
Expires: 08/29/2013  
Job Title: Marketing Coordinator (Administrative)  
Company: K-12 Teachers Alliance  
Job Type: Part Time  
Degrees Wanted: Diploma  
Majors Wanted: Any Major  
Job Target: Marketing
Location: Frankfort, IL 60423
Salary: $12/hour

Job Description: K-12 Teachers Alliance partners with universities across the United States to bring off-campus master's degree programs to teachers and principals to help them reach their career goals. It is our responsibility to create these off-campus cohort programs with marketing efforts. With our continued growth, we are excited to be expanding our marketing team by hiring 2 marketing coordinators this summer to support our new and existing university partners. This administrative role will support cohort university teams by accurately and efficiently maintaining marketing collateral, including print flyers and electronic messaging/emails. This role also works with operations teams to facilitate review and approval of content, through final proof stage, and to the production and delivery of marketing materials. Positions are based in Frankfort, IL (south suburbs) and are part-time (30 hours/week). Individuals have the option to work less hours during summer months and more hours September-May if chosen. If you have outstanding proofreading and attention to detail skills, please read on! JOB RESPONSIBILITIES: · Works with assigned cohort teams to review marketing calendar and anticipate marketing needs. Updates templates for flyers and email marketing campaign with relevant school details. · Coordinates a thorough review process of all assigned marketing materials through final proof stage, and preparation for production/distribution. Has overall accountability for ensuring the accuracy of information contained in the materials. · Collaborates with operations teams to facilitate the update, production and distribution of marketing materials.

Job Requirements: JOB REQUIREMENTS: · H.S. diploma required with minimum of two years related experience. · Strong organizational skills; able to manage priorities and workflow. · Effective written and verbal communication skills. · Ability to understand and follow written and verbal instructions. · Ability to handle high volume and work under tight deadlines with a positive disposition. · Ability to collaborate with teams to see through projects, and complete work independently. · Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm. · Acute attention to detail. · Demonstrated knowledge of Microsoft Office. Adobe InDesign a plus. · Ability to use standard office equipment, including fax machines, copy machines and printers. WORK ENVIRONMENT: · Typical office environment; sitting for prolonged periods. OUR COMPANY OFFERS: 3 weeks of paid time off Option to take 1 week additional unpaid time off in summer Company-paid holidays Recognition programs Strong team environment Employee Assistance Program Medical insurance is not provided (State of Illinois will have insurance plan available to all January 2014) SALARY: Position pays $12/hour. This is an outstanding opportunity for college students. If interested, candidates should include a cover letter with their resume. (Only resumes submitted with a cover letter will be reviewed!)

Application Instructions: Submit resume and cover letter to hr@k12teachersalliance.com

Contact: Susanne Margis
Address: 20624 Abbey Woods Court N, Frankfort, IL 60423
Phone: 708 213-6018
Email: hr@k12teachersalliance.com

Job ID: 3162337
Expires: 09/15/2013
Job Title: Business Development Intern - PAID
Company: Course Hero, Inc.
Job Type: Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Marketing
Location: River Grove, IL
Salary: $10-$15/hour

Job Description: The Knowledge Drive initiative, in partnership with Books for Africa, is working to build a powerful learning resource for college students while providing children in Africa with the gift of education and the ability to attain a better quality of life. With the help of students and interns across the country, we have already donated 85,000+ books, and hope to continue building a brighter future for children and students around the world in the coming months and years. We are now accepting applications for our paid Internship and Professional Development Program which allows select students to help shape the future of our Knowledge Drive initiative, while also developing, applying, and honing their professional skill set. As an initiative whose mission is built around helping students learn more effectively, we believe that students must be actively involved in helping us do so. Those that are accepted will help lead the Knowledge Drive initiative at their school, which is building a more comprehensive resource for students while also supporting the development of education abroad. In addition to leading the Knowledge Drive, interns will also work with the Knowledge Drive Team to provide insights on how we can provide an even better initiative and resource for education. Accepted applicants will also be enrolled in our Professional Development Program which provides teaching, application, and refinement of a student's professional skill set. Designed to set interns up for success in the professional world, the program includes: - Leadership and one on one coaching from a Director - Weekly workshops on specific professional skills (ranging from communication to innovation) paired with structured goals to help strengthen and hone those skills. - Personalized critiques and development plans that focus on improving areas connected to the students desired career path. - Professional references upon completion and graduation from the program - Management positions for those that truly excel

Job Requirements: The ideal candidates are: - Social, energetic, and outgoing - Interested in business, communications, technology, and or entrepreneurship - Involved with multiple groups on campus (a position of leadership is a huge plus!) - Experts in social media tools like Facebook and Twitter - Well spoken, outgoing, creative, and confident

Application Instructions: If you are interested in joining our Internship and Professional Development Program and working together to do something powerful for education, please send your resume to applicants@coursehero.com

Contact: John
Address: 1700 Seaport Blvd., #150, Redwood City, CA 94063
Phone: 6502003879
Email: applicants@coursehero.com
Job ID: 3175808
Expires: 12/31/2013
Job Title: Financial Professional Associate
Company: Prudential
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Job Target: Marketing
Location: Naperville, IL 60564
Salary:
Job Description: The Financial Professional Associate position is a sales position with The Prudential Insurance Company of America selling insurance and financial services. Financial Professional Associates participate in a comprehensive development program, developing product knowledge, and selling experience while offering appropriate insurance and investment products to help clients meet their financial goals. After the training and development program, many will continue to be financial services generalists, assisting clients with a range of insurance and investment needs; others will go on to develop a specialty, such as fee-based financial planning, insurance for business needs, or estate planning needs.
Job Requirements: The Prudential Insurance Company of America, one of the Prudential Financial Companies, is looking for men and women who are ready for a rewarding career opportunity selling insurance and financial services products... a career committed to making an impact in the lives of the people we touch. We're seeking individuals with these attributes. · Customer Service Focused · Revenue Focused (Sales Influence and Persuasion, Sales Resilience, Sales Initiative) · Self Confident and Autonomous · Drive and Initiative · Responsible and Committed · Excellent Interpersonal Skills · Good Business Communication Skills · Ability to Problem Solve, and develop ideas · Ability to use basic math skills to problem solve · Good Critical Thinking · High school diploma or GED qualification required
Application Instructions: If you are interested in applying for the position, please send a cover letter along with an updated copy of your resume to karen.janek@prudential.com.
Contact: Karen Janek
Address: 2132 Deep Water Lane, Suite 140, Naperville, IL 60564
Phone: (630)210-7384
Email: karen.janek@prudential.com
Company: Prudential
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Job Target: Marketing
Location: Frankfort, IL 60423
Salary:

Job Description: The Financial Professional Associate position is a sales position with The Prudential Insurance Company of America selling insurance and financial services. Financial Professional Associates participate in a comprehensive development program, developing product knowledge, and selling experience while offering appropriate insurance and investment products to help clients meet their financial goals. After the training and development program, many will continue to be financial services generalists, assisting clients with a range of insurance and investment needs; others will go on to develop a specialty, such as fee-based financial planning, insurance for business needs, or estate planning needs.

Job Requirements: The Prudential Insurance Company of America, one of the Prudential Financial Companies, is looking for men and women who are ready for a rewarding career opportunity selling insurance and financial services products... a career committed to making an impact in the lives of the people we touch. We’re seeking individuals with these attributes. · Customer Service Focused · Revenue Focused (Sales Influence and Persuasion, Sales Resilience, Sales Initiative) · Self Confident and Autonomous · Drive and Initiative · Responsible and Committed · Excellent Interpersonal Skills · Good Business Communication Skills · Ability to Problem Solve, and develop ideas · Ability to use basic math skills to problem solve · Good Critical Thinking · High school diploma or GED qualification required

Application Instructions: If you are interested in applying for the position, please send a cover letter along with an updated copy of your resume to karen.janek@prudential.com.

Contact: Karen Janek
Address: 2132 Deep Water Lane, Suite 140, Naperville, IL 60564
Phone: (630)210-7384
Email: karen.janek@prudential.com

Job ID: 3182816
Expires: 09/21/2013
Job Title: Social Media and Search Engine Marketing Specialist
Company: First American Bank
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: 
Job Target: Marketing

Location: Elk Grove Village, IL 60007
Salary:

Job Description: The Social Media and Search Engine Marketing (SEM) Specialist is responsible for the development and implementation of the organization’s social media program and search engine marketing campaigns. DUTIES & RESPONSIBILITIES: Manage and analyze multiple search engine marketing (SEM) campaigns on Google, Yahoo, MSN, Bing, etc., optimizing keyword effectiveness. Develop, implement and maintain the organization's social media program on Facebook, Twitter, LinkedIn, etc. Respond to user commentary regarding the organization or its entities while coordinating with relevant business units to ensure accuracy and appropriateness of responses. Develop analytics reporting and present to Marketing Director. Work with compliance department to ensure all disclosures are correct and coordinate/implement any regulation changes for both search engine marketing and social media efforts. Ensure all written complaints regarding the organization found in social media channels are documented, reported and responded to appropriately and according to the Complaint Policy. Support the Marketing team in the continued development and optimization of the corporate website.

QUALIFICATIONS: Bachelor's degree or equivalent work experience with an emphasis in marketing or a related field. Three to five years marketing or related experience required. Banking experience preferred. Bilingual-Spanish a plus. Must have excellent written and oral communication skills. In-depth knowledge of search engine marketing principles, social media platforms techniques, monitoring tools and social media web content development. Experience with Microsoft Word, Excel, PowerPoint and Adobe Acrobat preferred. Periodic travel to outside vendors/strategic partners and branch network may be required. Typical hours are 7:30 AM-5:00 PM. At times, longer hours and attendance at evening events may be required. Must be available to post time sensitive information on social media platforms during non-work hours.

Application Instructions: Please apply online.

Contact: Anna Dudziak
Address: 80 Stratford Drive, Bloomingdale, IL 60108
Phone: 630-547-8949
Fax: 630-547-8949
Apply Online: http://https://hr.firstambank.com/careers/

MARKETING ADVERTISING AND SALES

Job ID: 3063728
Expires: 12/31/2013
Job Title: Marketing/Sales Specialist
Company: Aflac
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Marketing Advertising and Sales
Location: La Grange, IL 60525
Salary:

Job Description: Aflac Marketing/Sales Specialist Summary/Job Description
We are looking for enthusiastic, career minded, self-motivated individuals for the Sales/Marketing Associate position to work in a professional business-to-business sales environment in the Chicagoland area. Extensive management opportunities are available. Prior sales experience is welcome, but not necessary. We work with business owners to augment their benefit packages by implementing Aflac programs and educating the employees about our programs. A career with Aflac encompasses marketing, sales, customer service, human resources and entrepreneurship. If you are looking for a career with a top company, that still lets you be your own boss, do not pass this one by. How We Support Our Associates:

· Brand awareness/advertising campaign
· Associate customer service toll-free numbers
· Professional orientation, training, and certifications
· Professional field marketing materials
· The latest in sales automation technology

Requirements:
· Must be ambitious and self-motivated.
· Must be a success-driven self-starter.
· Must be articulate and project a presence of success.
· Must be able to communicate well with others and enjoy working with people.

Benefits: Aflac's stock bonus program allows career associates to participate in the company's growth, profitability and success as a stockholder. Renewals for life · Aflac's Associate Bonus Club (ABC) rewards associates for recruiting new members to the field force. · Aflac associates have the opportunity to join the National Association of Professional Agents (NAPA).

Training Program: **Aflac Fortune 200 Company World Class Training Program - Industry Leader**

Note: If you are trainable, prior sales experience is not necessary.

Contact: Mike Yurczyk
Address: 1601 West 55th Street, La Grange, IL 60525
Phone: 320-293-2183
Email: aflacchicagosouth@gmail.com

Job ID: 3075408
Expires: 09/21/2013
Job Title: Marketing Specialist
Company: ARAMARK @ The Q Center
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Marketing Advertising and Sales
Location: St Charles, IL
Salary:

Job Description: Brief Description of Duties · Implement marketing initiatives that support the sales efforts of our company in conjunction with the Senior Sales & Marketing Communications
Manager. Efforts include but are not limited to guest communication, trade shows, web promotions, email marketing, video, social media and all marketing collateral. · Provide creative and strong writing/editing for collateral and other marketing materials as needed, as well as "hands on" project/task implementation. · Collaborate with the Senior Sales & Marketing Communications Manager in the development and implementation of an annual marketing/advertising plan and budget. · Assist Senior Sales & Marketing Communications Manager in developing and managing social media program, including development of content, scheduling and monitoring posts and reporting on results. · Develop all ad hoc guest communications, including room drops, signage, maps and other guest handouts. · Assist Senior Sales & Marketing Communications Manager in the management of the Q Center website to ensure that its content and appearance are useful and effective and that the site serves the needs of the target audience. · Work collaboratively on initiatives with contractors including but not limited to: communications, email marketing, advertising, web management, search engine optimization, publicity releases, and others as needed. · Implement revisions to existing programs or assist in the development of new programs as needed.

**Job Requirements:** Minimum Requirements · 1 year of Sales & Marketing or hospitality experience (or related experience) desired · Social media management skills · Strong administrative skills · Strong oral and written communication skills · Detail-oriented and organized · Good combination of creative and analytical skills · Good time management - capable of meeting tight deadlines · Able to juggle multiple projects · Excellent ability to prioritize and gather information · Proficiency with Microsoft Office products (Word, Excel, PowerPoint), Lotus Notes, social media and the Internet. Experience with Constant Contact a plus. · College degree preferred

**Application Instructions:** Please apply on website or send resume by fax.

**Contact:** Daniel McGrath

**Address:** 1405 N. 5th Avenue, St Charles, IL 60174

**Fax:** 630-444-4344

**Email:** recruiting@QCenter.com

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**Job ID:** 3105010

**School Job ID:** MVCC

**Expires:** 10/18/2013

**Job Title:** Office Assistant - Part-Time - Palos Hills, IL

**Company:** Steven Bezanis Agency

**Job Type:** Part Time

**Degrees Wanted:** Diploma, License

**Majors Wanted:** Office Assistant

**Job Target:** Marketing Advertising and Sales

**Location:** Palos Hills, IL 60465

**Salary:** $10.00 per hr.

**Job Description:** We are seeking a part-time office assistant 15 hours per week. The duties and
Responsibilities are as follows: Good communication skills are very important. Ability to perform follow up billing calls; Must have excellent Data Entry skills; Sales experience is preferred. Insurance License is preferable but is not required.

**Application Instructions:** Please send resume to sbezanis@amfam.com

**Contact:** Steve Bezanis
**Address:** 10544 S. Roberts Road, Palos Hills, IL 60465
**Phone:** 708-974-2060
**Email:** sbezanis@amfam.com

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**Job ID:** 3150888
**Expires:** 08/28/2013
**Job Title:** Manager Trainee
**Company:** Menards
**Job Type:** Full Time
**Degrees Wanted:** Bachelors
**Majors Wanted:** Accounting, Accounting & Business Administration, Business Support Specialist, Economics, Financial Services, Human Resource Management, Marketing Management, Small Business Management
**Job Target:** Marketing Advertising and Sales
**Location:** IL
**Salary:** Open

**Job Description:** The manager Trainee program is a very structured and defined curriculum. This program is an entry level management program preparing you to catapult a career in retail management with Menards. It allows the Manager Trainee to get accustomed to basic store procedures and learn the common policies and terminology. Manager trainees participate in comprehensive 3 month on the job training program at any of our store locations. They will rotate through 5 departments of the store, gain knowledge and exposure, which will help in applying their management techniques. Upon completion of these 5 areas of the program, combined with willingness to relocate, Manager Trainee's can move on and take their 1st step into management as an Assistant Department Manager.

**Job Requirements:** As a Assistant department manager they are gaining management experience and continuing to develop their merchandising, communication and organizational skills. Strong performance and a dedication to succeed will lead to even more promotions and responsibility. Manager trainee really do move up at their own pace and relocation can play a key role in very fast advancement.

**Application Instructions:** Please apply online, at store or via email.

**Contact:** Angela Blacher
**Address:** 13956 South Bell, Homer Glen, IL 60491-8500
**Phone:** 708-645-5481
**Fax:** 708-301-5489
Email: HMGLHR@menards.com

Job ID: 3151613  
Expires: 08/29/2013  
Job Title: Sales - Inside  
Company: The Facts Media (aka Movie Facts, Inc. & Healthy Facts)  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Marketing Advertising and Sales  
Location: FL, IL, IA  
Salary: Varies  
Job Description: Sell display advertising over the phone to businesses in our national publications.  
Job Requirements: Must have excellent communication skills and enthusiasm on the phone. A great work ethic and a desire to earn top dollars will increase your success in this job.  
Application Instructions: Instead of email or fax, we prefer that you CALL with your best communication skills, to the office that is most convenient to your location: Des Plaines: 847-299-9700 Elgin: 847-741-1200 Joliet: 815-553-0495 Rockford: 815-395-1070 South Beloit: 779-475-0688 Quad Cities (Rock Island): 309-206-4950 Port Charlotte, FL: 941-625-8800  
Contact:  
Phone: 800-345-4324  
Email: hr@moviefactsinc.com

Job ID: 3163579  
Expires: 10/06/2013  
Job Title: Inside Sales Executive  
Company: McKlein Company  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Business Management, Entrepreneurship, International Business, Marketing/Sales, Small Business Management  
Job Target: Marketing Advertising and Sales  
Location: Chicago, IL 60639  
Salary: Hourly or monthly  
Job Description: Inside Sales Executive McKleinUSA, a leading leather goods manufacturer is undergoing a rapid expansion hiring candidates who are motivated sales professionals with excellent communication skills, confident with their ability to sell products, great work ethics and desire to work in a company with great advancement opportunities. Inside Sales Job
Description: You will be responsible for maintaining and supporting current customers and generating new prospects. Other activities may include, but are not limited to developing and engaging in the overall sales strategies for future growth of the company. The Executive VP will be working closely with you to help train and develop your knowledge and skill require to succeed. Position Requirements: Applicants must be knowledgeable and efficient in MS Word, MS Excel. Knowledge of QuickBooks Accounting software and CRM software is a plus. The position requires a minimum 1 year of sales experience with excellent communication skills. Benefits: This is a Full-Time Position with Hourly or Monthly Salary, Plus Health Insurance Plan, Paid Vacation, Paid Holidays General: Working Hours: 8:00 am - 5:00 pm (Lunch break 12:00-1:00 or 1:00-2:00)

Job Requirements: Position Requirements: Applicants must be knowledgeable and efficient in MS Word, MS Excel. Knowledge of QuickBooks Accounting software and CRM software is a plus. The position requires a minimum 1 year of sales experience with excellent communication skills.

Application Instructions: ***IMPORTANT PROCEDURE FOR APPLICANT: PLEASE COMPLETE THE NEW EMPLOYMENT APPLICATION FORM AND ATTACH A COPY OF YOUR RESUME AND EMAIL TO career@mckleinusa.com *** · To Download Employment Application: http://mckleincompany.com/careers/job-opportunities/employment-applications

Contact: Joy Diaz
Address: 4447 W. Cortland St., Chicago, IL 60639
Phone: 773-235-0600
Email: career@mckleincompany.com

MEDICAL GROUP PRACTICE MANAGEMENT

Job ID: 3161524
Expires: 08/06/2014
Job Title: Administrative Associate for Peds Therapy Clinic
Company: Assential Therapies, Inc.
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Any Major
Job Target: Medical Group Practice Management
Location: Niles, IL 60714
Salary: $14-18 per hour
Job Description: · Hours of work are between 8.00AM -- 6.30PM (exact hours will be decided later). · Must be available to work Saturdays between 8:00AM-12:30PM. · Accepting new patient referrals (Early Intervention and Private Insurance) for therapists and maintaining each therapists' caseload. · Explaining to parents about our services, in-network / out-of-network differences. · Verifying benefits with insurance companies. · Working with Availity / Q-Claims /
EZClaim / Medical Billing Software. · Maintaining authorizations and closing files as necessary.
· General office administration as required.

**Job Requirements:** · A minimum of Associates Degree is required with understanding of IL-
Early Intervention Billing and 3rd party insurance billing. · Understanding of CPT-codes, ICD-9
codes and medical billing procedure is important. · An understanding of therapy disciplines
Speech, Feeding, OT, PT and DT is required. · Excellent organization and communication skills
are a must. · Must have understanding of PPO, HMO, Individual Policy, Pre-certs, authorizations
and other private insurance related terms. · Familiarity with Availity / Q-Claims / EZClaim / 
Medical Billing Software. · Must have good writing abilities in Microsoft work and good
working knowledge of Excel, Access, Internet and E-mail. · Fluency with computers is a MUST.
· Punctuality and consistency is an absolute must. · It is also very important to have a pleasant
personality.

**Application Instructions:** Please provide a cover letter explaining why you need to be
considered. Applications with cover letter will have more weightage. Directions: We are located
in the 9-story round white professional building within the mall at the intersection of Golf Rd,
Milwaukee Ave and Greenwood. Park by Mall Entrance 8 which is next to the grocery store and
take elevators to 2nd floor.

**Contact:** Smita Joshi
**Address:** 241 Golf Mill Ctr Suite 200, Niles, IL 60714
**Phone:** 847-309-2270
**Email:** hr@atmfc.com

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**MERCHANDISING**

**Job ID:** 3119284
**Expires:** 09/01/2013
**Job Title:** Selling & Merchandising Associates
**Company:** Saks Fifth Avenue
**Job Type:** Full Time, Part Time, Seasonal
**Degrees Wanted:** None Required
**Majors Wanted:** Any Major
**Job Target:** Merchandising
**Location:** Rosemont, IL 60018
**Salary:**
**Job Description:** Please visit our Careers website to see full job descriptions.
**Application Instructions:** Please visit Careersatsaks.com Select OFF5TH For State Select IL
For LOcation Select Rosemont
**Contact:** Keyur Bhatt
**Address:** 5220 Fashion Outlets Way., Rosemont, IL 60018
**Phone:** 847.928.3873
Email: Keyur_bhatt@s5a.com
Apply Online: http://careersatsaks.com/SearchResult.aspx?Division=Stores%20OFF%205TH&AreaOfInterest=All&CategoryId=All&Keyword=&Location=Illinois&City=Rosemont&Position=All&JobType=All

Job ID: 3163579
Expires: 10/06/2013
Job Title: Inside Sales Executive
Company: McKlein Company
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Business Management, Entrepreneurship, International Business, Marketing/Sales, Small Business Management
Job Target: Merchandising
Location: Chicago, IL 60639
Salary: Hourly or monthly

Job Description: Inside Sales Executive McKleinUSA, a leading leather goods manufacturer is undergoing a rapid expansion hiring candidates who are motivated sales professionals with excellent communication skills, confident with their ability to sell products, great work ethics and desire to work in a company with great advancement opportunities. Inside Sales Job Description: You will be responsible for maintaining and supporting current customers and generating new prospects. Other activities may include, but are not limited to developing and engaging in the overall sales strategies for future growth of the company. The Executive VP will be working closely with you to help train and develop your knowledge and skill require to succeed. Position Requirements: Applicants must be knowledgeable and efficient in MS Word, MS Excel. Knowledge of QuickBooks Accounting software and CRM software is a plus. The position requires a minimum 1 year of sales experience with excellent communication skills.
Benefits: This is a Full-Time Position with Hourly or Monthly Salary, Plus Health Insurance Plan, Paid Vacation, Paid Holidays
General: Working Hours: 8:00 am - 5:00 pm (Lunch break 12:00-1:00 or 1:00-2:00)

Job Requirements: Position Requirements: Applicants must be knowledgeable and efficient in MS Word, MS Excel. Knowledge of QuickBooks Accounting software and CRM software is a plus. The position requires a minimum 1 year of sales experience with excellent communication skills.

Application Instructions: ***IMPORTANT PROCEDURE FOR APPLICANT: PLEASE COMPLETE THE NEW EMPLOYMENT APPLICATION FORM AND ATTACH A COPY OF YOUR RESUME AND EMAIL TO career@mckleinusa.com *** . To Download Employment Application: http://mckleincompany.com/careers/job-opportunities/employment-applications
Contact: Joy Diaz
NETWORK TECHNOLOGY

Job ID: 3149009
Expires: 09/26/2013
Job Title: Level I Technical Service Desk Analyst
Company: SMaRT Technology Services, Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Network Technology
Location: Chicago, IL 60661
Salary:

Job Description: This position is 100% phone-based support. Analysts will assist in diagnosing and troubleshooting technical issues as well as providing assistance with technology related policies and requests. All analysts will be working with Active Directory for password resets, configuring a network printer, configuring Microsoft Outlook for an Exchange server, assisting users with Outlook Web Access and answering Microsoft Office how-to questions for both Windows and Mac versions. Additional expertise in Google applications (including Google docs) is also strongly desired. Level 1 Service Desk Analysts will focus primarily on issue identification and troubleshooting, information gathering, resolution of minor issues, routing of issues and monitoring open tickets.

Job Requirements: Candidates must possess excellent customer service, strong user-support and telephone skills. Our candidate must be a team player with an aptitude for learning. Analysts will be required to document and update processes within a Knowledge Base so excellent written communications and organizational skills are necessary. Analyst responsibilities include analysis and resolution of desktop, software and connectivity issues and maintain ownership from cradle-to-grave. Strong time-management and organizational skills to appropriately balance taking new issues with following up on aging issues. Previous experience with HP Service Manager is a plus. All candidates should have a minimum of 1-2 years providing technical and/or customer support via telephone. The environment is primarily Windows XP/Vista/7 based, however there is a strong move to Apple Mac. Candidates with Mac experience will be considered first. Analysts will assist in diagnosing and troubleshooting technical issues as well as providing assistance with technology related policies and requests. All analysts will be working with Active Directory for password resets, configuring a network printer, configuring Microsoft Outlook for an Exchange server, assisting users with Outlook Web Access and answering Microsoft Office how-to questions for both Windows and Mac versions. Additional expertise in Google applications (including Google docs) is also strongly desired. Candidates must hold a high school diploma. Post high school education is preferred. We are an equal opportunity
employer. Excellent attendance and punctuality are expected.

**Application Instructions:** Please apply online at http://www.smartts.com/smart-careers. All candidates MUST complete the online fit assessment and background check release. Be sure to include your certifications, employment history and education information in the online application.

**Contact:** Janice Boutte'

**Address:** 156 North Jefferson Street Suite 200, Chicago, IL 60661

**Phone:** 312-612-8200 x 628

**Fax:** 312-775-6554

**Email:** resume@smartts.com

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**Job ID:** 3152976  
**Expires:** 10/31/2013  
**Job Title:** Support Technician 16-20hrs per week  
**Company:** Outsource Solutions Group, Inc.  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Computer Information Systems  
**Job Target:** Network Technology  
**Location:** Des Plaines, IL 60016  
**Salary:**

**Job Description:** MINIMUM QUALIFICATIONS: 1. High School degree. 2. Some network and computer work experience. 3. Courses in computer science or related fields. 4. Available to work evenings and weekends. ESSENTIAL DUTIES AND RESPONSIBILITIES: 1. Provides uniformly gracious and friendly service to all customers. 2. Understands and enforces the policies and procedures, while safeguarding confidential and restricted information. 3. Assists customers with basic functions of computers, printers, copiers, and other technology. 4. Assists customers with techniques for the use of Internet. 5. May assist in the training of customers in the use of various technologies. 6. Assists in day-to-day operation of the customers local area network including installation, configuration, maintenance and upgrades under the direction of the IT Manager. 7. Assists in installation, configuration and maintenance of operating systems and software and desktop computers including peripheral equipment. 8. Keeps informed of current technologies in hardware and software. 9. Installs upgrades and maintains electronic resources. PERIPHERAL DUTIES: 1. Resolves office equipment malfunctions. 2. Maintains neatness of public areas including desks, counters, shelves, tables, and personal space visible to the public. 3. Performs other duties as assigned.

**Application Instructions:** Email resume to resumes@osgusa.com

**Contact:** Allison Norton

**Address:** 1730 Park Street # 225, Naperville, IL 60563

**Phone:** 630-236-6625
Fax: 630-428-0524
Email: resumes@osgusa.com

Job ID: 3166178
Expires: 11/01/2013
Job Title: Dispatch Services Coordinator
Company: Outsource Solutions Group, Inc.
Job Type: Full Time

Degrees Wanted: None Required
Majors Wanted: Computer Information Systems
Job Target: Network Technology
Location: Naperville, IL 60563
Salary:

Job Description: Great Employees Wanted! Are You Tired Of Not Being Treated Like A Hero? Tired of Management Not Giving You The Tools You Need To Get The Job Done? Do You Like The Challenge of Lots of Variety? If you are a person who wants to step up and into an environment where our focus is to provide the highest value, fastest, most efficient, reliable & leverageable service & networks to our clients...we want to talk to you! We are looking for an ambitious, hard-working Dispatch Services Coordinator. This is a full-time position with access to the latest tools, techniques and best practices while receiving tremendous latitude for growth, establishing new best practices, having access to an outstanding benefits package, and a competitive salary. Job Duties will include: · Answer incoming support phone calls. · Monitor support requests from phone calls and email. · Direct non-support related phone calls to office manager or service manager. · Create service tickets for support related phone calls or e-mail from staff. · Review service tickets to make sure accurate entries are entered on a daily basis. · Schedule service tickets based on Service Level Agreement, client's needs and available resources. · Confirm appointments for scheduled remote or onsite event. · Monitor location of field technicians and develop approximate time schedules. · Evaluate/diagnose problems submitted by clients through the support system(s) and respond to e-mail generated trouble tickets related to scheduling. However, we are not desperate to fill this position and will wait to find the right person. The purpose of this letter is to "screen" the thousands of mediocre people in the Chicagoland area to find the few great people who would be the best additions to our company. There Are Certain Characteristics That We Are Looking For; If You Do Not Meet Them All, Don't Bother To Apply: 1. You must be passionate about delivering outstanding service to our clients. 2. You must be able to thrive in a fast-paced environment. 3. You must be VERY customer focused - as customer satisfaction is a must. 4. You must be intensely serious about your desire to be part of a winning team and be willing to work hard, learn fast, and grow with us. 5. You must be willing to take responsibility to get the job done right, and when you do make a mistake, learn from it and move on. We don't want anyone with a "victim" mentality that constantly blames other people, lack of time, or anything else for their lack of success. 6. You must be a team player who actively helps out and helps the team improve. 7. You must be a pleasant, positive person. We only want to work with people who are fun to work with and
stimulating to our group. 8. You must be able to provide 2 or more references from past employers who will vouch for your work ethic, experience and integrity - we will be contacting them to verify. A little about us...we are a Microsoft Gold Certified Partner based in Naperville and serve the Chicagoland area. Our focus is on Managed Services for infrastructure related work using Microsoft technologies in the SMB (small and medium business) market. We employ very robust tools for managing and monitoring our clients and actively use the solutions we sell internally. If you meet the above criteria, email a note explaining why you think this job is a great fit for you along with your resume and 2 references we can call to: resumes@osgusa.com
We look forward to hearing from you...IF you have what it takes!

Contact: Allison Norton
Address: 1730 Park Street #225, Naperville, IL 60563
Phone: 630-236-6625
Email: resumes@osgusa.com

OFFICE AND ADMINISTRATIVE SUPPORT

Job ID: 3056426
Expires: 09/01/2013
Job Title: Energy Consultant
Company: Energy Connection
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Office and Administrative Support
Location: Northbrook, IL 60062
Salary: Commission Based

Job Description: Energy Connection Northbrook, IL Energy Consultant - Full or Part Time
Energy Connection is an Energy Brokerage firm helping people lower their energy costs. We are committed to driving the global transition toward a safe, reliable, efficient and clean energy future. We are seeking talented and motivated people who are interested in the hyper growth field of energy. You will have the potential to earn over $75k in the first year with unlimited upside. Plus all the income is residual, ongoing income that should last for many years to come. Candidates are able to jump right in and start making money instantly. You will focus on selling value and energy solutions to decision-makers. You must be results oriented, self-motivated and driven by both financial and career opportunities. You are responsible for developing new business through prospecting. No cold calls necessary.

Application Instructions: Please email a resume to John Pelts at jpelts@energyconnectionsite.com
Contact: John Pelts
Address: 666 Dundee Rd. Suite # 1901, Northbrook, IL 60062
Phone: 847-509-2290
Fax: 847-509-2295
Email: jpelts@energyconnectionsite.com

Job ID: 3105010
School Job ID: MVCC
Expires: 10/18/2013
Job Title: Office Assistant - Part-Time - Palos Hills, IL
Company: Steven Bezanis Agency
Job Type: Part Time
Degrees Wanted: Diploma, License
Majors Wanted: Office Assistant
Job Target: Office and Administrative Support
Location: Palos Hills, IL 60465
Salary: $10.00 per hr.
Job Description: We are seeking a part-time office assistant 15 hours per week. The duties and responsibilities are as follows: Good communication skills are very important. Ability to perform follow up billing calls; Must have excellent Data Entry skills; Sales experience is preferred. Insurance License is preferable but is not required.
Application Instructions: Please send resume to sbezanis@amfam.com
Contact: Steve Bezanis
Address: 10544 S. Roberts Road, Palos Hills, IL 60465
Phone: 708-974-2060
Email: sbezanis@amfam.com

Job ID: 3143437
School Job ID: MVCC
Expires: 09/22/2013
Job Title: Credit Counselor / Collector
Company: Collections Systems Incorporated
Job Type: Part Time
Degrees Wanted: Diploma
Majors Wanted: Office Assistant
Job Target: Office and Administrative Support
Location: Oak Brook, IL 60523
Salary: $9.30 - $10.15 p/h
Job Description: Account servicing. Major phone work. Part-time - possible full-time. Range: $9.30 to $10.15 per hour. Calling health care, receivables and credit counseling.
Application Instructions: Please email or fax cover letter and resume as soon as possible.
Job ID: 3156088  
Expires: 08/31/2013  
Job Title: Front Desk Staff  
Company: Dolphin Swim Club  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Office and Administrative Support  
Location: Elk Grove Village, IL 60007  
Salary:  
Job Description: Dolphin Swim Club is hiring for its new Schaumburg Area location! Our newest facility is now open 681 Meacham Road. We teach year-round, indoor swimming lessons and need staff members who love being around children and their families and have excellent customer service skills. We are currently looking for new part-time office staff members.  
Application Instructions: Please e-mail a letter of introduction and your resume for consideration. Please detail your long-term availability and why you would make a valuable member of the DSC Family.  
Contact: Kristine Biederer  
Address: 681 Meacham Road, Elk Grove Village, IL 60007  
Phone: 630-283-0136  
Email: kristine@dolphinswimclub.com

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Job ID: 3161724  
Expires: 10/01/2013  
Job Title: Optometric Assistant  
Company: Optica Eye Center Associates  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Office and Administrative Support  
Location: IL
Salary:

**Job Description:** - Perform Preliminary Testing - Patient Care - Make Appointments - File - Learn how to sell and dispense glasses

**Job Requirements:** - Own Transportation - Ability to go to both Bloomingdale and Melrose Park locations - Ability to perform well in a team atmosphere - Bilingual is preferred - Willingness to learn Optometry

**Application Instructions:** Please come in to either location and pick up application. Resumes maybe turned in when application is completed

**Contact:** Carol Lynn Kopke
**Address:** 366 W. Army Trail Rd Ste 310B, Bloomingdale, IL 60108
**Phone:** 630-893-1450
**Fax:** 630-893-8655

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**Job ID:** 3163080
**Expires:** 10/31/2013
**Job Title:** RIVER GROVE TUTORS - Summer / Fall - 20-60 dollars/hour
**Company:** WheresMyTutor
**Job Type:** Full Time, Part Time
**Degrees Wanted:** None Required
**Majors Wanted:** Any Major
**Job Target:** Office and Administrative Support
**Location:** River Grove area, IL
**Salary:** $20-$60+/hour

**Job Description:** Part-time *LATE SUMMER / FALL TUTORS* needed for all subjects and age-levels in (and around) the RIVER GROVE area. Currently our company has an immediate need for tutors who are able to work right away during the late Summer months (and even beyond into the 2013-2014 school year as well). We need tutors NOW as the amount of "Tutoring Requests" we've been receiving from parents/students has increased substantially since the beginning of Summer. This increase is due to students requiring additional homework support and more all-around academic tutoring as their *Summer School* classes continue to become more and more difficult... As a tutor you'll be able to pick and choose which local students that you'd like to work with. Additionally tutors get to set their own rates ($20 - $60+/hour), their own hours, and their own weekly tutoring schedules. Currently we have an immediate need for local tutors who can work part-time roughly 2-10 hours per week. All tutoring is conducted one-on-one at a neutral location such as a library, on campus, or a nearby coffee shop. Coffee shops seem to be the most popular tutoring locations for both students and tutors alike. If you are interested in tutoring right away during the Summer months (and even beyond), please send an email inquiry to: justin@wheresmytutor.com -OR- you may simply apply via the College Central system as well...

**Job Requirements:** Because we have such a high demand for new tutors at this time, prior tutoring experience is NOT required to be a busy and successful tutor. Even "rookie tutors" will
have full tutoring schedules. As stated previously, tutors must be able to meet their students (tutees) at a local place in common (library, coffee shop, campus, etc) where the tutoring takes place. NO long commutes are ever required and if the tutoring location is close, possessing a car is not necessary.

**Application Instructions:** If you are interested in tutoring right away during the Summer months (and even beyond), please send an email inquiry to: justin@wheresmytutor.com -OR- you may simply apply via the College Central system as well...

**Contact:** Justin C. Ketcham

**Address:** NATIONAL HEADQUARTERS: 2379 Orange Ave., Suite C, Costa Mesa, CA 92627
**Phone:** 866-651-8945
**Email:** justin@wheresmytutor.com

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**Job ID:** 3169133
**Expires:** 10/31/2013
**Job Title:** Teller 2 postions open
**Company:** LEYDEN CREDIT UNION
**Job Type:** Part Time
**Degrees Wanted:** None Required
**Majors Wanted:** Any Major
**Job Target:** Office and Administrative Support
**Location:** Franklin Park, IL 60131
**Salary:** $9.00-9.50

**Job Description:** Bank teller activities. Prior cash handling or teller experience helpful. Assist in everyday operations of the credit union. Abide by policies and procedures. Provide a variety of services functions to process transactions. Manage and balance a cash drawer. Enthusiastically promote products and services. Self motivator representing the credit union in a positive way. Ability to work quickly and communicate effectively with membership and through teamwork with staff.

**Job Requirements:** Ability to work quickly and accurately with attention to detail with at least 1-2 years experience.

**Application Instructions:** To apply please send your cover letter and resume to Human Resources at hr@leydencu.org or fax it to 847-455-1245.

**Contact:** HUMAN RESOURCES
**Address:** 2701 N 25TH AVE, FRANKLIN PARK, IL 60131
**Phone:** 847-455-8440
**Fax:** 847-455-1245
**Email:** hr@leydencu.org

**Job ID:** 3173689
Expires: 08/26/2013

Job Title: Office Assistant
Company: ECRA Group, Inc
Job Type: Full Time
Degrees Wanted: Associates, Certificate
Majors Wanted: Office Assistant
Job Target: Office and Administrative Support
Location: Rosemont, IL 60018
Salary: $30,000 - $34,000

Job Description: Prepare and send template letters to clients. Operate office machines, such as photocopiers and scanners, facsimile machines, and personal computers. Maintain and update filing, mailing, and database systems. Compile periodic reports as directed. Coordinate, print, package, and ship materials. Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail. Type, format, proofread, and edit correspondence and other documents. Prepare office communications. Respond to inquiries from a variety of internal and external sources. Review requests for proposals (RFPs), contracts, and other documents to respond to requests and prepare template proposal and agreements. Track contract obligations, including billing cycles. Help with data entry as necessary (Excel, Word, etc.). Perform other office duties as assigned.

Job Requirements: Excellent verbal and written communication skills Must be able to speak clearly so others can understand you Must be able to read and understand information and ideas presented in writing High degree of professionalism Excellent proofreading and editing skills Proficient in Microsoft Office Suite (Word, Excel, Outlook, etc.) Must be personable and confident Ability to multi-task

Application Instructions: Please submit letter of interest and resume to: jobs@ecragroup.com Please state the job title you are applying for.

Contact: Gina Siemieniec
Address: 5600 N. River Rd. Suite 180, Rosemont, IL 60018
Phone: 847 318-0072
Fax: 847 318-6751

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Job Title: Receptionist Part Time
Company: River Trails Park District
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Office and Administrative Support
Location: Mount Prospect, IL 60056
Salary: $8.50 hour

Job Description: - Greeting customers who walk through the door with a genuine enthusiasm - Strong communication skills - Ability to follow written and oral instructions - Ability to handle money and operate a cash register - Answer phones in a professional manner - Provide customers with a positive answer - Skilled in computers - Process registration, memberships and facility scheduling - Assist customers - Office experience a plus - Ability to prioritize - Multi-tasking a must - Work effectively as a team player - Flexibility to work evening and weekend shifts a must - Must be at least 21 years of age

Application Instructions: Apply in person at: MSW Community Center, 1500 Euclid, Mt. Prospect, 847-255-1200 or online at www/rtpd.org Attention: Eileen

Contact: Eileen Meyers
Address: 1500 E. Euclid Ave., Mt. Prospect, IL 60056
Phone: 847-255-1200
Email: emeyers@rtpd.org
Toynk Toys is looking to hire several Customer Service Representatives to work in a very fast-paced, yet casual environment. We have a variety of shifts available including early morning, late evening, as well as Saturday shifts. Toynk is preparing for a very busy Halloween season, so apply today! Your responsibilities include: Taking/completing phone orders from customers, answering customer emails, completing customer inquiries using our online chat system, assisting customers with questions regarding order status, package tracking and other general information. Serious inquiries only.

**Job Requirements:** Seasonal position runs 4-6 weeks.

**Application Instructions:** MUST FILL OUT OUR ONLINE APPLICATION ON OUR WEBSITE AT WWW.TOYNK.COM CLICK ON "NOW HIRING" ON THE HOMEPAGE or CLICK THIS LINK: http://www.toynk.com/category/promotional.employment/ THANK YOU

**Contact:** Tracy Hays

**Address:** 2249 Windsor Court, Addison, IL 60101

**Phone:** 847-350-0108 ext. 200

**Fax:** 773-442-0859

**Email:** help@toynk.com

**Apply Online:** http://www.toynk.com/category/promotional.employment/
Location: IL
Salary:

Job Description: The Kane County Regional Office of Education is looking for part-time help for Fall 2013. This will be a part-time seasonal position requiring an average of 13-20 hours per week. In this role you will be primarily responsible for proctoring electronic exams. Other tasks within the office may be assigned. Work hours may occur in segments of 4-7 hours between 8:00AM and 4:30PM, M-F. Compensation will be $12.00/hour. Hiring contingent upon criminal background check and passing proctor proficiency exam.

Application Instructions: Apply online. Position available until filled.

Contact: Phil Morris
Address: 210 South 6th Street, Geneva, IL 60134
Phone: 630-406-7161
Email: pmorris@kaneroe.org
Apply Online: http://http://www.applitrack.com/kaneroe/onlineapp/default.aspx?all=1

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Job ID: 3185473
Expires: 09/22/2013
Job Title: Assistant Office Manager
Company: EDM Department Inc.
Job Type: Part Time

Degrees Wanted: None Required
Majors Wanted: Any Major

Job Target: Office and Administrative Support
Location: Bartlett, IL 60103
Salary:

Job Description: · Answering incoming phone calls and directing them to the appropriate individual · Various estimating and purchasing duties · Maintaining organization of current and completed projects in company database · Filing and maintaining inventory of day to day items required in the office and shop · Packing and shipping completed projects with UPS, FedEx, Courier, etc... · Report directly to the President and Operations Managers

Job Requirements: · Possess outstanding communication skills, both verbal and written · Be extremely thorough and organized, pay close attention to all the details · Have an outgoing, professional and pleasant personality · Be a self-starter with the ability to complete assigned tasks with little or no supervision · Be capable of multi-tasking at all times

Contact: Kevin Levy
Address: 1261 Humbracht Circle Suite A, Bartlett, IL 60103
Phone: 630-736-0531
Fax: 630-736-0530
Email: hr@edmdept.com
ORGANIZATIONAL DEVELOPMENT

Job ID: 3169722
Expires: 09/15/2013
Job Title: Part-time Student Advocacy Coordinator
Company: Women Employed
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Organizational Development
Location: Chicago, IL 60601
Salary: $15/hr

Job Description: Women Employed seeks a part-time Student Advocacy Coordinator. The Student Advocacy Coordinator's main responsibility will be to engage low-income students at Illinois' community colleges and public universities in advocating for state financial aid and other policies that impact them. The coordinator will work as part of the Women Employed education and training team during the college school year. Responsibilities of the Student Advocacy Coordinator include: 

- Identifying student groups at community colleges and public universities throughout Illinois, with special emphasis on groups that include non-traditional students
- Building working relationships with student leaders and advisors; maintaining ongoing communication
- Presenting Women Employed's legislative agenda, providing information about ways to impact state policy formation, and obtaining input at key student group meetings
- Developing the advocacy skills of 15 student leaders by helping them to understand they can influence policy, and by coaching them to be able to talk to legislators, the press, and other influencers
- Organizing students to advocate with legislators in Springfield or in district
- Planning and implementing a statewide college affordability campaign
- Other duties as assigned

The position will require 20 hours of work per week during the college school year, including some travel. Travel will be coordinated to incorporate the employee's school schedule. Candidate must own a car or be eligible to rent a car. Travel expenses will be covered by Women Employed. The ideal candidate is a current student or recent graduate who understands the challenges faced by low-income, non-traditional or working adult students. The ideal candidate will also demonstrate excellent communication skills, good project management ability, initiative, strong networking skills, a desire to learn about policy advocacy, good computer skills, desire to work in a team environment, interest in empowering others, and flexibility. Experience in public speaking, persuasive communication, leadership development, or group facilitation are a plus.

Application Instructions: Email resume with cover letter to: info@womenemployed.org, or mail to: Search Committee - Student Advocacy Coordinator, Women Employed, 65 E. Wacker Place, Suite 1500, Chicago, IL 60601. No telephone inquiries accepted. Resumes without cover letters will not be reviewed. Women Employed is an equal opportunity employer. People of color are encouraged to apply.
PARKS/RECREATION/LEISURE FACILITIES MANAGEMENT

**Job ID:** 3177030  
**Expires:** 09/18/2013  
**Job Title:** Receptionist Part Time  
**Company:** River Trails Park District  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Parks/Recreation/Leisure Facilities Management  
**Location:** Mount Prospect, IL 60056  
**Salary:** $8.50 hour  
**Job Description:** -Greeting customers who walk through the door with a genuine enthusiasm -Strong communication skills -Ability to follow written and oral instructions -Ability to handle money and operate a cash register -Answer phones in a professional manner -Provide customers with a positive answer -Skilled in computers -Process registration, memberships and facility scheduling -Assist customers -Office experience a plus -Ability to prioritize -Multi-tasking a must -Work effectively as a team player -Flexibility to work evening and weekend shifts a must -Must be at least 21 years of age  
**Application Instructions:** Apply in person at: MSW Community Center, 1500 Euclid, Mt. Prospect, 847-255-1200 or online at www/rtpd.org Attention: Eileen  
**Contact:** Eileen Meyers  
**Address:** 1500 E. Euclid Ave., Mt. Prospect, IL 60056  
**Phone:** 847-255-1200  
**Email:** emeyers@rtpd.org

PRODUCTION/OPERATIONS MANAGEMENT

**Job ID:** 3095365  
**Expires:** 09/15/2013  
**Job Title:** Group Leader  
**Company:** Peacock Engineering  
**Job Type:** Full Time  
**Degrees Wanted:** Diploma  
**Majors Wanted:** Any Major
Job Target: Production/Operations Management
Location: Bolingbrook, IL
Salary:
Job Description: Responsible for overseeing daily production line operations which includes monitoring productivity, personnel and finished goods quality. * Trains line personnel. * Interfaces effectively with quality and maintenance. * Ensures operational compliance to standard operating procedures, GMP's and safety guidelines. * Assists in scheduling and organizing the workload of line personnel to support production operations. * Maintains lines and production areas in a clean and orderly state. * Performs in-process quality inspections and equipment operational checks. * Accurately completes required procedural records and related documentation. * Reports to management inconsistencies/issues relating to quality, personnel, equipment and/or raw/finished goods. * Produces required finished goods per the issued shop order. * Monitors line productivity throughout the shift. Other duties, as assigned.
Job Requirements: Experience in the food and packaging industry; Minimum 18 years of age; High School diploma or GED equivalent; Available for overtime; Reliable; Responsible; Must be legally authorized to work in the US (EVerify); Must pass drug screen and background check.
Application Instructions: Download our employment application at: http://peacockeng.com/pages/careers/jobApplication.pdf E-mail your completed application to jpalenscar@peacockeng.com, or apply in person Mon-Fri between 10am - 2pm at our Bolingbrook facility.
Contact: Julie Palenscar
Address: 1100 Remington Blvd., Bolingbrook, IL 60134
Fax: 630-759-1794
Email: Jpalenscar@peacockeng.com

Job ID: 3177778
Expires: 09/18/2013
Job Title: Office/Operations Manager
Company: BioMeasure/Glenview Health Measuring Systems
Job Type: Full Time, Part Time
Degrees Wanted: Associates, Bachelors
Job Target: Production/Operations Management
Location: Glenview, IL 60026
Salary:
Job Description: Maintain office operations and tech support of our Health Measuring Equipment; Must effectively communicate in English and Spanish with customers and suppliers on the phone, in a professional manner. Must possess strong computer and documentation skills
Job Requirements: Must effectively communicate with customers and suppliers in English and Spanish in a professional manner. Must possess strong computer skills. Marketing/Graphics Design knowledge a plus.

Application Instructions: Please e-mail: msciortino@biomeasure.net. Michael J. Sciortino, President BioMeasure/Glenview Health Systems, 3048 N. Lake Terrace, Glenview, IL 60026. Phone: 847-724-2691. Fax: 847-724-1713. E-Mail: MSciortino@biomeasure.net. Web Site: www.biomeasure.net.

Contact: Michael Sciortino
Address: 3048 N. Lake Terrace, Glenview, IL 60026
Phone: 847-724-2691
Fax: 847-724-1713
Email: msciortino@biomeasure.net

Job ID: 3180011
Expires: 09/19/2013
Job Title: Quality Assurance Lead
Company: Graham Packaging Company
Job Type: Full Time
Degrees Wanted: Associates, Certificate, Diploma
Majors Wanted: Any Major
Job Target: Production/Operations Management
Location: West Chicago, IL 60185
Salary:

Job Description: Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Follow all established safety, health, quality GMP and Company policies, procedures and recognized practices.
- Follow all established policies, procedures and recognized practices.
- Communicate about quality with supervisor, manager, other shifts and departments verbally and through written documents according to plant practice.
- Maintain quality reports, start-up and qualification related documents and forms.
- Setup and maintain product files in the ASI Data Myte data collection system for input of variable/attribute data by QA, production and maintenance personnel.
- Develop and analyze statistical data and product specifications to determine present standards and establish proposed quality and reliability expectancy of finished product.
- Participate in continuous quality improvement projects and other related activities as assigned.
- Formulate and maintains quality action plans to achieve quality assurance objectives.
- Create and implement inspection criteria and procedures.
- Complete written documentation as required.
- Coordinate and manage the heldware and rework processes.
- Coordinate quality activity with other departments to achieve plant objectives in compliance with plant procedures.
- Apply Continuous Quality Improvement methods and tools to analytical and reporting processes.
- Coordinate quality control training for employees engaged in inspection and testing activities to ensure continuous control over materials and products.
- Perform all tasks and responsibilities of the Quality Assurance Technician I and IIs and Lab Technicians as needed.
- Play an active role...
on teams within organization. · In the absence of the Quality Manager/Supervisor, works with Production Manager to set up priorities for quality staff. · Assist in customer complaints investigation and corrective action process. Supervisory Responsibilities: Assist in overseeing direction and coordination of all quality tasks. Assist in the planning, assigning and monitoring of quality assurance personnel. Assist in addressing complaints and resolving problems. 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 and Experience: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Must be capable of reading and understanding written specifications. Level I background demonstrated efficiency. Knowledge of organizational skills and the demonstrated use of those skills. Ability to troubleshoot and follow through to satisfactory conclusion. Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Mathematical Skills: Significant knowledge of Statistical Process Control (SPC). These mathematical skills must include computer literacy (word processing and spreadsheets). Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis

Application Instructions: email resumes to elviabetty.guerrero@grahampackaging.com

Contact: Betty Guerrero
Address: 1275 Nuclear Drive 1445 Northwest Avenue, West Chicago, IL 60185
Phone: 630-562-5970

Job ID: 3182710
Expires: 09/21/2013
Job Title: Project Specialist
Company: First American Bank
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted:
Job Target: Production/Operations Management
Location: Elk Grove Village, IL 60007
Salary:
Job Description: This non-exempt (hourly) position will serve all business units of First American Bank through implementation of technological business processes and systems so that they may streamline their processes and distribute information in the most efficient manner. DUTIES & RESPONSIBILITIES: Partner with business units in the definition, development, testing and deployment of ways to streamline existing processes with new technology. Analyze, design, develop, and implement new projects and enhancements to existing applications.
Integrate existing software applications in use at the Bank. Troubleshoot software problems and assist in the general support of applications by performing analytical, problem solving, and administrative tasks. Assist in the development of new processes and procedures to be used with new and existing systems technologies as well as perform new product research. Identify components required to plan and complete testing, including determining the appropriate amount of time required, coordinating with internal and external departments, and scheduling space, hardware, and personnel required. Identify testing exceptions and re-test as necessary. Document and distribute appropriate materials to departments affected by any software changes.

QUALIFICATIONS: College degree, technical certification or qualifying work experience. Previous banking a plus. Excellent analytical and problem solving skills. Good communication and customer service skills. A strong desire to learn new technologies and work in a team environment. Working knowledge of spreadsheets, MS office, databases, Access, Crystal Reports and on-line systems. May require some travel between Elk Grove and various branches. Ability to work regularly scheduled hours Monday - Friday (some weekend or evening hours may occasionally be required depending upon business need).

Application Instructions: Please apply online.

Contact: Anna Dudziak
Address: 80 Stratford Drive, Bloomingdale, IL 60108
Phone: 630-547-8949
Fax: 630-547-8949
Apply Online: http://https://hr.firstambank.com/careers/

Job ID: 3182750
Expires: 09/21/2013
Job Title: Banking Project Coordinator
Company: First American Bank
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Production/Operations Management
Location: Elk Grove Village, IL 60007
Salary: This hourly (non-exempt) position will serve all business areas of First American Bank through implementation of new or updated business processes and systems, as well as accomplish project objectives by planning and managing project activities. DUTIES & RESPONSIBILITIES: Manage project development from initiation to closure. Work with Project Sponsor and stakeholders to create the project scope, goals, and deliverables to complete the project. Define project tasks and resource requirements. Develop project plans. Coordinate with internal departments and vendors as necessary. Prepare agendas and meeting minutes. Schedule meetings accordingly. Track tasks and provide weekly updates to resources of upcoming due dates. Keep track of open issues/bugs. Present findings and status reports to
management. Utilize broad written and verbal communication skills. Conduct group presentations and meetings exercising skills in meeting facilitation at all levels.

QUALIFICATIONS: Bachelor's Degree or equivalent related experience required. Strong understanding of product and systems within the financial service industry preferred. Proven (2-5 years) experience in project management/coordination. Banking experience a plus. Proven experience in working with Microsoft Project. Ability to work on multiple projects simultaneously. Must be able to work both with a team and independently. Strong verbal and written communication skills, professional presentation, organizational skills and a proactive customer service approach. Must demonstrate conflict resolution, leadership, and coordination capabilities. This position requires the individual to clearly communicate with internal customers and co-workers. Experience with MS Project and Visio required. Must have an above average understanding of various computer applications, including but not limited to: word processing and spreadsheets. Some travel to outside locations for project development meetings, vendor meetings, or training can be expected. Ability to work regularly scheduled hours Monday-Friday (some weekend or evening hours may occasionally be required depending upon business need).

Application Instructions: Please apply online.

Contact: Anna Dudziak
Address: 80 Stratford Drive, Bloomingdale, IL 60108
Phone: 630-547-8949
Fax: 630-547-8949
Apply Online: http://https://hr.firstambank.com/careers/

Job ID: 3182848
Expires: 09/21/2013
Job Title: ATM/Debit Card Operations Support
Company: First American Bank
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: 
Job Target: Production/Operations Management
Location: Melrose Park, IL 60160
Salary:
Job Description: This hourly (non-exempt) position is exposed to all areas of ATM/EFT/Debit card backroom support operations in the ATM control department and is responsible for investigating debit card dispute and fraud claims with a goal of minimizing losses to the bank.

DUTIES & RESPONSIBILITIES: Process customer inquiries related to Debit Card Operations, including dispute resolution and identifying chargeback rights on behalf of the cardholder. Work within the regulatory guidelines of MasterCard and Regulation E, as well as network processor operating rules. Obtain and process documentation to supplement chargeback submission to MasterCard in accordance with MasterCard regulations. Track open REG E claims received from cardholders relative to their Debit Card and maintain appropriate files. Investigate
fraudulent card usage as well as research and follow up on methods of recovery. Balance ATM terminal totals against network and switch totals for approximately 200 terminals. Identify any discrepancies and resolve differences. Accurately process ATM adjustments to internal customers and research REG E claims. Research and clear open entries on DDA and General Ledger clearing accounts in a timely manner. Track and report ATM terminal problems, including the archival of ATM electronic journal data. Train and assist branches with various functions as needed. Assist management with projects as assigned, often working directly with outside contacts, as well as internal departments to research problems and obtain information. Perform card maintenance and prepare statistical reports. QUALIFICATIONS: Bachelor's degree and/or Banking courses preferred. Minimum of 2 years experience in banking or bank-related field required. Previous experience in Debit/Credit card operations and balancing/account reconciliation preferred. Must be detail-oriented and have a good figure aptitude with a high level of accuracy. Possess the ability to trouble-shoot, take initiative to solve problems and follow through on issues. Analytical skills required, with a strong attention to detail, and the ability to work independently on researching and resolving problems. Experience in a leadership or supervisory role a plus. Strong verbal and written communication skills required to effectively work with internal and external relationships. Previous experience with computer applications including but not limited to spreadsheets, databases, word processing, and online account systems. Must be able to comfortably navigate in multiple applications. Ability to work: Monday - Friday, 8 a.m. - 6 p.m. with occasional Saturdays as needed.

Application Instructions: Please apply online.
Contact: Anna Dudziak
Address: 80 Stratford Drive, Bloomingdale, IL 60108
Phone: 630-547-8949
Fax: 630-547-8949
Apply Online: http://https://hr.firstambank.com/careers/

PSYCHOLOGY

Job ID: 3108335
Expires: 08/31/2013
Job Title: Rehabilitation Coordinator (QIDP)
Company: Community Service Partners
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Psychology
Job Target: Psychology
Location: Chicago Heights, IL 60411
Salary: 26,000-34,000 per year
Job Description: Responsible for the development and control of rehabilitation services for persons with developmental disabilities involved in the Agency's Vocational Training Program.
Provides general case coordination to the Clients involved in the programs stated above. Such services include regular staffings, individual rehabilitation planning, networking to community services, advocacy, follow-up, maintaining case records and others, as necessary. Develops, coordinates, monitors and controls individual client programs which are designed to improve vocational, personal and social skills in a systematic manner which utilizes sound case management practices. Provides work line coverage in the absence of subordinate staff. Bachelors degree in special education, psychology, or related curriculum required. Two or more years of related experience and QIDP preferred.

Contact: Barbara Zvonek

Address: 19015 S. Jodi Road Suite A, Mokena, IL 60448

Phone: 708-995-5786

Fax: 708-478-7786

Email: bzvonek@communityservicepartners.org

Apply Online: https://www.communityservicepartners.org/CSPCareers/Default.aspx

Job ID: 3181065
Expires: 09/20/2013
Job Title: teacher 1:1 aide in school
Company: center on deafness
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted:
Job Target: Psychology
Location: northbrook, IL 60062
Salary:
Job Description: assist the teacher in the educational process of behaviorally disordered deaf students. A possible four full time positions are available.
Job Requirements: Sign language a plus but will train. Minimum 21 years of age
Contact: barbara currie
Address: 3444 dundee road, northbrook, IL 60062
Phone: 847 559 0110
Fax: 847 559 8199
Email: bcurrie@centerondeafness.org

PSYCHOLOGY - DEVELOPMENTAL

Job ID: 3171527
Expires: 09/13/2013
Job Title: Child Care Provider
Company: Lake Street Church
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Psychology - Developmental
Location: Evanston, IL 60201
Salary: $10/hour

Job Description: lake Street Church of Evanston is seeking a child care provider for our Sunday Nursery. You will be part of a team that provides child care during the worship service, for children ages 6 months to 3 years. Experience in working with young children is strongly preferred, and dependability and common sense are required. Position is every Sunday, 10 am - noon.

Job Requirements: applicants must pass a criminal background check

Application Instructions: Please respond by email with a brief description of interest, 2 references, interview availability, and contact information.

Contact: Joan Roe
Address: 607 Lake Street, Evanston, IL 60201
Phone: 847-864-2181
Email: hereintopeka@yahoo.com

PSYCHOLOGY - INDUSTRIAL/ORGANIZATIONAL

Job ID: 3171754
Expires: 08/26/2013
Job Title: Employee Services Intern
Company: Illinois Tollway
Job Type: Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Psychology - Industrial/Organizational
Location: Downers Grove, IL 60515
Salary: $12-14/hr

Job Description: o Must be available to work a minimum 30 hours per week. o A strong knowledge of computer applications including Microsoft Word, Excel, and Outlook is required. o Familiarity with creating spreadsheets, charts, graphs, and reports is highly preferred. o A high school diploma or GED. o Current enrollment in a college or professional certification program such as Human Resources Management. o Business Administration, Industrial Psychology, or related field is required.

Application Instructions: Go to illinoistollway.com, click on 'Employment' and apply there.
PUBLIC AFFAIRS

Job ID: 3168374
Expires: 09/11/2013
Job Title: Server
Company: Nick's restaurant LLC
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Public Affairs
Location: Wilmette, IL 60091
Salary: Depend upon experience
Job Description: Great work environment with meals as a benefit at the end of your shift. Server making on average between 150-200 a night.
Application Instructions: Please call or e-mail resume
Contact: Tim Lenon
Address: 1168 wilmette ave, Wilmette, IL 60091
Phone: 8472513262
Email: Tim@fuelwilmette.com

REAL ESTATE/PROPERTY MANAGEMENT

Job ID: 3157258
Expires: 09/01/2013
Job Title: Leasing Agent Needed for Busy Real Estate Office
Company: Apartment Savvy Chicago
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Real Estate/Property Management
Location: Chicago, IL 60657
Salary:
Job Description: This is a great job for students who are going to be living in the city over the summer! Apartment Savvy Chicago is looking for individuals with excellent organizational and
people skills to help us rent apartments! We have so many clients that we actually have to turn people away! Start making money right away! What will you be doing: 1. Meeting and greeting clients 2. Finding clients their dream apartment 3. Driving clients to different listings, 4. Helping clients apply for apartments. Why Apartment Savvy Chicago, LLC? 1. Online database with all of our available rentals. 2. Established company. Apartment Savvy has been featured on ABC News, Chicago Sun Times, Daily Herald, Realty Times, and Success Magazine. 3. Experience. Our Leasing Director has 25 years of experience in the industry. 4. Members of the better business bureau. 5. Growth. Our rental company is still expanding! 6. Advertising we have a team that is constantly putting up ads to bring you more clients What we offer: 1. Hands on sales management 2. Expert processing so you can focus on renting apartments! 3. Thorough training program 4. Unlimited earning potential 5. Leads. Leads, leads, leads! -- that's right, WE actually provide you with your leads and listings! No cold calling! 6. Competitive commission structure, the more you lease the more you earn!

Job Requirements: You must have a dependable car, car insurance and a cellphone!

Application Instructions: Send your resume to jbrail@apartmentsavvy.com

Contact: Joshua Brail
Address: 2835 N. Clark, Chicago, IL 60657
Phone: 773 348-8921
Email: jbrail@apartmentsavvy.com

RESEARCH

Job ID: 3169481
Expires: 09/12/2013
Job Title: Qualitative Assistant
Company: Schlesinger Associates - O'Hare
Job Type: Co-op, Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Research
Location: Rosemont, IL 60018
Salary: 

Job Description: Title Qualitative Assistant Type of Job Internship Department Facility Compensation One-time stipend Reports to Facility Manager Duration Fall and/or Spring semester Description Position Summary: · To provide exceptional service to clients in supporting and assisting their market research studies. Essential Duties: · Prepare the research facility for clients and respondents, including survey or focus rooms and lobbies with regard to furniture set-up, paperwork and any special supplies. · Cheerfully accommodate clients' special requests. · For the client arrivals: signs in the client, familiarize client with facility, verifies client needs and AV preferences. · Greet, assist and accommodate respondents, treating them as our special guests · For the respondent arrivals: signs in respondents, rescreens respondents, ensure correct paper
work is signed. · Serve and remove clients' catered/take-out meals at the appropriate time. · Restore the facility to its standard set-up after each session, including returning furniture to designated location and washing/restocking dishes/utensils. · Act as liaison between recruiting department and the research moderator. · Complete paperwork accurately and in a timely manner. · Review sign-ins, spreadsheets, screeners, top sheets, and tent cards to ensure the arrival of the correct respondents. · Aids in the creation of a team atmosphere by helping other qualitative assistants. · Assists with answering the phones. · Prints spreadsheets for clients. · For respondent departures: pay respondents via debit card · Audio / Video responsibilities: begin all necessary recordings at the start of each research session, confirms all recordings are working properly, reports equipment and recording issues to supervisor immediately. · Other duties as assigned.

**Job Requirements:**

Requirements Education: · Pursuing a Major/Minor in Marketing · Interest in Market Research · Knowledge of workplace safety procedures Experience: · 1-2 courses completed in marketing-related topics · 0-6 months experience in a customer service environment (event planning/coordination, catering, restaurant) Skills: · Strong customer service skills · Clerical skills · Detailed & team oriented · Time management · Dependable, energetic with an upbeat personality · Confident, hard-working, organized with a professional attitude. · PC proficient and technology savvy Abilities: · Multi-task · Creative thinker & solve problems · Effectively communicate (oral & written) · Self-starter who has ability to handle fast paced, stressful situations · Flexible schedule to include early morning and/or late night · Knowledgeable of surrounding area/locations Physical factors: · Must adhere to Qualitative Assistant dress code: all black attire · Stand and walk for long periods of time · Use hands to handle, control or feel objects, tools or control · Ability to lift, push and pull objects up to 30lbs

**Application Instructions:** To apply please e-mail your resume to Dorothy Schultz at Dorothy@SchlesingerAssociates.com

**Contact:** Dorothy Schultz

**Address:** 9550 W Higgins Road Suite 1150, Rosemont, IL 60018

**Phone:** 847-720-2660 x 103

**Fax:** 847-720-2661

**Email:** dorothy@SchlesingerAssociates.com

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**RETAIL MANAGEMENT**

**Job ID:** 2974483

**Expires:** 03/11/2014

**Job Title:** Retail Management Trainee

**Company:** Speedway LLC

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Retail Management
Location: IL, IN
Salary:

Job Description: Co-Manager Trainee The Co-Manager Trainee position provides true potential for advancement! About the Co-Manager Trainee Position The Co-Manager Trainee position at Speedway LLC is more than just a job, it's an opportunity. After completion of our in-depth, hands-on training program, Co-Managers are assigned to select stores to work alongside some of our most successful Store Managers. Our strong "promote from within" philosophy makes the Co-Manager Trainee position one with true potential for advancement to the ranks of Store Manager, District Manager and beyond. With nearly 1,350 stores in seven states and almost 2,000,000 customers visiting our locations everyday, we value our employees. We offer competitive salaries, bonuses and terrific benefits. The position of Co-Manager Trainee is a developmental one, focused on attracting new college graduates as well as experienced retail professionals. This is the position that will enable you to learn, grow and advance to the Store Manager position within the designated market area. Many of the responsibilities of the Store Manager will also be yours. The Co-Manager is involved in: • Developing and directing the store's employees • Completing cash handling, safety, maintenance and merchandising responsibilities • Operation of the store in the Store Manager's absence • Ensuring all customers receive fast and friendly service in a clean facility every time they visit the store Are you up for a challenge? Are you looking to join an industry leader that offers unlimited opportunities? Then apply now! Benefits • Store Manager Bonus Potential of up to $3,000 / month • Pension and 401k with Company Match • $5,250 / Year Tuition Reimbursement • Health, Dental and Life Insurance • And many more benefits!

Application Instructions: Please apply online at speedway.com or via email to nmkarlson@speedway.com

Contact: Nicole Karlson
Address: 8200 E. 185th St. Suite E, Tinley Park, IL 60487
Phone: 708-444-7062
Email: nmkarlson@speedway.com

Job ID: 2974498
Expires: 03/11/2014
Job Title: Retail Management Trainee
Company: Speedway LLC
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Retail Management
Location: IL, IN
Salary:

Job Description: Co-Manager Trainee The Co-Manager Trainee position provides true potential for advancement! About the Co-Manager Trainee Position The Co-Manager Trainee position at Speedway LLC is more than just a job, it's an opportunity. After completion of our in-depth, hands-on training program, Co-Managers are assigned to select stores to work alongside some of our most successful Store Managers. Our strong "promote from within" philosophy makes the Co-Manager Trainee position one with true potential for advancement to the ranks of Store Manager, District Manager and beyond. With nearly 1,350 stores in seven states and almost 2,000,000 customers visiting our locations everyday, we value our employees. We offer competitive salaries, bonuses and terrific benefits. The position of Co-Manager Trainee is a developmental one, focused on attracting new college graduates as well as experienced retail professionals. This is the position that will enable you to learn, grow and advance to the Store Manager position within the designated market area. Many of the responsibilities of the Store Manager will also be yours. The Co-Manager is involved in: • Developing and directing the store's employees • Completing cash handling, safety, maintenance and merchandising responsibilities • Operation of the store in the Store Manager's absence • Ensuring all customers receive fast and friendly service in a clean facility every time they visit the store Are you up for a challenge? Are you looking to join an industry leader that offers unlimited opportunities? Then apply now! Benefits • Store Manager Bonus Potential of up to $3,000 / month • Pension and 401k with Company Match • $5,250 / Year Tuition Reimbursement • Health, Dental and Life Insurance • And many more benefits!

Application Instructions: Please apply online at speedway.com or via email to nmkarlson@speedway.com

Contact: Nicole Karlson
Address: 8200 E. 185th St. Suite E, Tinley Park, IL 60487
Phone: 708-444-7062
Email: nmkarlson@speedway.com

Job ID: 2974498
Expires: 03/11/2014
Job Title: Retail Management Trainee
Company: Speedway LLC
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Retail Management
Location: IL, IN
Salary:
Speedway LLC is more than just a job, it's an opportunity. After completion of our in-depth, hands-on training program, Co-Managers are assigned to select stores to work alongside some of our most successful Store Managers. Our strong "promote from within" philosophy makes the Co-Manager Trainee position one with true potential for advancement to the ranks of Store Manager, District Manager and beyond. With nearly 1,350 stores in seven states and almost 2,000,000 customers visiting our locations everyday, we value our employees. We offer competitive salaries, bonuses and terrific benefits. The position of Co-Manager Trainee is a developmental one, focused on attracting new college graduates as well as experienced retail professionals. This is the position that will enable you to learn, grow and advance to the Store Manager position within the designated market area. Many of the responsibilities of the Store Manager will also be yours. The Co-Manager is involved in:

- Developing and directing the store's employees
- Completing cash handling, safety, maintenance and merchandising responsibilities
- Operation of the store in the Store Manager's absence
- Ensuring all customers receive fast and friendly service in a clean facility every time they visit the store

Are you up for a challenge? Are you looking to join an industry leader that offers unlimited opportunities? Then apply now!

Benefits:
- Store Manager Bonus Potential of up to $3,000 / month
- Pension and 401k
- $5,250 / Year Tuition Reimbursement
- Health, Dental and Life Insurance
- And many more benefits!

Application Instructions: Please apply online at speedway.com or via email to nmkarlson@speedway.com

Contact: Nicole Karlson
Address: 8200 E. 185th St. Suite E, Tinley Park, IL 60487
Phone: 708-444-7062
Email: nmkarlson@speedway.com

Job ID: 2974501
Expires: 03/11/2014
Job Title: District Management Trainee
Company: Speedway LLC
Job Type: Full Time
Degrees Wanted: Bachelors, Masters, MBA
Majors Wanted: Business Management, Human Resource Management, Marketing Management, Marketing/Sales
Job Target: Retail Management
Location: IL, IN
Salary:
Job Description: Leadership Program Participant Speedway LLC Speedway LLC is a Fortune 500 Company, owned by Marathon Petroleum Corporation. We are an American company with over 1,350 Convenience Stores in the Midwest. We are an industry leader that offers tremendous career advancement opportunities. We are looking for leaders interested in joining our growing company, that strive to deliver elite customer service by developing and directing a team of
customer service experts. If you are a highly motivated, goal oriented individual, Speedway has many rewarding opportunities for you! Leadership Program Participant Position The Leadership Program Participant (LPP) position is designed for high caliber, career-minded college graduates and the experienced retail professionals. This developmental position primarily prepares an individual to oversee 12-15 retail convenience store locations as a District Manager, but may be tailored for a parallel career path position in one of the other major areas of the training program, such as: Human Resources, Marketing Coordinator, Auditor, Recruiter, Commercial Sales, Inventory Management Specialist and various Corporate positions (as openings are available). The in-depth, hands-on training program is approximately 12 months long and is divided into two phases. Phase I consists of learning store operations and an assignment of operating a store. During Phase II, the LPP receives training with field and corporate personnel, including District Managers, Human Resources, Marketing, Merchandising, and Safety and Security. Upon completion of training, LPP’s promoted to District Management are responsible for: · Promoting excellent customer service · Motivating and teambuilding · Staffing, training and supervising Store Managers · Profit and Loss management (planning budgets, maximizing sales, and controlling expenses) · Implementing merchandising programs · Controlling cash and inventory A company car is provided to District Managers for business use. District Managers are also challenged by a bonus program that rewards store performance and profitability and has a payout of up to $3,000 per quarter. Speedway LLC is an Equal Opportunity Employer. Base Pay: $40,000+

Application Instructions: Please apply online at speedway.com or via email to nmkarlson@speedway.com

Contact: Nicole Karlson
Address: 8200 E. 185th St. Suite E, Tinley Park, IL 60487
Phone: 708-444-7062
Email: nmkarlson@speedway.com

Job ID: 3133400
Expires: 12/14/2013
Job Title: Wireless Sales Representative
Company: MRM Premiere
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Retail Management
Location: Chicago, IL 60618
Salary:
Job Description: -Ability to work flexible hours including evenings, weekends and holidays - Flexibility to work at multiple locations if needed -Ability to complete all necessary paperwork correctly and within a timely manner -Being able to complete all aspects of opening the store for daily business, and close the store properly at the end of the day -Being able to work in a
competitive, fast paced environment - Engage customers with a positive, upbeat attitude - Demonstrate and offer products to customers - Achieve monthly sales quotas.

**Job Requirements:** - Must be able to navigate through computer & sales systems - Must have multi-tasking skills - Must have a fun, self-motivating attitude - Bilingual ability is a plus, but not required

**Application Instructions:** Please email me with any questions or to submit resume. You may also apply online. We will be opening many locations, so please keep in mind that we have a locations located throughout the entire Chicago area.

**Contact:** Nikkie Fraley

**Address:** PO Box 150, St. Albans, MO 63073

**Phone:** 314 779-8175

**Email:** nfraley@mrmpremiere.com

**Apply Online:** http://https://sites.google.com/site/mrmpremieremobile/

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**Job ID:** 3168131

**Expires:** 09/30/2013

**Job Title:** Sales Associate

**Company:** The Morton Arboretum

**Job Type:** Part Time, Seasonal

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Retail Management

**Location:** Lisle, IL 60532

**Salary:**

**Job Description:** Provide a high level of service to visitors and customers in The Arboretum Store by assisting in the sales and merchandising of the various products for sale.

**Job Requirements:** Previous Training and Experience: High school diploma required. Minimum 2-3 years of retail, customer service, or office experience or equivalent combination of education and work experience. Computer experience preferred. Physical/Mental Requirements: Must find satisfaction in working with the public and possess an outgoing, friendly, courteous and enthusiastic personality. Good telephone skills are a necessity. This is a physically demanding position requiring frequent lifting and being on one's feet for a large portion of the day. Position requires regular weekend hours and some holiday hours. Hours can fluctuate based on the seasonal needs of the store. Working Conditions 1. Work performed primarily in an indoor setting. 2. Standing for long periods of time.

**Application Instructions:** If interested, please forward cover letter and resume, or application, to The Morton Arboretum, Human Resources, 4100 Illinois Route 53, Lisle, IL, 60532-1293, or email to: jobs@mortonarb.org. The Morton Arboretum is an equal opportunity employer committed to achieving a diverse workforce.

**Contact:** Colleen Emrick
Job ID: 3182047
Expires: 09/20/2013
Job Title: Part Time Teller / Sales Associate
Company: TCF BANK
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Retail Management
Location: Zion, IL 60099
Salary:
Job Description: Great careers happen here! This is no ordinary retail bank job! This is a career opportunity with a well defined and structured career path to management with a competitive base pay and the chance to earn incentives! Working at TCF Bank is a chance to learn the banking industry while sharpening cutting edge sales skills and networking with other businesses. Our Banking Sales Representatives have the challenging and rewarding job of working with our customers in our branches while managing sales events, cold calling, calling on local businesses and selling TCF products and services outside our branches. TCF Bank is open 7 days a week and offers multiple shifts. Job Description: Actively promote, sell and refer TCF products and services to potential customers. Utilize networking and paid training to drive sales. Make cold calls and participate in organized sales events. Achieve challenging individual and team sales goals. Spend a significant amount of time working at outside sales events. Answer inquiries taught in paid training classes, regarding checking and savings accounts and other bank regulations and policies. Accurately balance daily transactions in a manner that ensures TCF’s high standards and high level of customer service are maintained.
Job Requirements: -High school diploma or GED, or currently enrolled in High School -Resilient attitude towards achieving challenging sales goals -Ability to confidently approach prospective TCF customers -Effective communication skills -Available to work retail hours including evenings, weekends, and holidays -Ability to perform necessary calculations and transactions -Must successfully complete technical training and pass test standards Preferred Qualifications: -6 months of continuous work experience -Retail sales, cash handling, and customer contact experience -Bilingual Spanish
Application Instructions: Apply Online
Contact: Jessica Terwilliger
Address: 800 Burr Ridge Prky, Burr Ridge, IL 60527
Phone: 262-552-3707
Fax: 262-697-5779

Apply Online: https://tcfbank.com/about-tcfCareerOpportunities.aspx

Job ID: 3182049
Expires: 09/20/2013
Job Title: Part Time Teller / Sales Associate
Company: TCF BANK
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Retail Management
Location: Spring Grove, IL 60081
Salary:

Job Description: Great careers happen here! This is no ordinary retail bank job! This is a career opportunity with a well defined and structured career path to management with a competitive base pay and the chance to earn incentives! Working at TCF Bank is a chance to learn the banking industry while sharpening cutting edge sales skills and networking with other businesses. Our Banking Sales Representatives have the challenging and rewarding job of working with our customers in our branches while managing sales events, cold calling, calling on local businesses and selling TCF products and services outside our branches. TCF Bank is open 7 days a week and offers multiple shifts. Job Description: Actively promote, sell and refer TCF products and services to potential customers. Utilize networking and paid training to drive sales. Make cold calls and participate in organized sales events. Achieve challenging individual and team sales goals. Spend a significant amount of time working at outside sales events. Answer inquiries taught in paid training classes, regarding checking and savings accounts and other bank regulations and policies. Accurately balance daily transactions in a manner that ensures TCF’s high standards and high level of customer service are maintained.

Job Requirements: -High school diploma or GED, or currently enrolled in High School - Resilient attitude towards achieving challenging sales goals -Ability to confidently approach prospective TCF customers -Effective communication skills -Available to work retail hours including evenings, weekends, and holidays -Ability to perform necessary calculations and transactions -Must successfully complete technical training and pass test standards Preferred Qualifications: -6 months of continuous work experience -Retail sales, cash handling, and customer contact experience -Bilingual Spanish

Application Instructions: Apply Online

Contact: Jessica Terwilliger
Address: 800 Burr Ridge Prky, Burr Ridge, IL 60527
Phone: 262-552-3707
Fax: 262-697-5779

Apply Online: https://tcfbank.com/about-tcfCareerOpportunities.aspx
Job ID: 3182051
Expires: 09/20/2013
Job Title: Teller / Sales Associate
Company: TCF BANK
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Retail Management
Location: Antioch, IL 60002
Salary: 9.39+

Job Description: Actively promote, sell and refer TCF products and services to potential customers. Utilize networking and paid training to drive sales. Make cold calls and participate in organized sales events. Achieve challenging individual and team sales goals. Spend a significant amount of time working at outside sales events. Answer inquiries taught in paid training classes, regarding checking and savings accounts and other bank regulations and policies. Accurately balance daily transactions in a manner that ensures TCF's high standards and high level of customer service are maintained. -High school diploma or GED, or currently enrolled in High School -Resilient attitude towards achieving challenging sales goals -Ability to confidently approach prospective TCF customers -Effective communication skills -Available to work retail hours including evenings, weekends, and holidays -Ability to perform necessary calculations and transactions -Must successfully complete technical training and pass test standards Preferred Qualifications: -6 months of continuous work experience -Retail sales, cash handling, and customer contact experience -Bilingual Spanish

Application Instructions: Apply Online
Contact: Jessica Terwilliger
Address: 800 Burr Ridge Prky, Burr Ridge, IL 60527
Phone: 262-552-3707
Fax: 262-697-5779
Apply Online: https://www.tcfexpress.com/About/about_career_opportunities.jsp

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Job ID: 3182052
Expires: 09/20/2013
Job Title: Bilingual Spanish Teller / Sales Associate
Company: TCF BANK
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Retail Management
Location: Waukegan, IL 60079
Salary: 9.39+

**Job Description:** Looking for a better career opportunity? Great careers happen here! This is no ordinary retail bank job! This is a career opportunity with a well defined and structured career path to management with a competitive base pay and the chance to earn incentives! Working at TCF Bank is a chance to learn the banking industry while sharpening cutting edge sales skills and networking with other businesses. Our Banking Sales Representatives have the challenging and rewarding job of working with our customers in our branches while managing sales events, cold calling, calling on local businesses and selling TCF products and services outside our branches. TCF Bank is open 7 days a week and offers multiple shifts. Job Description: -Actively promote, sell and refer TCF products and services to potential customers. -Utilize networking and paid training to drive sales. -Make cold calls and participate in organized sales events. -Achieve challenging individual and team sales goals. - Spend a significant amount of time working at outside sales events. -Answer inquiries taught in paid training classes, regarding checking and savings accounts and other bank regulations and policies. -Accurately balance daily transactions in a manner that ensures TCF's high standards and high level of customer service are maintained.

**Job Requirements:** Qualifications: -High school diploma or GED, or currently enrolled in High School -Resilient attitude towards achieving challenging sales goals -Ability to confidently approach prospective TCF customers -Effective communication skills -Available to work retail hours including evenings, weekends, and holidays -Ability to perform necessary calculations and transactions -Must successfully complete technical training and pass test standards Preferred Qualifications: - 6 months of continuous work experience -Retail sales, cash handling, and customer contact experience -Bilingual Spanish

**Application Instructions:** Apply Online

**Contact:** Jessica Terwilliger

**Address:** 800 Burr Ridge Prky, Burr Ridge, IL 60527

**Phone:** 262-552-3707

**Fax:** 262-697-5779

**Email:** jterwill@tcfbank.com

**Apply Online:** [https://tcfbank.com/about-tcf_career-opportunities.aspx](https://tcfbank.com/about-tcf_career-opportunities.aspx)

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**SALES**

**Job ID:** 2808794

**Expires:** 10/15/2013

**Job Title:** Outside Sales Account Manager

**Company:** American Marketing & Publishing

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Majors Wanted:** Any Major

**Job Target:** Sales
**Location:** IL, IN, IA, KY, MI, MN, NE, OH, TN, WI

**Salary:**

**Job Description:** Our Account Managers manage five community sales campaigns in their first year of employment within 45 minutes of their home. They meet face to face with the owners and managers of every business located in their protected territory. Account Managers are responsible for selling traditional local directory advertising and mobile marketing services to these merchants by implementing the proven HomePages® Sales and Marketing Program. Each of our 50,000 customers receives an in-person call to renew their participation in our community directories. Additionally, our reps identify and close a significant volume of new business and they introduce our established advertising customers to effective and practical text marketing products. Our sales people must be smart, ambitious and able to see a project through to its successful completion. In-person prospecting and the ability to stay focused on a goal is critical to succeeding in this position. Our successful employees share a number of common sales traits, including an ability to stay organized, a willingness to work very hard and a high level of interpersonal persuasive skills. Our salary, commission and bonus plan offers exceptional earning opportunities. In 2011, the company’s average full year sales compensation was just above $70,000, with top performers consistently earning more than six figures. Combined with the broad array of benefits described below, and in light of the tremendous prospects for growth inherent in our nationally unique business model, joining the HomePages® sales team can be one of the most lucrative, challenging and rewarding opportunities that you will come across in a lifetime. We Offer: · Base Salary, Commissions, and Bonuses. (Realistic First Year $55,000+) · Excellent Health, Prescription Drug, Vision, Dental & Life Insurance (Blue Cross/Blue Shield) · Car Allowance and Company Cell Phone. · 401K · Extensive Paid Professional Training Programs · Generous Time Off including three weeks PTO and nine additional Paid Holidays. · Significant Recognition and Incentive Programs · Consistent Internal Promotions into Senior Sales and Sales Management.

**Job Responsibilities of Outside Sales Representative:** Each day you will hit the field early or stay late (and sometimes both) approaching 40 local business owners in your assigned community to present HomePages® advertising and online solutions. · From those 40 in person calls, you will average 8-12 decision maker presentations, resulting in several sales daily. · This is a fun, fast paced, pavement pounding, deadline driven, presentation-oriented position with a short sales cycle, and many times, a one-call close. Job Requirements of Outside Sales Account Manager: · Must be able to make a great first impression and build instant rapport. · Must be highly organized and demonstrate excellent follow-up skills. · Must enjoy hunting sales and have enthusiasm for in-person, business-to-business cold calling. · Must be self motivated and able to work independently. · Must demonstrate good judgment and consistent professionalism while working with all members of the business community in our towns. · Must be concise and confident asking for the sale in a one call close. · We are an Equal Opportunity Employer.

**Contact:** Becky McDonald

**Address:** 915 E. Lincoln Hwy., Dekalb, IL 60115

**Phone:** 815-756-2840 x4404

**Email:** careers@homepagesdirectories.com
Job ID: 2895567  
Expires: 12/31/2013  
Job Title: Disc Jockey Wanted  
Company: Music By Design  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Sales  
Location: All Chicagoland, IL 60173  
Salary: open  
Job Description: The qualified candidate is personable and energetic. A solid knowledge of music is required. Transportation and the ability to carry pro-audio equipment weighing up to 50 lbs. a must. The qualified candidate will have a passion for music and have a basic knowledge of computers. Passion for music Personable Energetic Positive Attitude Basic knowledge of computers  
Application Instructions: Interested candidates please email a cover letter.  
Contact: David Savoia  
Address: 611 E. State St. Ste. #106, Geneva, IL 60134  
Phone: 630.262.0432  
Email: mymusic@mymusicbydesign.com

Job ID: 2974483  
Expires: 03/11/2014  
Job Title: Retail Management Trainee  
Company: Speedway LLC  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Sales  
Location: IL, IN  
Salary:  
Job Description: Co-Manager Trainee The Co-Manager Trainee position provides true potential for advancement! About the Co-Manager Trainee Position The Co-Manager Trainee position at Speedway LLC is more than just a job, it's an opportunity. After completion of our in-depth, hands-on training program, Co-Managers are assigned to select stores to work alongside some of our most successful Store Managers. Our strong "promote from within" philosophy makes the Co-Manager Trainee position one with true potential for advancement to the ranks of Store Manager, District Manager and beyond. With nearly 1,350 stores in seven states and almost 2,000,000 customers visiting our locations everyday, we value our employees. We offer
competitive salaries, bonuses and terrific benefits. The position of Co-Manager Trainee is a developmental one, focused on attracting new college graduates as well as experienced retail professionals. This is the position that will enable you to learn, grow and advance to the Store Manager position within the designated market area. Many of the responsibilities of the Store Manager will also be yours. The Co-Manager is involved in: · Developing and directing the store's employees · Completing cash handling, safety, maintenance and merchandising responsibilities · Operation of the store in the Store Manager's absence · Ensuring all customers receive fast and friendly service in a clean facility every time they visit the store Are you up for a challenge? Are you looking to join an industry leader that offers unlimited opportunities? Then apply now! Benefits · Store Manager Bonus Potential of up to $3,000 / month · Pension and 401k with Company Match · $5,250 / Year Tuition Reimbursement · Health, Dental and Life Insurance · And many more benefits!

Application Instructions: Please apply online at speedway.com or via email to nmkarlson@speedway.com

Contact: Nicole Karlson
Address: 8200 E. 185th St. Suite E, Tinley Park, IL 60487
Phone: 708-444-7062
Email: nmkarlson@speedway.com

Job ID: 2974498
Expires: 03/11/2014
Job Title: Retail Management Trainee
Company: Speedway LLC
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Sales
Location: IL, IN
Salary:
Job Description: Co-Manager Trainee The Co-Manager Trainee position provides true potential for advancement! About the Co-Manager Trainee Position The Co-Manager Trainee position at Speedway LLC is more than just a job, it's an opportunity. After completion of our in-depth, hands-on training program, Co-Managers are assigned to select stores to work alongside some of our most successful Store Managers. Our strong "promote from within" philosophy makes the Co-Manager Trainee position one with true potential for advancement to the ranks of Store Manager, District Manager and beyond. With nearly 1,350 stores in seven states and almost 2,000,000 customers visiting our locations everyday, we value our employees. We offer competitive salaries, bonuses and terrific benefits. The position of Co-Manager Trainee is a developmental one, focused on attracting new college graduates as well as experienced retail professionals. This is the position that will enable you to learn, grow and advance to the Store Manager position within the designated market area. Many of the responsibilities of the Store
Manager will also be yours. The Co-Manager is involved in: · Developing and directing the store's employees · Completing cash handling, safety, maintenance and merchandising responsibilities · Operation of the store in the Store Manager's absence · Ensuring all customers receive fast and friendly service in a clean facility every time they visit the store Are you up for a challenge? Are you looking to join an industry leader that offers unlimited opportunities? Then apply now! Benefits · Store Manager Bonus Potential of up to $3,000 / month · Pension and 401k with Company Match · $5,250 / Year Tuition Reimbursement · Health, Dental and Life Insurance · And many more benefits!

Application Instructions: Please apply online at speedway.com or via email to nmkarlson@speedway.com

Contact: Nicole Karlson
Address: 8200 E. 185th St. Suite E, Tinley Park, IL 60487
Phone: 708-444-7062
Email: nmkarlson@speedway.com

Job ID: 2974501
Expires: 03/11/2014
Job Title: District Management Trainee
Company: Speedway LLC
Job Type: Full Time
Degrees Wanted: Bachelors, Masters, MBA
Majors Wanted: Business Management, Human Resource Management, Marketing Management, Marketing/Sales
Job Target: Sales
Location: IL, IN
Salary:

Job Description: Leadership Program Participant Speedway LLC Speedway LLC is a Fortune 500 Company, owned by Marathon Petroleum Corporation. We are an American company with over 1,350 Convenience Stores in the Midwest. We are an industry leader that offers tremendous career advancement opportunities. We are looking for leaders interested in joining our growing company, that strive to deliver elite customer service by developing and directing a team of customer service experts. If you are a highly motivated, goal oriented individual, Speedway has many rewarding opportunities for you! Leadership Program Participant Position The Leadership Program Participant (LPP) position is designed for high caliber, career-minded college graduates and the experienced retail professionals. This developmental position primarily prepares an individual to oversee 12-15 retail convenience store locations as a District Manager, but may be tailored for a parallel career path position in one of the other major areas of the training program, such as: Human Resources, Marketing Coordinator, Auditor, Recruiter, Commercial Sales, Inventory Management Specialist and various Corporate positions (as openings are available). The in-depth, hands-on training program is approximately 12 months long and is divided into two phases. Phase I consists of learning store operations and an assignment of operating a store.
During Phase II, the LPP receives training with field and corporate personnel, including District Managers, Human Resources, Marketing, Merchandising, and Safety and Security. Upon completion of training, LPP's promoted to District Management are responsible for: · Promoting excellent customer service · Motivating and teambuilding · Staffing, training and supervising Store Managers · Profit and Loss management (planning budgets, maximizing sales, and controlling expenses) · Implementing merchandising programs · Controlling cash and inventory A company car is provided to District Managers for business use. District Managers are also challenged by a bonus program that rewards store performance and profitability and has a payout of up to $3,000 per quarter. Speedway LLC is an Equal Opportunity Employer. Base Pay: $40,000+

**Application Instructions:** Please apply online at speedway.com or via email to nmkarlson@speedway.com

**Contact:** Nicole Karlson

**Address:** 8200 E. 185th St. Suite E, Tinley Park, IL 60487

**Phone:** 708-444-7062

**Email:** nmkarlson@speedway.com

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**Job ID:** 2978781

**Expires:** 12/31/2013

**Job Title:** Independent Sales Representative

**Company:** Capital Resource Solutions

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Accounting & Business Administration, Economics, Entrepreneurship, Financial Services, Marketing/Sales, Small Business Management

**Job Target:** Sales

**Location:** IL, MI, MN, WI

**Salary:** Commission based

**Job Description:** Capital Resource Solutions is looking for a few motivated, self starters to sell our "Main Street" small business loans to businesses on campus and in your college town. The reality is that banks are not making many loans to small businesses and there are a growing number of companies in your area that need capital. The hours are flexible. Work as much or as little as your schedule allows. Training will be provided along with targeted prospect lists to get you started. Commissions are generous. Start making money today. Please email your resume to gfaust@capital-resource-solutions.com.

**Job Requirements:** Basic understanding of finance and business loans.

**Application Instructions:** Please e-mail your resume to Greg Faust at gfaust@capital-resource-solutions.com

**Contact:** Greg Faust

**Address:** 409 S Ashland Avenue, La Grange, IL 60525
Job ID: 3048028  
Expires: 12/01/2013  
Job Title: Process Tech/Lab Assistant  
Company: giant finishing  
Job Type: Full Time, Internship, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Sales  
Location: Wood Dale, IL 60191  
Salary: $10+  
Job Description: Running sample metal parts in a lab to achieve different finishes. You would be responsible for loading and unloading machines with different abrasives and chemicals to achieve a wide variety of metal finishes. Opportunity to branch into inside/outside sales is available.  
Job Requirements: Help assemble equipment along with multiple errands. We are a small family owned business that has been around for 25+ years and are in a very niche market. Small handful of companies do what we do in the entire world.  
Application Instructions: Take a look @ the website and watch the YouTube videos. If interested in being part of a unique team then Email resume.  
Contact: mark oryszczak  
Address: 263 Richert Road, Wood Dale, IL 60191  
Phone: 708-343-6900  
Email: mark@giantfinishing.com

Job ID: 3056426  
Expires: 09/01/2013  
Job Title: Energy Consultant  
Company: Energy Connection  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Sales  
Location: Northbrook, IL 60062  
Salary: Commission Based  
Job Description: Energy Connection Northbrook, IL Energy Consultant - Full or Part Time
Energy Connection is an Energy Brokerage firm helping people lower their energy costs. We are committed to driving the global transition toward a safe, reliable, efficient and clean energy future. We are seeking talented and motivated people who are interested in the hyper growth field of energy. You will have the potential to earn over $75k in the first year with unlimited upside. Plus all the income is residual, ongoing income that should last for many years to come. Candidates are able to jump right in and start making money instantly. You will focus on selling value and energy solutions to decision-makers. You must be results oriented, self-motivated and driven by both financial and career opportunities. You are responsible for developing new business through prospecting. No cold calls necessary.

**Application Instructions:** Please email a resume to John Pelts at jpelts@energyconnectionsite.com

**Contact:** John Pelts  
**Address:** 666 Dundee Rd. Suite # 1901, Northbrook, IL 60062  
**Phone:** 847-509-2290  
**Fax:** 847-509-2295  
**Email:** jpelts@energyconnectionsite.com

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**Job ID:** 3073660  
**Expires:** 12/30/2013  
**Job Title:** Account Manager/Sales  
**Company:** IMAGETEC LP  
**Job Type:** Full Time  
**Degrees Wanted:** Diploma  
**Majors Wanted:** Any Major  
**Job Target:** Sales  
**Location:** Rosemont, IL 60018  
**Salary:**

**Job Description:** The Sales Representative will be responsible for bringing a high level of energy, passion, and dedication to selling digital imaging systems and solutions to established named accounts and corporate office clientele, as well as developing their territory through various prospecting and business development techniques. EOE, Drug Free Workplace

**Application Instructions:** Please send resumes to swasey@imagetec.com

**Contact:** Phil Zangara  
**Address:** 4509 PRIME PARKWAY, MCHENRY, IL 60050  
**Phone:** 8157593617  
**Email:** pzangara@imagetec.com

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**Job ID:** 3074804  
**Expires:** 12/31/2013
Job Title: Marketing/Sales Specialist
Company: Aflac
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Business Management, Marketing/Sales
Job Target: Sales
Location: La Grange, IL 60525
Salary:
Job Description: We are looking for enthusiastic, career minded, self-motivated individuals for the Sales/Marketing Associate position to work in a professional business-to-business sales environment in the Chicagoland area. Extensive management opportunities are available. Prior sales experience is welcome, but not necessary. We work with business owners to augment their benefit packages by implementing Aflac programs and educating the employees about our programs. A career with Aflac encompasses marketing, sales, customer service, human resources and entrepreneurship. If you are looking for a career with a top company, that still lets you be your own boss, do not pass this one by. How We Support Our Associates:

- Brand awareness/advertising campaign
- Associate customer service toll-free numbers
- Professional orientation, training, and certifications
- Professional field marketing materials
- The latest in sales automation technology

Requirements:
- Must be ambitious and self-motivated.
- Must be a success-driven self-starter.
- Must be articulate and project a presence of success.
- Must be able to communicate well with others and enjoy working with people.

Benefits: Aflac's stock bonus program allows career associates to participate in the company's growth, profitability and success as a stockholder. Renewals for life. Aflac's Associate Bonus Club (ABC) rewards associates for recruiting new members to the field force. Aflac associates have the opportunity to join the National Association of Professional Agents (NAPA). Training Program: **Aflac Fortune 200 Company World Class Training Program - Industry Leader** Note: If you are trainable, prior sales experience is not necessary.

Application Instructions: Please submit resume to aflacchicagosouth@gmail.com.

Contact: Mike Yurczyk
Address: 1601 W 55th Street La Grange Highlands, La Grange Highlands, IL 60525
Phone: (320) 293-2183
Fax: Aflac
Email: aflacchicagosouth@gmail.com

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Job ID: 3088389
Expires: 09/04/2013
Job Title: Entertainment Lighting Sales Position
Company: DesignLab
Job Type: Full Time
Degrees Wanted: Associates

Job Target: Sales
Location: Chicago, IL 60612
Salary: Base + commish

Job Description: DesignLab is expanding our Midwest operations center and have an opening for a full time Sales Associate. We have been in business for over 30 years and continue to grow and expand our customer base. We are the entertainment industry's partner in lighting solutions, meeting today's challenges in the fast paced live event and architainment industry. We are looking for an enthusiastic, career minded, self-motivated individual to work in a business to business sales environment. This is an entry-level sales position where you will be calling on new and existing accounts to generate sales opportunities.

Job Requirements: Required Attributes: · Possess excellent communication skills and attention to detail · High intelligence: quick learner and excellent critical thinking skills · Business-to-Business lead generation and sales prospecting · Demonstrate a proven track record in closing a sale · Be a team player with a positive attitude · Must be computer literate - this means that you are a highly proficient end-user of all MS Office Products and ability to learn new software Required Experience: · Experience in a sales environment · Some college required · Experience in the Audio/Visual or Live Event industry is highly desired Benefits: · Stability with a growing company · Family atmosphere of a small business · Fun work environment · Email, web and direct mail marketing support · Weekly pay plus commissions. · Health insurance In addition to our professional commitments, we are equally dedicated to ensuring the well-being of our team, comfortable work environment, and strong team spirit.

Contact: Jill Stewart
Address: 328 North Albany Av., Chicago, IL 60612
Phone: 773-265-1100
Email: jobs@dlabchicago.net

Job ID: 3089911
School Job ID: ivcc
Expires: 08/30/2013
Job Title: Sales Agent - XM Sirius Radio
Company: The Results Companies
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Sales
Location: Streator, IL 61364
Salary:
Job Description: Sales Agent - Sirius XM Radio
The Sales Agent is responsible for providing quality and efficient sales presentations to customers. The Results Companies is seeking team members who are driven by success, confident in their communication skills, and are highly proficient sales individuals. The Results Companies is a leading-edge customer contact solutions provider for many Fortune 500 companies. Established in 1990, The Results Companies provides services with over 7,000 CSR's located in 15 locations worldwide. We are expanding our business and have exciting new sales opportunities in our Streator, IL location for Sirius XM Radio. Job Responsibilities: · Offering existing customers continued service on their Sirius XM Satellite Radio Subscription · Provide high quality and efficient sales presentations to SXM customers · Maintain, at a minimum, target levels of sales, productivity and performance · Document customer interactions and account resolutions · Contribute to the team environment by assisting fellow employees and participating constructively in team meetings · Multi-tasks: listening, inputting data, probing, providing solutions, navigating through various screens while applying customer satisfaction techniques
Required Skills and Qualifications: · Able to accommodate a flexible schedule, as needed · Proficient on computers · Typing speed of 25 WPM · Excellent communication skills · Superb listening, probing, negotiation and de-escalation skills needed · Sales/Retention experience a plus · Previous customer interface experience a plus · Eligible to work in the United States · Ability to pass a criminal background check
Compensation: Sales associates are paid a competitive hourly wage with bonus incentives.
Benefits: · Stable growth and an award-winning company · Strong leadership · Opportunities for advancement · Fun environment · Health care benefits · Employee referral bonuses
www.theresultscompanies.com
The Results Companies 232 Pratt Street Streator, IL 61364
Application Instructions: Please Apply Online at www.theresultscompanies.com
Contact: Shalanda Rabadan
Address: 232 Pratt St., Streator, IL 61364
Phone: 815.673.7090
Email: shalanda.rabadan@resultstel.com
Apply Online: http://http://theresultscompanies.com/jobs/search/62

Job ID: 3091412
Expires: 09/05/2013
Job Title: Marketing Intern
Company: Semler Industries
Job Type: Co-op, Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Marketing/Sales
Job Target: Sales
Location: Franklin Park, IL 60131
Salary: $12/hr
Job Description: FUNCTION OF THE JOB: Researches market potential for various new product concepts and seeks competitive information for various industries and territories.
RESPONSIBILITIES: Follow direction of direct supervisor on immediate needs for department including all of the following: · To research and develop markets and various databases to coordinate market-specific prospective customer lists · Develop market survey questionnaires for existing and potential clients, and contacting various companies to perform surveys, and record, organize and report responses to management · Research new product development ideas online, in magazines and past records, seeking data and trends indicating top opportunities · Use various resources, free and pay-for-service, to obtain data lists and sort accordingly · Assist in populating the website with new content frequently · Support brochure development with marketing firm · Maintain work environment in neat and orderly fashion · Prepare reports from research in concise and priority oriented fashion · Complete articles, blogs or "briefs" on successful projects as deemed appropriate · Perform other tasks as required following established policy and procedure. PHYSICAL REQUIREMENTS OF THE JOB: Will require sitting for a portion of the work day, some telephone and personal interaction with co-workers, as well as use of computer keyboards online during working hours.

Job Requirements: MINIMUM ACCEPTABLE QUALIFICATIONS: High school diploma or equivalent required. Must be working toward marketing or business bachelor degree in senior or preferably junior year. Willingness to learn significant amount of new material in a short time is a must. Also, must be willing to adapt to multiple-project workload as dictated by portfolio needs. Must possess excellent communication, grammar, organization, reporting and people-related skills. Computer literate with advanced knowledge of Microsoft Office: Word, Excel and Powerpoint. Must be able to speak, write, and comprehend written and verbal instruction in English. HOUSEKEEPING ASSIGNMENT: General work area and desk kept neat.

Application Instructions: Please provide a cover page demonstrating writing skills with the resume. Why should we hire you instead of someone else?

Contact: Brian E. Porter
Address: 3800 N. Carnation Street, Franklin Park, IL 60131
Phone: 847-671-5650
Email: bporter@semlerindustries.com

Job ID: 3108211
Expires: 02/25/2014
Job Title: Qualified Assessor
Company: Spirit Foundation
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Sales
Location: CO, IL, IN, IA, MO, OH
Salary: 100% Commission paid job
Job Description: Spirit Foundation, a U.S. Department of Energy Home Energy Score Partner, is a non-profit, and offers three free online training programs. Register at
www.thespiritfoundation.org

**Job Requirements:** Computer knowledge, basic typing skills, customer service skills. Great attitude and professional appearance.

**Contact:** Brad Foster

**Address:** 760 South 2nd Street, St. Louis, MO 63390

**Phone:** 314-717-1420

**Email:** Info@homescore.org

**Apply Online:** http://http://thespiritfoundation.org/contact-spirit-foundations/

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**Job ID:** 3117361

**Expires:** 02/25/2014

**Job Title:** Qualified Assessor

**Company:** Spirit Foundation

**Job Type:** Full Time, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Sales

**Location:** CO, IL, IN, IA, KS, MI, MN, MO, NE, ND, OH, SD

**Salary:** 100% Commission paid job

**Job Description:** Spirit Foundation, a U.S. Department of Energy Home Energy Score Partner, is a non-profit, and offers three free online training programs. Register at www.thespiritfoundation.org

**Job Requirements:** Computer knowledge, basic typing skills, customer service skills. Great attitude and professional appearance.

**Contact:** Brad Foster

**Address:** 760 South 2nd Street, St. Louis, MO 63390

**Phone:** 314-717-1420

**Email:** Info@homescore.org

**Apply Online:** http://http://thespiritfoundation.org/contact-spirit-foundations/

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**Job ID:** 3119284

**Expires:** 09/01/2013

**Job Title:** Selling & Merchandising Associates

**Company:** Saks Fifth Avenue

**Job Type:** Full Time, Part Time, Seasonal

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Sales
**Location:** Rosemont, IL 60018  
**Salary:**  
**Job Description:** Please visit our Careers website to see full job descriptions.  
**Application Instructions:** Please visit Careersatsaks.com Select OFF5TH For State Select IL  
For LOcation Select Rosemont  
**Contact:** Keyur Bhatt  
**Address:** 5220 Fashion Outlets Way., Rosemont, IL 60018  
**Phone:** 847.928.3873  
**Email:** Keyur_bhatt@s5a.com  
**Apply Online:**  
http://http://careersatsaks.com/SearchResult.aspx?Division=Stores%20OFF%205TH&AreaOfInterest=All&CategoryId=All&Keyword=&Location=Illinois&City=Rosemont&Position=All&JobType=All  

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**Job ID:** 3133400  
**Expires:** 12/14/2013  
**Job Title:** Wireless Sales Representative  
**Company:** MRM Premiere  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Sales  
**Location:** Chicago, IL 60618  
**Salary:**  
**Job Description:** -Ability to work flexible hours including evenings, weekends and holidays  
-Flexibility to work at multiple locations if needed  
-Ability to complete all necessary paperwork correctly and within a timely manner  
-Being able to complete all aspects of opening the store for daily business, and close the store properly at the end of the day  
-Being able to work in a competitive, fast paced environment  
-Engage customers with a positive, upbeat attitude  
-Demonstrate and offer products to customers  
-Achieve monthly sales quotas.  
**Job Requirements:** -Must be able to navigate through computer & sales systems  
-Must have multi-tasking skills  
-Must have a fun, self-motivating attitude  
-Bilingual ability is a plus, but not required  
**Application Instructions:** Please email me with any questions or to submit resume. You may also apply online. We will be opening many locations, so please keep in mind that we have a locations located throughout the entire Chicago area.  
**Contact:** Nikkie Fraley  
**Address:** PO Box 150, St. Albans, MO 63073  
**Phone:** 314 779-8175
Email: nfraley@mrmpremiere.com
Apply Online: http://https://sites.google.com/site/mrmpremieremobile/

Job ID: 3149494
Expires: 08/28/2013
Job Title: Global Leader Business Intelligence Summits
Company: ME Events Group
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Any Major
Job Target: Sales
Location: Chicago, IL 60611
Salary: Base + Unlimited Commissions

Job Description: I am hiring two Sales Executives to help me grow our summits portfolio. This position is in our Business Events Sector working with our high-end Summit product. It involves three different skill sets. The majority of your time will be spent calling senior-level executives from multi-billion dollar companies like ComEd, Starbucks, Xerox and others. You will be expected to have professional conversations in an effort to discover their needs and determine if they qualify to attend our invite-only Summits. You must be comfortable making outbound sales calls in order to be successful in this role. The second skill set is research ability as you will be required to find new and unique executives to speak with. We are looking for individuals who are comfortable researching on the internet and also understand the need to stay abreast of industry topics through trade journals, news sources, industry associations and more. The final skill set is the ability to facilitate these Summits in person. We are looking for individuals who are not only capable on the phone, but are also excited to meet their clients in person. At the Summits we need energetic team members who are able facilitate interactions between energy executives (buyers) and our sellers. All of our Summits are held at beautiful four and five star resorts so this is also a terrific benefit that rewards those individuals that are the highest performers on a given event. If you are new to the job market and looking for an opportunity to grow your professional skills or if you have sales experience, but are looking to work in a high-end, fast-paced environment I encourage you to apply to this Sales Executive position in the Marcus Evans' Summits Division. Desired Skills & Experience: A positive attitude and a good sense of humor are critical to enjoying a position in sales. Our most successful team members also have tremendous work ethic and are driven by internal motivation as well as large paychecks. We are only looking for positive, intelligent, passionate team members who like to challenge themselves. All team members have a chance to become top performers, regardless of background. This position requires a person that is ready to learn about sales logic from proven Sales Managers that are committed to continual coaching and training. In addition, If you are excited to expand your knowledge of the energy industry in discussions with corporate executives this position is an excellent opportunity for professional growth. No past sales experience is required as our intensive New Hire Training Program is sufficient to get you started on a successful path.
Application Instructions: Please submit your cover letter and resume to da_recruitment@marcusevansch.com

Contact: Edward Giangrosso
Address: 455 North CityFront Plaza Dr 9th Floor, Chicago, IL 60611
Phone: 312 540 3000
Fax: 312 894 6331
Email: da_recruitment@marcusevansch.com

Job ID: 3151613
Expires: 08/29/2013
Job Title: Sales - Inside
Company: The Facts Media (aka Movie Facts, Inc. & Healthy Facts)
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Sales
Location: FL, IL, IA
Salary: Varies
Job Description: Sell display advertising over the phone to businesses in our national publications.
Job Requirements: Must have excellent communication skills and enthusiasm on the phone. A great work ethic and a desire to earn top dollars will increase your success in this job.

Application Instructions: Instead of email or fax, we prefer that you CALL with your best communication skills, to the office that is most convenient to your location: Des Plaines: 847-299-9700 Elgin: 847-741-1200 Joliet: 815-553-0495 Rockford: 815-395-1070 South Beloit: 779-475-0688 Quad Cities (Rock Island): 309-206-4950 Port Charlotte, FL: 941-625-8800

Contact:
Phone: 800-345-4324
Email: hr@moviefactsinc.com

Job ID: 3156088
Expires: 08/31/2013
Job Title: Front Desk Staff
Company: Dolphin Swim Club
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Sales
Location: Elk Grove Village, IL 60007
Salary:
Job Description: Dolphin Swim Club is hiring for its new Schaumburg Area location! Our newest facility is now open 681 Meacham Road. We teach year-round, indoor swimming lessons and need staff members who love being around children and their families and have excellent customer service skills. We are currently looking for new part-time office staff members.
Application Instructions: Please e-mail a letter of introduction and your resume for consideration. Please detail your long-term availability and why you would make a valuable member of the DSC Family.
Contact: Kristine Biederer
Address: 681 Meacham Road, Elk Grove Village, IL 60007
Phone: 630-283-0136
Email: kristine@dolphinswimclub.com

Job ID: 3157258
Expires: 09/01/2013
Job Title: Leasing Agent Needed for Busy Real Estate Office
Company: Apartment Savvy Chicago
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Sales
Location: Chicago, IL 60657
Salary:
Job Description: This is a great job for students who are going to be living in the city over the summer! Apartment Savvy Chicago is looking for individuals with excellent organizational and people skills to help us rent apartments! We have so many clients that we actually have to turn people away! Start making money right away! What will you be doing- 1. Meeting and greeting clients 2. Finding clients their dream apartment 3. Driving clients to different listings 4. Helping clients apply for apartments. Why Apartment Savvy Chicago, LLC? 1. Online database with all of our available rentals. 2. Established company. Apartment Savvy has been featured on ABC News, Chicago Sun Times, Daily Herald, Realty Times, and Success Magazine. 3. Experience. Our Leasing Director has 25 years of experience in the industry. 4. Members of the better business bureau. 5. Growth. Our rental company is still expanding! 6. Advertising we have a team that is constantly putting up ads to bring you more clients What we offer- 1. Hands on sales management 2. Expert processing so you can focus on renting apartments! 3. Thorough training program 4. Unlimited earning potential 5. Leads. Leads, leads, leads! -- that's right, WE actually provide you with your leads and listings! No cold calling! 6. Competitive commission structure, the more you lease the more you earn!
Job Requirements: You must have a dependable car, car insurance and a cellphone!
Application Instructions: Send your resume to jbrail@apartmentsavvy.com

Contact: Joshua Brail
Address: 2835 N. Clark, Chicago, IL 60657
Phone: 773 348-8921
Email: jbrail@apartmentsavvy.com

Job ID: 3161202
Expires: 09/30/2013
Job Title: Industrial Sales Representative
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Any Major
Job Target: Sales
Location: IL
Salary:

Job Description: Interlake Mecalux offers excellent benefits, including: - 401(k) plan with a generous company match and no waiting period to start participating. - Paid Time off - Medical, dental, & vision insurance - Life/Disability insurance - Our greatest benefit is the opportunity for growth! We promote from within and value continuous process improvements! The Industrial Sales Representative is responsible for targeting, acquiring, enlarging, and maintaining sales of Interlake Mecalux products within his or her assigned territory. PRINCIPAL RESPONSIBILITIES: · Manage relationships by updating customers’ knowledge of products/applications, securing engineering/design support, and providing appropriate training. · Demonstrate leadership with customers by conducting sales presentations, directing sales calls, managing contract negotiations, and overseeing the execution of sales contracts. · Utilize market research to develop sales opportunities which will assure market performance and penetration in support of business initiatives. · Partner with customers to develop long term relationships, generate additional sales, and guide problem resolution discussions. · Develop monthly and weekly sales plans that include prospecting activities and forecasts. · Ensure completion of customer projects through the coordination of engineering, manufacturing, installation, and customer service activities. COMPETENCIES: · Hard-working, action-oriented, results-driven, and motivated to sell. · Demonstrated effective communication, presentation, and listening skills. · A desire to learn and advance in a fast-paced sales environment, and be capable of regularly using good judgment and discretion to accomplish goals and work requirements. EDUCATION, EXPERIENCE, & KNOWLEDGE: · Bachelor’s degree in engineering, business, marketing, or equivalent education and experience. · 0-10 years of sales and/or customer service experience is preferred, with experience selling or supporting the sales of a technical product ideal. · Knowledge of professional selling techniques, negotiation techniques, account development strategies.

Application Instructions: Please e-mail your resume to Amanda Bosley at
hr@interlakemecalux.com
Contact: Amanda Bosley
Address: 1600 North 25th Avenue, Melrose Park, IL 60160
Email: hr@interlakemecalux.com

Job ID: 3163579
Expires: 10/06/2013
Job Title: Inside Sales Executive
Company: McKlein Company
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Business Management, Entrepreneurship, International Business, Marketing/Sales, Small Business Management
Job Target: Sales
Location: Chicago, IL 60639
Salary: Hourly or monthly
Job Description: Inside Sales Executive McKleinUSA, a leading leather goods manufacturer is undergoing a rapid expansion hiring candidates who are motivated sales professionals with excellent communication skills, confident with their ability to sell products, great work ethics and desire to work in a company with great advancement opportunities. Inside Sales Job Description: You will be responsible for maintaining and supporting current customers and generating new prospects. Other activities may include, but are not limited to developing and engaging in the overall sales strategies for future growth of the company. The Executive VP will be working closely with you to help train and develop your knowledge and skill require to succeed. Position Requirements: Applicants must be knowledgeable and efficient in MS Word, MS Excel. Knowledge of QuickBooks Accounting software and CRM software is a plus. The position requires a minimum 1 year of sales experience with excellent communication skills. Benefits: This is a Full-Time Position with Hourly or Monthly Salary, Plus Health Insurance Plan, Paid Vacation, Paid Holidays General: Working Hours: 8:00 am - 5:00 pm (Lunch break 12:00-1:00 or 1:00-2:00)
Job Requirements: Position Requirements: Applicants must be knowledgeable and efficient in MS Word, MS Excel. Knowledge of QuickBooks Accounting software and CRM software is a plus. The position requires a minimum 1 year of sales experience with excellent communication skills.
Application Instructions: ***IMPORTANT PROCEDURE FOR APPLICANT: PLEASE COMPLETE THE NEW EMPLOYMENT APPLICATION FORM AND ATTACH A COPY OF YOUR RESUME AND EMAIL TO career@mckleinusa.com ***. To Download Employment Application: http://mckleincompany.com/careers/job-opportunities/employment-applications
Contact: Joy Diaz
Address: 4447 W. Cortland St., Chicago, IL 60639
Phone: 773-235-0600
Email: career@mckleincompany.com

Job ID: 3165681
Expires: 09/08/2013
Job Title: Telephone Sales
Company: Radio Advertising, Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Marketing/Sales
Job Target: Sales
Location: Chicago, IL 60659
Salary: $11.00 for Training
Job Description: Call business, speaking to the owners or decision makers. Read from our script and sell Radio Air Time nationwide. Hours 8-4:30
Contact: Deb Freeman
Address: 3312 W. Peterson Ave., Chicago, IL 60659
Phone: 773-273-7396
Fax: 773-478-3353
Email: dfreeman@raichicago.com

Job ID: 3168131
Expires: 09/30/2013
Job Title: Sales Associate
Company: The Morton Arboretum
Job Type: Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Sales
Location: Lisle, IL 60532
Salary:
Job Description: Provide a high level of service to visitors and customers in The Arboretum Store by assisting in the sales and merchandising of the various products for sale.
Job Requirements: Previous Training and Experience: High school diploma required. Minimum 2-3 years of retail, customer service, or office experience or equivalent combination of education and work experience. Computer experience preferred. Physical/Mental Requirements: Must find satisfaction in working with the public and possess an outgoing, friendly, courteous and enthusiastic personality. Good telephone skills are a necessity. This is a physically
demanding position requiring frequent lifting and being on one's feet for a large portion of the day. Position requires regular weekend hours and some holiday hours. Hours can fluctuate based on the seasonal needs of the store.

**Working Conditions:**
1. Work performed primarily in an indoor setting.
2. Standing for long periods of time.

**Application Instructions:** If interested, please forward cover letter and resume, or application, to The Morton Arboretum, Human Resources, 4100 Illinois Route 53, Lisle, IL, 60532-1293, or email to: jobs@mortonarb.org. The Morton Arboretum is an equal opportunity employer committed to achieving a diverse workforce.

**Contact:** Colleen Emrick  
**Address:** 4100 Illinois Route 53, Lisle, IL 60532  
**Phone:** (630) 968-0074  
**Fax:** (630) 725-2040  
**Email:** jobs@mortonarb.org

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**Job ID:** 3168374  
**Expires:** 09/11/2013  
**Job Title:** Server  
**Company:** Nick's restaurant LLC  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Sales  
**Location:** Wilmette, IL 60091  
**Salary:** Depend upon experience  
**Job Description:** Great work environment with meals as a benefit at the end of your shift. Server making on average between 150-200 a night.

**Application Instructions:** Please call or e-mail resume

**Contact:** Tim Lenon  
**Address:** 1168 wilmette ave, Wilmette, IL 60091  
**Phone:** 8472513262  
**Email:** Tim@fuelwilmette.com

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**Job ID:** 3168389  
**Expires:** 08/12/2014  
**Job Title:** Collections Representative / Debt Recovery / AR Management  
**Company:** Brown & Joseph, Ltd.  
**Job Type:** Full Time  
**Degrees Wanted:** None Required
Majors Wanted: Any Major
Job Target: Sales
Location: IL
Salary:
Job Description: Brown ad Joseph is one of the fastest growing accounts receivable firms in the U.S. focusing on the recovery of the most profitable industries in collections. (Commercial Insurance, Life & Health Insurance Advertising, Transportation and International Credit Collections.) Our senior staff has the potential to earn an average of $60K-$70K per year with salary and bonus. The better you are the more money you will make!!! We have Collection positions available in our Rolling Meadows, IL location. We are looking for a motivated self-starter with good communication skills. Experience is a plus but is not always necessary as you will be trained by some of the best in the business. If you are smart and you are a good communicator and want to work we are the place for you. Offering a highly competitive base pay with bonus potential. Employment includes an excellent benefits package. If you really want to make your last move to a great company than please email or fax us your resume. Brown and Joseph, Ltd. an A.M. Best, Rated, Recommended Expert Services Provider to the Insurance industry.
Job Requirements: · Strong written and verbal communication skills. · Must be PC literate; MSOffice skills (Word, Excel, Outlook). · Must be willing to learn and adhere to rules, regulations and laws pertaining to our Industry
Application Instructions: We are an equal opportunity employer. Please Fax your resume to: (847) 758-3020 or please send to hr@brownandjoseph.com
Contact: Hiring Manager
Address: 2550 West Golf Road Suite 300, Rolling Meadows, IL 60008
Phone: 8477583000
Fax: 8477583020
Email: hr@brownandjoseph.com
Apply Online: http://www.brownandjoseph.com/search?searchphrase=all&searchword=Apply%20online

Job ID: 3168754
Expires: 10/31/2013
Job Title: B2B Sales
Company: Adar LLC
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Sales
Location: Lincolnwood, IL 60712
Salary: Competitive with bonus
Job Description: Adar IT is experiencing explosive growth across North America, Europe and Asia, and welcomes you to come take a look at this great opportunity! Adar IT is a fast-growing provider of industry-leading cloud-based IT solutions for small and mid-size businesses for the last 15 years. If you are a high-energy, self-starting individual with a desire to prove yourself and move up the ranks fast, then this is the place for you. This position is specifically designed to promote into a closer (Account Executive) position. Top-performers can move up in as fast as six months to a year! The ideal candidate should be a self-starter with a track record of successful, credible lead follow-up and sales development experience. Adar provides paid sales training program that provides the necessary tools to be well-versed in technology sales, customer service and Adar’s internal sales systems. Position Responsibilities: · Outbound calling to potential customers on a daily basis · Responsible for acquiring key prospect data from the initial conversation, from the web and other sources, and posting that data correctly in salesforce.com · Reach or exceed performance metrics on appointments set, and conversion to a totally qualified opportunity (TQO) · Prospect, educate and qualify leads to create sales-ready opportunities · Keep abreast of the industry and technologies to ensure you are a trusted resource to prospects · Successfully manage and overcome prospect objections Position Qualifications: · Bachelor’s degree or equivalent experience · 1-2+ years verifiable experience in B2B sales over the phone · Strong Microsoft Office skills · Strong organization and time management skills · Effective communications skills · Knowledge of salesforce.com preferred To support our rapid growth, we are looking to fill multiple openings immediately.

Application Instructions: Interested applicants should submit a cover letter and resume outlining their experience and why they think this position would be an excellent fit to: Dan Feinstein Director of Sales & Marketing Adar LLC 7370 N Lincoln Ave Lincolnwood, IL 60712 Please visit http://adarit.theresumator.com/apply/lHfOUR/B2B-Sales.html for more information.

Contact: Dan Feinstein
Address: 7370 N Lincoln Ave Suite 200, Lincolnwood, IL 60712
Phone: 224-534-3595
Email: careers@adarIT.com
Apply Online: http://adarit.theresumator.com/apply/lHfOUR/B2B-Sales.html

Job ID: 3168775
Expires: 10/31/2013
Job Title: Business Development Representative
Company: Adar LLC
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Sales
Location: Lincolnwood, IL 60712
Salary: $15/hr + performance bonuses.
Job Description: OVERVIEW: Adar IT is experiencing explosive growth across North
America, Europe and Asia, and welcomes you to come take a look at this life-changing opportunity! If you are a high-energy, self-starting individual with a desire to prove yourself and move up the ranks fast, then this is the place for you. We are looking for talented Business Development Representatives (BDR) who will contact and qualify leads to set appointments for our sales team to close. This position is specifically designed to promote into a closer (Account Executive) position. Top-performers can move up in as fast as six months to a year! The BDR should be a self-starter with a track record of successful, credible lead follow-up and sales development experience. Adar IT is in rapid expansion mode. We are developing a new highly scalable sales model to support our national and international expansion. The success of this model will lead to full time positions and rapid career advancement opportunities. Position Responsibilities • Outbound calling on targeted companies • Responsible for acquiring key prospect data from the initial conversation, from the web and other sources, and posting that data correctly in salesforce.com • Responsible to set initial appointment with Account Executive and if appointment is not held, to reschedule with the prospect • Reach or exceed performance metrics on dials, profiles, appointments set, and conversion to a totally qualified opportunity (TQO) • Make outbound calls and follow up on inbound calls • Make an average of 100-150 outbound calls a day • Prospect, educate and qualify leads to create sales-ready opportunities • Keep abreast of the industry and technologies to ensure you are a trusted resource to prospects • Successfully manage and overcome prospect objections Position Qualifications • Bachelor's degree or equivalent experience • 1-2+ years verifiable experience in B2B sales over the phone • Strong Microsoft Office skills • Strong presentation/communication abilities • Somewhat technical • Knowledge of salesforce.com preferred Compensation $15/hr + performance bonuses. Competitive base salary + commission + benefits will be available upon promotion to a full time position

Application Instructions: Interested applicants should submit a cover and resume addressed to: Dan Feinstein Director of Sales & Marketing Adar LLC 7370 N Lincoln Ave Suite 200 Lincolnwood, IL 60712 Contact: Dan Feinstein Address: 7370 N Lincoln Ave Suite 200, Lincolnwood, IL 60712 Phone: 224-534-3595 Email: careers@adarIT.com Apply Online: http://adarit.theresumator.com/apply/6ZRI7Q/Business-Development-Representative.html

Location: Mount Prospect, IL 60056
Salary: 25-28k + commission

Job Description: · Maintain a strong business relationship with existing customers. · Develop new business within assigned territories. · Process purchase orders from current & future customers. · Answer emails & calls from current and prospective customers. · Identify target markets and contact future prospective customers. · Become a subject matter expert (SME) within the first month. · Become an expert in competitor products and pricing. · Meet weekly & monthly sales and effort metric expectations. · Follow-up with prospective customers leading up to account setup. · Follow our step-by-step sales program.

Application Instructions: Please email resume to the email address listed above.

Contact: Robert Dwyer
Address: 1615 W. Algonquin Rd, Mount Prospect, IL 60056
Phone: 847-640-1777
Email: robert@ictusainc.com

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Job ID: 3169645
Expires: 09/12/2013
Job Title: Rebar Product Manager
Company: Confidential
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Sales
Location: Deerfield, IL
Salary: $100k+

Job Description: Our Chicago based client is a master steel distributor who is diversifying their business by expanding into new products. The company seeks a Product Manager who will act as a business creator for merchant steel bar and rebar products. Responsibilities: The Product Manager will develop and implement plans, close sales and solve customer concerns. He/she will sell in a consultative manner at various levels of an organization. The Product Manager will essentially be starting up his/her own business unit for the purchase and sale of merchant steel bar and rebar products domestically and globally. The company offers a strong compensation package, excellent benefits, company car, profit sharing and bonuses. Qualifications: · Seasoned professional with experience in merchant steel bar and/or rebar products. · Have a solid grounding in the commercial aspects of the business. · Experience in sales and/or purchasing. · Have relationships with steel service centers, large OEM and producing mills. · Local U.S. Citizens/Permanent Residents only.

Application Instructions: Email resume in Word or PDF format with position title in subject line.

Contact: Helen Stockhorst
Email: recruiter4usa@gmail.com

Job ID: 3169656
Expires: 09/12/2013
Job Title: Stainless Steel Bar Product Manager
Company: Confidential
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Marketing/Sales
Job Target: Sales
Location: Deerfield, IL 60015
Salary:
Job Description: Our Chicago based client is a master steel distributor who is diversifying their business by expanding into new products. The company seeks a Product Manager who will act as a business creator for stainless steel bar and tool steel bar products. Responsibilities: The Product Manager will develop and implement plans, close sales and solve customer concerns. He/she will sell in a consultative manner at various levels of an organization. The Product Manager will essentially be starting up his/her own business unit for the purchase and sale of stainless steel bar and tool steel bar products domestically and globally. Our client offers a strong compensation package, excellent benefits, company car, profit sharing and bonuses. Qualifications: · Seasoned professional with experience in stainless steel bar and/or tool steel bar products. · Have a solid grounding in the commercial aspects of the business. · Experience in sales and/or purchasing. · Have relationships with steel service centers, large OEM and producing mills. · Local U.S. Citizen or Permanent Residents only.
Application Instructions: Email resume in Word or PDF format with position title in subject line.
Contact: Helen Stockhorst
Email: recruiter4usa@gmail.com

Job ID: 3169661
Expires: 09/12/2013
Job Title: Wire Rope Product Manager
Company: Confidential
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Sales
Location: Deerfield, IL 60015
Salary:
Job Description: Our Chicago based client is a master steel distributor who is diversifying their business by expanding into new products. The company seeks a Product Manager who will act as a business creator for wire rope products. The Product Manager will develop and implement plans, close sales and solve customer issues. He/she will sell in a consultative manner at various levels of an organization. The Product Manager will essentially be starting up his/her own business unit for the purchase and sale of wire rope domestically. Our client offers a strong compensation package, excellent benefits, company car, profit sharing and bonuses.

Qualifications: · Must be a seasoned professional with demonstrated experience in wire rope products. · Have a solid grounding in the commercial aspects of the business. · Experience in sales and/or purchasing. · Have relationships with steel service centers, large OEM and producing mills. · U.S. Citizen or Permanent Resident.

Application Instructions: Email resume in Word or PDF format with position title in subject line.

Contact: Helen Stockhorst
Email: recruiter4usa@gmail.com

Job ID: 3170573
Expires: 09/12/2013
Job Title: Sales Representative-Entry Level
Company: Merit Sleep Management
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Sales
Location: Lombard, IL 60148

Salary:

Job Description: Responsibilities: As a Sales Representative, you will have responsibility for supporting the sales efforts of our business development team by visiting with our customers on a daily basis in your assigned territory and maintaining/nurturing relationships, responding to customer needs and helping the sales team build new relationships within the healthcare community. Requirements: The ideal candidate will be entry-level, energetic, motivated, self-starting with a high degree of integrity, fun/winning personality, be highly dependable and have outstanding communication skills. A two-year or four-year college degree is preferred but not required. A dependable vehicle along with a valid driver's license and a clean driving record are required. Recent college graduates are ideal for this position. Compensation/Benefits: This newly added position has a direct path to higher level positions based upon results. We will provide full training, mentorship and we offer a competitive salary, full benefits including health/dental/life insurance, monthly car and expense allowance and an opportunity to participate in our sales incentive program.

Contact: Amber Giron
Address: 1300 South Main Street, Lombard, IL 60148
Phone: 630-652-7900

Job ID: 3171932
Expires: 09/13/2013
Job Title: Agency Sales Support
Company: American Family Insurance
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Sales
Location: IL 60646
Salary: $8.00 - $1300/ Hr

Job Description: Agency Sales Support Specialists are hired by Agents to assist in producing appointments, applications and sales through lead generation and follow up. This position lets you get a feel for a career as an Agent without the commitment of owning the business - it is a great opportunity to learn from and work alongside a successful entrepreneur. You'll receive training and support as you handle a full scope of responsibilities, including customer relations, sales Sales and Marketing ·Coordinate agency prospecting through direct mail, company prospecting programs and Personal Insurance Reviews. ·Understand products, procedures and best practices for promoting policy growth and retention ·Schedule/confirm appointments for agent ·Achieve individual production goals as established by agent Customer Relations ·Discuss insurance product offerings with current and potential customers ·Maintain high customer service standards to attract and retain customers ·Advise customer of claims and billing policies and procedures as needed ·Respond to inquiries, issues and complaints Agency Office Operations ·Administer office practices and procedures ·Maintain information in the agency's customer database for future follow up ·Manage agency correspondence as required ·Continue to maintain and develop knowledge of American Family products and services and support efforts to increase agent business Job Requirements Qualified candidates will possess: ·Outstanding sales and relationship skills ·Experience in telemarketing or other sales environment with demonstrated persuasion skills ·Licenses in property, casualty, health and life (or these must be obtained in order to continue employment with the agency) ·Prior insurance experience is not required ·Organization, prioritization, and multi-tasking skills ·Demonstrated oral and written communication skills ·PC skills; experience with Windows-based computer applications a plus ·Ability to learn American Family products, services, and computer systems ·A minimum of a High School diploma or equivalent ·Clean credit ·Acceptable driving record

Contact: Tony S. Lazzar
Address: 6222 N Pulaski, Chicago, IL 60646
Phone: 773-853-0888
Fax: 773-853-0891
Email: tlazzar@amfam.com
Job ID: 3172398  
Expires: 09/13/2013  
Job Title: Insurance Advisor  
Company: Skills for Chicagoand's Future  
Job Type: Full Time  
Degrees Wanted: Associates, Bachelors  
Majors Wanted: Marketing/Sales  
Job Target: Sales  
Location: Chicago, IL 60606  
Salary:  
Job Description: Key Responsibilities: Field, Advise and sell Health Insurance plans to prospects under age 65 Manage Book of Business full of prospects to achieve targeted sales goals Maintain high level of efficiency in all of your daily Sales transactions Implement Sales/System/General Coaching from Sales Manager Gain high level product knowledge of Health Insurance plans you represent Deliver World Class customer experience Requirements No Insurance Industry knowledge is needed! GoHealth will assist you through licensing training and testing to get your resident insurance license so you can begin selling! Once you pass our 3 week training program, you will begin selling Health Insurance on behalf of one of many A rated Insurance Companies. Experience/Skills Great organizational skills; ability to multitask Ability to communicate technical information to nontechnical audiences Energetic, fun, competitive drive Team oriented; always looking to help others improve Ability to work in a fast paced, fun environment  
Job Requirements: Screening Process: Candidates must pass a thorough background check Pay Range: $14.42 / hour plus commission Other Benefits: Full benefits  
Application Instructions: email resume to skregel@skillsforchicagoland.com  
Contact: Stacey Kregel  
Address: 191 N. Wacker Drive, Suite 925, chicago, IL 60606  
Phone: 3129067211  
Email: skregel@skillsforchicagoland.com

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Job ID: 3174688  
Expires: 09/15/2013  
Job Title: Telephone Sales Rep  
Company: Radio Advertising, Inc.  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Sales  
Location: Chicago, IL 60659
Salary: $10.00 per hour in Training

Job Description: Call business, get through the gatekeeper to the owner or decision maker. Read from our script about the radio airtime being sold. Sell the product and close the order.

Job Requirements: Strong communication skills, Goal oriented and able to work as an individual as well as a team member. We offer benefits, on going training and weekly pay checks.

Contact: Deb Freeman

Address: 3312 W. Peterson Ave., Chicago, IL 60659

Phone: 773-273-7396

Fax: 773-478-3353

Email: dfreeman@raichicago.com

Job ID: 3175808

Expires: 12/31/2013

Job Title: Financial Professional Associate

Company: Prudential

Job Type: Full Time

Degrees Wanted: Associates, Bachelors


Job Target: Sales

Location: Naperville, IL 60564

Salary:

Job Description: The Financial Professional Associate position is a sales position with The Prudential Insurance Company of America selling insurance and financial services. Financial Professional Associates participate in a comprehensive development program, developing product knowledge, and selling experience while offering appropriate insurance and investment products to help clients meet their financial goals. After the training and development program, many will continue to be financial services generalists, assisting clients with a range of insurance and investment needs; others will go on to develop a specialty, such as fee-based financial planning, insurance for business needs, or estate planning needs.

Job Requirements: The Prudential Insurance Company of America, one of the Prudential Financial Companies, is looking for men and women who are ready for a rewarding career opportunity selling insurance and financial services products… a career committed to making an impact in the lives of the people we touch. We’re seeking individuals with these attributes. · Customer Service Focused · Revenue Focused (Sales Influence and Persuasion, Sales Resilience, Sales Initiative) · Self Confident and Autonomous · Drive and Initiative · Responsible and Committed · Excellent Interpersonal Skills · Good Business Communication Skills · Ability to Problem Solve, and develop ideas · Ability to use basic math skills to problem solve · Good Critical Thinking · High school diploma or GED qualification required
Application Instructions: If you are interested in applying for the position, please send a cover letter along with an updated copy of your resume to karen.janek@prudential.com.

Contact: Karen Janek
Address: 2132 Deep Water Lane, Suite 140, Naperville, IL 60564
Phone: (630)210-7384
Email: karen.janek@prudential.com

Job ID: 3175809
Expires: 12/31/2013
Job Title: Financial Professional Associate
Company: Prudential
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Job Target: Sales
Location: Frankfort, IL 60423
Salary:

Job Description: The Financial Professional Associate position is a sales position with The Prudential Insurance Company of America selling insurance and financial services. Financial Professional Associates participate in a comprehensive development program, developing product knowledge, and selling experience while offering appropriate insurance and investment products to help clients meet their financial goals. After the training and development program, many will continue to be financial services generalists, assisting clients with a range of insurance and investment needs; others will go on to develop a specialty, such as fee-based financial planning, insurance for business needs, or estate planning needs.

Job Requirements: The Prudential Insurance Company of America, one of the Prudential Financial Companies, is looking for men and women who are ready for a rewarding career opportunity selling insurance and financial services products... a career committed to making an impact in the lives of the people we touch. We're seeking individuals with these attributes. · Customer Service Focused · Revenue Focused (Sales Influence and Persuasion, Sales Resilience, Sales Initiative) · Self Confident and Autonomous · Drive and Initiative · Responsible and Committed · Excellent Interpersonal Skills · Good Business Communication Skills · Ability to Problem Solve, and develop ideas · Ability to use basic math skills to problem solve · Good Critical Thinking · High school diploma or GED qualification required

Application Instructions: If you are interested in applying for the position, please send a cover letter along with an updated copy of your resume to karen.janek@prudential.com.

Contact: Karen Janek
Address: 2132 Deep Water Lane, Suite 140, Naperville, IL 60564
Job ID: 3180691
Expires: 09/20/2013
Job Title: Customer Care Representative(s)
Company: Toynk Toys
Job Type: Full Time, Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Sales
Location: Addison, IL 60101
Salary: $10.00 hour
Job Description: Toynk Toys is looking to hire several Customer Service Representatives to work in a very fast-paced, yet casual environment. We have a variety of shifts available including early morning, late evening, as well as Saturday shifts. Toynk is preparing for a very busy Halloween season, so apply today! Your responsibilities include: Taking/completing phone orders from customers Answering customer emails Completing customer inquires using our online chat system Assisting customers with questions regarding order status, package tracking and other general information. Serious inquiries only.
Job Requirements: Seasonal position runs 4-6 weeks.
Application Instructions: MUST FILL OUT OUR ONLINE APPLICATION ON OUR WEBSITE AT WWW.TOYNK.COM CLICK ON "NOW HIRING" ON THE HOMEPAGE or CLICK THIS LINK: http://www.toynk.com/category/promotional.employment/ THANK YOU
Contact: Tracy Hays
Address: 2249 Windsor Court, Addison, IL 60101
Phone: 847-350-0108 ext. 200
Fax: 773-442-0859
Email: help@toynk.com
Apply Online: http://www.toynk.com/category/promotional.employment/

Job ID: 3182051
Expires: 09/20/2013
Job Title: Teller / Sales Associate
Company: TCF BANK
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Sales
Location: Antioch, IL 60002
Salary: 9.39+

Job Description: Actively promote, sell and refer TCF products and services to potential customers. Utilize networking and paid training to drive sales. Make cold calls and participate in organized sales events. Achieve challenging individual and team sales goals. Spend a significant amount of time working at outside sales events. Answer inquiries taught in paid training classes, regarding checking and savings accounts and other bank regulations and policies. Accurately balance daily transactions in a manner that ensures TCF's high standards and high level of customer service are maintained. -High school diploma or GED, or currently enrolled in High School -Resilient attitude towards achieving challenging sales goals -Ability to confidently approach prospective TCF customers -Effective communication skills -Available to work retail hours including evenings, weekends, and holidays -Ability to perform necessary calculations and transactions -Must successfully complete technical training and pass test standards Preferred Qualifications: -6 months of continuous work experience -Retail sales, cash handling, and customer contact experience -Bilingual Spanish

Application Instructions: Apply Online
Contact: Jessica Terwilliger
Address: 800 Burr Ridge Prky, Burr Ridge, IL 60527
Phone: 262-552-3707
Fax: 262-697-5779
Apply Online: https://www.tcfexpress.com/About/about_career_opportunities.jsp
customers in person or on the telephone. Will participate in customer service and product based specialized telephone queues and staffing of the Teller Department. QUALIFICATIONS: High School degree or equivalent. College degree in business or related field a plus. One to three years of personal banking or customer service experience preferred. Previous Teller experience a plus. Proven track record of sales experience. Good figure aptitude and previous experience with online banking systems preferred. Good communication skills that allow the individual to effectively interact with both customers and co-workers. Experience with word processing and spreadsheets. Assist other branches in close proximity when staffing levels necessitate.

Professional appearance and dress required for this highly visible customer service position. Travel to meetings, training and seminars as scheduled. Branch locations are open for business 6 days each week, Monday through Saturday. Scheduling may vary. Must be available to work all hours of branch operation. This position requires the individual to take loan applications and close loans which may require the employee to register with the Nationwide Mortgage Licensing System & Registry (NMLS) in order to comply with the federal Secure and Fair Enforcement for Mortgage Licensing Act of 2008 (SAFE Act). Registration may consist of submission of personal information such as home address, social security number, gender, date and place of birth, employment history, among other things. Registration also requires employees to submit fingerprints and submit to a criminal background check. Renewal of the registration requirements may be required periodically throughout the term of the employment.

**Application Instructions:** Please apply online.

**Contact:** Anna Mistarz

**Address:** 80 Stratford Drive, Bloomingdale, IL 60108

**Phone:** 630-547-8949

**Fax:** 630-547-8949

**Email:** recruiter@firstambank.com

**Apply Online:** [http://www.firstambank.com/Careers/Careers/EmploymentOpportunities](http://www.firstambank.com/Careers/Careers/EmploymentOpportunities)

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**Job ID:** 3185549

**Expires:** 09/22/2013

**Job Title:** Business Development

**Company:** Elarasys Worldwide LLC

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Majors Wanted:** Business Support Specialist, Marketing/Sales

**Job Target:** Sales

**Location:** Elgin, IL 60123

**Salary:** Base Salary plus commission

**Job Description:** A Business Development representative identifies corporate IT departments in need of new or pre-owned hardware. We also assist these customers with resale of the IT equipment no longer in operation. Knowledge of computer hardware is very helpful and sales drive and experience is key to a successful career with us.
Application Instructions: Please send your resume and cover letter to us:
employment@elarasys.com

Contact: Tom Hansen
Address: 180 Corporate Drive, Elgin, IL 60123
Phone: 847-468-8900
Fax: 847-468-0100
Email: employment@elarasys.com

SOCIAL SCIENCES

Job ID: 3054369
Expires: 02/06/2014
Job Title: Paraprofessionals/Teaching Assistant - Chicago Metro Area
Company: The Menta Group - IL & AZ
Job Type: Full Time
Degrees Wanted: Associates, Certificate, Diploma
Majors Wanted: Any Major
Job Target: Social Sciences
Location: Chicago Metro Area, IL
Salary: Comparable for the area

Job Description: Hillside Academy East Campus-Chicago, Aurora Education Center-North Aurora, Lake Shore Academy - Waukegan and Thompson Instruction Center, All Special Education Services Programs & Members of The Menta Group, offer elementary, middle, and high school programming to special education students residing in the City of Chicago and the surrounding metro/suburban area. Elementary and middle school curricula emphasize real-world, community-based learning. Classrooms are designed to be active learning environments where young people have the opportunity to experience educational and behavioral success on a regular basis. The high school curriculum is intended to aid students in acquiring the knowledge and skills necessary to become eligible for post-secondary education and/or employment. Emphasis is placed on developing a key set of skills that are common across both educational and employment settings. All 12 of our programs post their open teaching positions on our website [www.thementagroup.org/careers_ApplyOnline.aspx], and feature an easy-to-complete online application process. This position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications. Duties of the Teacher Assistant consist of: Lead or co-teach a class of students with behavior/emotional/social/learning disorders. Provide behavior support in self-contained classroom. Prepare and adapt materials for use in the classroom. Maintain classroom order, safety and materials. Communicate behavioral concerns of students to appropriate staff. Implement and maintain behavioral program policies and data. Attend all staff meetings and in-service training as requested.

Job Requirements: State Certified Paraprofessional preferred. College Associates Degree
and/or two years college classes desirable High School Diploma or GED still considered for the position. Ability to obtain CPI Certification At least 23 years of age. Previous experience working with special needs children Must be able to lift at least 50 lbs Clean driving record and must be able to drive student van

**Application Instructions:** Apply at www.thementagroup.org/careers/apply ILLINOIS/MID-STATE & CHICAGO METRO AREA Waukegan, IL sheela.patel@menta.com Fax: (847) 599-2475 Nokomis, IL Barbara Daugherty Fax: 217-563-7606 Barb.daugherty@menta.com Chicago, IL Hillside Academy East Campus Marc.bickham@menta.com Fax: 773-638-6335 Joliet, IL - Teaching Assistant Ann.keane@menta.com Fax: 815-774-5866

**Contact:** Charles F. Hejny  
**Address:** 1720 N. Randall Road, Aurora, IL 60506  
**Phone:** 630-907-2400  
**Fax:** 630-907-0197  
**Email:** chuck.hejny@menta.com  
**Apply Online:** http://www.thementagroup.org/careers_careers_apply.aspx

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**SPORTS AND FITNESS**

**Job ID:** 3152751  
**Expires:** 08/29/2013  
**Job Title:** Inclusion Companion  
**Company:** Northern Suburban Special Recreation Association  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Sports and Fitness  
**Location:** Northbrook, IL 60062  
**Salary:** 8.25 - 12.00

**Job Description:** The Inclusion Companion is responsible for working with individuals with varied ages and disabilities in recreational programs throughout NSSRA's partner agencies. The position includes hands on support of participants, and recognition of the need for program adaptations. The Inclusion Companion must be at least 16 years of age or older. A basic knowledge and understanding of recreation programming and individuals with disabilities is desired. An individual who is highly motivated and enthusiastic is preferred in order to provide quality experience for those participating in the programs. Transportation to and from NSSRA and partner agency programs is the employees responsibility. Apply online at www.nssra.org. Click on "Job Opportunities" at the bottom of the page. NSSRA is an Equal Opportunity Employer.

**Application Instructions:** All applications must be completed online. No resumes will be accepted through email. Email for specific job questions or applications issues.
Contact: Darleen L Negrillo  
Address: 3105 MacArthur Blvd, Northbrook, IL 60062  
Phone: 847-509-9400  
Email: hr@nssra.org  
Apply Online: http://www.applitrack.com/nssra/onlineapp/

Job ID: 3152753  
Expires: 08/29/2013  
Job Title: Program Assistant for People with Disabilities  
Company: Northern Suburban Special Recreation Association  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Sports and Fitness  
Location: Northbrook, IL 60062  
Salary: 8.25 - 12.00

Job Description: The Program Assistant is responsible for assisting with the organization, implementation, and evaluation of recreation programs for children and adults with disabilities. - Maintain open communication with participants, families, staff, supervisors and NSSRA personnel; - Provide activity adaptations as necessary; - Provide behavior management and, if CPI certified, physical restraint as an absolute last resort; - Complete required paperwork including but not limited to evaluations, Accident/Incident reports, applicable safety forms, and timesheets; - Gather, load, transport, and set up equipment; - Actively participate in recreation programs; - Supervise individuals with disabilities; - Assist in self-help and daily skills for participants, including feeding and changing, when necessary; - Attend to specific dietary restrictions of participants; - Communicate with other staff throughout the program including transition between activities; - Know the whereabouts of participants at all times; - Supervise participants in the water during swim time; - Attend mandatory orientation, meetings and in-services as scheduled and required; - Demonstrate dependability, punctuality and promptness; - Maintain and provide quality customer service towards parents, staff, participants and the general public; - Additional duties will be explained during the interview process and orientation. Apply online at www.nssra.org. Click on "Job Opportunities" at the bottom of the page. NSSRA is an Equal Opportunity Employer.

Job Requirements: The Program Assistant is at least 16 years of age or older. A basic knowledge and understanding of recreation programming and individuals with disabilities is desired. An individual who is highly motivated and enthusiastic is preferred in order to provide quality experience for those participating in the programs. Some programs may require Program Assistants to be of a certain age, meet additional requirements and obtain additional certifications (i.e. Enriched Lifestyles for Adults, Special Olympics tournaments, trips, adult social outings, etc.). Transportation to and from NSSRA programs is the responsibility of the part-time staff.

Application Instructions: All applications must be completed online. No resumes will be
accepted through email. Email for specific job questions or applications issues.

Contact: Darleen L Negrillo
Address: 3105 MacArthur Blvd, Northbrook, IL 60062
Phone: 847-509-9400
Email: hr@nssra.org
Apply Online: http://www.applitrack.com/nssra/onlineapp/

Job ID: 3169189
Expires: 08/31/2013
Job Title: Part Time Swim Instructor
Company: Dolphin Swim Club
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Physical Education, Speech/Communications
Job Target: Sports and Fitness
Location: Skokie, IL 60077
Salary: based on experience
Job Description: The Dolphin Swim Club in Skokie is hiring fun loving, energetic, part time swim instructors. Monday afternoon (3:45 until 7 or 8pm) availability is required. Some swimming experience is helpful but not necessary. We will provide all training.
Application Instructions: Please submit a letter of introduction letting us know why you would make an excellent addition to our staff. You will be contacted if selected for an interview.
Contact: Niki Pappas
Address: 9333 Skokie Blvd., Skokie, IL 60077
Phone: 847-980-2664
Email: niki@dolphinswimclub.com

SURVEYING

Job ID: 3169380
Expires: 09/12/2013
Job Title: Interviewer/Recruiter
Company: Workforce Connection Center
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Surveying
Location: Chicagoland, IL
Salary:

Job Description: A Market Research firm will be conducting a recruitment session at the North Riverside WCC. They will be interviewing participants for five openings as, Part-time Interviewer/Recruiter positions for a local mall. Job Description: The Interviewers/Recruiters will be conducting surveys with shoppers on an array of topics and determining their eligibility to complete the survey. Shoppers can receive compensation from $2.00 - $75.00 per survey. Job Details: - Pays $8.50/hour, 30 hours per week - Must be able to complete a minimum of two surveys/hour - Must be able to recruit shoppers within a timely manner and bring them back to the Market Research's office to complete a survey - Must be able to work on the weekdays in the afternoons (12p.m. - 9p.m.) and on the weekends from 11a.m. - 8p.m. Perfect Job if you are: - Attention to details, Go-getter - Meeting deadlines - Motivates staff and steps up as a leader

Job Requirements: Qualifications: - Must be Bilingual in English and Spanish - Very charismatic, good personality, go-getter, pays attention to details - Basic computer skills (i.e. - Internet surfing) - HS/GED preferred, but is not required

Application Instructions: IF INTERESTED PLEASE CONTACT: Nicole Ellis | Workforce Connection Center Coordinator North Riverside - Workforce Connection Center | 1900 Harlem Avenue | North Riverside, IL 60546 Office: (312) 994-1470

Contact: Nicole Ellis
Address: 1900 Harlem Avenue, North Riverside, IL 60546
Phone: (312) 994-1470

TECHNICAL SERVICES

Job ID: 3149009
Expires: 09/26/2013
Job Title: Level I Technical Service Desk Analyst
Company: SMaRT Technology Services, Inc.
Job Type: Full Time

Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Technical Services
Location: Chicago, IL 60661
Salary:

Job Description: This position is 100% phone-based support. Analysts will assist in diagnosing and troubleshooting technical issues as well as providing assistance with technology related policies and requests. All analysts will be working with Active Directory for password resets, configuring a network printer, configuring Microsoft Outlook for an Exchange server, assisting users with Outlook Web Access and answering Microsoft Office how-to questions for both Windows and Mac versions. Additional expertise in Google applications (including Google docs) is also strongly desired. Level 1 Service Desk Analysts will focus primarily on issue identification and troubleshooting, information gathering, resolution of minor issues, routing of
issues and monitoring open tickets.

**Job Requirements:** Candidates must possess excellent customer service, strong user-support and telephone skills. Our candidate must be a team player with an aptitude for learning. Analysts will be required to document and update processes within a Knowledge Base so excellent written communications and organizational skills are necessary. Analyst responsibilities include analysis and resolution of desktop, software and connectivity issues and maintain ownership from cradle-to-grave. Strong time-management and organizational skills to appropriately balance taking new issues with following up on aging issues. Previous experience with HP Service Manager is a plus. All candidates should have a minimum of 1-2 years providing technical and/or customer support via telephone. The environment is primarily Windows XP/Vista/7 based, however there is a strong move to Apple Mac. Candidates with Mac experience will be considered first. Analysts will assist in diagnosing and troubleshooting technical issues as well as providing assistance with technology related policies and requests. All analysts will be working with Active Directory for password resets, configuring a network printer, configuring Microsoft Outlook for an Exchange server, assisting users with Outlook Web Access and answering Microsoft Office how-to questions for both Windows and Mac versions. Additional expertise in Google applications (including Google docs) is also strongly desired. Candidates must hold a high school diploma. Post high school education is preferred. We are an equal opportunity employer. Excellent attendance and punctuality are expected.

**Application Instructions:** Please apply online at http://www.smartts.com/smart-careers. All candidates MUST complete the online fit assessment and background check release. Be sure to include your certifications, employment history and education information in the online application.

**Contact:** Janice Boutte'  
**Address:** 156 North Jefferson Street Suite 200, Chicago, IL 60661  
**Phone:** 312-612-8200 x 628  
**Fax:** 312-775-6554  
**Email:** resume@smartts.com
Job Description: Role and Responsibilities Repairs and maintains Thermal forming equipment, must have electrical and mechanical knowledge, ability to perform diagnostics, testing and repairs on electrical components. ·Perform planned electrical/mechanical maintenance on all equipment and machinery for the Foam and PET process to ensure the integrity of Production equipment. ·Diagnose, troubleshoot and repair/maintain all equipment and machinery for the FOAM and PET process including infra-red inspections, PM's, Automation equipment, Crystallizers and Dryers. ·Completes paperwork accurately and in a timely manner. ·Maintain housekeeping in areas of assigned responsibility to ensure a safe, clean and neat work environment. ·Follow company safety procedures and policies. ·Perform all other duties as assigned Preferred Skills ·Must be knowledgeable in pneumatics, blue prints/schematic readings (mechanical/electrical), welding, using shop equipment, and fabrication. ·Must possess an extensive electrical background with experience in troubleshooting and must be familiar with AC and DC drives and PLC’s, servo motors and encoders, able to solve temperature problems on heating processes such as thermal couples, temperature controllers, solid state relays and heating elements, capable of diagnosing and solving pressure problems on Dynisco sensing devises and pressure readout meters. Must be computer literate. ·Must have own tools and be flexible to work overtime ·This position requires a HS Diploma or GED and 3-5 years of related experience ·Demonstrated problem solving and electrical and mechanical skills are also required. ·Must have good written and verbal communication skills and be able to effectively communicate with people at all levels within the organization. ·Must have the ability to perform basic mathematical operations such as addition, subtractions, multiplication and division. ·Ability to work with others effectively as a part of a team is essential.

Application Instructions: email resume to: tmccoy@pactiv.com

Contact: Teresa McCoy
Address: 460 Gibraltar Drive, Bolingbrook, IL 60440
Phone: 708-924-2411
Email: tmccoy@pactiv.com

Job ID: 3122876
Expires: 09/05/2013
Job Title: Electro-Mechanical Technician
Company: Pactiv
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Applied Manufacturing, Stationary Engineering
Job Target: Technician - Electrical and Electronic Engineering
Location: Bedford Park, IL 60458
Salary: DOE

Job Description: Role and Responsibilities Repairs and maintains Thermal forming equipment, must have electrical and mechanical knowledge, ability to perform diagnostics, testing and repairs on electrical components. ·Perform planned electrical/mechanical maintenance on all
equipment and machinery for the Foam and PET process to ensure the integrity of Production equipment. · Diagnose, troubleshoot and repair/maintain all equipment and machinery for the FOAM and PET process including infra-red inspections, PM’s, Automation equipment, Crystallizers and Dryers. · Completes paperwork accurately and in a timely manner. · Maintain housekeeping in areas of assigned responsibility to ensure a safe, clean and neat work environment. · Follow company safety procedures and policies. · Perform all other duties as assigned

Preferred Skills · Must be knowledgeable in pneumatics, blue prints/schematic readings (mechanical/electrical), welding, using shop equipment, and fabrication. · Must possess an extensive electrical background with experience in troubleshooting and must be familiar with AC and DC drives and PLC’s, servo motors and encoders, able to solve temperature problems on heating processes such as thermal couples, temperature controllers, solid state relays and heating elements, capable of diagnosing and solving pressure problems on Dynisco sensing devises and pressure readout meters. Must be computer literate. · Must have own tools and be flexible to work overtime · This position requires a HS Diploma or GED and 3-5 years of related experience · Demonstrated problem solving and electrical and mechanical skills are also required. · Must have good written and verbal communication skills and be able to effectively communicate with people at all levels within the organization. · Must have the ability to perform basic mathematical operations such as addition, subtractions, multiplication and division. · Ability to work with others effectively as a part of a team is essential.

Application Instructions: email resume to: tmccoy@pactiv.com

Contact: Teresa McCoy
Address: 7207 S Mason Avenue, Bedford Park, IL 60638
Phone: 708-924-2411
Email: tmccoy@pactiv.com

Job ID: 3169622
Expires: 09/12/2013
Job Title: residential service technician
Company: AA Service Company
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Technician - Electrical and Electronic Engineering
Location: IL
Salary: varies w/ exp
Job Description: Work with residential homeowners to clean, check, and repair their HVAC systems. Must be able to communicate effectively with customers of all ages and backgrounds. must have universal refrigeration card and be willing to learn about all of what this industry has to offer

Application Instructions: E-mail resume
Contact: Glenn Weintraub
TECHNICIAN - ELECTROMECHANICAL AND INSTRUMENTATION

Job ID: 3155657
Expires: 08/31/2013
Job Title: maintenance mechanic
Company: Power Packaging an Exel Co.
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Applied Manufacturing, Electronics Technology, Industrial Electrician, Welding
Job Target: Technician - Electromechanical and Instrumentation
Location: batavia, IL 60510
Salary: 18-24 experience based
Job Description: performs preventive and corrective maintenance duties on high speed packaging equipment on the second shift. ability to utilize electrical diagrams to troubleshoot with multimeter voltages ranging from 5 vdc to 100 vdc and 24 vac up to 480 vac. skills such as welding, hvac, plc and machining are very useful.
Application Instructions: Contact hiring manager at 630-326-2915 or email richard.e.mejia@powerpackaging.com
Contact: Richard Mejia
Address: 1200 N. Raddant Road, Batavia, IL 60510
Phone: 630-326-2915
Email: richard.e.mejia@powerpackaging.com

TECHNICIAN - MACHINE TOOLS

Job ID: 3122880
Expires: 09/05/2013
Job Title: CNC Machinist
Company: Pactiv
Job Type: Full Time
Degrees Wanted: Certificate
Majors Wanted: Applied Manufacturing
Job Target: Technician - Machine Tools
Location: Bedford Park, IL 60455

Salary:

Job Description: Primary Duties: · Milling program set-up and machine components multiple times per day · Operate CNC machinery · Conduct proper inspection of first-run and in-process parts · Accurate record keeping · Maintaining a safe and clean working environment

Job Requirements: Skills Required: · Ability to read and interpret blue prints · Interpret complex geometric and trigonometric principles · Ability to program, set-up and machine components multiple times per day · Read and understand G-Code and measuring equipment · Manual machinist skills preferred · 3D Milling experience a plus Experience Required: · 3 - 5 years of experience in completing set-ups and operating of CNC machines for precision parts · Vertical milling in 3 & 4 axis · Previous experience with Fanuc, Mazak, Hurco and Hass controls are a plus · G-Code programming or modification experience · Ability to run Conversational Program Controls · Ability to perform off-line programming a plus

Application Instructions: Email Resume to: tmccoy@pactiv.com

Contact: Teresa McCoy

Address: 460 Gibraltar Drive, Bolingbrook, IL 60440

Phone: 708-924-2411

Email: tmccoy@pactiv.com

Job ID: 3122883

Expires: 09/05/2013

Job Title: Machine Mechanic/Operator - Forming

Company: Pactiv

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Applied Manufacturing

Job Target: Technician - Machine Tools

Location: Bolingbrook, IL 60440

Salary: DOE

Job Description: Role and Responsibilities · Operate assigned Beaded Foam Cup Forming Machines at required rate · Perform maintenance tasks including but not limited to changing hoses, valves, molds, and machine parts · Diagnose/troubleshoot mechanical machine problems and makes adjustments to correct machine problems · Perform or assist in changeovers · Monitor and make adjustments to bagger equipment and/or automation · Maintain quality attributes of product · Perform necessary line adjustments to maintain and/or improve product quality · Maintain run efficiencies established for the line and products · Perform quality check at prescribed intervals · Perform material tasks related to the pre-expansion area · Perform tasks related to baggers and automations · Completes paperwork including but not limited to Operator Reports, Quality Checks, and other forms accurately and in a timely manner · Responsible for ensuring housekeeping in area(s) of responsibility are safe, clean and tidy · Promptly communicates to supervisor any issues concerning health and safety, hygiene, quality and
efficiencies. ·Follow company safety procedures and policies

Job Requirements: · Machine Operator experience or equivalent maintenance/mechanical experience ·Demonstrated mechanical experience required ·Must have good communication skills - written and verbal and be able to demonstrate basic math proficiency ·Must be able to use and provide own tools as required ·Demonstrated ability to work with others effectively as part of a team is essential

Application Instructions: email resume to: tmccoy@pactiv.com

Contact: Teresa McCoy
Address: 460 Gibraltar Drive, Bolingbrook, IL 60440
Phone: 708-924-2411
Email: tmccoy@pactiv.com

Job ID: 3122887
Expires: 09/15/2013
Job Title: Machine Operator - Labeling
Company: Pactiv
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Applied Manufacturing
Job Target: Technician - Machine Tools
Location: Bolingbrook, IL 60440
Salary: DOE

Job Description: Role and Responsibilities ·Starts and stops machine and observes operation to detect malfunctions of labeling machine. ·Monitor all label machinery operations and bagging equipment operations on a continuous basis for quality and efficiencies. ·Diagnose/troubleshoot mechanical machine problems and makes adjustments to correct machine problems. ·Perform or assist in changeovers. ·Make adjustments and/or machine repairs such as adjusting wrapper angels, speed settings, setting guides, assisting in performing programmed maintenance and clearing away damaged product. Will perform changeovers and set up all label machines. ·Inspects final product to ensure product quality and ensure that product is packed in boxes according to specifications. ·Completes paperwork accurately and in a timely manner. ·Responsible for ensuring housekeeping in area(s) of responsibility are safe, clean and tidy. ·Promptly communicates to supervisor any issues concerning health and safety, hygiene, quality and efficiencies. ·Other duties as assigned

Job Requirements: Preferred Skills ·Machine Operator experience or equivalent maintenance/mechanical experience ·Demonstrated mechanical experience required ·Must have good communication skills - written and verbal and be able to demonstrate basic math proficiency ·Must be able to use and provide own tools as required ·Demonstrated ability to work with others effectively as part of a team is essential

Application Instructions: email resume to: tmccoy@pactiv.com
Contact: Teresa McCoy  
Address: 460 Gibraltar Drive, Bolingbrook, IL 60440  
Phone: 708-654-4339  
Email: tmccoy@pactiv.com

Job ID: 3158783  
Expires: 08/26/2013  
Job Title: Vehicle Maintenance Foreman  
Company: ATMI Precast  
Job Type: Full Time  
Degrees Wanted: Certificate, Diploma  
Majors Wanted: Automotive Technology  
Job Target: Technician - Machine Tools  
Location: Aurora, IL 60506  
Salary: Commensurate to Experience  
Job Description: ATMI Precast, located in Aurora, Illinois, is currently looking for a Vehicle Maintenance Foreman to join our team. This position is that of a working foreman who will be responsible for supervising and coordinating the day-to-day work of employees including troubleshooting involving the maintenance and repair of equipment and machinery. The job involves performing mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of production machines.  
Job Requirements: 5 years-Experience in related field and 2 years supervisory experience. Ability to manage multiple complicated priorities/tasks. Exhibit strong judgment and decision-making skills. Ability to work independently.  
Application Instructions: Please send or fax your resume to: Human Resources, ATMI Precast, 960 Ridgeway, Aurora, IL 60506 -- fax Attn: Human Resources 630-896-4871 or e-mail to mchemasko@atmiprecast.com  
Contact: Mimi Chemasko  
Address: 960 Ridgeway Avenue, Aurora, IL 60510  
Phone: 630-896-4679  
Fax: 630-896-4871  
Email: mchemasko@atmiprecast.com

Job ID: 3175425  
Expires: 10/01/2013  
Job Title: Engineering Technician  
Company: Diesel Radiator Company  
Job Type: Full Time  
Degrees Wanted: Associates
Majors Wanted: Applied Manufacturing, Automotive Technology, Engineering Technology/Computer-Aided Design (CAD), Science

Job Target: Technician - Machine Tools

Location: Melrose Park, IL 60160

Salary: 40's

Job Description: General Summary: The position of Engineering Technician at Diesel Radiator Company is a liaison between the engineering team and the production group. The Engineering technician will be responsible for carrying out various tasks for the engineering team and working with production to implement new manufacturing methods and ensure that those methods are repeatable and uphold an acceptable level of quality in a production environment. The Engineering Technician will also perform R&D setup, teardown and data acquisition functions. Key Technical Responsibilities: · Setup and teardown of DRC testing equipment for fatigue cycle testing · Data acquisition/logging for laboratory experiments · Wiring and troubleshooting of laboratory equipment · Provides assistance with production machine setup · Creates jigs, fixtures and tools that increase quality of production · Participates in engineering group discussions and provides feedback from production · Uses Solidworks and MetaCam software to support production · Handles Engineering Change Requests Responsibilities to Organization: · Works within scope of position and direction; willingly accepts assignments. · Follows Diesel Radiator policies and procedures. · Communicates and partners effectively with co-workers in other departments to achieve territory and company goals, mutual understanding of roles, and a positive work environment. · Maintains confidentiality, security and standards of ethics with all Diesel Radiator information. · Approaches change and difficult situations in a professional manner; demonstrates flexibility. · Maintains regular and reliable attendance and punctuality. Accurately reports hours worked and time off. · Assists in keeping work area and equipment in safe working condition. Initiates correction of hazards as appropriate and/or notifies supervisor of hazards in a timely manner. · Performs duties in a manner that assures maximum safety to self and others. Operates equipment following manufacturer's procedures and uses proper body mechanics. · In the event of a workplace incident or injury, immediately files first report with Line 1 Manager and/or Vice President.

Application Instructions: Please email your resume to Human Resources. mrycraft@dieselradiator.com

Contact: Michelle Rycraft

Address: 1990 Janice Avenue, Melrose Park, IL 60160

Phone: 800-345-9244

Fax: 708-401-0080

Email: mrycraft@dieselradiator.com

Job ID: 3176330

Expires: 09/18/2013

Job Title: CNC Machine Operator - Weekend Night Shift

Company: Klein Tools, Inc.

Job Type: Full Time
Degrees Wanted: Associates, Certificate, Diploma
Majors Wanted:
Job Target: Technician - Machine Tools
Location: Lincolnshire, IL 60069
Salary:
Job Description: * Set-up and operate our CNC Turning & Swiss-Type 8-axis Lathes; up to 6 machines at a time * Select, load, and test computer program for each job * Modify programs, machine feeds, speeds, and tool offsets * Produce high quality parts that meet precise tolerances and inspect parts throughout machine runs * Work with team members in cell to maintain production requirements * Actively participate in continuous improvement efforts (equipment optimization, safety, Lean, set-up reduction, quality)
Job Requirements: * High School Diploma or GED and basic shop mathematics skills * Able to set-up, operate, and create/modify programs on CNC turning lathe machines * 3+ years related work experience. Other combination of education and experience will be considered. * Knowledge of machine tool accuracies, common fixture offsets, tool offsets, and cutting tool feeds and speeds * Able to read blueprints and use micrometers, calipers, and gages * Good oral and written communications * Demonstrate a high-level of independent judgment and intermediate troubleshooting skills * Physical Demand Requirements: Able to stand on feet for extended periods of time and lift up to 35 pounds * Testing requirements- able to pass a 45 minute CNC proficiency multiple choice test and willing to submit to a background check and post-offer drug screen and 35 pound lift test
Application Instructions: Apply following the prompts on our website please. Thank You.
Contact: Kathryn Patz
Address: 450 Bond Street, Lincolnshire, IL 60069
Phone: 847-821-5500
Apply Online: https://careers-kleintoools.icims.com/jobs/1335/cnc-machine-operator--weekend-night-shift/job

Job ID: 3185494
Expires: 09/22/2013
Job Title: EDM Manufacturing Apprentice
Company: EDM Department Inc.
Job Type: Full Time, Internship, Part Time
Degrees Wanted: None Required
Job Target: Technician - Machine Tools
Location: Bartlett, IL 60103
Salary:
Job Description: The EDM Apprentice / Intern is responsible for assisting EDM Machinists with
day to day tasks on various types of EDM machines. The apprentice / intern will train with our EDM Machinists on machine operation, maintenance, CAD/CAM programming, in-process inspections and final inspections along with various other tasks related to EDM manufacturing. The EDM apprentice will also assist in other manufacturing areas as necessary. The EDM apprentice should have some general knowledge of CNC machines as well as hands on experience with conventional machine shop equipment such as a drill press, band saw, etc... This is a part time position that has the potential to evolve into a full time position once training has been completed.

**Job Requirements:**
Minimum age of 18 years old Current college student or recent graduate
Highly motivated, looking for a challenge Strong math and science skills Strong analytical skills
Strong attention to detail Desire for hands on experience with industrial technology, machinery, robotics, programming, etc.

**Contact:** Kevin Levy
**Address:** 1261 Humbracht Circle Suite A, Bartlett, IL 60103
**Phone:** 630-736-0531
**Fax:** 630-736-0530
**Email:** hr@edmdept.com

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**TECHNICIAN - MEDICAL LABORATORY**

**Job ID:** 3157253
**Expires:** 09/01/2013
**Job Title:** Optical lab technician
**Company:** Pearle Vision
**Job Type:** Full Time, Part Time
**Degrees Wanted:** None Required
**Majors Wanted:** Any Major
**Job Target:** Technician - Medical Laboratory
**Location:** Melrose Park, IL 60160

**Salary:**
**Job Description:** Entry level position for a fast paced optical lab where you will be responsible for fabricating eyeglasses under the direct supervision of the lab manager. Willing to train the right person.

**Application Instructions:** To apply please e-mail your resume to cartucho28@yahoo.com

**Contact:** Fernando Perez
**Address:** 904 W. North Ave., Melrose Park, IL 60160
**Phone:** (708) 343-9009
**Fax:** (708) 343-9012
**Email:** cartucho28@yahoo.com
TECHNICIAN - PRECISION EQUIPMENT

Job ID: 3176330  
Expires: 09/18/2013  
Job Title: CNC Machine Operator - Weekend Night Shift  
Company: Klein Tools, Inc.  
Job Type: Full Time  
Degrees Wanted: Associates, Certificate, Diploma  
Majors Wanted:  
Job Target: Technician - Precision Equipment  
Location: Lincolnshire, IL 60069  
Salary:  
Job Description: * Set-up and operate our CNC Turning & Swiss-Type 8-axis Lathes; up to 6 machines at a time * Select, load, and test computer program for each job * Modify programs, machine feeds, speeds, and tool offsets * Produce high quality parts that meet precise tolerances and inspect parts throughout machine runs * Work with team members in cell to maintain production requirements * Actively participate in continuous improvement efforts (equipment optimization, safety, Lean, set-up reduction, quality)  
Job Requirements: * High School Diploma or GED and basic shop mathematics skills * Able to set-up, operate, and create/modify programs on CNC turning lathe machines * 3+ years related work experience. Other combination of education and experience will be considered. * Knowledge of machine tool accuracies, common fixture offsets, tool offsets, and cutting tool feeds and speeds * Able to read blueprints and use micrometers, calipers, and gages * Good oral and written communications * Demonstrate a high-level of independent judgment and intermediate troubleshooting skills * Physical Demand Requirements: Able to stand on feet for extended periods of time and lift up to 35 pounds * Testing requirements- able to pass a 45 minute CNC proficiency multiple choice test and willing to submit to a background check and post-offer drug screen and 35 pound lift test  
Application Instructions: Apply following the prompts on our website please. Thank You.  
Contact: Kathryn Patz  
Address: 450 Bond Street, Lincolnshire, IL 60069  
Phone: 847-821-5500  
Apply Online: https://careers-kleintools.icims.com/jobs/1335/cnc-machine-operator--weekend-night-shift/job

TECHNICIAN - QUALITY CONTROL

Job ID: 3175115  
Expires: 11/15/2013  
Job Title: Quality Assurance Technician/Inspector
Company: PLITEK LLC
Job Type: Full Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Any Major
Job Target: Technician - Quality Control
Location: Des Plaines, IL 60018
Salary: negotiable
Job Description: Perform duties of incoming, in-process, and/or final inspection of raw materials, added value materials, and finished goods respectively. Follow direction of QA Lead Technician for daily tasks to be completed. Maintain records of inspection. Authorize shipment/release of product. Compile reports for review by fellow employees and/or customers as needed (ie. Low cPk values, lab requests, etc.) - Prepare necessary paperwork for job completion. Work with manufacturing associates to promote and implement continuous improvement programs within our manufacturing cells - involved in ISO audits - Additional requests assigned by management.
Job Requirements: Ability to use CMM systems and software; demonstrate an understanding of other forms of metrology (such as: caliper, tensile, loop tack, 180° peel, and much more). Must have ability to interpret blueprints and/or drawings. Must have the ability to work efficiently under time constraints. Good math, reasoning, communication skills, and computer skills. Must read, write and speak English (bilingual Spanish is a plus) - Ability to lift up to 30 pounds.
Application Instructions: Please email Keith Hoffman @ the email address listed.
Contact: Keith Hoffman
Address: 69 Rawls Road, Des Plaines, IL 60018
Phone: 847-827-6680 ext. 232
Fax: 847-827-6733
Email: keith.hoffman@plitek.com

Job ID: 3175425
Expires: 10/01/2013
Job Title: Engineering Technician
Company: Diesel Radiator Company
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Applied Manufacturing, Automotive Technology, Engineering Technology/Computer-Aided Design (CAD), Science
Job Target: Technician - Quality Control
Location: Melrose Park, IL 60160
Salary: 40's
Job Description: General Summary: The position of Engineering Technician at Diesel Radiator Company is a liaison between the engineering team and the production group. The Engineering technician will be responsible for carrying out various tasks for the engineering team and working with production to implement new manufacturing methods and ensure that those methods are repeatable and uphold an acceptable level of quality in a production environment. The Engineering Technician will also perform R&D setup, teardown and data acquisition functions. Key Technical Responsibilities: · Setup and teardown of DRC testing equipment for fatigue cycle testing · Data acquisition/logging for laboratory experiments · Wiring and troubleshooting of laboratory equipment · Provides assistance with production machine setup · Creates jigs, fixtures and tools that increase quality of production · Participates in engineering group discussions and provides feedback from production · Uses Solidworks and MetaCam software to support production · Handles Engineering Change Requests Responsibilities to Organization: · Works within scope of position and direction; willingly accepts assignments. · Follows Diesel Radiator policies and procedures. · Communicates and partners effectively with co-workers in other departments to achieve territory and company goals, mutual understanding of roles, and a positive work environment. · Maintains confidentiality, security and standards of ethics with all Diesel Radiator information. · Approaches change and difficult situations in a professional manner; demonstrates flexibility. · Maintains regular and reliable attendance and punctuality. Accurately reports hours worked and time off. · Assists in keeping work area and equipment in safe working condition. Initiates correction of hazards as appropriate and/or notifies supervisor of hazards in a timely manner. · Performs duties in a manner that assures maximum safety to self and others. Operates equipment following manufacturer's procedures and uses proper body mechanics. · In the event of a workplace incident or injury, immediately files first report with Line 1 Manager and/or Vice President.

Application Instructions: Please email your resume to Human Resources.
mrycraft@dieselradiator.com

Contact: Michelle Rycraft
Address: 1990 Janice Avenue, Melrose Park, IL 60160
Phone: 800-345-9244
Fax: 708-401-0080
Email: mrycraft@dieselradiator.com

THEATRE - STAGE DESIGN AND TECHNOLOGY

Job ID: 3088389
Expires: 09/04/2013
Job Title: Entertainment Lighting Sales Position
Company: DesignLab
Job Type: Full Time
Degrees Wanted: Associates
Management, Marketing/Sales, Small Business Management, Speech/Theatre

**Job Target:** Theatre - Stage Design and Technology

**Location:** Chicago, IL 60612

**Salary:** Base + commish

**Job Description:** DesignLab is expanding our Midwest operations center and have an opening for a full time Sales Associate. We have been in business for over 30 years and continue to grow and expand our customer base. We are the entertainment industry's partner in lighting solutions, meeting today's challenges in the fast paced live event and architainment industry. We are looking for an enthusiastic, career minded, self-motivated individual to work in a business to business sales environment. This is an entry-level sales position where you will be calling on new and existing accounts to generate sales opportunities.

**Job Requirements:** Required Attributes: · Possess excellent communication skills and attention to detail · High intelligence: quick learner and excellent critical thinking skills · Business-to-Business lead generation and sales prospecting · Demonstrate a proven track record in closing a sale · Be a team player with a positive attitude · Must be computer literate - this means that you are a highly proficient end-user of all MS Office Products and ability to learn new software

Required Experience: · Experience in a sales environment · Some college required · Experience in the Audio/Visual or Live Event industry is highly desired

Benefits: · Stability with a growing company · Family atmosphere of a small business · Fun work environment · Email, web and direct mail marketing support · Weekly pay plus commissions. · Health insurance

In addition to our professional commitments, we are equally dedicated to ensuring the well-being of our team, comfortable work environment, and strong team spirit.

**Contact:** Jill Stewart

**Address:** 328 North Albany Av., Chicago, IL 60612

**Phone:** 773-265-1100

**Email:** jobs@dlabchicago.net

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**TRANSPORTATION - LAND (AUTO/BUS/TRUCK)**

**Job ID:** 2921800

**Expires:** 11/30/2013

**Job Title:** Route Delivery Driver

**Company:** Home City Ice

**Job Type:** Full Time, Seasonal

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Transportation - Land (Auto/Bus/Truck)

**Location:** Chicago, IL 60707

**Salary:** $10-$15/hour

**Job Description:** If you are looking to work one or two days during the school year and/or full
time in the summer this is a great opportunity for you. You can even be trained on the weekends at your local Home City Ice plant and then work full time in the summer when you go back home at another facility. Do you have an excellent driving record? Strength, stamina, and efficiency? Are you motivated and have a great work ethic? Then this job is for you! It uses a variety of skills including driving skills, manual labor skills, sales skills, and social skills. Drivers can have either a non-CDL drivers' license or a CDL drivers' license. Note: Driver positions require less than 5 points on your Driving Record in the last 3 years, and applicants must be 18 years of age or older.

**Application Instructions:** Apply online

**Contact:**

**Address:** 2248 N Natchez Ave, Chicago, IL 60707

**Phone:** 800-845-5521

**Apply Online:** [http://www.homecityice.com/employment/application.aspx](http://www.homecityice.com/employment/application.aspx)

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**Job ID:** 3029229

**Expires:** 12/31/2013

**Job Title:** Driver

**Company:** Community Service Partners

**Job Type:** Full Time, Part Time

**Degrees Wanted:** Diploma

**Majors Wanted:**

**Job Target:** Transportation - Land (Auto/Bus/Truck)

**Location:** Various, IL

**Salary:**

**Job Description:** A driver provides transportation services to adults with developmental disabilities, as well as the elderly to and from day services, special outings, doctor appointments, etc. in a safe and efficient manner. The driver is also responsible for the supervision of individuals while in transit and maintaining safe operations of the agency vehicles. Duties and Responsibilities Community Service Partners and its member agencies have an uncompromising commitment to quality and integrity—employees are expected to perform their duties and responsibilities to our high standard of quality. Some of the duties and responsibilities vary in intensity and frequency depending on the assignment.

**Job Requirements:** Minimum Qualifications for all Driving Positions 1. Ability for verbal and written reporting 2. Ability to communicate in a professional manner to all staff, individuals transported, and family members 3. Ability to lift at least 30lbs on occasion 4. Ability to obtain and maintain qualifications as a driver under PACE/IDOT requirements 5. Ability to pass fingerprint criminal background check 6. Ability to read all traffic signs 7. Current Illinois Driver's License at all times with excellent driving record 8. Demonstrate ability to read maps accurately and to follow route directions 9. Good judgment in driving for all road conditions (i.e., no speeding, weaving in and out of traffic, tailgating, going around railroad crossings) 10. Knowledge of First Aid and CPR 11. Must be able to obtain PACE Certification post-

Contact: Barbara Zvonek
Address: 19015 S. Jodi Road Suite A, Mokena, IL 60448
Phone: 708-995-5786
Fax: 708-478-7786

Job ID: 3109344
School Job ID: MVCC
Expires: 12/20/2013
Job Title: EMT Basics, Paramedics, Dispatchers, Medcar Drivers
Company: Excel Medical Transportation
Job Type: Full Time
Degrees Wanted: License
 Majors Wanted:
Job Target: Transportation - Land (Auto/Bus/Truck)
Location: Greater Chicago Area, IL
Salary:
Job Description: Excel Medical Transportation is now hiring Full-Time: EMT Basics Paramedics Dispatchers Medcar Drivers Experience preferred. Job applicants must have a current IDPH and clean driving record. For consideration, please send your resume to email address: jobs@emtchicago.com or mail to 14540 S. Western, Posen, IL 60469 Fax - 708-388-2726
Application Instructions: Please send your resume to: jobs@emtchicago.com or mail to 14540 S. Western, Posen, IL 60469 Fax: 708-388-2726
Contact: Alain Binette
Address: 14540 S. Western Avenue, Posen, IL 60469
Fax: 708-388-2726

Job ID: 3128837
Expires: 09/09/2013
Job Title: Part Time Package Handler
Company: UPS
Job Type: Part Time
Degrees Wanted: None Required
 Majors Wanted: Any Major
Job Target: Transportation - Land (Auto/Bus/Truck)
Location: Palatine and others, IL
Salary:
Job Description: UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Package Handlers receive an hourly rate of $8.50 - $9.50. UPS part-time employees also receive an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 1/2 - 20 hours per week. Employees can expect to take home between $110.00 and $150.00 each week after deductions have been taken for taxes, etc. UPS provides an excellent employment opportunity for students. Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to $1,500 per semester / $3,000 per year with a maximum lifetime benefit of $15,000. This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn & Learn program on your first day of work.

Contact: Jeffrey Rodriguez
Address: 2100 N Hicks rd, Palatine, IL 60074
Phone: 847-705-6025
Email: jrodriguez@ups.com
Apply Online: http://www.upsjobs.com

Job ID: 3162236
Expires: 09/06/2013
Job Title: Driver Courier
Company: UNI-CARRIER,. INC.
Job Type: Full Time, Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Transportation - Land (Auto/Bus/Truck)
Location: DARIEN, IL
Salary: $11.50/hour
Job Description: Full & Part-time positions available! ALL applicants should apply in person ONLY! DRIVE our vehicles! Please meet the following minimum requirements: *21 years of age minimum. *Read...write speak ENGLISH as primary language. *Knowledge of City & suburbs a plus. *Ability to lift at least 75lbs. without assistance. *Ability to read map(s). *Valid ILL. Driver License PASS DOT physical We offer benefits for Full-Time; grp. medical, dental ins.; paid vacation & holidays; 401K; uniforms; vehicle furnished & more. APPLY in person ONLY.... UNI-CARRIER, INC. 1000 No. Frontage Rd.-Ste. A DARIEN *EAST of Cass Ave.....NORTH of I-55 (Please no phone calls or e-mails)
**Job Requirements:** PASS D.O.T. physical Valid ILL. D. L.

**Application Instructions:** APPLY in person ONLY: UNI-CARRIER, INC. 1000 N. Fronatge Rd.-Ste. A DARIEN East of Cass Ave. NORTH of I-55

**Contact:** paul schoenbeck

**Address:** P.O. BOX 794, Westmont, IL 60559

**Phone:** (630)434-7000

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**TRANSPORTATION - MARINE**

**Job ID:** 3182006

**Expires:** 09/20/2013

**Job Title:** Export Customer Service Representative

**Company:** ZIM Integrated Shipping Service

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Transportation - Marine

**Location:** Schiller Park, IL 60176

**Salary:** Hourly with benefits

**Job Description:** Take export bookings through phone calls and email. Candidate will also learn documentation which involves data entry.

**Application Instructions:** Please send your resume and cover letter to my email address

**Contact:** Don Larsen

**Address:** 9950 W Lawrence Ave, Suite 215, Schiller Park, IL 60176

**Phone:** 847-928-5170

**Fax:** 847-671-2577

**Email:** larsen.donald@us.zim.com

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**VOCATIONAL TRADES**

**Job ID:** 3158560

**Expires:** 09/04/2013

**Job Title:** Structural Designer

**Company:** Create It Packaging, Inc.

**Job Type:** Full Time, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:**

**Job Target:** Vocational Trades
Location: Arlington Heights, IL 60005  
Salary: $12-$15 per hr  
Job Description: Work with production to create packaging concepts that can be produced on standard manufacturing equipment. Take customer die lines and fix if necessary. Go with sales to customer meetings to bring knowledge and assistance. Design packaging around new customer products.  
Job Requirements: Common sense and problem solving skills. The ability to think outside the box and work under high stress situations. The ability to understand a 2D concept and convert into a 3D working prototype.  
Contact: Brian Lewis  
Address: 2420 E. Oakton St Unit D, Arlington Heights, IL 60005  
Phone: 847-357-1700  
Fax: 847-357-8300  
Email: brian@createitpkg.com

Job ID: 3163975  
School Job ID: MVCC  
Expires: 11/07/2013  
Job Title: Applications for Apprenticeship - Plasterers' Local No. 5  
Company: Plasterers' Local No. 5  
Job Type: Full Time  
Degrees Wanted: Diploma  
Majors Wanted: Any Major  
Job Target: Vocational Trades  
Location: Alsip, IL 60803  
Salary:  
Job Description: Journeymen Plasterers Protective and Benevolent Society - Local Union No. 5 will be accepting applications for Apprenticeship every 2nd and 4th Thursday each month (excluding holiday weeks) between the hours of 10:00 A.M. and 2:00 P.M. only. Applicants must appear at the Union office, 5611 W. 120th Street, Alsip, Illinois to file the application. Each applicant must appear in person and fill out the application at the time of appearance. No application will be sent through the mail, nor will any application returned in any other manner be accepted. Applicants must be a U. S. citizen or legally authorized to work in the United States; Must be at least 17 years of age; a high school graduate, or G.E.D.; and physically fit to perform the work of the trade. All applicants should have a valid driver's license and transportation; and must have the ability to read, write and converse in conventional English. Applicants may be subject to employer drug testing. The applicant shall bring at time of application: (1) Birth certificate or proof of age (2) High School Diploma or G. E. D. (3) Drivers license or photo ID (4) DD-214 form if applicant is a Veteran The program pledges no discrimination on the basis or race, color, religion, national origin, or sex. Entry Process:
Applicants must secure employment on their own with a signatory plastering contractor (list of signatory contractors available at the union office) and submit a letter of intent on the employer's company letterhead. Applicants must pay the Apprentice Initiation Fee within six months of employment.

Contact: Journeymen Plasterers Protective & Benevolent Soc.
Address: 5611 W. 120th Street, Alsip, IL 60803
Phone: 708-489-9900
Fax: 708-489-9810

Job ID: 3170367
Expires: 09/12/2013
Job Title: JR Plant Manager
Company: Loop Paper Recycling
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Business Management, Construction Management, Industrial Electrician, Small Business Management, Welding
Job Target: Vocational Trades
Location: Northlake, IL 60164
Salary: $35,000-$38,000

Job Description: Plant Manager/Supervisor Job Description/Duties
The job of the plant Manager/Supervisor will include, but not be limited to the following items; 1. Every Monday morning, due at 8:00am to accounting department, is the detail physical inventory of all Paper, plastic, skids, fuel, wire and any other containers/items on hand. 2. Every morning the daily summary inventory is due to the Operations Manager, Shipping/Receiving Supervisor and accounting to ensure inventories are being maintained. 3. Every morning the daily production reports are due to the Operations Manager, Shipping/Receiving Supervisor and accounting to ensure plant operations are staying consistent. 4. Every morning, the daily fuel usage sheet is due to the shop manager/supervisor and accounting to ensure the fuel is being properly used and tracked through the plant. 5. Every morning, the 'daily asset checklist' is due to the Operations Manager, Shipping/Receiving Supervisor and accounting to ensure each asset is properly being maintained and is functional. 6. Every Monday, due by 10:00am to the shop manager/supervisor is the hours & miles recap sheet for all machinery used in the plant. At that point, plant manager/supervisor should review open work orders list to see what is due for PMA, PMB, and PMC. (Balers, Lift Trucks, Wheel Loaders, Skid Steers, etc.) 7. Every Monday, complete and turn in to the HR department your plant's weekly payroll along with each employee's timecard (signed off on). 8. The first Monday of each month you must complete and submit to your general/operations manager, accounting and HR your facility inspection checklist which requires you to inspect all areas inside and out of facility and note any deficiencies in the designated areas. a. Each plant manager/supervisor should reference his/her corporate coverage binder which is OSHA certified. 9. Every Monday, coordinate with the shipping/receiving supervisor the schedule of what is going out for the week and what is coming in to best knowledge. This
should be done daily as well to make sure the Monday expectations are being met and inventory is maintained properly. a. At this time you will also set your schedule for what commodities will be ran and when in order to keep the bins clean and be ready for corresponding outbound loads.

10. Maintain a constant presence on the floor with laborers at all times.

11. Have a conversation first thing every morning with each plant operator to discuss what needs to be done throughout the day and what is coming in and going out so they can work as efficient as possible and are ready for everything that comes through the plant that day if you are to get tied up outside of the plant.

12. Friday morning the review to the weekly book (recap) is due to the Operations Manager and accounting to ensure the prior week has been recapped and discussed with these people and ways of improving all trouble areas of the plant's operations are implemented.

13. Constantly observe the laborers and plant operations to assure that all safety guidelines are being followed.

14. The first Friday of every month you must have your monthly safety meeting with all laborers. This is to follow all OSHA regulations.

15. Maintain open lines of communication and have a daily conversation with your Operations Manager first thing every day.

16. The Plant Manager/Supervisor is also responsible to maintain tons per man hour per budget, and operating costs per budget to the job description.

a. These numbers will vary depending on which plant is being maintained however, utilizing the daily interaction and weekly reports you should be able to keep the tons processed per man hour as well as your operating costs per ton on line with the budgeted numbers on a weekly basis.

**Application Instructions:** Please email all resumes to hr@recyclingit.com

**Contact:** Human Resources

**Address:** 301 W. Lake Street, Northlake, IL 60164

**Phone:** 312-942-0042

**Fax:** 312-942-2611

**Email:** hr@recyclingit.com

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**Job ID:** 3171981

**Expires:** 02/13/2014

**Job Title:** Community Job Coach - North Aurora, Oak Park, Country Club H

**Company:** The Menta Group - Illinois & Arizona

**Job Type:** Full Time

**Degrees Wanted:** Associates

**Majors Wanted:** Any Major

**Job Target:** Vocational Trades

**Location:** IL

**Salary:** Comparable for area & position

**Job Description:** The community job coach is responsible for working with the job development and placement facilitator with the development of individualized training support plans that include, but are not limited to; student background information, contributions and strengths, disability, supports needed in the work environment, the task analysis, structure of the work environment, identifying adaptations, support strategies, natural cues, natural supports, training
objectives, fading plan and reinforcement schedule. The community job coach is responsible for the provision for customized instruction and structured intervention techniques and strategies to assist the student in learning to perform job tasks to the employer's specifications. The community job coach is also responsible for assisting the student in acquiring the interpersonal skills necessary to be accepted as a worker at the job site. The community job coach will be responsible for completing related assessment, data collection, turning in daily documentation and other services to track progress and retain employment. This position reports to the Job Development and Placement Facilitator. Experience: · Two years of experience in an educational environment or four years combined experience in a job outside of education. Working Conditions: · Work may be performed in a variety of work settings with varying levels of cleanliness, heat, noise, dust, odors/fumes, etc. · Must be willing to work a flex schedule including weekends, nights, holidays · Must be willing and have the ability to adapt to new assignments and situations on short notice. The full time position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications. Part time positions will be discussed at the interviews. All of our programs post their open teaching positions on our website and feature an easy-to-complete application process. How to Apply: · Complete an application on this web site: www.thementagroup.org/careers/apply · Fax resume to Sharon Slover at 630.907.0197. · E-mail resume to sharon.slover@menta.com · Questions can be directed to Ms. Slover at the above e-mail address or 630-209-

**Job Requirements:** Associate Degree Preferred State Paraprofessional Certification

**Application Instructions:** See above in job description.

**Contact:** Charles F. Hejny

**Address:** 195 N. Poplar Road, North Aurora, IL 60542

**Phone:** 630-907-2400

**Fax:** 630-907-0197

**Email:** chuck.hejny@menta.com

**Apply Online:** http://www.thementagroup.org/careers/apply

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**WAREHOUSING**

**Job ID:** 3128837

**Expires:** 09/09/2013

**Job Title:** Part Time Package Handler

**Company:** UPS

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Warehousing

**Location:** Palatine and others, IL

**Salary:**
**Job Description:** UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Package Handlers receive an hourly rate of $8.50 - $9.50. UPS part-time employees also receive an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 ½ - 20 hours per week. Employees can expect to take home between $110.00 and $150.00 each week after deductions have been taken for taxes, etc. UPS provides an excellent employment opportunity for students. Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to $1,500 per semester / $3,000 per year with a maximum lifetime benefit of $15,000. This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn & Learn program on your first day of work. 

Contact: Jeffrey Rodriguez  
Address: 2100 N Hicks rd, Palatine, IL 60074  
Phone: 847-705-6025  
Email: jrodriguez@ups.com  
Apply Online: http://www.upsjobs.com

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**Job ID:** 3180726  
**Expires:** 09/20/2013  
**Job Title:** Warehouse Order Pickers, Packers, Processors  
**Company:** Toynk Toys  
**Job Type:** Full Time, Part Time, Seasonal  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Warehousing  
**Location:** Addison, IL 60101  
**Salary:** $10.00 hour  
**Job Description:** Toynk Toys is looking to hire several warehouse personnel to work in a very fast-paced, yet casual environment. We have a variety of shifts available including early morning, late evening, as well as weekend shifts. All positions are extremely fast-paced and we are preparing for a very busy Halloween season, so apply today! Serious inquiries only. Candidates must possess the following: High school education or equivalent Basic math & reading comprehension Be able to spend 8-10 hours days on your feet comfortably Must be able to climb industrial ladders Must be able to safely lift and carry items up to 25lbs. Good verbal communication Previous warehouse experience a plus, but not necessary Depending on the position applying for your responsibilities will include: Picking product for an order Packing product in boxes for shipment Processing the shipment on a carrier specific, computer-based...
program Handling customer product returns

**Job Requirements:** Seasonal job runs 4-6 weeks.

**Application Instructions:** Must fill out online application on our website at www.toynk.com click on "Now Hiring" on the homepage or click this link: http://www.toynk.com/category/promotional.employment/ Thank you

**Contact:** Jeff Hays

**Address:** 2249 Windsor Court, Addison, IL 60101

**Phone:** 847-350-0108

**Fax:** 773-442-0859

**Email:** help@toynk.com

**Apply Online:** http://www.toynk.com/category/promotional.employment/

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**Job ID:** 3182749  
**Expires:** 09/21/2013  
**Job Title:** Material Handler  
**Company:** Richardson Electronics  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Warehousing  
**Location:** LaFox, IL 60147  
**Salary:** 12.07 per hour  

**Job Description:** We are currently looking to add to our distribution center staff. As a Material Handler you may be involved in all aspects of order fulfillment activities, such as: cycle counting, row audits, stock put away, picking, checking, packing orders and shipping. You will ensure a steady workflow by following procedures and work instructions under guidance of the warehouse management/lead person. With proper training, may operate forklift, pallet jacks, carts, conveyor and other material handling equipment

**Job Requirements:** Three to six months of material handling experience, must be able to lift up to 50 lbs.

**Contact:** Dana Dowd

**Address:** 40W267 Keslinger Rd POB 393, LaFox, IL 60147

**Phone:** 630-208-2321

**Email:** dana@rell.com

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**WEB SITE DEVELOPMENT**

**Job ID:** 3095613  
**Expires:** 09/01/2013
Job Title: Web Developer
Company: mRELEVANCE, LLC
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Web Site Development
Location: Arlington Heights, IL 60004
Salary: Based on experience

Job Description: General Responsibilities: We are looking for a talented programmer with a desire to become part of a rapidly growing company. They must be a team player. The right candidate will be confident in his or her programming skills and able to master new languages and methods very quickly. Any combination of professional and school experience considered, as long as you are smart, talented, and efficient. Familiarity with many of the systems of advanced web development is a plus for consideration of this position. Overall, you must be an extremely motivated, intelligent, experienced, and flexible programmer willing to learn advanced SEO techniques.

Requirements & Education · Advanced knowledge of PHP, XML and MySQL · Knowledge of HTML, CSS, Wordpress and AJAX (jQuery, Prototype, libraries) is mandatory · General understanding of SEO as it applies to Web Development/Design · Strong written and verbal communication skills · Must be available to work on site - no contractors or outsourcers · Desirable Skills · Experience administering servers (Plesk, CPanel, etc) · Basic understanding of JSP, ASP, Cold Fusion, .Net, and other server-side languages · Experience using CMS platforms; Drupal, Joomla, Ruby on Rails · Web 2.0 and social networking industry knowledge such as Facebook, Twitter, and other sites, as well as Social Bookmarking sites. Compensation is commensurate with experience. Please provide salary history and/or requirements when applying for this position. We would like to see examples of websites and blogs that you have developed and will be checking references. We will not be able to respond to all inquiries - and will not without salary expectations. We offer 401k with matching, health insurance reimbursement, paid time off and other benefits for our full-time employees.

Application Instructions: If responding to the job posting by email, please attach a resume and salary requirements

Contact: Lauren Pond
Address: 4204 N. Arlington Heights Rd. Suite A, Arlington Heights, IL 60004
Phone: 847-259-7312
Email: lauren@mrelevance.com

Job ID: 3095617
Expires: 09/01/2013
Job Title: SEO Specialist
Company: mRELEVANCE, LLC
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted:
Job Target: Web Site Development
Location: Arlington Heights, IL 60004
Salary: Based on experience

Job Description: General Responsibilities: We are looking for a talented SEO person with a desire to become part of a rapidly growing company. They must be a team player. The right candidate will be confident in his or her ability to improve search engine results page rankings and use traditional and obscure SEO and social media techniques for desired results. As long as you are smart, talented, and efficient, we are looking for you. Familiarity with many of the systems of advanced web development is a plus for consideration of this position. Overall, you must be an extremely motivated, intelligent, experienced, and flexible programmer willing to learn advanced SEO techniques. Requirements & Education · Advanced understanding of SEO · Experienced with creating custom, weekly and monthly traffic reports for clients · Strong understanding of Google Analytics and Google WMT · Experienced with social media and social sharing websites · Knowledge of HTML, CSS, Wordpress · Intermediate experience with web development · Strong written and verbal communication skills · Must be available to work on-site - no contractors or outsourcers Compensation is commensurate with experience. Please provide salary history and/or requirements when applying for this position-applicants who do not submit real salary history will not be considered. We will not be able to respond to all inquiries - and will not without salary expectations. We offer 401k with matching, health insurance reimbursement, paid time off and other benefits for our full-time employees.

Application Instructions: If applying for this position by email, by attach a resume and put salary requirements.

Contact: Lauren Pond
Address: 4204 N. Arlington Heights Rd. Suite A, Arlington Heights, IL 60004
Phone: 847-259-7313
Email: lauren@mrelevance.com
architecture with expertise in IT is required. Essential Job Functions · Configuration and administration of workstations · Maintain high availability of network resources · Research and propose IT related hardware/software solutions · Maintain IT documentation · Address and implement security measures

Job Requirements: Requirements · Minimum Education: High School Diploma and some college or technical training · Average 3 years prior experience · Knowledge of Microsoft Windows Server products including Server 2012, Exchange 2013 · Other Skills/Abilities · Excellent verbal and written communication skills · Motivated self-starter and fast learner · Knowledge of REVIT and AutoCAD software setup is preferred

Application Instructions: email resume to careers@dbhms.com

Contact: Tameka Flowers

Address: 303 W. Erie 510, Chicago, IL 60654

Phone: 3129150557

Email: careers@dbhms.com

Job ID: 3174965

Expires: 09/15/2013

Job Title: Web Developer

Company: Scranton Gillette Communications, Inc

Job Type: Co-op, Full Time

Degrees Wanted: Associates, Bachelors

Majors Wanted: Computer Information Systems, Web Technologies

Job Target: Web Site Development

Location: Arlington Heights, IL 60005

Salary:

Job Description: Cool job. Great career. Amazing benefits. Join a talented team that firmly believes cutting-edge website building should be fun! Scranton Gillette Communications, a B-2-B media company, is looking for an innovative, self-motivated problem solver with a passion for coding to join our team and design, develop & maintain software, Drupal web sites, and web servers. We pride ourselves in a positive, productive working environment and passionate tech culture and we offer career tracks, nurtured by a talented team that firmly believes cutting-edge website building should be fun! Drupal. Responsive design. Content strategy. SEO. Client interface. If this makes your heart beat faster, you’ll want to work in our website development boutique. Qualified candidates will possess: · Demonstrated, Ninja-like fluency in PHP, JavaScript, jQuery, CSS, and HTML · Proficiency in a LAMP stack (Linux, Apache, MySQL) · Solid graphics skills · Source code control software and bug tracking systems · Drupal views, theming, and module development expertise · Bachelor's degree in Computer Science or equivalent professional license · Sense of humor a plus We provide a competitive salary, company match 401(k) program, paid time off program, and a comprehensive benefits package including medical, dental, and life insurance. We are located in the northwest suburban Arlington Heights, accessible via the Metra Harvard line. For a career your friends will envy and your
parents applaud, upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

Application Instructions: Apply online http://www.scrantongillette.com/current-openings

Contact: Caryn Weaver
Address: 3030 W Salt Creek Ln Suite 201, Arlington Heights, IL 60005
Phone: 8473911006
Apply Online: http://http://www.scrantongillette.com/current-openings

Job ID: 3174977
Expires: 09/15/2013
Job Title: Web Developer
Company: Scranton Gillette Communications, Inc.
Job Type: Full Time, Internship
Degrees Wanted: Bachelors, Certificate
Majors Wanted:
Job Target: Web Site Development
Location: Arlington Heights, IL 60005
Salary:

Job Description: Scranton Gillette Communications, a B-2-B media company, is looking for an innovative, self-motivated problem solver with a passion for coding to join our team and design, develop & maintain software, Drupal web sites, and web servers, while keeping abreast of industry news/trends/updates. We pride ourselves in a positive, productive working environment and passionate tech culture. Qualified candidates will possess: ·Demonstrated, Ninja-like fluency in PHP, JavaScript, jQuery, CSS, and HTML ·Proficiency in a LAMP stack (Linux, Apache, MySQL) ·Solid graphics skills ·Source code control software and bug tracking systems ·Drupal 6 + 7 views, theming, and module development expertise ·Bachelor's degree in Computer Science or equivalent professional license ·Sense of humor a plus Please be prepared to demonstrate previous work/portfolio. We provide a competitive salary, company match 401(k) program, paid time off program, and a comprehensive benefits package including medical, dental, and life insurance. We provide shuttle service to and from the Arlington Park Metra station which is on the Union Pacific Northwest line! Upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

Application Instructions: Upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

Contact: Caryn Weaver
Address: 3030 W. Salt Creek Lane Suite 201, Arlington Heights, IL 60005
Phone: 8473911006
Fax: 8472981227
Email: humanresources@sgcmail.com
Apply Online: http://www.scrantongillette.com/current-openings
August 26, 2013

COLLEGE CENTRAL JOB BOARD

WRITING - TECHNICAL/PROFESSIONAL

Job ID: 3171942
Expires: 02/13/2014
Job Title: Receptionist and Bilingual in Spanish in IL and AZ
Company: The Menta Group - Illinois & Arizona
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Business Support Specialist, Office Assistant, Small Business Management, Spanish Language Interpretation
Job Target: Writing - Technical/Professional
Location: AZ, IL
Salary: Comparable for area & position

Job Description: Receptionist/ Bilingual in Spanish - Hillside, Waukegan, and North Aurora, IL + Tolleson, AZ Special Education Services, a member of the Menta Group, is currently filling positions at a special education school located in Hillside, Illinois. This is a school with a kindergarten through 12th grade therapeutic educational services program for At-Risk and Behavior-Emotional-Developmentally disabled children living in and around the surrounding area in the near western suburbs of Chicago, Illinois Metro Area. Small class size, intensive clinical services, and a competently trained staff of educators combine to make this a positive and dynamic place to learn. All children have a right to quality education services, to attend a program that maintains a no refusal, no suspension, no expulsion policy, and social-emotional learning under a continuum of learning and behavioral supports. Working Conditions: The Receptionist position offers a pleasant, team-oriented environment, variety, and opportunities to expand your horizons. The full time position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications. All of our programs post their open teaching positions on our website and feature an easy-to-complete application process.

Application Procedure: ILLINOIS/MID-STATE & CHICAGO METRO AREA Complete an application on this web site: www.thementagroup.org/careers/apply Hillside, IL Hillside Academy West Campus Nancy.mutterer@menta.com Fax: 708-449-0474 Waukegan, IL sheela.patel@menta.com Fax: (847) 599-2475 North Aurora, IL Fox Valley Transition Program + Corporate Office Receptionist Bilingual (Spanish + English) Fax resume to Sharon Slover at 630.907.0197. E-mail resume to sharon.slover@menta.com Questions can be directed to Ms. Slover at the above e-mail address or 630-209-6338. ARIZONA/MARICOPA & PINAL COUNTY/PHOENIX AREA Tolleson, AZ: Contact: kara.mcmahon@menta.com Fax: (623) 478-5026

Job Requirements: The Receptionist's job duties will include: · Answer, screen and direct all incoming telephone calls · Compose and type routine letters and memoranda · Fax documents · Make Copies · Perform light bookkeeping under direction of Business Manager · Sort and deliver mail · Handle incoming and outgoing package shipments · Greet and direct visitors · Maintain
office supplies · Maintain up-to-date student records (includes requesting and returning student records from districts) · Contact parents when student is absent · Inform school districts when students are absent · Truancy reporting to districts and parents (may include setting up meetings) · Maintain staff daily sign-in sheet · Other duties as assigned by Business Manager and School Administrators Qualifications: · Bi-lingual candidates: (Spanish/English) is a preferred. · Above average written and oral communication skills · Proficiency with Microsoft Office products i.e. Word, Excel etc. · Ability to multi-task · Ability to prioritize own work

Application Instructions: See above in Job Description.

Contact: Charles F. Hejny
Address: 195 N. Poplar Road, North Aurora, IL 60542
Phone: 630-907-2400
Fax: 630-907-0197
Email: chuck.hejny@menta.com
Apply Online: http://www.thementagroup.org/careers/applyOnline.aspx
Application Instructions: Apply online http://www.scrantongillette.com/current-openings

Contact: Caryn Weaver
Address: 3030 W Salt Creek Ln Suite 201, Arlington Heights, IL 60005
Phone: 8473911006
Apply Online: http://http://www.scrantongillette.com/current-openings

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