Job ID: 4370149  
Job Title: Overweight / Over Dimension Permit Administrator  
Company: Illinois Tollway  
Job Type: Full Time  
Degrees Wanted: Diploma  
Location: Downers Grove, IL 60515  
Salary:  
Job Description: The Overweight / Over Dimension (OW/OD) Permit Administrator is responsible for the Tollway's over weight and over dimension vehicle permit process. The Administrator receives, evaluates and processes overweight and over dimension permits for vehicles entering the Tollway system as required by 605 ILCS 10/10 Sec. 10 (b) of the Toll Highway Act. The OW/OD Permit Administrator's responsibilities include additional responsibilities as defined in the Nature and Scope section below.  
Job Requirements: High School diploma or GED equivalent is required; ability to type 40 words per minute; good word processing and spreadsheet skills, good communication skills; the ability to work with the public in a professional manner; excellent interpersonal skills; and general computer knowledge including Outlook, Word, Excel, Access Database and data entry is required.  
Application Instructions: To view posting and apply, go to www.illinoistollway.com  
Contact: Ginny Sanchez  
Address: 2700 W Ogden Ave, Downers Grove, IL 60515  
Phone: 630-241-6800 x2335  
Expires: 02/12/2016  
Job ID: 4376444  
Job Title: Specialist, Financial Aid/Veterans Technical  
Company: Joliet Junior College  
Job Type: Part Time  
Degrees Wanted: Bachelors  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Joliet, IL 60431  
Salary: $22.86 hour  
Job Description: POSITION TITLE: SPECIALIST, FINANCIAL AID/VETERANS TECHNICAL LPFAID SPEC01 STATUS: Part time DEPARTMENT: Financial Aid/Veterans Office DIVISION: Student Development CLASSIFICATION: Exempt UNION: Non-union REPORTS TO: Director, Financial Aid/Veterans PLACEMENT: Professional Grade 8 MINIMUM PAY RATE: $ 22.86 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 Under direction of the Financial Aid Director and the Veterans Coordinator, provides the Financial Aid/Veterans Office with technical support of all automated systems, including the ImageNow scanning system, the SARS scheduling system, and Ellucian Colleague. Serves as back-up Certifying Official for GI Bill benefits; provides students with Veterans Education Benefits customer service assistance. Continually assesses, monitors, and maintains the office's automated systems, including implementing software updates. Provides training on all automated systems to the Financial Aid/Veterans staff. Assists in the institution's response to internal and external audits. Required to work one evening per week until 7:30pm. ESSENTIAL JOB DUTIES AND KEY RESPONSIBILITIES 1. Assist the Veterans Coordinator in advising students concerning the requirements of obtaining and continued use of Veterans Educational Benefits and Title IV Federal Financial Aid. 2. Support the Veterans Coordinator by serving as a back-up Certifying Official assisting with documentation of student's enrollment and the certification process by processing data in Ellucian/Colleague and reporting students GI Bill eligibility to the VA through the VA ONCE. 3. Administer ImageNow software by providing software support and troubleshooting. Assist staff with ImageNow questions and issues. 4. Proactively check and manage appropriate ImageNow queues for quality assurance. Identify common issues and suggest suitable solutions. 5. Update and maintain the SARS software. 6. Provide on-duty coverage in various modalities (in-person, email, telephone) as needed to support the Financial Aid/Veterans Office. 7. Provide quality customer service in interactions with students and parents, public presentations and workshops regarding financial aid and veterans benefits. 8. Train office personnel on the use of all office systems functionality - currently ImageNow, Colleague, and SARS. 9. Compile and run reports and subsequent processes in Colleague. 10. Perform related duties as assigned. MINIMUM QUALIFICATIONS 1. Bachelor's Degree. 2. Recent experience working with higher education student database and/or higher education imaging software. 3. Strong technical troubleshooting abilities. 4. One (1) year of financial aid or veterans' education benefits experience. 5. Current personal computer skills and knowledge of Microsoft Office suite. 6. Excellent interpersonal, written and verbal communication skills. PREFERRED QUALIFICATIONS 1. Bachelor's Degree in Technical, Information Systems, or related filed. 2. Experience with Ellucian Colleague system. 3. One (1) year experience processing VA certifications in VA ONCE software. 4. Experience working with ImageNow software. 5. Ability to quickly learn SARS and any other applicable software. 6. Time management, problem solving and multi-tasking abilities. WORK SCHEDULE Will be required to work one evening per week until 7:30pm 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 environment. Application Procedures: "Apply to this Job at employment.jjc.edu" Application Deadline: February 12, 2016 Joliet Junior College is an equal opportunity/affirmative action college supporting diversity. Application Instructions: Please see below the steps to take to apply for a position at Joliet Junior College: 1. Go to http://employment.jjc.edu 2. Search postings 3. Create a log-in and confidential password 4. Complete an application and attach necessary documents 5. Submit your application Contact: Human Resources-Joliet Junior College
Address: 1215 Houbolt Road, Joliet, IL 60431
Email: HR@jjc.edu
Apply Online: https://employment.jjc.edu/postings/1331

Expires: 02/14/2016
Job ID: 4376454
Job Title: Project Coordinator, Domestic Violence
Company: Joliet Junior College
Job Type: Part Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Joliet, IL 60431
Salary: $25.60 hour

Job Description: POSITION TITLE: PROJECT COORDINATOR, DOMESTIC VIOLENCE
LPSDEV-CORD01 STATUS: Part-time (Grant Funded thru 9-30-16) DEPARTMENT: Dean of Students DIVISION: Student Development CLASSIFICATION: Exempt UNION: Non-union REPORTS TO: Dean of Students PLACEMENT: Professional staff, grade 9 MINIMUM PAY RATE: $25.60 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 project coordinator is under the general supervision of the Dean of Students and must be able to work in both project management and team orientation. Responsible for the coordination of all activities related to the DOJ Domestic Violence Grant and related campus programs. ESSENTIAL JOB DUTIES AND KEY RESPONSIBILITIES 1. Assist project director in the creation of a work plan to meet deadlines set forth by the grant. 2. Work with internal and external partners to revise and update action plans. 3. Work closely with business office to manage grant budget, equipment, expenditures and expenses. 4. Work with project director to prepare all necessary compliance documentation, reports, etc. 5. Work with project director to develop/coordinate training curriculum to orientate new students and staff to the plan/program. 6. Work with project director to plan and implement all training sessions for students and/or staff. Ensure delivery of training sessions and presentations. Provide community education seminars to students, faculty and staff on sexual assault, domestic and dating violence, & stalking. 7. Establish promotional & communication plans and related materials. 8. Monitor and follow time lines for activities as established by the grant. 9. Conduct comprehensive baseline and periodic assessments of the plan/program. 10. Work with project director to recruit internal and external candidates to participate on grant required advisory boards. 11. Arrange meetings with internal/external partners and advisory board members to coordinate grant activities. 12. Work with students, staff and external partners to coordinate referral and follow-up services for victims. 13. Perform related duties as assigned. MINIMUM QUALIFICATIONS 1. Bachelor's Degree in Education, Social Studies, Business, or related.
Knowledge of domestic violence, stalking, sexual assault and other related violence.

Excellent personal computer skills with proficiency in MS Word, Excel, Outlook, PowerPoint.

4. Excellent organizational skills with strong attention to details.

5. Excellent oral and written communication and interpersonal skills.

6. Ability to work under strict deadlines and changing priorities with minimal supervision.

7. Must possess and maintain a valid Illinois Driver's license.

**PREFERRED QUALIFICATIONS**

1. Master's Degree in Education, Social Studies, Business, or related.

2. Two (2) years or more grant administration experience.

3. Experience working as a "victims advocate" or counselor/education in the field of domestic violence, stalking and related violence.

**WORK SCHEDULE**

1. Regular business hours.

2. Up to 28 hours per week.

**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 Procedures: "Apply to this Job at employment.jjc.edu" Application Deadline: February 14, 2016

Joliet Junior College is an equal opportunity/affirmative action college supporting diversity.

**Application Instructions:** Please see below the steps to take to apply for a position at Joliet Junior College:

1. Go to http://employment.jjc.edu

2. Search postings

3. Create a log-in and confidential password

4. Complete an application and attach necessary documents

5. Submit your application

**Contact:** Human Resources-Joliet Junior College

**Address:** 1215 Houbolt Road, Joliet, IL 60431

**Email:** hr@jjc.edu

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**Expires:** 02/15/2016

**Job ID:** 4380060

**Job Title:** Child Care Assistant Part Time

**Company:** Cary Early Learning Center Inc.

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Cary, IL 60013

**Salary:**

**Job Description:** Child care assistants needed for afternoons working with various ages from infants through preschool. Must meet DCFS requirements for teachers, including ECE coursework and experience. Requires criminal background check with fingerprinting, physical with TB test, CPR/First Aid Certification and in-service training. Must be over 19 with HS diploma or GED.

**Application Instructions:** Send resume and contact information to rvanduzer@caryelc.com.

**Contact:** Ruth Van Duzer

**Address:** 100 Cary Algonquin Rd, Cary, IL 60013
Phone: 224-357-4229
Email: rvanduzer@caryelc.com

Expires: 02/17/2016
Job ID: 4379139
Job Title: Payroll Supervisor
Company: Illinois Tollway
Job Type: Full Time
Degrees Wanted: Associates, Diploma
Majors Wanted: Accounting
Job Target: Any Job Target
Location: Downers Grove, IL 60515
Salary:
Job Description: The incumbent is responsible for the day to day supervision of the Payroll staff in order to process payroll timely, accurately and in accordance with State guidelines. The incumbent promotes a smooth flow of communication between the Payroll division and other departments of the Tollway. Most importantly, the incumbent ensures that all employees of the Tollway receive their wages and salary on time. DIMENSIONS: Annual Payrolls Processed: $112,000,000 which includes: * Four (4) Bi-weekly Union payrolls * Three (3) Semi-monthly salary payrolls * One (1) Monthly salary payroll

Job Requirements: This position requires an Associates Degree and a minimum of (5) years of payroll experience. Two (2) years of accounting experience with a High School diploma or GED equivalent can be substituted for the Associates Degree. Excellent knowledge Microsoft Word, Excel and Outlook is required. Computer experience and knowledge of data processing functions is required as is familiarity with various payroll/timekeeping/financial software programs. Incumbent must have an aptitude for figures, and strong organizational, interpersonal communication and written communication skills. Additionally, incumbent must have excellent analytical skills.

Application Instructions: To view posting and apply, go to www.illinoistollway.com

Contact: Ginny Sanchez
Address: 2700 W Ogden Ave, Downers Grove, IL 60515
Phone: 630-241-6800 x2335

Expires: 02/19/2016
Job ID: 4373553
School Job ID: MVCC
Job Title: College Recruiter - University of Illinois at Chicago
Company: The University of Illinois at Chicago
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60607
Salary:

Job Description: College Recruiter--University of Illinois at Chicago School of Continuing Studies The School of Continuing Studies provides learners of all ages with innovative and transformative programs to further their growth as individuals and to assist them in more fully participating in and contributing to society. The College Recruiter cultivates prospective students in a strategic and systematic fashion in order to maintain consistent volume of qualified candidates for the School of Continuing Studies programs. These include a portfolio of high-touch credit and noncredit courses, certificates and degree programs that are delivered in a variety of formats (i.e. online, face-to-face and blended). The College Recruiter is the primary point of contact for prospective students and actively and energetically pursues generated leads to ensure the fullest possible response to student interest in SCS programs as well as the best possible return on marketing efforts.

Main Responsibilities: Recruitment and Outreach * Establish and maintain relationships with students, community colleges, and partner organizations to provide advice and counsel on the recruitment and admissions processes and program requirements to meet enrollment targets. * Field questions and respond to inquiries from prospective students through various mediums (e.g. individual appointments, telephone, email and social networking). Serve as the primary contact for prospective student questions or concerns. * Use Customer Relationship Management technology to maintain contact with prospective students and document feedback to inform future marketing. * Participate in local, statewide events, transfer fairs, community organizations, site visits, etc. (as needed) to recruit students into program. * Work with senior leadership to gather, assess and interpret student data, event outcomes, recruitment trends, market trends as well as prepare presentations to academic partners with findings.

Admissions * Conduct transcript evaluation and counsel students on questions related to program content, admissions requirements, costs, financial aid, and the idiosyncrasies of academic partners' admissions policies, requirements, procedures, course transferability, acceptance of CLEP tests, etc. * Craft individualized plans for prospective students to meet pre-requisites and qualify for admissions to enter program; share plan with prospective student. * Work with admissions staff to review prospective students' application materials and credentials; follow up with prospective students on outstanding items. Coordinate with Assistant Director of Recruiting and Communications and Academic Director to make admissions recommendations to the Office of Admissions and Records. * Represent exceptional admissions cases at college admissions committee meetings advocating for or against admission depending upon the circumstances of the case. * Provide one-on-one assistance and advocate for non-traditional students who benefit from a service center approach to the admissions process.

Requirements: Bachelor's degree in marketing, communications, Education or related field. At least three years of student recruiting or sales experience with a demonstrated track record of meeting performance goals. Proven record of working with enrollment management concepts. The preferred candidate will have experience on results-oriented enrollment management team. Experience working with customer relationship management (CRM) systems. Excellent verbal and written communication skills and engaging
demeanor and highly customer-centric orientation. Thorough knowledge of UIC Online degree and non-degree programs. Ability to understand and accurately represent University policy as relates to UIC Online programs and student enrollment. Ability to accurately and efficiently handle multiple tasks. For fullest consideration please submit your resume and cover letter by February 19, 2016. At https://jobs.uic.edu/job-board/job-details?jobID=60649 UIC is an Affirmative Action Equal Opportunity Employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

Application Instructions: For fullest consideration please submit your resume and cover letter by February 19, 2016. At https://jobs.uic.edu/job-board/job-details?jobID=60649

Contact: Veronica R. Morrison
Address: 1333 South Halsted Street Suite 205 (MC 140), Chicago, IL 60607
Phone: 312-355-4885

Expires: 02/19/2016
Job ID: 4376537
Job Title: Financial Aid Advisor
Company: Joliet Junior College
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Joliet, IL 60431
Salary: $19.42 hour

Job Description: POSITION TITLE: FINANCIAL AID ADVISOR, CFFAID-ADVR01, CFFAID-ADVR02, CFFAID-ADVR03, CFFAID-ADVR04, CFFAID-ADVR05, CFFAID-ADVR06
STATUS: Full time
DEPARTMENT: Financial Aid/Veterans
DIVISION: Student Development
CLASSIFICATION: Non-exempt
UNION: Clerical
REPORTS TO: Director, Financial Aid/Veterans
PLACEMENT: Clerical Grade 8
MINIMUM PAY RATE: $19.42 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 serves as the primary contact for students and parents providing in-depth advising and resolutions in regards to financial aid eligibility. This position is responsible for interpreting financial aid regulations, analyzing student data, and implementing procedures to ensure regulatory compliance and delivery of financial aid.

ESSENTIAL JOB DUTIES AND KEY RESPONSIBILITIES
1. Advise students, parents, and staff concerning all aspects of financial aid/veterans via phone, email, and in person.
2. Perform verification and make necessary corrections to the student's financial aid application in order to determine eligibility.
3. Have a thorough understanding of the awarding processes (i.e. packaging of grants, campus work-study, direct loans, and scholarships). Ability to adjust aid
due to a change in the student's eligibility and effectively convey the reasons for adjustment. 4. Maintain a thorough understanding of institutional, federal and state financial aid regulations and policies. 5. Conduct financial aid workshops, new student orientation, and assigned financial aid presentations. 6. Understand and utilize reports generated for maintenance and reconciliation of federal and state aid programs. 7. Communicate effectively with outside agencies in regards to financial aid issues. 8. Perform related duties as assigned. **MINIMUM QUALIFICATIONS** 1. Associate's degree. 2. Two (2) years of professional financial aid work experience. 3. Time management, problem solving, and multi-tasking abilities. 4. Excellent interpersonal, written and verbal communication skills. 5. A thorough and working knowledge of Title IV programs, funding and need analysis. 6. Extensive personal computer skills and knowledge of Microsoft Office Suite. **PREFERRED QUALIFICATIONS** 1. Bachelor's degree. 2. Experience with Ellucian Colleague system. 3. Ability to speak Spanish fluently. **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 environment. **Application Procedures:** "Apply to this Job at employment.jjc.edu" Application Deadline: February 19, 2016 Joliet Junior College is an equal opportunity/affirmative action college supporting diversity. **Application Instructions:** Please see below the steps to take to apply for a position at Joliet Junior College: 1. Go to http://employment.jjc.edu 2. Search postings 3. Create a log-in and confidential password 4. Complete an application and attach necessary documents 5. Submit your application  
**Contact:** Human Resources-Joliet Junior College  
**Address:** 1215 Houbolt Road, Joliet, IL 60431  
**Email:** HR@jjc.edu  
**Apply Online:** https://employment.jjc.edu/postings/1325

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**Expires:** 02/19/2016  
**Job ID:** 4378230  
**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:** Any Job Target  
**Location:** River Grove, IL 60171  
**Salary:** $10-$15/hour  
**Job Description:** Course Hero is now accepting applicants for our paid, part-time job and Professional Development Program, Course Hero is the #1 online learning platform, providing students with the best materials and tools to study more effectively. With funding and advisory from top investors (including the founders of YouTube, StubHub, and Google AdSense, and early stage investors in Twitter, Foursquare, and PayPal), and a rapidly growing base of 7+
million users, Course Hero is leveraging technology to provide a more effective learning resource for students around the world. This semester we are accepting applicants for our internship program, which allows selected students to help shape the future of our educational platform, while also developing, applying, and honing their professional skill set. As a company 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 spread awareness about the Course Hero Knowledge Drive at their school, which is helping students study more effectively while also supporting the development of education abroad. Together with our partners charity Books for Africa, the Knowledge Drive has donated 245,000+ books to students abroad! In addition to spreading awareness about our Knowledge Drive initiative, interns will also work with the Course Hero team to provide insights into how we can provide an even better resource for students at their school. Our internship is also designed to help interns develop their professional skill set and prepare for a successful career after graduation. To accomplish this, our program includes: -One on one mentoring with an assigned Course Hero Manager -Opportunities to develop, hone, and refine marketing, networking, communication, management, and leadership skills -Letter of recommendation, references for future jobs or applications, and LinkedIn endorsements -Involvement with one of the fastest growing start-ups in the world of education technology Based on previous interns who have thrived in our internship, the ideal candidates are: -Interested in business, marketing, entrepreneurship, communication, and/or technology -Able to effectively communicate and connect with others -Driven to do something amazing for the world of education both here and abroad -Experienced with social media tools like Facebook and Twitter -Current students living on or near campus

**Application Instructions:** If you are interested in joining Course Hero's internship program and working together to do something powerful for the entire landscape of education, please apply here! https://www.coursehero.com/business-internship/

**Contact:** John  
**Address:** 1400 Seaport Blvd., 2nd Floor, Redwood City, CA 94063  
**Phone:** 650) 409-7164  
**Email:** applicants@coursehero.com  
**Apply Online:** http://www.coursehero.com/business-internship/

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**Expires:** 02/19/2016  
**Job ID:** 4378730  
**Job Title:** Switchboard Operator  
**Company:** Illinois Tollway  
**Job Type:** Full Time  
**Degrees Wanted:** Diploma  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Downers Grove, IL 60515
Salary: 

**Job Description:** This position answers and directs all calls to the appropriate employee or department. This position also provides general information and directions for the Authority. This position also answers the Authority's TTD number. The Switchboard Operator must possess experience in dealing with the public in a professional and friendly manner. The position also functions as a receptionist and controls access to the main entrance of the Central Administration (CA) building. Visitors entering the building are logged into the visitor system and given a printed badge. The Switchboard Operator signs and accepts deliveries and notifies the appropriate department to arrange pickup of packages left or delivered to the main entrance. The Switchboard Operator is frequently expected to multi task and be prepared to handle multiple questions, problems, inquiries while properly directing and resolving problems. The position is also responsible for conference rooms at CA.

**Job Requirements:** This position answers and directs all calls to the appropriate employee or department. This position also provides general information and directions for the Authority. This position also answers the Authority's TTD number. The Switchboard Operator must possess experience in dealing with the public in a professional and friendly manner. The position also functions as a receptionist and controls access to the main entrance of the Central Administration (CA) building. Visitors entering the building are logged into the visitor system and given a printed badge. The Switchboard Operator signs and accepts deliveries and notifies the appropriate department to arrange pickup of packages left or delivered to the main entrance. The Switchboard Operator is frequently expected to multi task and be prepared to handle multiple questions, problems, inquiries while properly directing and resolving problems. The position is also responsible for conference rooms at CA.

**Application Instructions:** To view posting and apply, go to www.illinoistollway.com

**Contact:** Ginny Sanchez  
**Address:** 2700 W Ogden Ave, Downers Grove, IL 60515  
**Phone:** 630-241-6800 x2335
resource inventories on parcels in need of zoning amendments through the use of GIS and onsite inspections -Educate the public and other professionals on soil and water conservation techniques through seminars and other public events -Assist office staff with clerical duties as needed

**Job Requirements:** -Excellent communication skills (written and verbal) -Be able to handle multiple tasks -Be organized and a self-starter -A background check, fingerprinting and a valid Illinois Driver's License will be necessary

**Application Instructions:** Visit www.kanedupageswcd.org to download an employment application. Mail or email application along with a current resume.

**Contact:** Elizabeth Hagen-Moeller  
**Address:** 2315 Dean St. Suite 100, Saint Charles, IL 60175  
**Phone:** 630-584-7960 Ext. 3  
**Fax:** 6305847960  
**Email:** elizabeth.hagenmoeller@kanedupageswcd.org

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**Expires:** 02/22/2016  
**Job ID:** 4380062  
**Job Title:** Infant/Toddler Specialist  
**Company:** Cary Early Learning Center Inc.  
**Job Type:** Full Time  
**Degrees Wanted:** Associates  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Cary, IL 60013  
**Salary:**

**Job Description:** Full Time Infant and Toddler Teacher to work with a mixed age group of children ages six weeks through two years. Applicant must have extensive experience in an accredited child care facility working with this age group, including supervising and/or mentoring other teachers. Must meet DCFS requirements for teachers.

**Application Instructions:** Send resume with contact information to rvanduzer@caryelc.com  
**Contact:** Ruth Van Duzer  
**Address:** 100 Cary Algonquin Rd, Cary, IL 60013  
**Phone:** 224-357-4229  
**Email:** rvanduzer@caryelc.com

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**Expires:** 02/28/2016  
**Job ID:** 4376099  
**Job Title:** Teacher  
**Company:** Safari Life Child Care & Learning Center
Job Type: Full Time
Degrees Wanted: Associates, Certificate
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Lynwood, IL 60411
Salary: $10-12 per hour
Job Description: Teacher/assistant for 2yr old classroom.
Job Requirements: Candidate must posses a minimum of one year of child development experience in a nursery school or child care center, CDA in infant/toddlers or AA degree in Early Childhood Education. Candidate must have a love for children. Background clearance required.
Contact: Safari Life Child Care & Learning Center
Address: 1935 Glenwood Dyer Rd, Lynwood, IL 60411
Phone: 708-833-7040
Fax: 708-251-8118
Email: thekidzclubhouse@comcast.net
Expires: 03/02/2016
Job ID: 4369712
School Job ID: Oakton - EW
Job Title: Community Development Organizer - Housing
Company: Access Living of Metropolitan Chicago
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60654
Salary:
Job Description: BASIC FUNCTION: Development and implementation of community organizing campaigns to increase access for people with disabilities in City of Chicago housing programs; and to protect existing programs and create new affordable, accessible, integrated housing options using local, state, and Federal resources. Some policy support work in these areas will also be expected. SPECIFIC DUTIES: Describe responsibilities and tasks - Coordinate the Disability Rights Action Coalition for Housing (DRACH): Recruit, organize and support grassroots leaders with disabilities on housing issues through one-on-ones and other base-building activities; Collaborate broadly with internal and external stakeholders to support grassroots systems change advocacy on housing policies and programs at the local, state and Federal levels, * Campaign Development: Design and coordinate disability rights housing advocacy/organizing campaigns for systems change and reform at the local, state and Federal
levels as needed; Support grassroots housing organizing for DRACH and other housing-related efforts, * Training and Leadership Development: Provide grassroots leaders in the disability community with leadership development and organizing training; Train people with disabilities on their fair housing rights and responsibilities, including public housing policies and regulations, * Coalition Building: Increase DRACH political power by building and cultivating relationships with housing-related community groups, fair housing advocacy organizations, and government agencies to create broad coalitional support for disability housing issues, * Internal Collaboration: Coordinate with Access Living housing locators and housing counseling staff and fair housing/legal staff to ensure a high level of service for clients in need of those services, and to recruit members for DRACH from those clients assisted, * Policy Work: Provide support to the Manager of Organizing and Policy in monitoring affordable housing policy and legislation at local, state and Federal levels; coordinating public and written testimony and comments on proposed legislation and policy/rule changes; and promoting new policies and policy reform efforts creating affordable, accessible, integrated housing for people with disabilities, * Community Education/Outreach: Conduct public education efforts around housing policy and legislation, including through the use of media; Provide internal and external workshops and seminars on housing policy, related court cases, and legislation * Miscellaneous Duties: Conduct written quarterly project activities reports; Ensure compliance with grant requirements through regular data entry; act as a spokesperson for Access Living on housing issues as assigned; and execute any other duties as assigned.

**Job Requirements:** Bachelor's degree or applicable life/work experience. Good written and oral communication skills. A writing sample will be required. Proficiency in Microsoft Office Suite, especially Word, Excel, Publisher, and Outlook.

**Application Instructions:** Interested candidates should email, mail or fax a resume and cover letter to: Human Resources Access Living 115 W. Chicago Avenue Chicago, IL 60654 fax : 312-787-3866 rmata@accessliving.org No phone calls please

**Contact:** Human Resources

**Address:** 115 West Chicago Avenue, Chicago, IL 60654

**Fax:** 3127873866

**Email:** rmata@accessliving.org

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**Expires:** 03/02/2016

**Job ID:** 4370109

**Job Title:** Maintenance Planner

**Company:** CAI

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** South Holland, IL 60473

**Salary:**
Job Description: Armacell is a world leader in flexible insulation foams for the equipment insulation market and also a leading provider of engineered foams. In the year 2014, the company with currently 2,600 employees generated net sales of EUR 452.2 million. With its 23 manufacturing plants in 15 countries on four continents, Armacell follows a strategy of internationalization. The company operates within two main businesses: the Advanced Insulation business develops flexible insulation foam products for the insulation of mechanical equipment. The Engineered Foams business develops and markets light foams for use in a broad range of end-markets. The high-tech insulation products of Armacell increase the global energy efficiency and are used in many high-end facilities, including the Empire State Building and the International Space Station. Beyond thermal insulation, Armacell products are used as acoustic insulation, as gaskets and seals in a variety of modern car models or as central components of wind turbine blades. For more information about Armacell, visit www.armacell.us. We are seeking a full time Maintenance Planner in our South Holland, IL facility. The Maintenance Planner will be responsible for preparing Maintenance schedules to ensure staffing availability to meet on time customer requirements. Additional responsibilities will include occasional purchasing, order entry and continuous interaction with applicable Armacell personnel to review the maintenance schedule to ensure the proper support is provided to operations. 

Job Responsibilities:
* Prepare Maintenance schedules. * Responsible for initial screening of incoming work orders, identification of scope, and analysis of required level of planning. * Conducts field walk to identify and document job requirements. * Estimates required hours on work order tasks, total work order duration, and skills required to perform the task. * Gathers necessary engineering or technical documents, specifications, and drawings. Writes clear and concise work procedures. * Compiles information into a job package that is ready for skilled trades - clearly communicates with skilled trades regarding critical steps in the process. * Ability to accurately measure the maintenance backlog in its various forms and continually maintains not less than 2 weeks' worth of ready backlog at all times. * Ensures all work orders and maintenance log items are closed when work is finished. * Responsible for equipment and repair parts data entry and management. * Ensures all work orders and maintenance log items are closed when work is finished. * Track and expedite critical work orders through manufacturing process. * Participate in the daily GEMBA walks * Participate in WAM.

Requirements:
* Strong communication skills and PC skills * Minimum of 2 years experience in a scheduling environment * Maintenance experience in a manufacturing setting * Maintenance experience in a manufacturing setting Armacell is an Equal Employment Opportunity Employer including protected Veterans and Disabled Individuals

Contact: Perry Baltasar  
Address: 2900 Highwoods Boulevard, Raleigh, NC 27604  
Phone: 919-878-9222  
Fax: 919-872-6599  
Apply Online: http://capital.iapplicants.com/ViewJob-717287.html

Expires: 03/02/2016  
Job ID: 4370117  
Job Title: Maintenance Supervisor
Company: CAI
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: South Holland, IL 60473
Salary:
Job Description: Armacell is a world leader in flexible insulation foams for the equipment insulation market and also a leading provider of engineered foams. In the year 2014, the company with currently 2,600 employees generated net sales of EUR 452.2 million. With its 23 manufacturing plants in 15 countries on four continents, Armacell follows a strategy of internationalization. The company operates within two main businesses: the Advanced Insulation business develops flexible insulation foam products for the insulation of mechanical equipment. The Engineered Foams business develops and markets light foams for use in a broad range of end-markets. The high-tech insulation products of Armacell increase the global energy efficiency and are used in many high-end facilities, including the Empire State Building and the International Space Station. Beyond thermal insulation, Armacell products are used as acoustic insulation, as gaskets and seals in a variety of modern car models or as central components of wind turbine blades. For more information about Armacell, visit www.armacell.us. We are currently seeking a Maintenance Supervisor for our 8 pm-8 am shift. The Maintenance Supervisor reports to the Maintenance Manager and is a key position for all maintenance projects for the South Holland plant. This role is responsible for safely and effectively driving the day to day activities of the maintenance mechanics to ensure that all safety, maintenance and uptime goals are met. Duties: The Maintenance Supervisor is responsible for: · Ensuring maintenance activities are carried out in a safe manner and meet all regulatory and industry standards. · Supervising maintenance employees while monitoring machinery and building conditions. · Research and implement projects that will enhance the safety, reliability and/or the production of machinery. · Assigning daily tasks and projects to mechanics with follow up to completion. · Ensuring that all preventative/predictive maintenance tasks are completed in a timely manner. · Analyzing and troubleshooting issues with the machinery. · Managing training and development of the team while resolving any conflict of maintenance employees. · Researching and purchasing new or replacement parts for equipment within department budget. · Completing maintenance reports and paperwork accurately and in a timely manner. · Ensuring housekeeping in area(s) of responsibility is safe, clean and tidy. · Participating in GEMBA walks and leading the Maintenance team in WAM. Qualifications: Requirements Bachelor's Degree in Engineering, Operations or comparable combination of education and experience preferred. Minimum of three to five years of supervisory experience in a manufacturing environment. Knowledge of process improvement tools and techniques such as Lean manufacturing. Knowledge of Microsoft Office applications and Lotus Notes preferred. Armacell is an Equal Employment Opportunity Employer including protected Veterans and Disabled Individuals
Contact: Perry Baltasar
Address: 2900 Highwoods Boulevard, Raleigh, NC 27604
Armacell is a world leader in flexible insulation foams for the equipment insulation market and also a leading provider of engineered foams. In the year 2014, the company with currently 2,600 employees generated net sales of EUR 452.2 million. With its 23 manufacturing plants in 15 countries on four continents, Armacell follows a strategy of internationalization. The company operates within two main businesses: the Advanced Insulation business develops flexible insulation foam products for the insulation of mechanical equipment. The Engineered Foams business develops and markets light foams for use in a broad range of end-markets. The high-tech insulation products of Armacell increase the global energy efficiency and are used in many high-end facilities, including the Empire State Building and the International Space Station. Beyond thermal insulation, Armacell products are used as acoustic insulation, as gaskets and seals in a variety of modern car models or as central components of wind turbine blades. For more information about Armacell, visit wwwarmacell.us. We are currently seeking an experienced Mechanical/Electrical Tech. to work our 8 pm-8 am shift (Some weekend work is required). Responsibilities include: * Troubleshoot and diagnose nature of production processing equipment breakdowns involving mechanical, electrical, and electronic, pneumatic and hydraulic functions, and use computer and software to make repairs. * Tear down equipment, check for defective components and replace parts and motors, bearings, belts, seals, hoses and cylinders as required. Rebuild, check and make final equipment adjustments. * Test electrical and electronic equipment functions, rewire units, replace defective components, circuit boards and parts, and retest units for proper operation. Repair electronic equipment. * Install equipment, build foundations and structures as required, run in electrical power, bend and install conduit, pull and terminate wires to boxes and check circuits for proper operation. Pipe in water as needed. * Perform scheduled preventative maintenance activities, oil and lubricate equipment, charge units change filters, clean dust collector, check belts and hoses, air pressures of water temperatures. Maintain building equipment, clean coils, check water levels and temperatures, and perform minor repair duties. * Follow safety rules and keep work area in clean and orderly condition. Requirements * High School Diploma or GED, * Knowledge of & experience working with electricity, electronics, mechanics, pneumatics and...
hydraulics and HVAC functions. * 2 years of technical trades training or 5 years of experience in similar environment. * Must be able to work overtime as needed. * Must be able to work weekends as required. Armacell is an Equal Employment Opportunity Employer including protected Veterans and Disabled Individuals

Contact: Perry Baltasar
Address: 2900 Highwoods Boulevard, Raleigh, NC 27604
Phone: 919-878-9222
Fax: 919-872-6599
Email: perry.baltasar@capital.org

Expires: 03/02/2016
Job ID: 4370279
Job Title: Team Leader - Aurora
Company: Feed My Starving Children
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Aurora, IL 60504
Salary: 

Job Description: Function: Host and direct large volunteer groups of youth and adults in packaging Feed My Starving Children (FMSC) food product, creating a positive experience for volunteers. Perform general labor and warehousing tasks. Primary Duties & Responsibilities: * Greet volunteers, direct check-in, and educate volunteers on the FMSC story and mission. Adjust presentation delivery to each audience. * Instruct volunteers on how to package food product; monitor volunteers to ensure proper adherence to procedures. * Ask volunteers to donate through financial gifts and/or by purchasing products from the MarketPlace(tm) store. * Uphold workplace safety policies and procedures. * Uphold food safety and quality policies and procedures. * Maintain the flow of supplies and finished product around the packaging area and warehouse. * Label inventory, palletize boxes, wrap and strap pallets, and use a forklift and/or pallet jack. * Track and complete production reports for each volunteer shift. * Interact over the phone and in-person with registered volunteer groups to drive attendance, encourage fundraising efforts, and increase on-site donations. * Clean and maintain the orientation area, packing areas, restrooms, warehouse, etc. * Perform transactions for merchandise sales; restock retail inventory. * Lead a brief Christian prayer, inviting volunteers to pray over the packaged food. * Act as backup to the Warehouse Specialist/Assistant as needed. * Provide leadership, work direction, accountability, and operational decision-making in absence of Site Supervisor when assigned as Person In Charge (PIC). * Perform other duties as assigned. Schedule & Details: * Part-time, non-exempt (hourly) position. Work location is in Aurora, IL. Reports to Site Supervisor. * Wage is $11.50/hour. * Regularly scheduled for 16-24 hours per week, subject to site staffing needs. * Initially scheduled for shifts on Mondays and Wednesdays from
8:30am-5pm, and Saturdays from 1:30pm-10pm. Occasional Sunday and holiday availability required. * Expected to occasionally sub for other Team Leaders. Occasional trainings and meetings also required, e.g. Team Leader meetings occur on a weeknight once per month. * Will have consistent exposure to soy, a known allergen.

**Job Requirements:** Required Experience & Qualifications: * Must be 18 years of age or older. * Commitment to support, promote, and authentically communicate FMSC’s Christian mission and goals. * Able to stand for up to 8 hours, push, pull, repeatedly lift 30-50 lbs., bend, twist, use fine manual dexterity, etc. * Enthusiastic, team-oriented attitude. * Strong interpersonal and large-group communication skills, including demonstrated public speaking experience. Able to educate, persuade, and instruct large groups. * Experience asking for donations desired. * Assertive and able to coordinate and delegate. * Flexible, adaptable, and able to troubleshoot. * Able to perform responsibly, follow directions, and use good judgment and discretion. * Excellent organizational skills and attention to detail. * Able to respectfully communicate and work with diverse community groups varying in age, religious beliefs, ethnicity, ability level, etc.

**Application Instructions:** To Apply: Complete the online application at www.fmsc.org/apply. You may also upload a resume (not required). Position is open until filled.

**Contact:** Amanda Wheeler
**Address:** 742 E Park Avenue, Libertyville, IL 60048
**Phone:** 763-504-2919 (headquarters)
**Email:** hr@fmsc.org
**Apply Online:** http://www.fmsc.org/apply

Expires: 03/02/2016
**Job ID:** 4370316
**School Job ID:** ivcc
**Job Title:** Full-Time Paramedic
**Company:** 10/33 Ambulance Service, Ltd.
**Job Type:** Full Time
**Degrees Wanted:** None Required
**Majors Wanted:** Any Major
**Job Target:** Any Job Target
**Location:** Spring Valley, IL 61362
**Salary:** $13.85/hr.

**Job Description:** The paramedic administers life support to sick and injured persons in pre-hospital settings as authorized and directed by a physician, including protocols, as well as assesses the nature and extent of injury or illness to establish and prioritize medical procedures to be followed.

**Job Requirements:** This position is a 24 hour on/ 48 hour off scheduled shift. Healthcare/Dental benefits are offered/included.
Application Instructions: Applications are available at our location of: 3 Wolfer Industrial Drive, Spring Valley, IL. 61362.

Contact: Bob Hoscheid
Address: 3 Wolfer Industrial Drive, Spring Valley, IL 61362
Phone: 815-663-6683
Fax: 815-663-1035
Email: director@1033ambulance.org

Expires: 03/02/2016
Job ID: 4370322
School Job ID: ivcc
Job Title: Part-Time Paramedic
Company: 10/33 Ambulance Service, Ltd.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Spring Valley, IL 61362
Salary: $13.35/hr.
Job Description: The paramedic administers life support to sick and injured persons in pre-hospital settings as authorized and directed by a physician, including protocols, as well as assesses the nature and extent of injury or illness to establish and prioritize medical procedures to be followed.
Job Requirements: This position is a part-time, fill-in type schedule. Hours and days are variable and flexible.
Application Instructions: Applications can be picked up at out location of: 3 Wolfer Industrial Drive, Spring Valley, IL. 61362.
Contact: Bob Hoscheid
Address: 3 Wolfer Industrial Drive, Spring Valley, IL 61362
Phone: 815-663-6683
Fax: 815-663-1035
Email: director@1033ambulance.org

Expires: 03/02/2016
Job ID: 4370539
Job Title: Billing Representative
Company: Familia Dental
Job Type: Full Time
Degrees Wanted: Diploma  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Schaumburg, IL 60168  
Salary:

Job Description: Position: Billing Representative - Schaumburg, IL  
Job Functions and Responsibilities: The Billing Representative is responsible for the timely submission of insurance claims. This position will effectively deliver company's vision, mission and values to the community. Duties: * Verify Insurance Coverage * Submit Claims to Medicaid & Insurance companies * Process Dental claims  
JOB REQUIREMENTS: The ideal candidate will have the following characteristics: * Familiarity with the insurance system. * Must be organized and detailed orientated * Must have strong written and oral communication skills. * Must have a professional manner and appearance at all times. * Must posses computer skills - Microsoft Office (Word, Excel, PowerPoint, Outlook).  
Preferences: We prefer candidates with the following characteristics: * Understand medical/dental coding * Familiarity EagleSoft.

Contact: Minya Garrett  
Address: 2050 E Algonquin Rd Suite 610, Schaumburg, IL 60173  
Phone: 847-508-9341  
Fax: 847-496-7603  
Email: hr@familiadental.com  
Apply Online: http://familiadental.com

Expires: 03/02/2016  
Job ID: 4370543  
Job Title: Collections Coordinator  
Company: Familia Dental  
Job Type: Full Time  
Degrees Wanted: Associates, Bachelors  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Schaumburg, IL 60173  
Salary:

Job Description: Position: Collections Coordinator - Schaumburg, IL  
Job Functions and Responsibilities: The Collections Coordinator is responsible for the timely collection of insurance claims. This position will effectively deliver company's vision, mission and values to the community. Duties: * Verify Status of dental claims for payment * Enter insurance payments through dental software * Send Dental insurance statements to patients  
JOB REQUIREMENTS: The ideal candidate will have the following characteristics: * Familiarity with the insurance system. * Must be organized and detailed orientated * Must have strong written and oral communication skills. * Must have a professional manner and appearance at all times.
Preferences: We prefer candidates with the following characteristics: * Understand medical/dental coding * Familiarity EagleSoft.

Contact: Minya Garrett
Address: 2050 E Algonquin Rd Suite 610, Schaumburg, IL 60173
Phone: 847-508-9341
Fax: 847-496-7603
Email: hr@familiadental.com
Apply Online: http://familiadental.com

Expires: 03/02/2016
Job ID: 4370611
Job Title: Prep-Cook, Cashier
Company: La Parrillita Mexican Grill
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: River Forest, IL 60305
Salary: $9.50 - $10.00 hr.
Job Description: Preparation Basic cutting of vegetables. Some experience in the kitchen is a plus. Cashiers will be handling and balancing cash register. Must have good customer services.
Application Instructions: Please e-mail your resume to jackie@laParrillita.com or call for an appointment at 312-866-6585 Or you can stop in person to apply.
Contact: Jackie kotarba
Address: 7225 W. North Ave, River Forest, IL 60305
Phone: (312) 866-6585
Email: jackie@laParrillita.com

Expires: 03/02/2016
Job ID: 4370650
Job Title: Key Holder
Company: Clark Street Sports
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary: 

Job Description: Opening and closing of store assisting customers ringing out cashiers. Keeping store in presentable conditions. Some experience is a plus.

Application Instructions: Please e-mail your resume to rosemont@clarkstreetsports.com

Contact: David Narvaez
Address: 5220 Fashionoutlet way, Rosemont, IL 60018
Phone: (847) 201-4137
Email: rosemont@clarkstreetsports.com

Expires: 03/02/2016
Job ID: 4370660
Job Title: Associate
Company: Clark Street Sports
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary:

Job Description: Assisting customers, keeping store in a presentable conditions, ringing out cashiers.

Application Instructions: please e-mail your resume to rosemont@clarkstreetsports.com
Contact: David Narvaez
Address: 5220 Fashionoutlet way, Rosemont, IL 60018
Phone: (847) 201-4137
Email: rosemont@clarkstreetsports.com

Expires: 03/02/2016
Job ID: 4370768
Job Title: Full time Assistant Teacher-Toddler Program
Company: Elk Grove Township Community Day Care Center
Job Type: Full Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Elk Grove Village, IL 60007
Salary:
Job Description: Now hiring Full-Time Assistant Teacher at our NAC Accredited Day Care Center in Elk Grove Village. Must be DCFS Child Care Worker Qualified. Duties include assisting the Classroom Teacher in providing a warm and nurturing environment in which the children can grow physically, emotionally, socially, and intellectually. DCFS Background Check & Physical with TB Test required. If interested please email your resume and transcripts to egtdcc@aol.com or call (847) 439-5577 for additional information. EOE.

Application Instructions: Please email resume and transcripts to egtdcc@aol.com or call (847) 439-5577 for additional information.

Contact: Linda Neil
Address: 711 Chelmsford Lane, Elk Grove Village, IL 60007
Phone: 847-439-5577
Fax: 847-439-5584
Email: egtdcc@aol.com

Expires: 03/02/2016
Job ID: 4370823
Job Title: Gallery Host/Cook
Company: Hyatt Place Chicago O'Hare Airport
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Culinary Arts
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary:
Job Description: Plans, Prepares, and cook foo din accordance with established procedures and sanitary regulations and recipe standards. Assist in setting up buffet. Distributing food to various areas and disassembling buffet area. Maintains cleanliness of work area and all articles used. Assists guests as needed. Some experience is a plus.

Application Instructions: Please e-mail your resume to hpchicagoohare@gmail.com
Contact: Sarah Tharp OR Nicole Patterson
Address: 6810 Mannheim Rd., Rosemont, IL 60018
Phone: (224) 563-1800
Email: hpchicagoohare@gmail.com

Expires: 03/02/2016
Job ID: 4370870
Job Title: Gallery Host/ Front Desk
Company: Hyatt Place Chicago O'Hare Airport
Job Type: Full Time, Part Time
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Rosemont, IL 60018  
**Salary:**

**Job Description:** Perform guest check in and check out. Makes reservations or adjustments to existing reservations. Informs guests of special events, in-house groups, occupancy, and other situations affecting front desk operations. Handles cash and credit transactions. Assists with food services as needed.

**Application Instructions:** Please e-mail your resume to hpchicagoohare@gmail.com

**Contact:** Sarah Tharp  
**Address:** 6810 Mannheim Rd., Rosemont, IL 60018  
**Phone:** (224) 563-1800  
**Email:** hpchicagoohare@gmail.com

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**Expires:** 03/02/2016  
**Job ID:** 4370957  
**Job Title:** Gallery Host/Night Audit  
**Company:** Hyatt Place Chicago O'Hare Airport  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Rosemont, IL 60018  
**Salary:**

**Job Description:** Performs guest check in and check out. Makes reservations or adjustments to existing reservations. Informs guest of special events, In-house group, occupancy, and other situations affecting front desk operations. Handles cash and credit transactions. Verifies and balances daily charges for all departments to customers portfolios, master accounts and house accounts. Runs computer through nightly processing sequence to reset for the next day's use in balancing applicable functions; prepares and transmits credit card deposits and all city ledger work to accounting. Assists with bar and food services as needed.

**Application Instructions:** Please e-mail your resume to hpchicagoohare@gmail.com

**Contact:** Sarah Tharp  
**Address:** 6810 Mannheim Rd., Rosemont, IL 60018  
**Phone:** (224) 563-1800  
**Email:** hpchicagoohare@gmail.com

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**Expires:** 03/02/2016
Job ID: 4370976
Job Title: Gallary Host/Bartender/Barista
Company: Hyatt Place Chicago O'Hare Airport
Job Type: Full Time, Part Time
Location: Rosemont, IL 60018
Salary:
Job Description: Takes orders from customers. Prepares and serves alcoholic, non-alcoholic, and coffee beverages. May assist with maintaining bar and coffee supplies and recording keeping. Handles cash and credit transactions.
Application Instructions: Please e-mail your resume to hpchicagoohare@gmail.com
Contact: Sarah Tharp
Address: 6810 Mannheim Rd., Rosemont, IL 60018
Phone: (224) 563-1800
Email: hpchicagoohare@gmail.com
Expires: 03/02/2016

Job ID: 4371003
Job Title: Maintenance Technician
Company: Hyatt Place Chicago O'Hare Airport
Job Type: Full Time, Part Time
Location: Rosemont, IL 60018
Salary:
Job Description: Performs semi-skilled maintenance and repair services of facility systems such as mechanical, electrical, and building systems. Duties may increase in scope as the employee becomes more skilled. But primary emphasis is the performance of a variety of maintenance tasks rather than a high degree of skill in any particular trade. May be skilled in HVAC, Electrical, Plumbing, preventative maintenance.
Application Instructions: Please e-mail your resume to hpchicagoohare@gmail.com
Contact: Sarah Tharp & Nicole Patterson
Address: 6810 Mannheim Rd., Rosemont, IL 60018
Phone: (224) 563-1800
Email: hpchicagoohare@gmail.com
Expires: 03/02/2016

Job ID: 4371030
Job Title: COA/COT
Company: Gailey Eye Clinic
Job Type: Full Time
Location: Bloomington, IL 61704

Salary: 

Job Description: Certified Ophthalmic Assistant/ Certified Ophthalmic Technician Gailey Eye Clinic - Retina Center

POSITION PURPOSE: Provides service to patient's eye care options and exam needs courteously and professionally. Perform administrative and clinical duties neatly, accurate and timely. Gailey Eye Clinic is committed to providing each patient with the highest quality eye care. This position plays an integral role in accomplishing this goal by utilizing a broad range of skills related to the customer service, clinical and administrative functions of the department. Current certification is required. 

ESSENTIAL FUNCTION AND RESPONSIBILITIES: Show patients to examination rooms and prepare them for the physician. Record patients' medical history, vital statistics, or information such as test results in medical records. Prepare treatment rooms for patient examinations, keeping the rooms neat and clean. Administer topical ophthalmic or oral medications. Operate ophthalmic equipment, such as autorefractors, phoropters, tomographs, retinoscopes and assessment for visual acuity. Conduct tonometry or tonography tests to measure intraocular pressure. Explain treatment procedures, medications, or physicians' instructions to patients. Compile and transmit correspondence, notes, and medical records during exam of the patient using a personal computer or hand held device. Record medical charts and charge slip for billing for patients. Transcribe medication prescriptions as directed by physician and provide patient with approved medication information. Assist physicians in performing ophthalmic procedures, including surgery. Clean and sterilize instruments and dispose of contaminated supplies. Maintain ophthalmic instruments or equipment. Measure and record lens power, using lensometers. Adjust or make minor repairs to spectacles or eyeglasses. Communicate and transmit correspondence of medical records by phone, mail, e-mail, or fax. 

Minimum Job Requirements (Education, Experience, Skills): High school diploma or equivalent. Previous customer service and/or medical office experience required. Previous experience using EHR and EPM is preferred. Current certification is required. Strong verbal communication skills. Demonstrate ability of computer applications. Ability to work independently and with minimal supervision. Demonstrated ability to work effectively with the staff and public. Ability to handle multiple tasks and work with shifting priorities. Demonstrates a sincere interest in listening to and responding to patient concerns and solving their issue in a timely manner. 

Physical Demands: This position requires incumbent to walking/standing for long hours during regularly scheduled work hours.

Application Instructions: Please apply online at: http://app.hireology.com/s/103930

Contact: Karen Gollnitz

Address: 1008 North Main Street, Bloomington, IL 61701

Phone: 309-827-8027

Email: humanresources@gaileyeyeclinic.com

Apply Online: http://app.hireology.com/s/103930

Expires: 03/02/2016

Job ID: 4371060

Job Title: Bilingual Spanish Relationship Banker ( Teller )
Company: TCF BANK  
Job Type: Part Time  
Location: Waukegan, IL 60079  
Salary: 10.34+

Job Description: The Relationship Banker is responsible for processing customer transactions for a variety of products and services, and upholding TCF's brand promise by providing accurate, fast and friendly customer service. Establish and solidify customer relationships by understanding their evolving needs and providing solutions for the right products and services. Uphold TCF's customer service expectations of being helpful, knowledgeable, and respectful while interacting with customers and coworkers. Offer appropriate financial solutions to help customers save, transact, and borrow. Resolve customer concerns through quality service and product knowledge. Responsibilities: * Build long-standing relationships with TCF customers by providing excellent customer service and maintaining thorough knowledge of all products TCF offers. Build customer trust and loyalty by proficiently answering customer's questions; explaining policies thoroughly, and fulfilling customer needs. * Serve as a TCF brand ambassador and TCF product and service expert. Promote a positive image of TCF with each customer every time. * Efficiently gather customer information, identify financial needs, and educate the customer on TCF's products and services. Make appropriate recommendations to the customer to meet their financial priorities. Promote TCF products, services, and programs. Meet individually assigned sales goals with a high level of quality in terms of relationships and new accounts. * Consult with customers on specific account needs; convey rates, service charges and restrictions, and offer available programs to improve the customer experience. * Process transactions and engage in sales while communicating professionally, clearly and confidently. Perform services including wire transfers, customer information changes, death claims, accurate processing of IRA distributions/contributions, loan payment processing, and Regulation E and fraud claim resolution, adhering to TCF and Federal regulations. Investigate and resolve special account inquiries such as legal transactions requiring coordination with TCF counsel, outside attorneys, and customers. * Consistently seek out prospective customers through referrals, affinity partners, community involvement, telemarketing, and direct mail programs. * Balance terminal daily according to established procedures, locate and/or correct errors or missing information. Maintain accurate balancing/loss record that meets TCF guidelines. * Maintain all audit requirements. Interpret and accurately process customer requests and transactions according to TCF guidelines. Maintain established controls such as check holds, identification procedures, and all other pertinent verification necessary to transact business.

Job Requirements: Qualifications: * High school degree or GED, or working towards completion. * Six months proven service results in a customer centric, results-driven environment. Ability to demonstrate a high level of enthusiasm for providing excellent customer service skills. * Effective communication (verbal and non-verbal), interpersonal skills, and active listening skills. Ability to engage with customers; begin a conversation, build rapport, and handle objections. Comfortable asking customers about their personal finances. * Demonstrated ability to communicate clearly and professionally while servicing customers. * Highly developed skills and commitment to customer satisfaction. * Ability to perform necessary calculations; proficient in basic computer skills. * As a new hire will be required to
attend and successfully pass all testing for TCF's Relationship Banking training program.
Preferred Qualifications: * Previous customer contact/sales experience. * Six months or more of cash handling experience.

**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/Careers](https://tcfbank.com/About-TCF/Careers)

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**Expires:** 03/02/2016

**Job ID:** 4371065

**Job Title:** Relationship Banker (Teller)

**Company:** TCF BANK

**Job Type:** Part Time

**Location:** Deerfield, IL 60015

**Salary:**

**Job Description:** The Relationship Banker is responsible for processing customer transactions for a variety of products and services, and upholding TCF's brand promise by providing accurate, fast and friendly customer service. Establish and solidify customer relationships by understanding their evolving needs and providing solutions for the right products and services. Uphold TCF's customer service expectations of being helpful, knowledgeable, and respectful while interacting with customers and coworkers. Offer appropriate financial solutions to help customers save, transact, and borrow. Resolve customer concerns through quality service and product knowledge. Responsibilities: *Build long-standing relationships with TCF customers by providing excellent customer service and maintaining thorough knowledge of all products TCF offers. Build customer trust and loyalty by proficiently answering customer's questions; explaining policies thoroughly, and fulfilling customer needs. *Serve as a TCF brand ambassador and TCF product and service expert. Promote a positive image of TCF with each customer every time. *Efficiently gather customer information, identify financial needs, and educate the customer on TCF's products and services. Make appropriate recommendations to the customer to meet their financial priorities. Promote TCF products, services, and programs. Meet individually assigned sales goals with a high level of quality in terms of relationships and new accounts. *Consult with customers on specific account needs; convey rates, service charges and restrictions, and offer available programs to improve the customer experience. *Process transactions and engage in sales while communicating professionally, clearly and confidently. Perform services including wire transfers, customer information changes, death claims, accurate processing of IRA distributions/contributions, loan payment processing, and Regulation E and fraud claim resolution, adhering to TCF and Federal regulations. Investigate and resolve special account inquiries such as legal transactions requiring coordination with TCF counsel, outside
attorneys, and customers. *Consistently seek out prospective customers through referrals, affinity partners, community involvement, telemarketing, and direct mail programs. *Balance terminal daily according to established procedures, locate and/or correct errors or missing information. Maintain accurate balancing/loss record that meets TCF guidelines. *Maintain all audit requirements. Interpret and accurately process customer requests and transactions according to TCF guidelines. Maintain established controls such as check holds, identification procedures, and all other pertinent verification necessary to transact business.

**Application Instructions:** Apply Online

**Contact:** Greg Gibson

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

**Phone:** 262-552-3707

**Fax:** 262-697-5779

**Apply Online:** [https://tcfbank.com/About-TCF/Careers](https://tcfbank.com/About-TCF/Careers)

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**Expires:** 03/02/2016

**Job ID:** 4371068

**Job Title:** Bilingual Spanish Relationship Banker (Teller)

**Company:** TCF BANK

**Job Type:** Part Time

**Location:** Libertyville, IL 60048

**Salary:** 10.34+

**Job Description:** The Relationship Banker is responsible for processing customer transactions for a variety of products and services, and upholding TCF's brand promise by providing accurate, fast and friendly customer service. Establish and solidify customer relationships by understanding their evolving needs and providing solutions for the right products and services. Uphold TCF's customer service expectations of being helpful, knowledgeable, and respectful while interacting with customers and coworkers. Offer appropriate financial solutions to help customers save, transact, and borrow. Resolve customer concerns through quality service and product knowledge. Responsibilities: * Build long-standing relationships with TCF customers by providing excellent customer service and maintaining thorough knowledge of all products TCF offers. Build customer trust and loyalty by proficiently answering customer's questions; explaining policies thoroughly, and fulfilling customer needs. * Serve as a TCF brand ambassador and TCF product and service expert. Promote a positive image of TCF with each customer every time. * Efficiently gather customer information, identify financial needs, and educate the customer on TCF's products and services. Make appropriate recommendations to the customer to meet their financial priorities. Promote TCF products, services, and programs. Meet individually assigned sales goals with a high level of quality in terms of relationships and new accounts. * Consult with customers on specific account needs; convey rates, service charges and restrictions, and offer available programs to improve the customer experience. * Process transactions and engage in sales while communicating professionally, clearly and confidently. Perform services including wire transfers, customer information changes, death claims, accurate processing of IRA distributions/contributions, loan payment processing, and
Regulation E and fraud claim resolution, adhering to TCF and Federal regulations. Investigate and resolve special account inquiries such as legal transactions requiring coordination with TCF counsel, outside attorneys, and customers. * Consistently seek out prospective customers through referrals, affinity partners, community involvement, telemarketing, and direct mail programs. * Balance terminal daily according to established procedures, locate and/or correct errors or missing information. Maintain accurate balancing/loss record that meets TCF guidelines. * Maintain all audit requirements. Interpret and accurately process customer requests and transactions according to TCF guidelines. Maintain established controls such as check holds, identification procedures, and all other pertinent verification necessary to transact business.

**Job Requirements: Qualifications:** * High school degree or GED, or working towards completion. * Six months proven service results in a customer centric, results-driven environment. Ability to demonstrate a high level of enthusiasm for providing excellent customer service skills. * Effective communication (verbal and non-verbal), interpersonal skills, and active listening skills. Ability to engage with customers; begin a conversation, build rapport, and handle objections. Comfortable asking customers about their personal finances. * Demonstrated ability to communicate clearly and professionally while servicing customers. * Highly developed skills and commitment to customer satisfaction. * Ability to perform necessary calculations; proficient in basic computer skills. * As a new hire will be required to attend and successfully pass all testing for TCF's Relationship Banking training program.

**Preferred Qualifications:** * Previous customer contact/sales experience. * Six months or more of cash handling experience.

**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/Careers

**Expires:** 03/02/2016
**Job ID:** 4371069
**Job Title:** Line Mechanic
**Company:** Unilever
**Job Type:** Full Time
**Location:** Chicago, IL 60623

**Salary:**

**Job Description:** Unilever is one of the world's leading suppliers of Food, Home and Personal Care products with sales in over 190 countries and reaching 2 billion consumers a day. It has 172,000 employees and generated sales of $48.4 billion in 2014. Over half (57%) of the company's footprint is in developing and emerging markets. Unilever has more than 400 brands
found in homes around the world, including Persil, Dove, Knorr, Domestos, Hellmann's, Lipton, Wall's, PG Tips, Ben & Jerry's, Marmite, Magnum and Lynx. Unilever's Sustainable Living Plan (USLP) commits to: * Decoupling growth from environmental impact. * Helping more than a billion people take action to improve their health and well-being. * Enhancing the livelihoods of millions of people by 2020. Unilever was ranked number one in its sector in the 2014 Dow Jones Sustainability Index. In the FTSE4Good Index, it achieved the highest environmental score of 5. It led the list of Global Corporate Sustainability Leaders in the 2014 GlobeScan/SustainAbility annual survey for the fourth year running, and in 2015 was ranked the most sustainable food and beverage company in Oxfam's Behind the Brands Scorecard. Unilever has been named in LinkedIn's Top 3 most sought-after employers across all sectors. For more information about Unilever and its brands, please visit www.unilever.com. For more information on the USLP: www.unilever.com/sustainable-living/ Line Mechanic - High Speed Manufacturing Job Summary: * Repairs and maintains machinery and mechanical equipment such as pneumatic tools, motors, conveyor systems and production machines. * Equipment is tested using hand and power tools and precision-measuring instruments. * Installs functional and structural parts in devices or equipment. * Performs preventative maintenance on equipment and may repair electrical equipment. * Adheres to safety guidelines in performing all job functions and duties. Requirements: High school diploma or GED equivalent and three (3) years' experience. Please apply for this position at https://unilever.taleo.net/careersection/external/jobdetail.ftl?lang=en&job=15000KQ4 Or call Unilever Enterprise Support HR Services 888.775.0389 All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, protected veteran status, or other protected class in accordance with applicable federal, state, and local laws. Unilever takes affirmative action in support of its policy to and advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities. Employment is subject to verification of pre-employment drug-screening results and background investigation.

Application Instructions:
https://unilever.taleo.net/careersection/external/jobdetail.ftl?lang=en&job=15000KQ4

Contact: Irene Febeola
Address: # 8 Firethorn Trail, San Antonio, TX 78256
Phone: 703-466-8952 ? Ext- 94786
Email: i.febeola.zagrias@unileverhrservices.com
Apply Online:
http://unilever.taleo.net/careersection/external/jobdetail.ftl?lang=en&job=15000KQ4

Expires: 03/02/2016
Job ID: 4371075
Job Title: Relationship Banker (Teller)
Company: TCF BANK
Job Type: Part Time
Location: Mundelein, IL 60060
Salary:

Job Description: The Relationship Banker is responsible for processing customer transactions for a variety of products and services, and upholding TCF's brand promise by providing accurate, fast and friendly customer service. Establish and solidify customer relationships by understanding their evolving needs and providing solutions for the right products and services. Uphold TCF's customer service expectations of being helpful, knowledgeable, and respectful while interacting with customers and coworkers. Offer appropriate financial solutions to help customers save, transact, and borrow. Resolve customer concerns through quality service and product knowledge. Responsibilities: *Build long-standing relationships with TCF customers by providing excellent customer service and maintaining thorough knowledge of all products TCF offers. Build customer trust and loyalty by proficiently answering customer's questions; explaining policies thoroughly, and fulfilling customer needs. *Serve as a TCF brand ambassador and TCF product and service expert. Promote a positive image of TCF with each customer every time. *Efficiently gather customer information, identify financial needs, and educate the customer on TCF's products and services. Make appropriate recommendations to the customer to meet their financial priorities. Promote TCF products, services, and programs. Meet individually assigned sales goals with a high level of quality in terms of relationships and new accounts. *Consult with customers on specific account needs; convey rates, service charges and restrictions, and offer available programs to improve the customer experience. *Process transactions and engage in sales while communicating professionally, clearly and confidently. Perform services including wire transfers, customer information changes, death claims, accurate processing of IRA distributions/contributions, loan payment processing, and Regulation E and fraud claim resolution, adhering to TCF and Federal regulations. Investigate and resolve special account inquiries such as legal transactions requiring coordination with TCF counsel, outside attorneys, and customers. *Consistently seek out prospective customers through referrals, affinity partners, community involvement, telemarketing, and direct mail programs. *Balance terminal daily according to established procedures, locate and/or correct errors or missing information. Maintain accurate balancing/loss record that meets TCF guidelines. *Maintain all audit requirements. Interpret and accurately process customer requests and transactions according to TCF guidelines. Maintain established controls such as check holds, identification procedures, and all other pertinent verification necessary to transact business.

Application Instructions: Apply Online

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Phone: 262-552-3707
Fax: 262-697-5779
Apply Online: https://tcfbank.com/About-TCF/Careers

Expires: 03/02/2016
Job ID: 4371080
Job Title: Bilingual Spanish Relationship Banker (Teller)
Company: TCF BANK
Job Type: Part Time  
Location: Round Lake, IL 60073  
Salary: 10.34+

Job Description: The Relationship Banker is responsible for processing customer transactions for a variety of products and services, and upholding TCF's brand promise by providing accurate, fast and friendly customer service. Establish and solidify customer relationships by understanding their evolving needs and providing solutions for the right products and services. Uphold TCF's customer service expectations of being helpful, knowledgeable, and respectful while interacting with customers and coworkers. Offer appropriate financial solutions to help customers save, transact, and borrow. Resolve customer concerns through quality service and product knowledge. Responsibilities: * Build long-standing relationships with TCF customers by providing excellent customer service and maintaining thorough knowledge of all products TCF offers. Build customer trust and loyalty by proficiently answering customer's questions; explaining policies thoroughly, and fulfilling customer needs. * Serve as a TCF brand ambassador and TCF product and service expert. Promote a positive image of TCF with each customer every time. * Efficiently gather customer information, identify financial needs, and educate the customer on TCF’s products and services. Make appropriate recommendations to the customer to meet their financial priorities. Promote TCF products, services, and programs. Meet individually assigned sales goals with a high level of quality in terms of relationships and new accounts. * Consult with customers on specific account needs; convey rates, service charges and restrictions, and offer available programs to improve the customer experience. * Process transactions and engage in sales while communicating professionally, clearly and confidently. Perform services including wire transfers, customer information changes, death claims, accurate processing of IRA distributions/contributions, loan payment processing, and Regulation E and fraud claim resolution, adhering to TCF and Federal regulations. Investigate and resolve special account inquiries such as legal transactions requiring coordination with TCF counsel, outside attorneys, and customers. * Consistently seek out prospective customers through referrals, affinity partners, community involvement, telemarketing, and direct mail programs. * Balance terminal daily according to established procedures, locate and/or correct errors or missing information. Maintain accurate balancing/loss record that meets TCF guidelines. * Maintain all audit requirements. Interpret and accurately process customer requests and transactions according to TCF guidelines. Maintain established controls such as check holds, identification procedures, and all other pertinent verification necessary to transact business. 

Job Requirements: Qualifications: * High school degree or GED, or working towards completion. * Six months proven service results in a customer centric, results-driven environment. Ability to demonstrate a high level of enthusiasm for providing excellent customer service skills. * Effective communication (verbal and non-verbal), interpersonal skills, and active listening skills. Ability to engage with customers; begin a conversation, build rapport, and handle objections. Comfortable asking customers about their personal finances. * Demonstrated ability to communicate clearly and professionally while servicing customers. * Highly developed skills and commitment to customer satisfaction. * Ability to perform necessary calculations; proficient in basic computer skills. * As a new hire will be required to attend and successfully pass all testing for TCF’s Relationship Banking training program.
Preferred Qualifications: * Previous customer contact/sales experience. * Six months or more of cash handling experience.

**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/Careers

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**Expires:** 03/02/2016

**Job ID:** 4371501

**Job Title:** Sanitation/Machine Operator

**Company:** Unilever

**Job Type:** Full Time

**Location:** Chicago, IL 60623

**Salary:**

**Job Description:** Unilever is one of the world's leading suppliers of Food, Home and Personal Care products with sales in over 190 countries and reaching 2 billion consumers a day. It has 172,000 employees and generated sales of ?48.4 billion in 2014. Over half (57%) of the company's footprint is in developing and emerging markets. Unilever has more than 400 brands found in homes around the world, including Persil, Dove, Knorr, Domestos, Hellmann's, Lipton, Wall's, PG Tips, Ben & Jerry's, Marmite, Magnum and Lynx. Unilever's Sustainable Living Plan (USLP) commits to: * Decoupling growth from environmental impact. * Helping more than a billion people take action to improve their health and well-being. * Enhancing the livelihoods of millions of people by 2020. Unilever was ranked number one in its sector in the 2014 Dow Jones Sustainability Index. In the FTSE4Good Index, it achieved the highest environmental score of 5. It led the list of Global Corporate Sustainability Leaders in the 2014 GlobeScan/SustainAbility annual survey for the fourth year running, and in 2015 was ranked the most sustainable food and beverage company in Oxfam's Behind the Brands Scorecard. Unilever has been named in LinkedIn's Top 3 most sought-after employers across all sectors. For more information about Unilever and its brands, please visit www.unilever.com. For more information on the USLP: www.unilever.com/sustainable-living/ Sanitizer (2nd, 3rd and weekend shifts available) **Position Summary:** As a member of the Sanitation department this position is primarily responsible for the cleanliness of the packaging line and related machinery. Candidates must be flexible on hours and shifts. Overtime hours will be scheduled during periods of increased production or to cover absences and vacations. Essential Duties and Responsibilities: Cleans the packaging line and related machinery as well as production floor. Performs housekeeping and janitorial duties to maintain facilities and public areas in clean and orderly condition. Mixes own cleaning solutions to appropriate strength. Removes trash from production, offices and other work areas. May assist other service personnel with minor repairs.
Follows established routine. Operates and controls CNC sanitation system which sanitizes all process lines. Ability to read and understand cleaning instructions and information and adheres to safety guidelines in performing work. Participate in the implementation of World Class Manufacturing principles to drive continuous improvement. Ability to lift up to 50 lbs.

Qualifications: * High School Diploma or GED Required. * Knowledge and skills to perform this job must be acquired through the manufacturing experience. * Basic competency with computers. * Basic mechanical competency. * Forklift experience or experience with Power Industrial Equipment is a plus. * Must be able to lift up to fifty (50) pounds. This is an entry level position where the employee will be trained on our specific machinery. Please apply for this position at https://unilever.taleo.net/careersection/external/jobdetail.ftl?lang=en&job=15000KQ6 Or call Unilever Enterprise Support HR Services 888.775.0389 All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, protected veteran status, or other protected class in accordance with applicable federal, state, and local laws. Unilever takes affirmative action in support of its policy to and advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities. Employment is subject to verification of pre-employment drug-screening results and background investigation.

Application Instructions:

Contact: Irene Febeola
Address: # 8 Firethorn Trail, San Antonio, TX 78256
Phone: 703-466-8952 ? Ext 94786
Email: i.febeola.zagrias@unileverhhrs.com

Apply Online:

Expires: 03/02/2016
Job ID: 4371517
Job Title: Material Handler
Company: Unilever
Job Type: Full Time
Location: Chicago, IL 60623
Salary:

Job Description: Unilever is one of the world's leading suppliers of Food, Home and Personal Care products with sales in over 190 countries and reaching 2 billion consumers a day. It has 172,000 employees and generated sales of €48.4 billion in 2014. Over half (57%) of the company's footprint is in developing and emerging markets. Unilever has more than 400 brands found in homes around the world, including Persil, Dove, Knorr, Domestos, Hellmann's, Lipton, Wall's, PG Tips, Ben & Jerry's, Marmite, Magnum and Lynx. Unilever's Sustainable Living Plan (USLP) commits to: * Decoupling growth from environmental impact. * Helping more than a billion people take action to improve their health and well-being. * Enhancing the
livelihoods of millions of people by 2020. Unilever was ranked number one in its sector in the 2014 Dow Jones Sustainability Index. In the FTSE4Good Index, it achieved the highest environmental score of 5. It led the list of Global Corporate Sustainability Leaders in the 2014 GlobeScan/SustainAbility annual survey for the fourth year running, and in 2015 was ranked the most sustainable food and beverage company in Oxfam's Behind the Brands Scorecard. Unilever has been named in LinkedIn's Top 3 most sought-after employers across all sectors. For more information about Unilever and its brands, please visit www.unilever.com. For more information on the USLP: www.unilever.com/sustainable-living/

Material Handler Job Duties:
* Brings supplies to the packaging line and operates forklift. * Unloads and loads trucks with incoming and outgoing materials. * Moves and stores a variety of materials, parts or products. * Checks incoming materials and reports shortages or damaged materials. * Transfers materials between departments, using a hand or power truck. * Fills orders from storage areas and delivers to designated departments. * Stacks pallets and arranges materials as directed and adheres to safety guidelines in performing such work. * May operate other equipment on occasion, such as a walking crane or hoist. Qualifications: * Two years relevant material handling experience. * Sit-down forklift operating experience. Forklift Certified preferred. * High School Diploma or GED equivalent.

Please apply for this position at https://unilever.taleo.net/careersection/external/jobdetail.ftl?lang=en&job=15000KQG Or call Unilever Enterprise Support HR Services 888.775.0389 All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, protected veteran status, or other protected class in accordance with applicable federal, state, and local laws. Unilever takes affirmative action in support of its policy to and advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities. Employment is subject to verification of pre-employment drug-screening results and background investigation.

Application Instructions:
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Contact: Irene Febeola
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Phone: 703-466-8952 ? Ext- 94786
Email: i.febeola.zagrias@unileverhrservices.com

Apply Online:

Expires: 03/02/2016
Job ID: 4373772
Job Title: Quality Engineering Manager
Company: TMA (The Technology & Manufacturing Association)
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Chicago, IL 60624
Salary:

**Job Description:** A Chicago CNC Contract Machining Company seeks a "hands-on" individual for the position of Quality Engineering Manager with full responsibility of the Quality Assurance department. This position is an integral part of the management team. The ideal candidate will be well versed in CNC and conventional machine shop practice (turning, milling, drilling etc). Responsibilities will include:* Maintaining current ISO 9001 activities * PPAP preparation and related activities * Corrective actions * Nonconformance resolution * Continuous improvement projects * Gage Calibration * Establish customer and subcontractor relations * Promote sound Quality practices and techniques to plant personnel * Proficient computer skills * Experienced in the use of measurement equipment (micrometers, calipers, CMM, Optical Comparator, etc) * Understanding of Heat Treating requirements * Print reading and GD&T interpretation For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website. https://tma.prevueaps.com/jobs/22395-17662.html

**Application Instructions:** For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website. https://tma.prevueaps.com/jobs/22395-17662.html

**Contact:**

Apply Online: https://tma.prevueaps.com/jobs/22395-17662.html

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**Expires:** 03/03/2016

**Job ID:** 4371639

**Job Title:** Peer Support Specialist

**Company:** Lutheran Social Services of Illinois

**Job Type:** Full Time

**Location:** Chicago, IL 60290

**Salary:**

**Job Description:** Position in a team-based environment providing engagement and orientation to Welcoming Center services, a Living Room model of care. Position counsels clients, conducts periodic wellness checks, helps create wellness and safety plans, and assists clients through linking them to community services. Also provides consultation to crisis staff to provide the consumer perspective. Requirements History of receiving mental health services and High school diploma + experience working in mental health field required, Bachelor's degree in human service field or certification as a Certified Recovery Support Specialist preferred. Must be willing to identify self as a person who has struggled with mental health symptoms. Veterans who have coped with trauma are encouraged to apply. EOE. Key Words: Social Services, Human Services, Child and Family Services, Personal Care, Medical Health Services, Nursing, Family Therapists, Mental Health, Rehabilitation Services, Child and Youth Services, Services for Elderly, Services for Disabilities, Vocational Rehabilitation, Case Manager, Volunteer, Program Coordinator, Resident Assistance, Program Assistant, Community Support Specialists, Service Coordinator, Manager, Not for Profit, NonProfit, NFP,

**Application Instructions:** Application URL: http://www.aplitrak.com/?adid=Y21vbnRnb21lc3VwMjYzMzUuNDk3NkBsc3NpLmFwbGl0cmFzLmNvbQ
Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb21lc3kuMjYzUuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Expires: 03/03/2016
Job ID: 4371641
Job Title: Child Welfare Assistant (Rockford, IL.)
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Location: Rockford, IL 61103
Salary:

Job Description: Lutheran Social Services of Illinois has Part-time and Full-time positions available for Child Welfare Assistant/Case Aides at our Rockford location. The candidate will provide a variety of social work, group and outreach activities to children and parents serving multiple county regions. AA degree preferred or related degree. No experience required. Basics of child development and parenting or equivalent life experience. Good verbal and written communication skills. Candidate must have the capacity to understand and empathize with the cultural, psychological and practical needs of the clients that the agency serves. Requirements: Candidate must have a High school diploma/GED, valid Illinois driver's license and automobile liability insurance. Candidate must have record of compliance with the law and clearance on the Illinois CANTS. Candidate must successfully pass a pre-employment drug screen as part of the DCFS criminal background check process. Normal working hours varies and candidates must be willing to work a flexible schedule, including evenings and weekends. EOE. Key Words: Social Services, Human Services, Child and Family Services, Personal Care, Medical Health Services, Nursing, Family Therapists, Mental Health, Rehabilitation Services, Child and Youth Services, Services for Elderly, Services for Disabilities, Vocational Rehabilitation, Case Manager, Volunteer, Program Coordinator, Resident Assistance, Program Assistant, Community Support Specialists, Service Coordinator, Manager, Not for Profit, NonProfit, NFP,

Application Instructions: Application URL:
http://www.aplitrak.com/?adid=Y21vbnRnb21lc3kuMTg1NjIuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb21lc3kuMTg1NjIuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

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