Job ID: 4089516
Job Title: Data Entry/Billing Clerk
Company: CXI Trucking
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Melrose Park, IL 60160
Salary: $13.00/hour
Job Description: - Receiving bill of ladings from drivers - Enter information from bill of ladings into CLI - Put bill of ladings in designated area to be scanned - Keep track of pickups for partner companies as bill of ladings come in, using pickup request information - Make copies of bill of ladings for the warehouse in order for the dock to load assigned trailers - Manifest bill of ladings stating trailer number in order for freight to be delivered - Fax/e-mail bill of ladings, and manifests to corresponding company - Collect manifests and deliver receipts after partner driver signs, and receives freight
Job Requirements: Comfortable assisting customers Answering telephones, routing calls, and taking messages Using office equipment such as copy machine, fax machine, email, and keyboard Experience with freight billing a plus Effective time management Organized Ability to multi-task
Contact: Michelle Kline
Address: 2225 W. North Ave Unit G, Melrose Park, IL 60160
Phone: 708-344-9400
Fax: 708-344-9449
Email: Mkline@exitrucking.com
Expires: 07/27/2015

Job ID: 4093059
Job Title: Business Development Intern - PAID
Company: Course Hero, Inc.
Job Type: Internship, Part Time
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, to help us achieve our goal of increasing access to education and develop our Knowledge Drive Initiative. Details: - Duration: 8 weeks with opportunities for extension and promotion for top interns - Flexibility: Work as little as 5 hours each week with the ability of working more depending on your dedication. Additionally, work location is flexible - Compensation: This is a paid position Responsibilities: - Shape the future of the Knowledge Drive Initiative - Implement professional skill sets in business development, marketing, and communication - Utilize social media (Facebook, Twitter, etc.) to drive visibility about what
Course Hero is doing for education - Build an academic resource that will serve students for years to come - Provide critical feedback and insight to help us improve and expand our strong academic resource - Engage in weekly workshops with a Course Hero manager, with an emphasis on structured goals and professional development Benefits: - Premier Access to Course Hero's online study resource - Professional Skill Development and Resume building workshops - Opportunities for internship extension or promotion to additional leadership roles - Letters of Recommendation and one-on-one mentoring with a Course Hero manager - Involvement with one of the fastest growing start-ups in the world of education technology

**Job Requirements:** Who YOU Are: - Interest in Business, Communications, Technology, Management, Philanthropy, Marketing, and/or Entrepreneurship - Involvement on campus desired; leadership positions are a plus - Goal-oriented and social media savvy - Outgoing, enthusiastic, and creative - Currently enrolled in school as an undergraduate or graduate student - Minimum GPA: 2.5 - A U.S. or Canadian Citizen/have work authorization (Sorry! We are unable to offer any visa sponsorship!) - Able to start within the next 2-4 weeks

**Application Instructions:** To Apply: If you are interested in doing something powerful for education, please submit an application found 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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**Job ID:** 4079232

**Job Title:** Travel Department Intern

**Company:** Applied Systems, Inc

**Job Type:** Internship

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** University Park, IL 60484

**Salary:**

**Job Description:** Make a Difference Every Day with Team Applied The people of Applied are making a difference every day through innovation and a commitment to help safeguard and protect what matters most. With first-to-market software, mobile and data analytics solutions, Applied is revolutionizing companies to strengthen their position as trusted advisors to clients across the world. Our core values challenge employees to make a difference every day with excellence for customers and support for the communities around us. We believe that success comes from a dynamic working environment that offers professionals an opportunity to grow and succeed alongside extraordinary people. Learn how you can make a difference on Team Applied. Job Summary Applied Systems, Inc., a worldwide leader in insurance technology, is currently accepting applications for an internship role in our Travel & Meetings Department.
Working with the Manager of this department as well as our Travel Coordinator, you will have opportunities to be exposed to some or all of the following: * Processing travel requests within company guidelines (includes researching relevant, lower priced or more convenient options for flights, hotel, or ground transportation) * Maintaining the Travel Department back office database, including creating and running reports * Handling administrative tasks for Travel and Operations * Operational work for event planning (i.e. research, sourcing vendors, reviewing/planning menus) We are seeking someone who is available to work 40 hours/week, Monday–Friday, for at least 8 weeks. This position is located at our corporate headquarters in University Park, IL. Requirements: * Currently part of or recently graduated from a travel/hospitality program at an accredited school * Exposure to travel-related software, or at least demonstrated ability to quickly learn new technologies * Excellent communication skills; extremely responsive and service-oriented * Strong PC usage skills, including working knowledge of Microsoft Word & Excel * Detail-oriented; self-motivated, asks questions to clarify as necessary Interested applicants should submit their resume to careers@appliedsystems.com

Application Instructions: Interested applicants should submit their resume to careers@appliedsystems.com

Contact: Amy Villarreal
Address: 200 Applied Parkway, University Park, IL 60484
Phone: 800-999-5368
Email: careers@appliedsystems.com

Expires: 07/31/2015
Job ID: 4079383
Job Title: Team Member
Company: Peter Huynh State Farm Agency
Job Type: Full Time
Location: IL 60714
Salary: competitive

Job Description: Position Overview State Farm Insurance Agent located in Niles, IL is seeking an outgoing, career-oriented professional to join their team. As a State Farm team member for Peter Huynh - State Farm Agent, you will build and develop customer relationships within the community to promote State Farm products including auto, home and life insurance. Responsibilities -Develop leads, schedule appointments, identify customer needs, and market appropriate products and services. -Establish client relationships and follow up with customers, as needed. -Provide prompt, accurate, and friendly customer service. Service can include responding to inquiries regarding insurance availability, eligibility, coverages, policy changes, transfers, claim submissions, and billing clarification. -Work with the agent to establish and meet marketing goals. -Use a customer-focused, needs-based review process to educate customers about insurance options. -Maintain a strong work ethic with a total commitment to success each and every day. As an Agent Team Member, you will receive... Salary plus commission/bonus Requirements -Sales experience (outside sales or inside sales representative, retail sales associate, or telemarketing) preferred -Successful track record of meeting sales goals/quotas
preferred -Excellent interpersonal skills -Excellent communication skills - written, verbal and listening -Enthusiastic about the role insurance and financial products play in helping people manage the risks of everyday life, recover from the unexpected, and realize their dreams -Self-motivated -Ability to work in a team environment -Ability to multi-task -Property & Casualty license (must be able to obtain) -Life & Health license (must be able to obtain) -Position may require irregular working hours If you are motivated to succeed and can see yourself in this role, please complete our application. We will follow up with you on the next steps in the interview process. This position is with a State Farm independent contractor agent, not with State Farm Insurance Companies. Employees of State Farm agents must be able to successfully complete any applicable licensing requirements and training programs. By accepting this position, you are not guaranteed an agency position with State Farm Insurance Companies. As an agent team member, you will still need to go through the regular State Farm agent selection process when you are ready to pursue an agency opportunity. State Farm agents are independent contractors who hire their own employees. State Farm agents' employees are not employees of State Farm. For immediate interview consideration, please click here to apply:
http://PeterHuynh.SFAgentJobs.com/j/6sx

Application Instructions: Please apply online

Contact:
Address: Oakton and Waukegan, Niles, IL 60714
Apply Online: http://PeterHuynh.SFAgentJobs.com/j/6sx

Expires: 07/31/2015
Job ID: 4079474
Job Title: Bookkeeper and Office Administrator
Company: Show Sage LLC
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Accounting, Accounting & Business Administration
Job Target: Any Job Target
Location: Franklin Park, IL 60131
Salary:

Job Description: Show Sage, a fast-paced audio-visual technology company, is seeking a motivated person to serve as bookkeeper and office administrator in support of the company's day-to-day operations. The responsibilities of this full-time role include: -- Maintaining the company's books -- Preparing and sending customer invoices -- Tracking Accounts Receivable and arranging payments with customers -- Tracking Accounts Payable and making supplier payments -- Reconciling accounts and preparing financial reports on a monthly basis -- Providing customer service via the telephone and email -- Issuing RMA numbers and coordinating customer returns -- Assisting in packaging product for shipment -- Arranging outbound and inbound shipments -- Arranging occasional catering for customer events -- Arranging hotel and other travel arrangements for company events -- Answering the office telephone and directing calls as appropriate -- Other tasks as requested by company management
Job Requirements: The ideal applicant will possess the following skills: -- Demonstrated understanding of accounting principles -- Proficiency in accounting software; Sage 50/Peachtree experience desirable -- Proficiency in Microsoft Word, Excel and PowerPoint -- Knowledge of and proficiency with setting up shipments through the FedEx and UPS web sites -- Solid verbal and written communication skills -- Exceptional organizational and coordination skills Qualifications important to the company include: -- Completion of relevant accounting courses -- A passion for customer service, both internal and external -- The ability to proactively identify tasks to be completed and the self motivation to take initiative -- A strong orientation toward team work and helping others -- Experience in the A-V industry is a plus Show Sage LLC is an Equal Opportunity Employer.

Contact: James V. Testa
Address: 11111 Franklin Ave, Franklin Park, IL 60131
Phone: 773-491-8270
Fax: 810-222-2898
Email: Jim.Testa@ShowSage.com

Expires: 07/31/2015
Job ID: 4079510
Job Title: System Assembly and Support Specialist
Company: Show Sage LLC
Job Type: Full Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Computer Maintenance
Job Target: Any Job Target
Location: Franklin Park, IL 60131
Salary:

Job Description: Show Sage, a growing and fast-paced audio-visual technology company, is seeking a motivated person to serve as a system specialist in support of the company's day-to-day operations. The responsibilities of this full-time role include: -- Assembling servers and related hardware in response to customer orders -- Preparing and testing software images for the company's hardware offerings -- Performing testing and other QA activities on customer orders prior to shipping -- Establishing and maintaining benchmarking metrics for the company's hardware offerings -- Packing customer orders and preparing shipping information -- Providing technical support to customers and maintaining the corresponding service ticket documentation - - Troubleshooting and repairing customer equipment received through the company's RMA process -- Conducting internal R&D projects to help further the company's product offerings -- Working with suppliers to return and replace defective components -- Supporting inventory management activities such putting away inventory receipts, tracking withdrawals and cycle counting -- Maintaining the company's inventory of rental equipment -- Routinely evaluating key components for end-of-life status and identifying candidate replacements -- Other tasks as requested by company management

Job Requirements: The ideal applicant will possess the following skills: -- Knowledge of
computer design, components and assembly -- Knowledge of Microsoft Windows installation and tuning -- Knowledge of high-end graphics cards and their control software -- Experience designing and building high-end PC gaming systems -- Proficiency in troubleshooting and resolving hardware, software and digital media issues -- Proficiency in designing, executing and documenting test plans either for troubleshooting issues or conducting R&D activities -- Proficiency in Microsoft Word, Excel and PowerPoint -- Knowledge of and proficiency with setting up shipments through the FedEx and UPS web sites -- Strong verbal and written communication skills -- Exceptional organizational and coordination skills Qualifications important to the company include: -- Completion of relevant post-secondary technology courses; Associates degree or better preferred -- A passion for solving problems and providing customer service, both internal and external -- The ability to proactively identify tasks to be completed and the self motivation to take initiative -- A strong orientation toward team work and helping others -- Ability to travel to customer sites, sometimes on short notice -- Experience in the A-V industry and with media servers are strong pluses Show Sage LLC is an Equal Opportunity Employer.

Contact: James V. Testa
Address: 11111 Franklin Ave, Franklin Park, IL 60131
Phone: 810-714-5601
Fax: 810-222-2898

Expires: 07/31/2015
Job ID: 4079900
Job Title: Early Childhood Teacher
Company: Aunt Nancy's Childcare
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Frankfort, IL 60423
Salary:
Job Description: If you love children, are creative, fun, reliable and responsible we would love for you to apply. You will be expected to write and implement exciting lesson plans. Jobs for various ages available preschool, toddler/two and infants. Other job duties will be explained at interview
Application Instructions: You can get our application on our website and fill it out but you have to save it and forward in an email link. www.auntnancys.net under "forms"

Contact: Barb Calibraro
Address: 201 Colorado Ave, Frankfort, IL 60423
Phone: 815-464-4285

Expires: 07/31/2015
Job ID: 4079940
**Job Title:** Banquet Server  
**Company:** Eagle Ridge Resort & Spa  
**Job Type:** Seasonal  
**Degrees Wanted:** None Required  
**Majors Wanted:** Culinary Arts, Restaurant Management  
**Job Target:** Any Job Target  
**Location:** Galena, IL 61036  

**Salary:**

**Job Description:** Banquet Server opportunities are available for first and second shift banquet positions to provide guest service at meetings, conventions, weddings, and a variety of special events throughout the resort. Responsibilities include: event set up, serving guests by exceeding expectations, cleaning up after banquet type functions, such as--buffets, brunches, lunches, dinners, weddings dinner and event meals/function. Candidates must be at least 21 years of age. Great TIPS potential. Previous banquet service attractive.

**Job Requirements:** Previous serving experience is preferred. This is a very active position with lots of carrying and lifting. Great opportunity for students in Food & Beverage related curriculums to gain hands on experience. Also a terrific opportunity for a part time year round position.

**Application Instructions:** A completed employment application must accompany resumes. Blank applications may be obtained on our "Careers" tab at www.eagleridge.com or by contacting Human Resources at (815) 777-5627 (JOBS). Submit completed applications by fax (815 777-3415), email (hrrecruiter@eagleridge.com), in person, or by mail to: Eagle Ridge Resort & Spa Attn: Human Resources PO Box 777 Galena IL 61036

**Contact:** Molly Francomb  
**Address:** 384 Territory Dr. 444 Eagle Ridge Drive, Galena, IL 61036  
**Phone:** 8157775627  
**Fax:** 8157773415  
**Email:** hrrecruiter@eagleridge.com

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**Expires:** 07/31/2015  
**Job ID:** 4080038  
**School Job ID:** Oakton - EW  
**Job Title:** Housekeeper  
**Company:** Residence Inn Chicago Lombard  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Lombard, IL 60148  
**Salary:**
**Job Description:** Hotel/Office: TownePlace Suites Chicago Lombard Location: Lombard, IL, United States Posted: 16-Mar-2015 Ref#: 15000EAN Job Category: Housekeeping & Laundry Brand: TownePlace Suites Schedule: Full-time Relocation: Position Type: Non-Management/Hourly

Respond promptly to requests from guests and other departments. Fill cart with supplies and transport cart to assigned area. Enter guest rooms following procedures for gaining access and ensuring vacancy before entering. Replace guest amenities and supplies in rooms. Replace dirty linens and terry with clean items. Make beds and fold terry. Clean bathrooms. Remove trash, dirty linen, and room service items. Check that all appliances are present in the room and in working order. Straighten desk items, furniture, and appliances. Dust, polish, and remove marks from walls and furnishings. Vacuum carpets and perform floor care duties (e.g., in guest rooms and hallway). Follow all company and safety and security policies and procedures; report any maintenance problems, safety hazards, accidents, or injuries; complete safety training and certifications; properly store flammable materials. Ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information. Welcome and acknowledge all guests according to company standards; anticipate and address guests’ service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language. Support team to reach common goals. Ensure adherence to quality expectations and standards. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Stand, sit, or walk for an extended period of time. Perform other reasonable job duties as requested by Supervisors.

**Contact:** Residence Inn Chicago
**Address:** 2001 S Highland Ave, Lombard, IL 60148
**Phone:** (630) 629-7800


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Expires: 07/31/2015

**Job ID:** 4080042

**Job Title:** AutoCAD Technician

**Company:** Chicago Fire Detection Systems, LLC

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Orland Park, IL 60467

**Salary:** TBD

**Job Description:** Notifier fire alarm dealer seeking Fire Alarm Auto-Cad Drafter (2D). Fire alarm knowledge and Notifier fire system knowledge a plus. Salary will be set by experience. If you believe you could be a good fit to our rapidly expanding company, please email us at Jackie@ChicagoFDS.Com.
Job Requirements: Must have knowledge in 2D AutoCAD

Application Instructions: Please email resume to Jackie@ChicagoFDS.Com

Contact: Jackie Bayne
Address: 11535 W. 183rd Place Suite 111, Orland Park, IL 60467
Phone: 708-248-1300
Email: Jackie@ChicagoFDS.Com

Expires: 07/31/2015
Job ID: 4080569

Job Title: Customer Service Representative
Company: Illinois Insurance Center, Inc.
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Hillside, IL 60162

Salary:

Job Description: Illinois Insurance Center, Inc., is a rapidly growing independent insurance agency specializing in personal lines insurance. We are looking for energetic people to fill both part-time and full-time positions in our Customer Service Department. The positions will start off as entry level with the ability to grow. We are looking for friendly, outgoing and dedicated individuals who like to learn. Skills Needed: * Strong typing and excellent computer skills * Excel/Word/Outlook proficiency - ability to compose letters/emails * Strong customer service skills to handle a high volume of calls * Ability to multi-task * Ability to work both independently and with others * A person who likes to be challenged * Good communication skills * Bilingual speaking is a plus Hours are flexible. Our office is open Monday - Friday 8:30am - 7:00pm and Saturdays 8:30am - 4:00pm. * Full time positions offer an excellent benefits package. * Part time position also has the opportunity for extra hours during school breaks / summer vacations.

Job Requirements: * Strong typing and excellent computer skills * Excel/Word/Outlook proficiency - ability to compose letters/emails * Strong customer service skills to handle a high volume of calls * Ability to multi-task * Ability to work both independently and with others * A person who likes to be challenged * Good communication skills * Bilingual speaking is a plus

Contact: Illinois Insurance Center
Address: 4410 W. Roosevelt Road located between Mannheim Rd & Wolf Rd, Hillside, IL 60162
Phone: (708) 524-4900
Email: adminassistant@illins.com

Expires: 07/31/2015
Job ID: 4080656
Job Title: Infant/Toddler and Preschool Teachers
Company: Learning Care Group
Job Type: Full Time, Part Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Glen Ellyn, IL 60137
Salary: Competitive Hourly Rates

Job Description: Childtime is hiring both full time and part time Teachers for our Infant/Toddler and Preschool classrooms at our childcare center located on 364 Geneva Road in Glen Ellyn! Join our talented team, where we inspire children to be lifelong learners! Through our play based curriculum, our affectionate and loving staff ensures that children are imparted with the knowledge to succeed. Our Teachers... * Are caring, compassionate and love what they do!
* Ensure the daily care of every child by following all licensing guidelines and implementing all company standards.
* Communicate directly with parents and prospective parents to achieve success for the child.
* Maintain a fun and interactive classroom that is clean and organized.
* Have countless advancement opportunities through our on-going training and expansive network of centers and brands.
* Are rewarded with hugs from children and praise from parents every day!

We are looking for candidates that are as passionate about the growth and development of the precious children in our care as we are. We are most interested in talking to applicants that have:
* Experience working in a licensed childcare facility
* An Associate's degree in early childhood education or child development or a CDA
* Impeccable references and a proven track record of caring and nurturing children to provide them with a great start to their educational careers
* The ability to meet state and/or accreditation requirements for education and experience
* Flexibility as to the hours and schedule of work
* Must be at least 18 years of age

If you have any questions about our Teacher openings please email 0104@childtime.com

Application Instructions: When you apply you will be redirected to fill out our online application and take a brief assessment. This will take approximately 20-30 minutes. You will receive a response within 5 business days upon completion of application and assessment. Thank you.

Contact: Lynn Oldham
Address: 364 Geneva Road, Glen Ellyn, IL 60137
Phone: 630-469-8844
Fax: Learning Care Group

Apply Online:

Expires: 07/31/2015
Job ID: 4080707
Job Title: Lil' Kickers Coach
Company: Lil' Kickers
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: NILES, IL
Salary: 9.50/hour

Job Description: Do you LOVE working with kids? - Are you CREATIVE, ENERGETIC, and ENTHUSIASTIC? - Are you a SELF MOTIVATED individual that wants to be a part of something great? - Are you ready to be part of TEAM of coaches that is DEDICATED to making a POSITIVE DIFFERENCE in the lives of young children? IF SO LIL’ KICKERS IS THE PLACE FOR YOU!! Part time position w/ flexible hours: MUST BE WILLING TO WORK SATURDAY MORNINGS. - Teaching wages begin a $9.50/class. Instructors can earn up to $14/class - Training in teaching and child development is provided and ongoing. We have three locations in NILES, NORTHBROOK, MELROSE PARK, and will be opening a location in EVANSTON.

Job Requirements: Experience with soccer and kids ages 2-9 is preferred but not required.

Contact: Alanis Loftin
Address: 2100 N 15th Ave, Melrose Park, IL 60160
Phone: (708) 410-1302
Email: jgonzalez@chicagosportszone.com

Expires: 07/31/2015
Job ID: 4092381
Job Title: Library Youth Services - Paraprofessional I (Part-time)
Company: Glenview Public Library
Job Type: Part Time

Degrees Wanted: Bachelors
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Glenview, IL 60025
Salary: Begins at $14.36/hour - DOQ

Job Description: The Glenview Public Library has a part-time opening for a Paraprofessional I in the Youth Services Department. Duties include, but are not limited to: assisting children through grade eight and their caregivers with informational and directional questions, in person and over the phone; instructing patrons in the use of the catalog system and online resources; and performing various other duties within the department. Position requires excellent communication, customer service and technology skills. The ideal candidate will be flexible, self-motivated, creative, personable and enthusiastic. Must be able to collaborate and work well with others within a team environment. Applicants should enjoy working with children and assisting with programming. Candidates familiar with children's literature preferred. Schedule: Approximately 18 hours per week; must be flexible to cover days, evenings and weekends.

Requirements: BA or BS degree from an accredited college or university and one year of
experience working with youth in a public library setting or related environment. LTA certificate also preferred.

**Job Requirements:** Requirements: BA or BS degree from an accredited college or university and one year of experience working with youth in a public library setting or related environment. LTA certificate also preferred.

**Application Instructions:** To apply, email or fax cover letter and resume to: Barbara Littlefield Head of Youth Services Glenview Public Library Email: Barbara Littlefield, Head of Youth Services, YSApplivation@glenviewpl.org Fax: 847-729-7558

**Contact:** Barbara Littlefield

**Address:** 1930 Glenview Road, Glenview, IL 60025

**Fax:** 847-729-7558

**Email:** YSApplivation@glenviewpl.org

**Expires:** 08/01/2015

**Job ID:** 4081162

**Job Title:** Personal Banker

**Company:** First American Bank

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Bourbonnais, IL 60914

**Salary:**

**Job Description:** This hourly (non-exempt) position is responsible for presenting our products and services to both prospective and current customers while maintaining a high level of customer service. DUTIES & RESPONSIBILITIES:

Daily tasks include but are not limited to:

* Educate new and existing customers about the features and benefits of First American Bank personal banking products.
* Open new accounts including business accounts, IRAs and HSAs. Close accounts, perform account maintenance, order checks and issue ATM cards.
* Take loan applications and close loans.
* Assist in branch sales initiatives including cross selling other bank products to new/existing customers in person or on the telephone.
* Participate in customer service and product based specialized telephone queues and staffing of the Teller Department.

**QUALIFICATIONS:**

* High School degree or equivalent. College degree in business or related field a plus. * One to three years of personal banking or customer service experience preferred. * Previous Teller experience a plus. * Proven record of sales experience. * Good figure aptitude and previous experience with online banking systems preferred. * Excellent communication skills that allow the individual to effectively interact with both customers and co-workers. * Experience with word processing and spreadsheets. * Assist other branches in close proximity when staffing levels necessitate. * Professional appearance and dress required for this highly visible customer service position. * Travel to meetings, training and seminars as scheduled. * Branch locations are open for business 6 days each week, Monday through Saturday. Scheduling may be available to work all hours of branch operation. * This position requires the individual to take loan applications and close loans which may require the employee to register with the Nationwide Mortgage Licensing System & Registry (NMLS) in order to comply with the federal Secure and Fair Enforcement for Mortgage Licensing Act of 2008 (SAFE Act) and Regulation Z. Registration may consist of submission of personal information such as home address, social security number, gender, date and place of birth, employment history, among other things. Registration also requires employees to...
fingerprints and submit to a criminal background check. Renewal of the registration requirements may be required periodically throughout the term of the employment.

**Contact:**

**Apply Online:**
http://www.aplitrak.com/?adid=YXZlbGRtYW4uNDg1NTQuNDk3NkBmaXJzdGFtZXJpY2FuYmFuay5hcGxpdHJhay5jb20

**Expires:** 08/01/2015

**Job ID:** 4081163

**Job Title:** Personal Banker

**Company:** First American Bank

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Vernon Hills, IL 60061

**Salary:**

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

**Contact:**

**Apply Online:**
http://www.aplitrak.com/?adid=YXZlbGRtYW4uNDg1NTQuNDk3NkBmaXJzdGFtZXJpY2FuYmFuay5hcGxpdHJhay5jb20

**Expires:** 08/01/2015
Job ID: 4081359
Job Title: CNC MACHINEST
Company: RTE ST.CHARLES, INC
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Saint Charles, IL
Salary: BASED ON EXPERIENCE
Job Description: THIS POSITION IS FOR A FULL TIME CNC MILL AND LATHE OPERATOR. WILL BE REQUIRED TO PERFORM SET-UPS AND BENCH INSPECTION ON PARTS AS THEY ARE COMPLETED. MUST HAVE GOOD COMMUNICATION AND MATH SKILLS. PROGRAMING SKILLS ARE A PLUS BUT NOT REQUIRED
Contact: ERIK ALMGREN
Address: 2440 PRODUCTION DRIVE, ST.CHARLES, IL 60174
Phone: 630-587-0000
Fax: 630-587-0100
Email: ea@rtestcharles.com
Expires: 08/01/2015
Job ID: 4081519
Job Title: Staff Auditor
Company: West Suburban Bank
Job Type: Full Time
Degrees Wanted: Bachelors, Masters, MBA
Majors Wanted: Accounting
Job Target: Any Job Target
Location: Lombard, IL 60148
Salary: Grade 3
Job Description: Summary: Responsible for conducting operational, financial, and compliance audits of the bank. Performs and assists in special projects assigned to the internal audit department. Essential Functions: Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions. * Conducts operational, financial, and compliance audits for the bank to ensure all departments are in compliance with the bank's policies and procedures. * Reviews and analyzes various general ledger accounts to determine the accuracy, performance, review, and timely clearing of items within the reconciliation. * Assists external auditors to ensure efficient audits of bank's accounts and financial statements. * Reviews customer accounts to locate missing customer information on accounts such as TIN, business resolutions, and signatures. Ensures that information is recorded. * Locates financial errors within banking areas, determines cause, reviews documentation, and
performs accruals to verify proper calculations. * Reviews mortgage files on a monthly basis to ensure that the files are being processed according to guidelines. * All other reasonable duties as assigned.

**Job Requirements:** Required Education and Experience: * Strong computer skills. Proficient in Microsoft Office Suite; * Strong verbal and written communication skills; * Strong analytical skills. Strong attention to detail; * Bachelor's degree in Accounting, Finance, or Business. West Suburban Bank is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, veteran status, or any other protected factor.

**Contact:** Brett Peters  
**Address:** 101 N Lake St., Aurora, IL 60506  
**Phone:** 630/652/2736

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**Expires:** 08/01/2015  
**Job ID:** 4081525  
**Job Title:** Call Center Representative  
**Company:** West Suburban Bank  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Lombard, IL 60148  
**Salary:** Grade 3  

**Job Description:** Job Summary: Provides excellent customer service to customers via telephone while adhering to bank policies and procedures. Actively suggests additional bank products to customers. Primary Duties and Responsibilities: * Responds to all telephone calls in a professional, courteous manner that presents the proper image of the bank and meets the service and procedure standards established for the Call Center. * Assists customers with their bank related questions, problems, and concerns while following the bank's policies and procedures. Processes necessary follow-up correspondence, transactions, and maintenance. Communicates customer comments, issues, requests, and/or needs to the appropriate department. * Actively cross-sells additional bank products to customers. * Participates in training and coaching sessions to meet service standards and sales goals. * Handles questions on accounts for both customers and branch personnel. * Accepts, verifies, and processes Visa card blocks and/or documentation regarding lost or stolen cards as requested by customers or branch personnel. * Accepts, verifies, and processes Visa account reactivation and replacement cards. Accepts and prepares customers' Visa disputes and appropriate documentation for logging customer information. * Responds to inquiries from customers and/or branch personnel relative to account balances or card increases. * Reviews various reports and makes corrections if necessary, ensuring that data has been input properly. * Authorizes reversal of customer fees up to $25. * All other reasonable duties as assigned.

**Job Requirements:** * Strong computer skills. Proficiency in Microsoft Office Suite is required;
* Strong verbal and written communication skills is required; * Minimum of 1 year experience in customer service related environment is required; * Minimum of 1-2 years experience in the financial service industry, preferably in retail banking is preferred; * High school diploma or equivalent is required. West Suburban Bank is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, veteran status, or any other protected factor.

Contact: Brett Peters
Address: 101 N Lake St., Aurora, IL 60506
Phone: 630/652/2736

Expires: 08/01/2015
Job ID: 4081631
Job Title: Greenskeeper
Company: Eagle Ridge Resort & Spa
Job Type: Full Time, Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted:
Job Target: Any Job Target
Location: Galena, IL 61036
Salary:

Job Description: Eagle Ridge Resort & Spa seeks Greenskeeper candidates who are at least 18 years of age. Responsibilities will include operating power equipment in mowing Golf Course putting greens, roughs, aprons and tees; bunker maintenance; watering putting greens, tees, fairways and roughs; grade and prepare soil plant bedding, lay sod, plant vegetative material and seed putting greens, tees, fairway and rounds; and miscellaneous duties as assigned. Join the team at Eagle Ridge Resort & Spa! We offer competitive wages, Resort perks and privileges including discounts on gasoline, meals, merchandise, lodging, & Spa treatments; complimentary golf, Pool/Fitness Center access and much more!

Application Instructions: For more information about our fabulous Resort or to apply, go to www.eagleridge.com to download and complete an application. Applications can be submitted by mail, fax, email or in person. To be considered for the position, we require a completed application. We look forward to helping you explore employment opportunities at Eagle Ridge!

Contact: Molly Francomb
Address: 384 Territory Dr 444 Eagle Ridge Drive, Galena, IL 61036
Phone: 8157775627
Fax: 8157773415
Email: mfrancomb@eagleridge.com
Apply Online: http://eagleridge.com

Expires: 08/01/2015
Job ID: 4081732
Job Title: Admission Officer
Company: Lake Forest College
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Office Assistant
Job Target: Any Job Target
Location: Lake Forest, IL 60045
Salary:

Job Description: Lake Forest College, a private selective institution with a strong liberal arts tradition located 30 miles north of Chicago, seeks applications immediately for an Admission Officer. Applicants must have a bachelor's degree, strong oral and written communication skills, and the ability to articulate the value of a liberal arts education. Preference will be given to any candidates who are Lake Forest graduates, fluent in Spanish, and have experience in or an understanding of admissions work. The successful candidate will join a talented and committed admissions team. He or she must be able to work collaboratively with colleagues, as well as take initiative and work independently. The job will demand an exceptional work ethic, extensive travel, and the willingness to work evenings and weekends. Responsibilities include the following: * Territory management and recruitment in Illinois, specifically, representing the College to prospective students, parents, and high school counselors * Conducting information sessions with students during travel and on campus * Evaluating students' applications for admission * Helping plan campus visit programs * Overseeing a current student volunteer group * Recruitment of students from diverse backgrounds * Other projects as assigned To fulfill these responsibilities, a valid driver's license, strong organizational skills, and technical proficiency are required. Interested candidates should submit a letter of interest and resume electronically to Jessica Rosenberg, Assistant Director of Admissions, at rosenberg@lakeforest.edu. Review of applications will begin immediately and will continue until a successful candidate is found.

Job Requirements: To fulfill these responsibilities, a valid driver's license, strong organizational skills, and technical proficiency are required.

Application Instructions: Interested candidates should submit a letter of interest and resume electronically to Jessica Rosenberg, Assistant Director of Admissions, at rosenberg@lakeforest.edu. Review of applications will begin immediately and will continue until a successful candidate is found.

Contact: Agnes Stepek
Address: 555 N Sheridan Rd, Lake Forest, IL 60045
Phone: 8477355036
Fax: Lake Forest College
Email: stepek@lakeforest.edu

Expires: 08/01/2015
Job ID: 4081769
Job Title: Development Advisor - Libertyville
Company: Feed My Starving Children  
Job Type: Full Time  
Degrees Wanted: Bachelors  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Libertyville, IL 60048  
Salary:  

Job Description: Function: Fundraise for Feed My Starving Children (FMSC) by building and strengthening relationships with current donors, as well as prospecting new donors. The incumbent will share FMSC's Christian mission of "Feeding God's Children Hungry in Body and Spirit". Primary Duties & Responsibilities: * Identify, cultivate, and solicit a portfolio of individuals, churches, corporations, and organizations, focusing on donors in the $500-5000 annual gift category. * Meet Development incentive plan objectives. * Make 20-30 daily contacts with current and prospective donors through phone, email, and face-to-face meetings to foster and strengthen relationships. * Collaborate on strategic fundraising initiatives with the entire Development team. * Maintain accurate donor/prospect information in donor database. * Prepare timely and accurate donor/prospect profiles and activity reports from donor database to assist with planning, tracking progress, and evaluating processes and results. * Perform other duties as assigned. Schedule & Details: * Benefits-eligible, full-time, exempt (salaried) position. Typical work schedule is Monday-Friday during daytime business hours. Some evenings and weekends required. * Work location is Libertyville, IL. Must be willing and able to travel to locations around the Chicagoland area. * Reports to Development Director.  

Job Requirements: Required Experience & Qualifications: * Commitment to support, promote, and authentically communicate FMSC's Christian mission and goals. * Minimum of a Bachelor's Degree in related field and 1-3 years of experience in a development or sales office. * Proven track record of successful fundraising, including demonstrated ability to meet or exceed fundraising or sales goals, increase donor engagement, and do the "ask" and "close" with donors and prospects. Phone fundraising/sales experience required. * Demonstrated experience using effective interpersonal and customer service skills to build strong relationships with donors. * Self-directed with high level of energy, initiative, and problem-solving skills. * Contact management experience, attention to detail, and strong organizational skills. * Demonstrated competency in writing, public speaking, and storytelling. * Strong analytical and computer skills, including proficiency with Microsoft Office. Raiser's Edge or other donor/sales database experience preferred.  

Application Instructions: To Apply: Email a cover letter and resume to hr@fmsc.org. Type "Development Advisor-LI" and your first & last name in the email subject line.  

Contact: Laura Kern  
Address: 742 E Park Avenue, Libertyville, IL 60048  
Phone: 763-504-2919 (headquarters)  
Email: hr@fmsc.org  

Expires: 08/01/2015
Job ID: 4082285
Job Title: Preschool Teacher and Assistants
Company: Grand Avenue Preschool & Daycare
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: La Grange, IL 60525
Salary: Commensurate college credits
Job Description: Grand Avenue per-school and Daycare currently has positions available for teachers and assistant teachers for our after school program. 5 mornings and 2 AM pre-school teachers & assistants. Jobs are part-time or could be be combined to make full-time. Pay is commensurate with college credits.
Application Instructions: Please send cover letter, resume and a list of relevant college courses.
Contact: Nacny Hayes
Address: 1905 59th St., La Grange Highlands, IL 60525
Phone: (708) 579-1103
Fax: (708) 588-0464
Email: gaplgh@yahoo.com

Expires: 08/01/2015
Job ID: 4082339
School Job ID: PSC
Job Title: Intern General Administration
Company: Metra
Job Type: Internship
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL
Salary:
Job Description: The Metra Internship Program provides an opportunity for college juniors, seniors and graduate students to gain practical experience through on-the-job learning. Metra assigns students to projects related to their academic/educational field of study, which complements classroom instruction. The knowledge gained contributes to career development, while the experience provides insight on the wide variety of jobs in the transportation industry. Outcome/Goal The intern will work with subject matter experts to update roles, responsibilities, tasks, requirement and other content in a collection of Administrative Operating Procedures (AOP) assigned by the General Administration Division. As time permits, participate in the new records management program, e.g., initiating, overseeing and/or performing records retention...
and disposal tasks. Duties Reporting to the department of General Administration, the intern will update administrative polices and operating (non-technical) procedures by interviewing employees and incorporating the information gained into exiting policy/procedure documents, to create new drafts. The intern will also become familiar with new records retention rules and records disposal processes. Participate with Metra's records manager to share information about rules, requirements and resources across the organization. Participate in implementing the rules and resources within the General Administration Department. Educational Requirements Intern must be currently enrolled as a junior or senior in an undergraduate or in a graduate program in Business Administration, Public Administration, Journalism or English from an accredited institution. Excellent verbal and written communication skills required; experience with MS Word and Excel. Experience conducting research interviews preferred. Eligibility Requirements Must be 18 years or older; able to legally work in the United States; a student in good standing for each semester/quarter during their internship; and available to work between 12 and 20 hours per week for up to one year (optional: 40 hours per week during summer months). Length of Program Up to one year with three mandatory one-week break periods during the school year: May, September and December. Compensation Paid internship Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

Job Requirements: Qualified candidates must be legally authorized to be employed in the United States. Metra does not provide sponsorship for employment visa status (e.g., H-1B or TN status) for this employment position.

Application Instructions: Send your cover letter (which must include the position title), resume, class schedule, and copy of transcripts to the following e-mail address. E-mail: jobs@metrar.com

Contact:
Email: jobs@metrar.com

Expires: 08/01/2015
Job ID: 4082344
School Job ID: PSC
Job Title: Intern Technical Writer
Company: Metra
Job Type: Internship
Location: Chicago, IL
Salary:
Job Description: The Metra Internship Program provides an opportunity for college juniors, seniors and graduate students, who are enrolled in a degree program at an accredited institution of higher education, to gain practical experience. The internship program assigns students to projects related to their academic/educational field of study. Through the internship program, Metra provides students with the opportunity to explore careers in the transportation industry. Outcome/Goal Intern will integrate classroom learning with real world experience and learn the
following skills: apply Information Mapping Methods to course materials, learn to use tools for online course development, document processes, research topics on the internet, write procedures and policies and create process flowcharts. Duties Under the direction of Metra leadership, the intern will document and edit HR policies, flow chart HR processes and procedures, document editing procedures, and update job descriptions. Educational Requirements Intern must be enrolled in an accredited undergraduate or graduate degree program in Technical Writing, Instructional Design, Adult Education, English, Communication or a related discipline. Other Requirements Must have knowledge of current instructional theories and principles and information architecture principles and methods. Excellent verbal/written communication, organizational and analytical skills. Advanced experience in Microsoft Office Suite with emphasis in Word, PowerPoint, Excel, and Visio. Knowledge of multi-media design tools preferred. Length of Program Up to one year with three mandatory one week break periods during the school year: May, September and December. Compensation Paid internship Eligibility Requirements Must be 18 years or older; able to legally work in the United States; a student in good standing; currently enrolled as a college junior, senior or graduate student from an accredited institution; and available to work between 12 to 20 hours per week for up to one year (optional: 40 hours per week during summer months).

Application Instructions: Send your cover letter (which must include the position title), resume, class schedule, and copy of transcripts to the following e-mail address. E-mail: jobs@metrarr.com
Contact:
Email: jobs@metrarr.com

Expires: 08/01/2015
Job ID: 4082360
Job Title: Developmental Associate
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Des Plaines, IL 60018
Salary:
Job Description: Full-time Developmental Associate Position is available working with programs and business services in team-based projects for program expansion, development of program outcomes, and implementing process improvements. Duties will involve grant management, data analysis and development of process workflows and procedures and business planning. Assisting in the development of HCS Strategic Initiatives via project management, analysis and implementation support for programs within Behavioral Health Services.
Job Requirements: Bachelor's Degree required, Master's in social service or business related field preferred. Candidate must have good written and oral communication skills, accurate and efficient use of data base systems and Microsoft Excel. Candidate must be an independent worker and also be able to work in a team environment. EOE.
Contact:
Apply Online: http://www.lssi.org/employment-job-details.php?id=499&idpartenaire=20014

Expires: 08/01/2015
Job ID: 4082422
Job Title: Licensing/Resources Supervisor
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Degrees Wanted: Masters
Location: Marion, IL 62959
Salary:
Job Description: A Full-time position is available providing supervision of licensing and adoption workers and services to children and foster parents in the Licensing Program serving multiple county regions; working out of the Marion office.
Job Requirements: Requirements MSW required or a Master's Degree in a related field. Reliable transportation required. Competitive salary and benefit package. Send application, resume, and list of three professional references to attn.: Anita Haynes, Marion Office Manager, by end of business Friday July 10, 2015.

Contact:
Apply Online: http://www.lssi.org/employment-job-details.php?id=500&idpartenaire=20014

Expires: 08/01/2015
Job ID: 4082488
Job Title: Lab Tech
Company: Pearle Vision
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Ophthalmic Technician
Job Target: Any Job Target
Location: Melrose Park, IL 60160
Salary: $9.00 hr + com
Job Description: Grinding, polishing and mounting lenses into frames.
Application Instructions: Please e-mail your resume to Fernado Perez or Zita Ong at pearle8231@sbcglobal.net OR Fax it to (708) 343-9012. You can also call for an appointment and come in person and apply in the store.
Contact: Fernado Perez or Zita Ong
Address: 904 W. North Ave, Melrose Park, IL 60160
Phone: (708) 343-9009
Fax: (708) 343-9012
Email: pearle8231@sbcglobal.net
Expires: 08/01/2015
Job ID: 4082501
Job Title: EMT-Basic
Company: American Ambulance
Job Type: Full Time, Part Time
Degrees Wanted: Certificate
Majors Wanted: Emergency Medical Technician
Job Target: Any Job Target
Location: Brookfield, IL 60513
Salary: Hourly
Job Description: Licensed EMT-B's will primarily provide BLS level non-emergent inter-facility patient transfers while exercising basic level life-saving skills to further career in EMS. Competitive pay and benefits. Full time and part time position available
Application Instructions: Call to schedule an interview today. (708) 854-6093 OR come in person.
Contact: Mihailo Naumovic or Steven Ludwig
Address: 8912 W. 47th St., Brookfield, IL 60513
Phone: (708) 854-6093
Fax: (708) 854-6098

Expires: 08/01/2015
Job ID: 4091760
Job Title: URBAN FORESTER
Company: City of Park Ridge
Job Type: Part Time
Degrees Wanted: Associates, Bachelors
Location: Park Ridge, IL 60068
Salary: $27.36/hr.
Job Description: The City of Park Ridge is seeking qualified applicants for the part-time position of Urban Forester. Responsibilities include, but are not limited to, coordinating forestry and engineering permits for construction within the City, ensuring appropriate specifications as required for building, conducting site visits and tree inspections for disease, bug infestation, and other hazardous conditions. Bachelor's degree in Forestry, Horticulture, Engineering, and/or related field required with 2 to 3 years' experience in any combination of education and training. Valid state driver's license required. Arborist Certification is preferred. Flexible hours (weekends included). Starting hourly rate is at $27.36. Position is available until filled.
Job Requirements: www.parkridge.us/government/employment.aspx
Application Instructions: Submit Application for Employment and resume to Annie Eriksson, HR Generalist, via email at aeriksso@parkridge.us or by U.S. mail to: City of Park Ridge Attn:
Job ID: 4084355
Job Title: PHP Developer
Company: mRELEVANCE, LLC
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted:
Job Target: Any Job Target
Location: Arlington Heights, IL 60004
Salary: Based on experience

Job Description: General Responsibilities: We are looking for a friendly, motivated PHP Developer to join our fun, hard-working and growing team of professionals! The right candidate will be confident in their abilities, their code, and takes ownership and pride in their work. Our Requirements: * Strong written and verbal skills and can communicate with clients/team members effectively. * PHP - Understands and appreciates Object-Oriented PHP5. Can use PHP to supplement and extend existing CMS's. * MySQL - Can perform SQL queries and build data-driven applications. Knows a little about relational database design. * HTML and CSS - Can quickly read and write HTML5 and CSS3. Can Translate design mockups into fully-functioning websites. Knows how to apply responsive media queries to deliver mobile-friendly websites. * JavaScript - Working knowledge of JavaScript and useful libraries, such as jQuery. * WordPress - Can set up and maintain a WordPress installation. * Problem Solver - Can effectively debug issues using tools like xdebug, firebug, or chrome’s console. Is familiar with stack overflow and other community resources. * Must be available to work onsite - no contractors or outsourcers, please. Desirable Skills: * The LAMP Stack. We run Linux server environment and work in the command line. * Familiarity with version control systems such as Git or SVN (we use Git). * Knowledge of API’s, such as twitter, Facebook, Google maps, Instagram, etc. * Knows how to use server management software such as cPANEL, WHM and Plesk. * Internet protocols and formats - The ideal candidate should know about REST, SOAP, JSON, XML, request and response headers, etc. * Has experience configuring Apache, such as .htaccess and .conf. * Solid understanding of Search engine optimization and how to apply SEO principles in web development. * Knows about frontend frameworks, such as Bootstrap or Foundation (we use Foundation). Knows how to use precompilers like SASS/Less, or taskrunners like Grunt. Compensation is commensurate with experience. Please provide salary history and/or requirements when applying for this position. We would also love to see some examples of sites
you've created. We offer 401k with matching, paid time off and other benefits for our full-time employees.

**Application Instructions:** If responding to the job posting by email, please attach a resume and salary requirements

**Contact:** Lauren Pond

**Address:** 4204 N. Arlington Heights Rd. Suite A, Arlington Heights, IL 60004

**Phone:** 847-259-7312

**Email:** lauren@mrelevance.com

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**Expires:** 10/08/2015

**Job ID:** 4090513

**Job Title:** Prep Cook

**Company:** Chicago Zoological Society / Brookfield Zoo

**Job Type:** Seasonal

**Degrees Wanted:** Diploma

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Brookfield, IL 60513

**Salary:**

**Job Description:** While enjoying our beautiful, park-like setting, Brookfield Zoo guests have ample opportunity to stop for a bite to eat at one of our many locations located throughout the Zoo. The amazing 216 acres of meticulously landscaped grounds with over 20 different animal exhibits can work up an appetite for a nourishing meal, satisfying a sweet tooth or quenching one's thirst. As a Prep Cook, utilizing your superb customer service and outstanding organizational skills, you will be carrying out food preparation and presentation as instructed to support the various Food Service locations throughout the park. This includes preparing assembling and packaging food items such as salads, sandwiches, parfaits, and other Grab 'n Go items for sale to slicing meats, cutting produce, breads, cheeses, and other items as needed. You will make use of your attention to detail and prior experience coordinating multiple activities to make sure that all food is prepared according to standard recipe and presented in a consistent manner. Clean-up tasks, such as cleaning the kitchen and equipment, washing dishes/utensils, are also extremely important to maintaining a high-quality Food Service experience for our over 2 million guests each year.

**Job Requirements:** You must be at least 18 years of age for this position. This is a temporary position Starting wage: $9.30 per hour. The requirements for this position include: * High School graduate or (GED) equivalent preferred. * One year experience as a prep cook in a restaurant or experience in a delicatessen environment preferred. * Must be at least 18 years of age. * Strong customer service and organizational skills required. * Demonstrated experience coordinating multiple projects and activities required. * Must be able to work effectively under pressure and meet strict deadlines. * Ability to communicate effectively with co-workers. * Good interpersonal skills required. * Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability, Spanish fluency a plus. * This seasonal
position requires the incumbent to work non-standard hours such as evenings, weekends, and holidays. Brookfield Zoo is open 365 days of the year. Work shifts are generally from 4 to 8 hours in length. Work schedules are based on the needs of the operation and may be adjusted due to weather conditions or for other reasons. Additional Information This requisition is to recruit for multiple openings for 2015. The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities / Women / Veterans / Disabled.

Application Instructions: If interested in being considered for this opportunity, please visit the CZS Career Center at www.czs.org/careers to obtain more details about the position and to apply by submitting your profile to Requisition Number 667BR.

Contact: Wendy Larsen
Address: 3300 Golf Road, Brookfield, IL 60513
Phone: 708-688-8400
Apply Online: http://www.czs.org/careers

Expires: 07/06/2016
Job ID: 4085741
Job Title: Registered Nurse / RN / Licensed Practical Nurse / LPN
Company: BrightStar Care
Job Type: Full Time, Part Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Nursing
Job Target: Any Job Target
Location: IL
Salary: LPN:20-23 RN:28-30 hourly

Job Description: Registered Nurse / RN / Licensed Practical Nurse / LPN Des Plaines - Park Ridge - Mt. Prospect - Arlington Heights - Palatine - Schaumburg - Hoffman Estates - Elk Grove - Elgin - St. Charles - Geneva - Batavia - Aurora -DeKalb -Sycamore (and all surrounding areas) Part Time and Full Time Positions Available! Join the BrightStar Healthcare team and be appreciated again. We have several part time and full time assignments available for one-on-one private duty care, school nurse, office, or clinical settings. If you're looking for flexibility in your work environment, this is the perfect opportunity for you! Positions available throughout the Chicago suburbs. Our continued growth throughout the Chicago area has created new and exciting job opportunities for experienced Nurses to fill a variety of full time, part time, and visit assignments. Work for a locally owned company that is focused on quality of care and truly values its employees. We offer flexible scheduling options, a wide variety of cases, and a state-of-the-art on-line scheduling system for 24 hour employee access. Join the BrightStar team and be appreciated again! JOB REQUIREMENTS Registered Nurse / RN / Licensed Practical Nurse / LPN EDUCATION and/or EXPERIENCE * Requires current licensure in the state * Will perform general LPN or RN duties in a private duty, school, or clinical setting

Application Instructions: Apply online: careers.peopleclick.com/careerscp/client_brightstar/external/search.do
Contact: Jennifer Asevedo
Address: 1931 N. Meacham Rd. Ste. 340, Schaumburg, IL 60173
Phone: 847-925-0818
Fax: 847-925-1318
Apply Online: http://www.brightstarcare.com/schaumburg/

Expires: 07/06/2016
Job ID: 4085757
Job Title: Certified Nursing Assistant
Company: BrightStar Care
Job Type: Full Time, Part Time
Degrees Wanted: Certificate
Majors Wanted: Nursing
Job Target: Any Job Target
Location: IL
Salary: 10.50 hourly

Job Description: Join a leader in the home health care industry that provides RN oversight on each and every case - no matter how small. Each independently owned BrightStar location makes more possible for the community it serves. If providing compassionate, high quality care is your passion, BrightStar has an opportunity for you. Certified Nursing Assistant / CNA Job Duties include: Provide client care according to approved Plan of Care Assist clients with personal care and hygiene Provide transportation as required Assist in providing a safe environment for client Comply with all documentation and record keeping requirements
Certified Nursing Assistants / CNAs will enjoy the following Benefits: Weekly pay Flexible shifts Weekend and live-in opportunities Facility & private home environments Free continuing education APPLY ONLINE TODAY! JOB REQUIREMENTS Certified Nursing Assistant / CNA Certified Nursing Assistant / CNA Job Requirements include: CNA certification 1 year experience Valid driver's license Reliable car / auto insurance Clean background and criminal record

Application Instructions: Apply Online:

Contact: Jennifer Asevedo
Address: 1931 N. Meacham Rd. Ste. 340, Schaumburg, IL 60173
Phone: 847-925-0818
Fax: 847-925-1318
Email: jennifer.asevedo@brightstarcare.com
Apply Online: http://www.brightstarcare.com/schaumburg/

You may apply for these positions and more at the following Web address:

https://www.collegecentral.com/triton