Job ID: 4264336
Job Title: Phlebotomist
Company: LifeSource Chicagoland's Blood Center
Job Type: Full Time
Degrees Wanted: Diploma
Location: Rosemont, IL 60018
Salary:

Job Description: Determines potential blood donor eligibility, performs phlebotomies and post donation activities. Maintains a high donor retention rate by practicing excellent customer service techniques and technical skills. Supports the achievement of the company's goals by following organizational and departmental policies and procedures to ensure compliance with regulatory agencies and in accordance with current Good Manufacturing Practices and safety guidelines.

Job Requirements: * High school diploma or equivalent required * Medical Assistant, Certified Medical Assistant, Emergency Medical Technician, Licensed Practical Nurse, Phlebotomy certification OR 1 year Phlebotomy experience required * 1 year customer service experience required * Knowledge of medical terminology preferred * Ability to work without direct supervision. * Ability to work/participate in a team environment. * Ability to perform phlebotomy * Ability to multi task * Basic computer literacy * Valid driver's license and acceptable driving record consistent with ITxM policy * Language skills must include the ability to read, write, speak English effectively and follow oral and written instructions consistent with policies and procedure, SOPs or other requirements. Physical Demands/Work Environment: Required to spend the majority of the workday bending, standing, walking, talking, hearing and using hands. Must be able to work in a variety of sites with varying accessibility. Required to lift up to 50 pounds and able to assist in lifting donor(s). Close vision and peripheral vision required as well as the ability to focus on detailed tasks and paperwork. Employee is exposed to blood or blood products 100% of the workday. OSHA Category I: position whose task/duties will put them at risk for exposure to blood and other potentially infectious materials, therefore, universal/standard precautions required. Moderate noise level. Required to travel to different donor centers and/or mobile drive locations to perform tasks as assigned with short notice. Must be flexible with hours and days worked.

Application Instructions: Apply directly to our website for further consideration.

Contact: DeShawn Bell-Ross
Address: 5505 Pearl Street, Rosemont, IL 60018
Phone: (412) 209-7247
Apply Online: http://www.lifesource.org/us/work-for-us/

Expires: 12/07/2015
Job ID: 4267431
Job Title: MH Clinician (Part-Time)
Company: Lutheran Social Services of Illinois
Job Type: Part Time
**Location:** Chicago, IL 60602

**Salary:**

**Job Description:** The on-call MH Clinician flexes into the MH Clinician position on a part-time as needed basis. Position in a team-based environment providing assessment, care planning and counseling services to adult clients in need of mental health or substance use treatment. Intervention focuses on engaging difficult-to-engage clients using the emergency room over routinized community care or walk-ins from the community. Also provides clinical support to other staff. Master's Degree in social services and LCSW licensure required. CADC or one year experience working with substance abuse interventions preferred.

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=Y21vbnRnb21lcnkuMzE0MDQuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

**Contact:**

Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuMzE0MDQuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

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**Expires:** 12/07/2015

**Job ID:** 4268357

**Job Title:** CNC Lathe & Mill Programmer/Set-Up

**Company:** TMA (The Technology & Manufacturing Association)

**Job Type:** Full Time

**Location:** Schaumburg, IL 60195

**Salary:**

**Job Description:** Conform Industries, Inc., located in Schaumburg, Illinois, is in the special dies and tools, die sets, jigs and fixtures and industrial molds industry. Currently, we are seeking a CNC Lathe & Mill Programmer with at least five years of experience. Additional requirements are: CNC Lathe & Mill Programmer/Set Up Applies basic knowledge of mechanics, shop mathematics, engineering drawings, material properties, layout, and machining procedures to set-up and operate CNC machine tools accurately, safely and efficiently. ? Set up and operate CNC lathes and mills ? Inspect and verify conformance to specifications ? Prototype and short production runs Requirements ? Use Mills and Lathes with little supervision ? CNC programming experience ? Manual machining experience ? Mastery of setting up fixtures, tooling, vices, and clamps ? Operate machines running complex and high tolerance components ? Materials: tool steel and high speed ? Follow all safety and work rules and practices ? Passionate about prototyping and machining ? Strong work ethic and highly motivated ? Meticulous attention to detail and well organized ? Strong verbal communication skills ? Independent and willing to take initiative ? Able to work in a fast-paced constantly-changing environment with tight deadlines 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/19622-17662.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/19622-17662.html

Contact:
Apply Online: https://tma.prevueaps.com/jobs/19622-17662.html

Expires: 12/07/2015
Job ID: 4283322
Job Title: Field Service Technician - Appliance Repair Technician
Company: Sears Home Services
Job Type: Full Time
Location: IL
Salary: Commensurate with Experience

Job Description: ..... INVITE ONLY Interview Day for Appliance and Refrigeration Repair Technicians ..... We're hosting INVITE ONLY interviews on December 10th and 11th, 2015. Sears is looking to hire 40+ Appliance and Refrigeration Technicians for the upcoming season! As an in-home Appliance and Refrigeration Repair Technician, you will have the opportunity to repair Washers, Dryers, Stoves, Ovens, Dishwashers, Refrigerators, Freezers, Water Heaters, Water Softeners, Window AC Units and other refrigeration appliances in customer's homes. CFC/EPA Certification is required for certain positions! * 1-2 years of experience with appliance repair is preferred * Technicians are home dispatched * Strong electromechanical trouble-shooting and repair background. * MUST be flexible to work overtime as needed * Full Time - Monday through Friday, and some Saturdays (no Sundays and never on-call) DON'T DELAY, APPLY TODAY! For the Service Technician, we provide the following: · Service van · Specialized tools · Uniforms · Laptop computer · Smartphone · Home dispatched (most locations) · Industry training · Various incentive plans · Career opportunities APPLY NOW for the Residential Appliance (Laundry and/or Kitchen) Repair Position Available: https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=455&siteid=185&areq=666290BR EOE Minorities / Females / Protected Veterans / Disabled Keywords: appliance, refrigerator, refrigeration, hvac, washer, dryer, stove, oven, dishwasher, freezer, repair, service, field, technician, maintenance

Job Requirements: Requirements of the Service Technician role include: - High school diploma or general education degree (GED) - At least 1 - 2 years of appliance repair experience, preferred - Ability to use a computer for parts inquiries and ordering - Working mechanical knowledge, including the use of tools and test equipment - Ability to perform accurate repair of customer product - Ability to follow directions and specific process steps to ensure quality workmanship - Flexibility to work variable and flexible hours, including overtime - Must complete all technician training elements within required timeframes - Must possess and maintain a valid state driver's license for the state in which you are applying - Must pass pre-employment drug screen and criminal background check - Must be at least 18 years of age

Contact: Chandon Byler  
Address: 1024 Florida Central Parkway, Longwood, FL 32750  
Phone: 407-551-6028  
Email: chandon.byler@searshomepro.com  
Apply Online:  

Expires: 12/07/2015  
Job ID: 4283457  
Job Title: In-Home Repair Technician - Refrigeration Repair Technician  
Company: Sears Home Services  
Job Type: Full Time  
Location: IL  
Salary: Commensurate with Experience  

Job Description: HOSTING INTERVIEWS ON DECEMBER 10TH AND 11TH! DON'T MISS OUT ON THIS EXCITING INVITE ONLY OPPORTUNITY TO SEE WHAT SEARS IS REALLY ABOUT! APPLY TODAY! Join the Sears Home Services team as a Refrigeration Repair Technician! For the Service Technician, we provide the following: -Service van -Specialized tools -Uniforms -Laptop computer -Smartphone -Home dispatched (most locations) -Industry training -Various incentive plans -Career opportunities As a Refrigeration Repair Technician, you will have the opportunity to repair Refrigerators, Freezers (sealed and non-sealed systems) and Window Air Conditioners in the customers' homes. Refrigeration repair responsibilities include: -Providing timely and quality repairs of customers' products -Maintaining high-quality customer service and care -Promoting and selling additional products and services -Meeting key performance metrics and/or productivity goals -Providing knowledgeable and courteous repair service -Looking for ways to improve business performance and enhance the customer experience -Communicating benefits of the Value Added Services Process to the customer -Maintaining truck stock inventory within the prescribed company guidelines and standards Following the truck maintenance schedule and keeping a clean, organized truck  

Job Requirements: Requirements of the Service Technician role include: -CFC/EPA Certification is required (applicants holding a master-level trade/occupational license(s), ie HVAC/Mechanical, Electrical, General Contractor, Plumbing may be used to qualify or given hiring preference and additional compensation based on business needs) -High school diploma or general education degree (GED) -At least 1 - 2 years of residential refrigeration repair experience, preferred -Ability to use a computer for parts inquiries and ordering -Working mechanical knowledge, including the use of tools and test equipment -Ability to perform accurate repair of customer product -Ability to follow directions and specific process steps to ensure quality workmanship -Flexibility to work variable and flexible hours, including overtime -Must complete all technician training elements within required timeframes -Must possess and maintain a valid state driver's license for the state in which you are applying -Must pass pre-employment drug screen and criminal background check -Must be at least 18 years of age  

Application Instructions: APPLY NOW for the Refrigeration Repair Position Available: CFC/EPA Certification Required! (copy and paste the link below into your web browser)  
Contact: Chandon Byler
Address: 1024 Florida Central Parkway, Longwood, FL 32750
Phone: 407-551-6028
Email: chandon.byler@searshomepro.com

Apply Online:

Expires: 12/07/2015
Job ID: 4293984
School Job ID: MVCC
Job Title: Reliability Program Specialist
Company: Metra
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Chicago, IL
Salary:

Job Description: Posting Period November 20 - December 7, 2015 Reliability Program Specialist Posting No. 286

SUMMARY OF DUTIES
Reporting directly to the Manager Reliability Program, the Reliability Program Specialist, utilizing Reliability Centered Maintenance (RCM) methods, will design, implement, provide reliability support to diesel and electric division, analyze and document various system and equipment performance testing initiatives. Conduct reliability testing on new or rehabilitated rail vehicles to ensure compliance with mandated rules and regulations; develop solutions to resolve failures and performance issues. Conduct Root Cause Analysis (RCA) and risk activities. Collaborate with department managers and other program stakeholders to identify flaws, maintenance shortcomings, and areas for improvement. Assist in developing and/or reviewing existing test procedures, maintenance manuals, and instructions to ensure RCM testing compliance and compatibility. Perform other related duties as needed to meet the ongoing needs of the organization.

MINIMUM ACCEPTABLE QUALIFICATIONS
? Must have Bachelor's degree in Engineering OR in lieu of specified degree, any combination of education and experience may be substituted for the required degree that equals four (4) years in systems and equipment operational performance using Reliability Centered Maintenance (RCM) methods. ? In addition to #1, must have five (5) years of experience in Reliability Centered Maintenance, Root Cause Analysis and Condition Maintenance (CBM) methods in a locomotive or passenger coach manufacturing or in a Class 1 railroad support facility. ? Experience with specification development and procedure writing. ? Knowledge of the principles and practices of concepts related to reliability engineering. ? Knowledge of Federal Railroad Administration (FRA) Code of Federal Regulations (CFR) and Association of American Railroads (AAR) recommended work practices applicable to diesel and electric railroad rolling stock. ? Excellent written and verbal communication skills. ? Proficient in Microsoft Outlook, Word, Excel, PowerPoint and Projects. ? Ability to read and understand electrical schematics and mechanical drawings. ? Ability to collect, compile and analyze data. ? Must obtain applicable FRA, Code of Federal Regulation qualifications within three (3) months of hire; RCM Certification a plus.
Professional Engineer (P.E.) license preferred. Must possess and maintain a valid driver's license. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. OTHER IMPORTANT INFORMATION Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrar.com Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661
Contact: Human Resources
Address: 547 West Jackson Blvd., Chicago, IL 60661
Phone: 312-322-4070
Fax: 312-322-8937

Expires: 12/08/2015
Job ID: 4263974
Job Title: Licensed Exempt Coordinator
Company: SAL Family and Community Services
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Moline, IL 61265
Salary: 12.50-14.50
Job Description: EXAMPLES OF ESSENTIAL FUNCTIONS: * Collaborates with existing agencies and coordinates services for in-home child care providers * Provide support to in-home child care providers * Produces necessary reports and projections to administrative personnel * Visits home providers on regular (established) basis, documenting needs, improvement, and quality of care * Facilitates awareness and attainment of Quality Rating System levels * Implements procedures and controls to ensure program integrity * Initiates and completes Outcomes measurement tool in the homes quarterly * Provides training opportunities for home providers that align with Quality Rating Systems and other topics as appropriate
Job Requirements: Associate's (Bachelor's degree preferred) in Early Childhood Education, Child Development, Social Work, or related field
Application Instructions: Apply online at skipalong.org and view the full job description.
Contact: Monique Maynard
Address: 4210 44th Avenue, Moline, IL 61265
Phone: 309-764-3724
Fax: 309-764-3744
Email: mmaynard@salfcs.org

Expires: 12/08/2015
Job ID: 4263985
Job Title: Home Network Coordinator
Company: SAL Family and Community Services
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Moline, IL 61265
Salary: $13-15

Job Description: EXAMPLES OF ESSENTIAL FUNCTIONS: * Collaborates with existing agencies and coordinates services for home providers * Enrolls clients; completes necessary paperwork * Counsels families seeking child care * Produces necessary reports and projections to administrative personnel * Visits home providers on regular, established basis; documenting quality of care and regulating compliance * Facilitates attainment of quality rating system levels * Implements procedures and controls to ensure program integrity * Initiates and completes Outcomes measurement tool in the homes annually * Provides training opportunities for home providers that align with Quality Rating Systems and other topics as appropriate

Job Requirements: Associates or Bachelor's degree in Early Childhood Education or related field or significant experience in family day care and demonstrated competence in the administrative and human relations skills needed.

Application Instructions: View the full job description and apply online at www.skipalong.org/careers.

Contact: Monique Maynard
Address: 4210 44th Avenue, Moline, IL 61265
Phone: 309-764-3724
Fax: 309-764-3744

Expires: 12/08/2015
Job ID: 4267585
Job Title: Delivery Partner
Company: UberRUSH
Job Type: Part Time
Location: Chicago, IL
Salary:

Job Description: UberRUSH is a flexible and safe way for people (like you!) to make money by delivering items around your city. You work when you want, meet new people, and explore
your community. Make great fares! 100% Flexible hours 24 hour dedicated operations and support team to make you a success! Weekly Payments

**Job Requirements:** REQUIREMENTS: 19+ years of age Car (Any 2-door/4-door vehicle, 1995+)

**Application Instructions:** Apply at http://t.uber.com/RUSHTriton

**Contact:** David Cavise

**Address:** 111 N Canal 9th Floor, Chicago, IL 60606

**Phone:** 7082246056

**Fax:** UberRUSH

**Apply Online:** http://t.uber.com/RUSHTriton

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**Expires:** 12/08/2015

**Job ID:** 4268840

**Job Title:** IT Helpdesk Technician

**Company:** Naperville Park District

**Job Type:** Part Time

**Degrees Wanted:** Associates

**Majors Wanted:**

**Job Target:** Any Job Target

**Location:** Naperville, IL 60563

**Salary:** $10.00 - $12.00

**Job Description:** Salary: $10.00 - $12.00 Schedule: 20 hours per week. Currently hiring for 2 positions: A) Monday - Thursday 3:00 PM - 8:00 PM or B)Friday 3:00 PM - 8:00 PM, Saturday and Sunday 8:00 AM - 3:00 PM

Overview: Under the direct supervision of the IT Manager and direction of the IT Specialist, the Helpdesk Technician supports and maintains IT department front-end operations through efficient installation, maintenance, diagnostics, repairs, and upgrades of park district printers, workstations, and peripherals. Administers the IT work request system and troubleshoots problems as they arise. Provides end user training and assistance where required. Essential Duties and Responsibilities: 1. Install, assemble, maintain and repair PCs and laptops (HP, Dell, and custom built). 2. Install, maintain, and repair copiers, faxes, and scanners (HP, Oce, Konica). 3. Serve as in-house Microsoft software resource for Microsoft operating systems and applications including, PowerPoint, Outlook, Word and Excel. 4. Maintain hardware and software inventory. 5. Maintain existing wiring infrastructure and assist with the deployment of new infrastructure. 6. Act as the primary technical resource for all district engagements including meetings and presentations. 7. Provide assistance with audio visual needs for special events and day-to-day operations. 8. Provide high quality customer service. 9. Provide end user training in a group setting and one-on-one setting. 10. Serve as liaison between District staff and the IT department to resolve ongoing technology issues. 11. Comply with District financial policies. Communicate budgetary requests to supervisor. 12. Establish and maintain a positive working relationship with residents, customers, vendors, community partners and co-workers. 13. Follow and model compliance with all District, State, Federal and departmental safety and risk management, personnel, administrative policies and
procedures, ordinances and regulations. 14. Maintain a proactive approach to safety and risk management. Report all accidents, incidents and unsafe conditions in a timely manner. Other Duties and Responsibilities: * Assist with IT department projects. * Maintain personal currency of knowledge with respect to relevant state-of-the-art technology, equipment, and systems. * Assist with network utilization and configuration (WAN, LAN) matters. * Work on District project teams. * Assist with IT Department migrations, deployments, maintenance activities and upgrades. * Manage toner inventory. * Administer IT work request system; assign requests to appropriate staff, report on current status, maintain, and close IT work request tickets and provide necessary training and documentation. * Assists with the management of the IT department equipment rentals.

**Application Instructions:** To be considered for this position, interested individuals must complete the online application accessible at [www.applitrack.com/napervilleparks/onlineapp/](http://www.applitrack.com/napervilleparks/onlineapp/). Materials submitted through mail, email, or fax will not be considered.

**Contact:** Naperville Park District  
**Address:** 320 W. Jackson Ave., Naperville, IL 60563  
**Phone:** No phone calls please  
**Fax:** 630.848.5001  
**Apply Online:** [http://www.applitrack.com/napervilleparks/onlineapp/](http://www.applitrack.com/napervilleparks/onlineapp/)

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**Expires:** 12/08/2015  
**Job ID:** 4290179  
**Job Title:** CCAP Eligibility Specialist - Peoria SDA 8  
**Company:** SAL Family and Community Services  
**Job Type:** Full Time  
**Degrees Wanted:** Associates  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Peoria, IL 61604  
**Salary:** $11.50  
**Job Description:** Work with low income families, child care providers, and the community to determine eligibility for child care payment assistance as contracted by the Illinois Department of Human Services (IDHS).  
**Job Requirements:** Training and experience: Associate's degree (or 66+ hours of college credit) and one or more years of related work experience and training or successful work experience utilizing data management skills.  
**Application Instructions:** To view a detailed job description and apply visit [www.salccc.org](http://www.salccc.org) today!  
**Contact:** SAL Family and Community Services  
**Address:** 4210 44th Avenue, Moline, IL 61265  
**Phone:** 309-764-3724  
**Fax:** 309-764-3744
Apply Online: http://www.salccc.org

Expires: 12/08/2015
Job ID: 4290180
Job Title: Infant Toddler Child Care Specialist-Peoria SDA 8
Company: SAL Family and Community Services
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL
Salary: $17.00

Job Description: Plan, develop, implement and ensure the efficient, timely and continuous operation of the Infant-Toddler Child Care Program in collaboration with the Illinois Department of Human Services and other programs at the Child Care Connection. The role of the coordinator should be relationship-based, specific, intensive consultation with child care practitioners including staff, directors and family child care practitioners.

Job Requirements: Training and experience: Minimum of Bachelor’s Degree in child development, early childhood education or related field; four years of experience working with young children with a minimum of one year in an infant/toddler child care setting; specialists shall complete the following Gateways to Opportunity credentials within 18 months of employment: ECE Credential Level 5 and Infant Toddler Credential Level 5.

Application Instructions: To view a detailed job description and apply visit www.salccc.org today!

Contact: SAL Family and Community Services
Address: 4210 44th Avenue, Moline, IL 61265
Phone: 309-764-3724
Fax: 309-764-3744
Apply Online: http://www.salccc.org

Expires: 12/08/2015
Job ID: 4290183
Job Title: Open Door Coordinator/Administrative Assistant
Company: SAL Family and Community Services
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Peoria, IL 61604
Salary: $13.00
**Job Description:** The Open Door Coordinator is responsible for performing professional casework duties and provides self-sufficiency evaluation for individuals and/or families experiencing an immediate crisis. This position is responsible for the completion of needs assessments, assisting customers in identification of skills, strengths, motivation, supports, etc., in achievement of self-sufficiency. In conjunction with the customer, the case-manager establishes a responsibility and service plan addressing barriers to self-sufficiency. As part of a case management team, the case-manager identifies appropriate community resources, ensures clients receive the necessary transitional and long-term services when multiple services are needed. The Administrative Assistant performs general and confidential clerical and designated administrative support duties requiring discretion in processing, preparing and maintaining records and expenditures. Provides general office management for service vendors and facility maintenance agreements.

**Job Requirements:** Education and/or Experience: Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be: Associates Degree (or 66+ hours of college credit) and one or more years of clerical experience; principles and practices of an administrative assistant

**Application Instructions:** To view a detailed job description and apply visit www.salccc.org today!

**Contact:** SAL Family and Community Services

**Address:** 4210 44th Avenue, Moline, IL 61265

**Phone:** 309-764-3724

**Fax:** 309-764-3744

**Email:** mmaynard@salfcs.org

**Apply Online:** http://www.salccc.org

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**Expires:** 12/08/2015

**Job ID:** 4293881

**School Job ID:** MVCC

**Job Title:** Transportation Specialist II

**Company:** Metra

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Majors Wanted:**

**Job Target:** Any Job Target

**Location:** Chicago, IL

**Salary:**

**Job Description:** Posting Period November 24 - December 8, 2015 Transportation Specialist II

Posting No. 324 SUMMARY OF DUTIES Reporting to the Supervisor, Schedules and Services, the Transportation Specialist II will provide support for train scheduling. Monitor and evaluate all activities related to the daily responsibilities of trainmen and provides recommendations for improvement. Develop and maintain the onboard train personnel auditing program including scheduling train rides and collecting feedback from other Metra personnel.
Responsible for the accurate reporting, auditing, and analysis of train delay information used in various Transportation Department reports. Maintain customer feedback data for the Transportation Department; including auditing entries, generating reports, and responding to customer feedback. Position requires the applicant to complete the trainmen training program to learn skills and requirements of onboard personnel. Required to be on-call and subject to alternating weekend duty for Metra's PSA carriers. Requires flexible availability including non-operating hours, weekends and holidays. Must be willing to travel within Metra's 6-county region. Perform other related duties as needed to meet the ongoing needs of the organization.

MINIMUM ACCEPTABLE QUALIFICATIONS: Bachelor's degree preferably in Transportation, Logistics, Computer related, Business Management, OR in lieu of degree any combination of education and experience may be substituted for the required degree that equals four (4) years in logistics/operations preferably in railroading, transportation or related industry. Master's degree preferred. In addition to #1, the position must have three (3) years of combined experience in transportation, planning, or customer service. Proficient in Microsoft Office Suite; Access is preferred. Experience in designing and maintaining databases preferred. Possess excellent written and verbal communication skills. Train operations experience or rail operations rules preferred. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. OTHER IMPORTANT INFORMATION Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrar.com Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

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

Expires: 12/09/2015
Job ID: 4267724
Job Title: Custodial Student Worker
Company: Highland Community College - Student Worker Program
Job Type: Part Time, Student Assistant
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Freeport, IL 61032
Salary: 8.25/hour
Job Description: 1. Clean and maintain floor surfaces by prescribed method or as directed. May operate power-driven floor stripping, waxing, and polishing machines in buildings. 2. Responsible for housekeeping activities in assigned areas and keeping the area physically clean. 3. Report all problems and defects to your immediate supervisor. 4. Follow safe work practices and procedures at all times, including safe lifting, and completion and cleanup of all projects.

Job Requirements: 1. High School/GED grad currently enrolled in 6 credit hours or more. 2. Must be able to read, write, and understand the English language and perform basic calculations. 3. Must be able to work in all kinds of weather; have the dexterity to climb ladders and wash ceilings, walls, and windows. 4. Have the dexterity to bend, stoop, and lift throughout workday. Have the ability to push, pull or carry large or bulky objects weighing up to 50 lbs. on a regular basis. 5. Must have the dexterity for cleaning, disinfecting, moving furniture, and other such housekeeping activities as are repeated on a daily basis. 6. Have the ability to operate power-driven floor stripping, waxing and polishing machines and to use a shovel for the removal of snow.

Application Instructions: Go to the CCN homepage. Go to the Experiential Learning tab. Click on "Submit a New Student Worker Program Agreement". Complete application & submit. NOTE: You will need the following information to complete the application: Job Title: Student Worker Company Name: Highland Community College Supervisor Name: Career Services Supervisor Email: careerservices@highland.edu NOTE: These last two will be changed for you if/when you are hired by a specific department.

Contact: Kurt Simpson
Address: 2998 W. Pearl City Rd., Freeport, IL 61032
Phone: 8155993501
Email: kurt.simpson@highland.edu

Expires: 12/09/2015
Job ID: 4267884
Job Title: Premium Finance Marketing Account Executive I
Company: BB&T
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Accounting & Business Administration, Business Management, Financial Services
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary: $37,386.00 to $46,733.00
Job Description: Essential Duties and Responsibilities: The following is a summary of the essential job functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time. 1. Perform quoting, underwriting, price negotiation and telemarketing efforts for assigned geographic territory. Ensure all territory pricing is competitive, underwriting is complete and accurate, and credit and profitability standards are maintained while working to exceed monthly territory
budget objective and metrics. 2. Responsible for building and developing solid agent client relationship via timely delivery of quotes, contracts and other information as requested or required by retail agent clients. 3. Make outbound calls to improve sales, following up on and soliciting business opportunities. Track all pertinent relationship-level sales data via CRM software. 4. Report any lost quote opportunities and marketing intelligence for the territory. 5. Work in conjunction with Loan Processing Department to review loan documents to ensure completeness, accuracy and compliance with all regulatory and operational requirements. Request any loan funding arrangements and approval of loans within assigned authority limits. Verify loan details prior to, and in some cases after, loan processing.

**Job Requirements:** Required Skills and Competencies: The requirements listed below are representative of the knowledge skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. 1. Associate's degree or equivalent education and related training 2. Proficient computer skills 3. Excellent written and verbal communication skills 4. Excellent organizational skills 5. Strong math aptitude 6. Limited travel to visit material agent clients Desired Skills and Competencies: 1. Associate's degree in finance or business-related field 2. Commercial insurance and financial services experience 3. Proven internal sales performance and relationship management via account or territory management

**Contact:** Lucinda Austin  
**Address:** 1 West Pack Square, Asheville, NC 28801  
**Phone:** 828-225-2078  
**Fax:** 828-236-5723  
**Email:** laustin@bbandt.com  
**Apply Online:** http://www.bbt.com/bbtdotcom/careers/default.page

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**Expires:** 12/09/2015  
**Job ID:** 4267993  
**Job Title:** Customer Support and Account Manager  
**Company:** Kydia, Inc.  
**Job Type:** Full Time  
**Degrees Wanted:** Bachelors  
**Majors Wanted:** Accounting, Accounting & Business Administration  
**Job Target:** Any Job Target  
**Location:** Rosemont, IL 60018  
**Salary:**  
**Job Description:** We are a restaurant online ordering start-up company. Looking for customer support and account manager who has excellent computer skills; team player, ability to work in a fast paced environment, strong communication skills. Must be willing to work late shift and weekends. we need individuals that are hard working, with a "can do" attitude. Requirements: - Must be well organized and we prefer that you are computer savvy. - Familiar with social network like facebook, google+, yelp. - Basic understanding of online marketing - Self-motivated and driven by personal success - Customer services experience preferred
Job Requirements: Qualifications: - Outstanding Communications Skills - Quick Learner - Detail Oriented - Positive, persistent, and with an entrepreneurial drive - Follow up phone calls and e-mails - Customer Support -Account Management

Application Instructions: Please e-mail your resume to career@beyondmenu.com

Contact: Leon Chen
Address: 10400 W. Higgins Rd. #205, Rosemont, IL 60018
Phone: (630) 776-3590
Email: career@beyondmenu.com

Expires: 12/09/2015
Job ID: 4268107
Job Title: Receptionist
Company: Murphy, Lomon & Associates
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Des Plaines, IL 60018
Salary: $10/hr

Job Description: Applicant should possess excellent communication skills. Should be a fast learner, able to multi-task. Applicant should be motivated, organized, and have strong work ethic. Must be punctual, dependable and professional. Able and willing to take direction and learn quickly. Responsibilities include: Answering and directing incoming calls, filing, sending letters using office machines, and other misc. tasks. Hours are flexible: Monday to Thursday 8am-1pm, Friday 8am-4pm

Application Instructions: Please e-mail resume to mrivera@murphylomon.com. No calls, please.
Contact: Myra Rivera
Address: 2860 S River Rd Ste 200, Des Plaines, IL 60018
Phone: 8472995240
Fax: 8472995470
Email: mrivera@murphylomon.com

Expires: 12/09/2015
Job ID: 4268109
Job Title: Customer Service Rep
Company: Murphy, Lomon & Associates
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Des Plaines, IL 60018
Salary: $10

Job Description: Must be reliable, punctual and professional. Skills/Requirements: *Excellent communication skills and outgoing personality *Handle a large number of calls daily, without losing enthusiastic voice and positive attitude *Must be able to work in a scripted environment making outbound calls and taking incoming calls; this is not cold-calling, telemarketing or sales *Must be able to multi-task: talking on the phone while on the computer entering information in the company's database *Ability to work independently and within specific time constraints *Should be able to make 25-30 calls per hour. Hours are flexible, between 15-25hrs per week.

Available Hours: Monday - Thrs 2pm to 8pm, Saturday 9am to 2pm.

Job Requirements: Typing at least 30wpm
Application Instructions: Please e-mail only. Thank you.

Contact: Myra Rivera
Address: 2860 S River Rd Ste 200, Des Plaines, IL 60018
Phone: 8472995240
Fax: 8472995470
Email: mrivera@murphylomon.com

Expires: 12/09/2015
Job ID: 4268210
Job Title: Sales Coordinator and Trainer
Company: Kydia, Inc.
Job Type: Full Time

Degrees Wanted: Bachelors
Majors Wanted: Business Management

Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary:

Job Description: We are currently seeking sales coordinator and trainer. You will play the role of liaison between our Chicago office and overseas Call Centers. Responsibilities: - Conduct process training to new and current overseas call center agents - Review and report attendance concern for accuracy - Evaluate trainee's participation's and progress in training - Using training evaluations to ensure that training program effectively prepares associates for the job and prepares them to meet performance and quality related goals. - Identify and address any training deficiencies - Design and develop application training and development programs based on organizational and individual needs for maximum performance. - Conduct daily debriefing sessions with director - Monitor live and recorded calls and provide agents required coaching feedback - Conduct Floor Support for escalated calls and setting an example for trainee on call control and de-escalation

Application Instructions: Please send us your resume by e-mail to career@beyondmenu.com
Contact: Leon Chen
Address: 10400 W. Higgins Rd. #205, Rosemont, IL 60018
Phone: (630) 776-3590
Fax: (888) 422-4187
Email: career@beyondmenu.com

Expires: 12/09/2015
Job ID: 4268247
Job Title: Sales Manager
Company: Kydia, Inc.
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Business Management
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary:

Job Description: We are an online ordering company that looking for Sales Assistant/Manager to plan, organize, direct, and control the overseas telemarketing sales team. Duties: - Meet and exceed sales targets by focusing on building the right overseas telemarketing sales team. - Manage all the activities of overseas sales team - Plot the direction of your team with precision - Building the right structure and organization for your sales force. - Use training to empower sales people with key selling skills. - Employ powerful coaching and motivation techniques to guide salespeople towards peak performance. - Delegate and motivate for maximum results. - Discipline people and help them keep their focus. - Develop and apply a decisive, flexible and effective leadership style.

Job Requirements: - Must have telemarketing sales experience - Proven record of sales success - Must have excellent communication and relationship building skills - Excellent organizational and time management skills - Excellent verbal and written communication skills - Computer skills including MS. Word, Excel, and CRM - Ability to take initiative and be flexible - Energetic and personable individual who is goal and team oriented.

Application Instructions: Please send us your resume by e-mail to career@beyondmenu.com

Contact: Leon Chen
Address: 10400 W. Higgins Rd. #205, Rosemont, IL 60018
Phone: (630) 776-3590
Fax: (888) 422-4187
Email: career@beyondmenu.com

Expires: 12/09/2015
Job ID: 4268365
Job Title: Automotive Technician / Mechanics of (ALL LEVELS) - Chicago,
Company: Bridgestone Retail Operations  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Automotive Technology  
Job Target: Any Job Target  
Location: Chicago, IL 60659  
Salary: DOE  
Job Description: Firestone Complete Auto Care is currently seeking Automotive Technician / Mechanics of (ALL LEVELS) - Chicago, IL Entry Level Technician Entry Level Mechanic / Technician Senior Mechanic / Automotive Technician Lead Mechanic / Master Technician PLEASE SUBMIT YOUR APPLICATION ONLINE THROUGH OUR CAREER SITES: Responsibilities: Tire Maintenance Technician / Mechanic * Learn how to diagnose and repair basic systems to become certified in a minimum of 5 areas with a preference for brakes, alignments, suspensions, cooling and electrical * Change oil and/or transmission fluid and filters * Install batteries and checks electrical systems * Install and perform tire maintenance * Install parts which include shock absorbers and exhaust systems * Road test vehicles * Demonstrate the ability to learn basic mechanical tasks Entry Level Technician * Maintain an organized neat and safe bay. * A focus towards maintaining a safe work environment and neat bay. * Ability and desire to learn to diagnose and repair basic systems to become certified in a minimum of 5 areas with a preference for brakes, alignments, suspensions, cooling and electrical. * Change oil and/or transmission fluid and filters. * Install batteries and checks electrical systems. * Install and perform tire maintenance. * Ability to road test vehicles. * Any ASE certifications and/or a tech school degree is a big plus, but not required. Entry Level Mechanic / Technician * Maintain an organized neat and safe bay. * 1-2 years of automotive mechanical diagnosis, problem-solving and repair experience to succeed in this position. * A high level of motivation and energy and strong customer service skills are also required. * Ability to install parts which include shock absorbers and exhaust systems. * Any ASE certifications and/or a tech school degree is a big plus, but not required. Senior Mechanic / Automotive Technician * Maintain an organized neat and safe bay. * At least 2-3 years of strong automotive mechanical diagnosis, problem-solving and repair experience. * 3 ASE certifications are preferred for this position. * You'll also need a high level of motivation, energy and a customer-focused attitude. Lead Mechanic / Master Automotive Technician * Maintain an organized neat and safe bay. * 5+ years of automotive mechanical diagnosis, problem solving and repair experience as you mentor and teach teammates while discussing problems with customers. * You will also need strong leadership skills and a customer-focused attitude to go along with a high level of motivation and energy. * 5 ASE certifications are preferred.  
Job Requirements: * Valid driver's license required. * Pre-employment drug test/physical/background check will help assure we build teams of people who can best work with others and serve the needs of our customers. We offer over 31 Benefits and Privileges to include medical, dental, vision, 401K, cash balance retirement plan and more. Over 100 years of success is an indication of the stability our workforce enjoys. We Promise to Care We understand that we offer more than just car service. We rescue people from bad days and we offer solutions for difficult situations. We are people of integrity and we believe that fundamental honesty is the keystone of our business. We are committed to doing the hard work
necessary to earn the loyalty of our teammates and our customers by providing a positive experience every time. We are proud and passionate to represent the brand of Bridgestone. Every day, in every store, with every teammate and every customer...We promise to care. Our Purpose To be the most trusted provider of automotive care in every neighborhood we serve. We are An Equal Opportunity Affirmative Action Employer, in fact, "One of our strengths is found in our commitment to serve a diverse customer population with diverse teams of teammates." Laura Tucker 443-808-8914

Application Instructions: PLEASE SUBMIT YOUR APPLICATION ONLINE THROUGH OUR CAREER SITES:

Contact:
Address: Various Locations Northwest, Chicago, IL 60659
Apply Online: http://firestonecompleteautocare-bridgestone.icims.com/jobs/intro?hashed=0

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Job ID: 4271676
Job Title: chair side dental assistant
Company: Sauk Valley Dental
Job Type: Full Time
Location: Dixon, IL 61021
Salary: $12-$15.00 per hour
Job Description: assist dentist in all phases of general dentistry(restorations, x-rays, impressions,etc.)30-35 hours per week. Paid holidays. 401-K and vacation pay after 18 months of employment. M T TH 8-5, W 9-3, F 8-2 are the hours
Job Requirements: Punctual, well groomed,friendly, outgoing
Application Instructions: fax or email resume
Contact: Michelle Grunauer
Address: 654 Reynodswood Road, Dixon, IL 61021
Phone: 815-288-4028
Fax: 815-994-4095
Email: saukvalleydental@gmail.com
Expires: 12/10/2015

Job ID: 4271689
Job Title: Customer Engagement Representative (CER)
Company: Medulla
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Schaumburg, IL
Salary: 50000
Job Description: The customer engagement representative works with a fast-paced team to provide educational material about chiropractic health services at corporate and community screening events aimed at increasing the number of new patients electing care at Chiro One Wellness Centers clinics. This is a w-2 position with a base salary and generous bonus potential.

Job Requirements: Our Customer Engagement Representative Position As a CER, you'll receive invaluable training as a chiropractic wellness educator and sales professional. Once you've completed training, you'll head out into the community to educate people about the benefits of proactive and preventative healthcare. If you're looking to make a difference in your community, control your income or get out from the shackles of a desk-bound job, the CER role is perfect for you. http://www.medullallc.com/careers/customer-engagement-representative

Highlights of Medulla's CER Role
- Be supported and motivated within a winning, teamwork-based environment
- Work within specified regions across Chicagoland
- Leave the 9-5, deskbound job behind
- Control your income with performance-based bonuses
- Spend the day interacting with and inspiring your community
- Full-scale training support, no previous experience necessary
- Dynamic, energetic leaders and team members
- On-going chiropractic, wellness and personal growth education and information

Our Ideal Candidate
- Experience in a retail, food service or sales environment
- Energetic personality
- Ability to effectively communicate and develop relationships
- Exceptional listening skills
- Self-motivated to achieve performance goals
- Excellent communication and presentation skills

Availability and Physical Requirements
- Ability to stand for extended periods of time
- Flexibility to drive or travel within assigned territory
- Ability to carry between 20 and 50 pounds
- Ability to work indoors and outdoors
- Valid Driver's License, vehicle insurance and good driving record
- Flexible schedule available Sunday through Saturday

Application Instructions: Email resume to Kristina @ k.belanger@medullallc.com

Contact: Kristina Belanger
Address: 2625 Butterfield Rd, Oak Brook, IL 60523
Phone: 630-590-9631
Email: k.belanger@medullallc.com

Expires: 12/11/2015
Job ID: 4271984
Job Title: Retail Associates - Schaumburg
Company: Solomon Page Group Fashion & Beauty
Job Type: Part Time, Seasonal
Location: Schaumburg, IL
Salary: $12 - $13 hr.

Job Description: We are seeking part-time retail associates for a fabulous retail outlet. Must have prior retail background.

Application Instructions: Submit resume to ssakin@solomonpage.com

Contact:
Address: 260 Madison Avenue 3rd Floor, New York, NY 10016
Email: ssakin@solomonpage.com
Expires: 12/11/2015
Job ID: 4272143
Job Title: Prep/Pantry Cook
Company: DoubleTree by Hilton Chicago-Alsip
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Alsip, IL 60803
Salary:
Job Description: Help AM/PM Cook. Breakfast buffet set up, and incoming orders. Checks BEO’S for changes. Prepares and properly garnishes all pantry items, including salads, salad dressings, sandwiches, desserts, specialty plates and other food orders, all menus ( restaurant, room service, eat right, catering ). Insures that all buffets and all pantry stations are set for forecasted covers, reservations, and all special functions. Maintains cleanliness and stocking of coolers and storage areas. Takes proper care of ranges, ovens, broilers, fryers, griddles, and other equipment and utensils. Also, helping out prep for banquet functions. Must be completely available and flexible.
Application Instructions: Qualified applicants must apply in person: Tuesday, & Thursday 10am - 1pm and Wednesday -1pm - 4pm. MUST APPLY IN PERSON
Contact: Katie Barker
Address: 5000 W. 127th St., Alsip, IL 60803
Phone: 7083717300

Expires: 12/11/2015
Job ID: 4272199
Job Title: Automotive Technician / Mechanics of (ALL LEVELS) - Rockford
Company: Bridgestone Retail Operations
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted: Automotive Technology
Job Target: Any Job Target
Location: Rockford, IL 61112
Salary: DOE
Job Description: Tires Plus is currently seeking Automotive Technician / Mechanics of (ALL LEVELS) - Rockford, IL Entry Level Technician Entry Level Mechanic / Technician Senior Mechanic / Automotive Technician Lead Mechanic / Master Technician Responsibilities: Entry Level Technician: * Maintain an organized neat and safe bay. * A focus towards maintaining a safe work environment and neat bay. * Ability and desire to learn to diagnose and repair basic systems to become certified in a minimum of 5 areas with a preference for brakes, alignments,
suspensions, cooling and electrical. * Change oil and/or transmission fluid and filters. * Install batteries and checks electrical systems. * Install and perform tire maintenance. * Ability to road test vehicles. * Any ASE certifications and/or a tech school degree is a big plus, but not required. Entry Level Mechanic / Technician * Maintain an organized neat and safe bay. * 1-2 years of automotive mechanical diagnosis, problem-solving and repair experience to succeed in this position. * A high level of motivation and energy and strong customer service skills are also required. * Ability to install parts which include shock absorbers and exhaust systems. * Any ASE certifications and/or a tech school degree is a big plus, but not required. Senior Mechanic / Automotive Technician * Maintain an organized neat and safe bay. * At least 2-3 years of strong automotive mechanical diagnosis, problem-solving and repair experience. * 3 ASE certifications are preferred for this position. * You'll also need a high level of motivation, energy and a customer-focused attitude. Lead Mechanic / Master Automotive Technician * Maintain an organized neat and safe bay. * 5+ years of automotive mechanical diagnosis, problem solving and repair experience as you mentor and teach teammates while discussing problems with customers. * You will also need strong leadership skills and a customer-focused attitude to go along with a high level of motivation and energy. * 5 ASE certifications are preferred.

**Job Requirements:** * Demonstrated success in retail sales management is a plus. * Valid driver's license required. * Pre-employment drug test/physical/background check will help assure we build teams of people who can best work with others and serve the needs of our customers. We offer over 31 Benefits and Privileges to include medical, dental, vision, 401K, cash balance retirement plan and more. Over 100 years of success is an indication of the stability our workforce enjoys. We Promise to Care We understand that we offer more than just car service. We rescue people from bad days and we offer solutions for difficult situations. We are people of integrity and we believe that fundamental honesty is the keystone of our business. We are committed to doing the hard work necessary to earn the loyalty of our teammates and our customers by providing a positive experience every time. We are proud and passionate to represent the brand of Bridgestone. Every day, in every store, with every teammate and every customer....We promise to care. Our Purpose To be the most trusted provider of automotive care in every neighborhood we serve. We are An Equal Opportunity Affirmative Action Employer, in fact, "One of our strengths is found in our commitment to serve a diverse customer population with diverse teams of teammates." LAURA 443-808-8914

**Application Instructions:** PLEASE SUBMIT YOUR APPLICATION ONLINE THROUGH OUR CAREER SITE:

**Contact:**

**Address:** 1956 Daimler Rd, Rockford, IL 61112  
**Phone:** 443-808-8914  
**Apply Online:** http://tiresplus-bridgestone.icims.com/jobs/71268/automotive-technician---mechanic-%28all-levels%29/job?mode=view

**Expires:** 12/11/2015  
**Job ID:** 4272270  
**Job Title:** Lead Two's Teacher  
**Company:** Park District of Oak Park
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Early Childhood Education  
Job Target: Any Job Target  
Location: Oak Park, IL 60302  
Salary: $13/hour DOQ  
Job Description: This is a part-time position, January-May 2016. The Teacher will team with an assistant to create a nurturing environment that fosters social, emotional, and cognitive development for each toddler. The Lead Teacher is responsible for the age appropriate lesson planning, implementation, safety, and social/emotional well-being of all participants’ 2-3 years of age.  
Job Requirements: view full job description and to apply @www.pdop.org  
Application Instructions: apply online @www.pdop.org  
Contact:  
Apply Online: http://pdop.org

Expires: 12/11/2015  
Job ID: 4272284  
Job Title: Lead Pre-Kindergarten Teacher  
Company: Park District of Oak Park  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Oak Park, IL 60302  
Salary: $15.00/hr, DOQ  
Job Description: This is a part-time position: fro Dec 2015-June 2016. The teacher will team with an assistant to create a nurturing environment that fosters social, emotional, and academic development for each student. The Lead Pre-Kindergarten Teacher is responsible for the lesson planning, curriculum implementation, safety, and the social/emotional well-being of all participants. They will provide quality customer service to the families, park patrons, and Park District staff.  
Job Requirements: To view the full job description and to apply, visit www.pdop.org  
Application Instructions: to view full job description and apply visit @www.pdop.org  
Contact:  
Apply Online: http://pdop.org

Expires: 12/11/2015  
Job ID: 4272294  
Job Title: Substitute Preschool Teacher
Company: Park District of Oak Park
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Oak Park, IL 60302
Salary: $12.00/hour +DOQ
Job Description: This position is from Dec 2015-June 2016. The Substitute Preschool Teacher will be on call to report to the various preschool centers M-F between the hours of 8:00am-3:00pm. The Substitute Teacher is responsible for assisting the classroom teacher(s) with the implementation of the age appropriate curriculum, while maintaining a physical and emotionally safe environment for all children ages 2-5. Other early childhood substitute and program instructor opportunities are available throughout the school year.
Job Requirements: see full job description @www.pdop.org
Application Instructions: To view the full job description and to apply, visit www.pdop.org
Contact:
Apply Online: http://pdop.org

Expires: 12/11/2015
Job ID: 4272364
Job Title: Production Clerk
Company: National Cycle, Inc.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Maywood, IL 60153
Salary: $12.00/hr.
Job Description: Looking for a part-time production clerk to work approximately 5 hours per day. Your shift will be 8:00 am - 1:00 pm but the start time is flexible. Heavy data entry, Excel required, knowledgeable in word is helpful. Position could expand to full-time during the summer busy season.
Application Instructions: Please e-mail resume to apply. debbie@nationalcycle.com
Contact: Debbie Bosi
Address: 2200 Maywood Drive, Maywood, IL 60153
Phone: (708) 273-6514
Email: debbie@nationalcycle.com

Expires: 12/11/2015
Job ID: 4272389
Job Title: Medical Assistant  
Company: A&G Dermatology  
Job Type: Full Time  
Degrees Wanted: Certificate  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Chicago, IL 60707  
Salary:  
Job Description: looking for a Medical Assistant that is already certified. We will train, but must know how to spell and use medical terminology. This is a fast pace office and all medical information is done on I Pads, and Computers. Must be familiar with using these items.  
Application Instructions: To apply either e-mail your resume to our office at agderm1@comcast.net or Fax to 773-237-7350 On the subject lines please let us know you are applying for Medical Assistant.  
Contact: Lou Fridrich  
Address: 1733 N harlem Ave. 1733 N Harlem Ave., Chicago, IL 60707  
Phone: 773-237-6666  
Fax: 773-237-7350  
Email: agderm1@comcast.net  
Expires: 12/11/2015  
Job ID: 4272611  
School Job ID: RVC  
Job Title: Group Ticket Sales Representative  
Company: Rockford Baseball Properties, LLC  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Rockford, IL  
Salary:  
Job Description: The Rockford franchise is looking to hire entry level, limited-term Group Ticket Sales Representatives to work with area non-profits to implement group outing solutions. The Group Ticket Sales Representative position begins in January 2016 and ends after the season is completed in August 2016. This position offers salary and an aggressive commission structure. Additional responsibilities will include a seasonal to-be-determined role as assigned by the GM. Individual will be required to make calls and have occasional meetings with organizations to sell group ticket packages and specialty picnic packages. Individual must be well organized, accurate, energetic, enthusiastic and creative. Candidate should be highly
motivated with a desire to meet and exceed goals while being a dedicated team player. Must be available to work long hours, including all home games.

**Job Requirements:**
* Utilize sales techniques learned in training to sell ticket inventory
* Develop new sales leads and actively prospect daily
* Maintain call logs on a daily, weekly and monthly basis
* Provide superior service to clients
* Meet or exceed weekly and monthly sales goals
* Customer service oriented
* Passionate about baseball and sports in general

**Application Instructions:** Resumes can be sent to the listed email.

**Contact:** Chad Bauer

**Address:** 4503 Interstate Blvd., Loves Park, IL 61111

**Phone:** 815-240-4159

**Email:** info@rockfordnwl.com

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**Expires:** 12/11/2015

**Job ID:** 4272638

**School Job ID:** RVC

**Job Title:** Outside Ticket Sales Representative

**Company:** Rockford Baseball Properties, LLC

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

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Rockford, IL

**Salary:**

**Job Description:** The Rockford franchise is looking to hire entry level, limited-term Outside Ticket Sales Representatives to work with area businesses to implement group outing solutions. The Outside Ticket Sales Representative position begins in January 2016 and ends after the season is completed in August 2016. This position offers salary and an aggressive commission structure. Additional responsibilities will include a seasonal to-be-determined role as assigned by the GM. Individual will be required to make calls and have occasional meetings with businesses to sell group ticket packages and specialty picnic packages. Individual must be well organized, accurate, energetic, enthusiastic and creative. Candidate should be highly motivated with a desire to meet and exceed goals while being a dedicated team player. Must be available to work long hours, including all home games.

**Job Requirements:**
* Utilize sales techniques learned in training to sell ticket inventory
* Develop new sales leads and actively prospect daily
* Maintain call logs on a daily, weekly and monthly basis
* Provide superior service to clients
* Meet or exceed weekly and monthly sales goals
* Customer service oriented
* Passionate about baseball and sports in general

**Application Instructions:** Resumes can be sent to the above email.

**Contact:** Chad Bauer

**Address:** 4503 Interstate Blvd., Loves Park, IL 61111

**Phone:** 815-240-4159
Job Title: Marketing & Graphic Design Representative

Company: Rockford Baseball Properties, LLC

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Visual Communication - Graphic Design/Graphic Arts

Job Target: Any Job Target

Location: Loves Park, IL

Salary:

Job Description: The Rockford franchise is looking to hire a Marketing & Graphic Design Representative to work with area businesses to implement marketing strategies at the ballpark. This is an immediate opening. The individual will be required to connect with team sponsors in order to develop a sign or banner that best fits the interests of both the sponsor and the team. Individual will also be responsible for designing pocket schedules, team programs, brochures, and various other marketing tools. Additional responsibilities include running the team's social media accounts and any other duties as assigned by the GM. This individual must be organized, creative, detail-oriented, enthusiastic, and energetic. The candidate should be highly motivated with a desire to meet and exceed goals while being a dedicated team player.

Job Requirements: * Utilize marketing techniques in order to design aesthetically pleasing sponsor signs, brochures, programs, pocket schedules, and miscellaneous banners/signs. * Use social media accounts to give up-to-date news and scores on the team, interact with fans, etc. * Passionate about baseball and sports in general * Advanced knowledge of graphic design * Significant successes in marketing, social media, or graphic design campaigns * Demonstrated excellent written and verbal communication skills, including the ability to communicate with the public, other employees, and vendors * Strong Customer Service skills * Proven job reliability, diligence, and dedication * Must be flexible to work nights, weekends, and holidays

Application Instructions: Resumes and portfolios can be sent to email above.

Contact: Chad Bauer

Address: 4503 Interstate Blvd., Loves Park, IL 61111

Phone: 815-240-4159

Email: info@rockfordnwl.com

Expires: 12/11/2015

Job ID: 4272683

School Job ID: RVC

Job Title: Marketing & Graphic Design Representative

Company: Rockford Baseball Properties, LLC

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Visual Communication - Graphic Design/Graphic Arts

Job Target: Any Job Target

Location: Loves Park, IL

Salary:

Job Description: The Rockford franchise is looking to hire a Marketing & Graphic Design Representative to work with area businesses to implement marketing strategies at the ballpark. This is an immediate opening. The individual will be required to connect with team sponsors in order to develop a sign or banner that best fits the interests of both the sponsor and the team. Individual will also be responsible for designing pocket schedules, team programs, brochures, and various other marketing tools. Additional responsibilities include running the team's social media accounts and any other duties as assigned by the GM. This individual must be organized, creative, detail-oriented, enthusiastic, and energetic. The candidate should be highly motivated with a desire to meet and exceed goals while being a dedicated team player.

Job Requirements: * Utilize marketing techniques in order to design aesthetically pleasing sponsor signs, brochures, programs, pocket schedules, and miscellaneous banners/signs. * Use social media accounts to give up-to-date news and scores on the team, interact with fans, etc. * Passionate about baseball and sports in general * Advanced knowledge of graphic design * Significant successes in marketing, social media, or graphic design campaigns * Demonstrated excellent written and verbal communication skills, including the ability to communicate with the public, other employees, and vendors * Strong Customer Service skills * Proven job reliability, diligence, and dedication * Must be flexible to work nights, weekends, and holidays

Application Instructions: Resumes and portfolios can be sent to email above.

Contact: Chad Bauer

Address: 4503 Interstate Blvd., Loves Park, IL 61111

Phone: 815-240-4159

Email: info@rockfordnwl.com

Expires: 12/11/2015

Job ID: 4272790

Job Title: Bilingual in Home Therapist

Company: UCP Seguin of Greater Chicago

Job Type: Full Time
Degrees Wanted: Masters
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Cicero, IL 60804
Salary: $37,000 - $41,000

Job Description: We are looking for a In Home Therapist Must be fluent in Spanish. Ensures the effective development, maintenance and provisions of In-Home Family Therapy services, ensuring that all program sites, staff, Foster Parents, and Client interventions promote health, safety, maximum client growth, and community integration in accordance with staffing agency policies and federal, State and other licensing accreditation and regulation agencies, standards, and regulations.

Application Instructions: Apply online at http://www.seguin.org/get_involved/employment_opportunities.html Or call to make an app't

Contact: Daisy Vidal or Debra Payne
Address: 3100 S. Central Ave, Cicero, IL 60804
Phone: (708) 222-4835
Fax: (708) 222-0852

Apply Online: https://www.seguin.org/get_involved/employment_opportunities.html

Expires: 12/11/2015
Job ID: 4272907
Job Title: Child Welfare Specialist
Company: UCP Seguin of Greater Chicago
Job Type: Full Time

Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Cicero, IL 60804
Salary: $32,000 - $35,000

Job Description: Provides effective delivery of case management services, which ensure compliance with regulations, policies, procedures and standards set by the Agency and the Illinois Department of Children and Family Services (DCFS), meet the particular physical, social, emotional needs and permanency goals of children served, and in a manner that facilitated cross-team collaboration, cooperation and services integration across work unit, department and organizational boundaries.

Application Instructions: Apply online at http://www.seguin.org/get_involved/employment_opportunities.html Or call to make an app't

Contact: Daisy Vidal or Debra Payne
Address: 3100 S. Central Ave, Cicero, IL 60804
Phone: (708) 222-4835
Fax: (708) 222-0852

Expires: 12/11/2015
Job ID: 4272917
Job Title: Life Skills Coordinator
Company: UCP Seguin of Greater Chicago
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Cicero, IL 60804
Salary: $32,000 - $34,000
Job Description: Ensures the planning, facilitation, monitoring and effective daily operation of Life Skills program, activities, curriculum; develops and coordinates volunteer opportunities for Life Skills participants. Promotes greater productivity, independence and vocational and community integrated opportunities for participants.
Application Instructions: Apply online at http://www.seguin.org/get_involved/employment_opportunities.html Or call to make an app't
Contact: Daisy Vidal or Debra Payne
Address: 3100 S. Central Ave, Cicero, IL 60804
Phone: (708) 222-4835
Fax: (708) 222-0852

Expires: 12/11/2015
Job ID: 4272926
Job Title: Community Living Coordinator
Company: UCP Seguin of Greater Chicago
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Cicero, IL 60804
Salary: $33,000 - $36,000
Job Description: Ensure the successful ongoing operations and assist in the development of new community integrated residential arrangements appropriate to the needs and choices of persons served, in accordance with their services plan goals and related program methodologies to maximize growth in independent living and community integration. With 2-3 years experience.
Application Instructions: Apply online at http://www.seguin.org/get_involved/employment_opportunities.html Or call to make an app't
Contact: Daisy Vidal or Debra Payne  
Address: 3100 S. Central Ave, Cicero, IL 60804  
Phone: (708) 222-4835  
Fax: (708) 222-0852  

Expires: 12/11/2015  
Job ID: 4272930  
School Job ID: MVCC  
Job Title: Director of Communications  
Company: Cook County Clerk's Office  
Job Type: Full Time  
Degrees Wanted: Bachelors  
Majors Wanted: Journalism/Mass Communication  
Job Target: Any Job Target  
Location: Chicago, IL 60602  
Salary:  

Job Description: Position Summary: The Cook County Clerk's Office seeks a Director of Communications responsible for coordinating strategic media relations, implementing internal and external communications, leveraging social media, and securing earned and paid media. The ideal candidate is well-versed in pitching stories and brings an existing network of local and national media contacts. S/he must be a team player with managerial experience and a robust curiosity for learning the disparate duties of this office. Qualifications: Bachelor's in journalism, public relations, communications or related field. Master's preferred. 5+years of experience in journalism, media or public relations. Management experience preferred. Excellent verbal and written communication skills. Proven media relations experience. Proficient in Microsoft Office Suite, PowerPoint, and various social media channels (i.e. facebook, Twitter, Instagram, YouTube, Snapchat, etc.) Experience developing content-based marketing campaigns including email and social media campaigns, paid media and webinars. Flexible schedule may be required at peak times. Crisis management experience a plus. Speech writing experience a plus. Bilingual candidates who can speak and write Spanish are encouraged. Duties: Define, develop and oversee execution of PR strategy. Identify innovative communications strategies to promote and brand the office. Responsible for overseeing production of all materials developed by the communications team, including but not limited to: press releases, editorials, letters to the editor, newsletters, social media content, print ads, radio and video scripts, speeches, PowerPoint presentations, reports, brochures and various promotional items such as posters, fact sheets and flyers. Arrange press conferences, editorial board meetings and interviews. Maintain and expand press contacts. Coordinate ongoing content management of website in conjunction with webmaster. Develop solid understanding of all functions of the Clerk's office. Salary commensurate with experience Application Period: Until further notice  

Application Instructions: Application for employment must be in person at the Cook County Clerk Clerk's Office of Human Resources 69 West Washington - Suite 500, Chicago, IL 60602
or email cover letter, resume and three writing samples to countyclerk.hr@cookcountyil.gov with the subject line: "Director of Communications."

**Contact:** Cook County Clerk's Office  
**Address:** 69 W. Washington, Chicago, IL 60602  
**Phone:** 312-603-0988

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**Expires:** 12/12/2015  
**Job ID:** 4273494  
**Job Title:** Service Department Field Technician  
**Company:** Bornquist Inc.  
**Job Type:** Full Time  
**Degrees Wanted:** Associates  
**Majors Wanted:** Stationary Engineering  
**Job Target:** Any Job Target  
**Location:** Chicago, IL 60646  
**Salary:** $30k - $40k

**Job Description:** Perform skilled technical work in the maintenance, repair, replacement and start-up of hydronic heating, air conditioning and plumbing equipment, controls, and distribution systems. Fully trained in all aspects of the products they service, company policies, OSHA safety standards, local regulations pertaining to service work, and other functions as required. Maintain positive relations with customers and vendors and perform all work in an efficient and professional manner.

**Job Requirements:** * Perform start-up, diagnose, troubleshoot and repair hydronic heating, air conditioning and plumbing equipment, including centrifugal pumps, pressure booster systems, boilers, variable frequency drives, cooling towers and related controls. * Perform scheduled maintenance inspections. Adjust, clean and calibrate equipment and/or systems to assure proper operation. * Check distribution systems for proper velocity, volume, temperature, pressure, etc. * Provide technical assistance with the design of hydronic HVAC systems including installation of and modifications to existing systems. * Assist in training other technicians and staff in preventative maintenance of hydronic HVAC systems. * Prepare service records and reports describing procedures, actions taken and recommended solutions and communicate same to the customer. Document all installed equipment - make, model, serial number, etc. - test measurements, and pictures as necessary. Submit reports and service tickets in a timely manner. * Identify and report to customer potential opportunities for additional business, including newer systems, additional services and service contracts. * Demonstrate knowledge of pertinent rules and regulations, guidelines, departmental operating procedures and safety regulations to ensure that all work is performed in compliance with applicable standards. * Be available to work nights and weekends, on a rotating basis, to service emergency needs of our customers. * Maintain company vehicle in good working order, refueling and cleaning as necessary. Report mechanical issues promptly. * Maintain proper stock, parts, tools and safety equipment in the vehicle. * Participate in company-provided training and testing as necessary. * Provide back-up to other field service personnel, warehouse personnel or pump fabrication personnel as necessary. * Possess valid driver's license and ability to drive any and all vehicles assigned by
the Company, and maintain a clean driving record. * Maintain a well-groomed, professional appearance. * Perform other duties as necessary.

Contact: HR
Address: 7050 N. Lehigh Ave., Chicago, IL 60646
Phone: 773-774-2800
Email: hr@bornquist.com

Expires: 12/12/2015
Job ID: 4273596
Job Title: CNA/caregiver
Company: The Cottages of New Lenox
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Nurse Assistant, Nursing
Job Target: Any Job Target
Location: New Lenox, IL 60451
Salary: based on experience
Job Description: Assist residents with ADLs, minor food preparation, minor housekeeping, engage residents in activities.
Job Requirements: Dependable, Flexible, Outgoing, Motivated, Enjoy working with Seniors, experience with Dementia preferred.
Application Instructions: Please apply in person at: The Cottages of New Lenox 1023 S Cedar Rd New Lenox, IL 60451 Or send resume to: Newlenoxald@islllc.com
Contact: Bianca Miller
Address: 1023 S Cedar Rd, New Lenox, IL 60451
Phone: 815-954-5842
Fax: 815-717-3496
Email: Newlenoxald@islllc.com

Expires: 12/12/2015
Job ID: 4273726
Job Title: MAINTENANCE TECHNICIAN
Company: C&M Scale Co
Job Type: Full Time
Degrees Wanted: Certificate
Location: Forest Park, IL 60130
Salary: $20 - $30 per hour
Job Description: * Field Service * Chicago Metro - no overnight * Need experienced industrial service background * Install, calibrate & repair bench, floor and truck scales * Scale electronics
requires aptitude & related training with similar experience and background * Clean driving record required * Automotive background, welding, or similar experience would be a plus * Steady work $20 - $30 per hour depending on experience * Immediate opening * Will train if your background applies

**Job Requirements:** clean driving record

**Contact:** Victoria Forrester

**Address:** 7241 W Roosevelt Road, Forest Park, IL 60130

**Phone:** (708) 771-0100

**Email:** cmscale72@att.net

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**Expires:** 12/12/2015

**Job ID:** 4273830

**Job Title:** RN/LPN

**Company:** The Cottages of New Lenox

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

**Degrees Wanted:** Associates, License

**Majors Wanted:** Nursing

**Job Target:** Any Job Target

**Location:** New Lenox, IL 60451

**Salary:** based on experience

**Job Description:** Medication administration, process physician orders, oversee care staff, documentation.

**Job Requirements:** Flexible, Dependable, Outgoing, Motivated, experience working with Dementia, enjoy working with elderly.

**Application Instructions:** Please apply in person at: The Cottages of New Lenox 1023 S Cedar Rd New Lenox, IL 60451 Or email resume to: Newlenoxald@islllc.com

**Contact:** Bianca Miller

**Address:** 1023 S Cedar Rd, New Lenox, IL 60451

**Phone:** 815-954-5842

**Fax:** 815-717-3496

**Email:** newlenoxald@islllc.com

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**Expires:** 12/12/2015

**Job ID:** 4273850

**Job Title:** Marketing Director

**Company:** The Cottages of New Lenox

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Marketing Management
Job Target: Any Job Target
Location: New Lenox, IL 60451
Salary: based on experience
Job Description: Network with local area to draw leads, community tours, communicate with interested parties, assist families with move in process and questions.
Job Requirements: Dependable, Flexible, Outgoing, Self-starter, Motivated, Experience with Dementia, Enjoy working with Elderly.
Application Instructions: Please apply in person at: The Cottages of New Lenox 1023 S Cedar Rd New Lenox, IL 60451 Or email resume to: Newlenoxald@islllc.com
Contact: Bianca Miller
Address: 1023 S Cedar Rd, New Lenox, IL 60451
Phone: 815-954-5842
Fax: 815-717-3496
Email: Newlenoxald@islllc.com

Expires: 12/12/2015
Job ID: 4273898
Job Title: Activity Director
Company: The Cottages of New Lenox
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted:
Job Target: Any Job Target
Location: New Lenox, IL 60451
Salary: based on experience
Job Description: Engage residents in activities based on cognitive level, plan for parties, field trips, network with area troops, schools, businesses to arrange events for residents.
Job Requirements: Flexible, Dependable, Outgoing, Motivated, Experience working with Dementia, Enjoy working with Elderly.
Application Instructions: Please apply in person at: The Cottages of New Lenox 1023 S Cedar Rd New Lenox, IL 60451 Or email resume to: Newlenoxald@islllc.com
Contact: Bianca Miller
Address: 1023 S Cedar Rd, New Lenox, IL 60451
Phone: 815-954-5842
Fax: 815-717-3496
Email: Newlenoxald@islllc.com

Expires: 12/12/2015
Job ID: 4273928
Colleges Central Job Board 12/07/2015

**Job Title:** Concierge/Receptionist
**Company:** The Cottages of New Lenox
**Job Type:** Part Time
**Degrees Wanted:** None Required
**Majors Wanted:** Medical Administrative Assistant, Office Assistant
**Job Target:** Any Job Target
**Location:** New Lenox, IL 60451
**Salary:** based on experience
**Job Description:** Telephone operator, filing, copying, faxing, emailing, mailing, greeting visitors.
**Job Requirements:** Flexible, Dependable, Computer Knowledge, Outgoing, Friendly, Motivated, Enjoy working with Elderly, Dementia experience a plus.

**Application Instructions:** Please apply in person at: The Cottages of New Lenox 1023 S Cedar Rd New Lenox, IL 60451 Or email resume to: Newlenoxald@islllc.com

**Contact:** Bianca Miller
**Address:** 1023 S Cedar Rd, New Lenox, IL 60451
**Phone:** 815-954-5842
**Fax:** 815-717-3496
**Email:** Newlenoxald@islllc.com

Expires: 12/12/2015
Job ID: 4274324
School Job ID: RVC-HEALTH

**Job Title:** Medical Social Worker
**Company:** OSF Saint Anthony Medical Center
**Job Type:** Full Time
**Degrees Wanted:** Certificate, License, Masters
**Majors Wanted:** Any Major
**Job Target:** Any Job Target
**Location:** Rockford, IL 61108

**Salary:**
**Job Description:** The Medical Social Worker is responsible for identifying socioeconomic and emotional factors that exist which are or can be an impediment to the effective treatment of the patient's medical condition or rate of recovery. Initiates a plan of treatment to reduce or alleviate problems to insure the best possible care of the patient. Serves as liaison between the home care department and the community to integrate services, coordinate care for patients and enhance good working relationships. Is responsible for Medical Social Service case coordination and supervision of the clinical activities of social work assistant. Demonstrates the knowledge and skills necessary to provide patient care that is appropriate to the ages of the patients served. This requires that the individual demonstrates knowledge of the principles of growth and
development as well as the physical, emotional and psycho-social needs of the patient population served. The Medical Social Worker is accountable to be knowledgeable for observing regulatory and compliance standards.

**Job Requirements:** REQUIRED QUALIFICATIONS: Master's degree in Social Work or related field and 1 year of experience. Minimum of 1 year of post-licensure experience. Current licensure by state in which agency services. Provides own transportation and auto insurance and abides by all laws, rules and recommendations for safe driving while on duty. Maintains a valid driver's license. Demonstrates ability to work independently and execute own workload. Working knowledge of human behavior/development and theories of social work process. Must be able to use and operate medical and/or office equipment, including Point of Care devices. Expected to take night and weekend calls, and make home visits and/or work in office during the evening, night, weekend and/or holiday hours as required. Accountability to the Care Manager in relation to Utilization Practices. Current CPR certification required. PREFERRED QUALIFICATIONS: Previous experience in medical social work with home care preferred.

**Application Instructions:** Apply Online

**Contact:** Elizabeth Torchia

**Address:** 5510 E. State Street Center for Health Building, Rockford, IL 61108

**Phone:** 815-395-5389

**Fax:** 815-395-2332

**Apply Online:** http://osf.taleo.net/careersection/external/jobsearch.ftl?lang=en&portal

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**Expires:** 12/12/2015

**Job ID:** 4274331

**School Job ID:** RVC-HEALTH

**Job Title:** Medical Office Assistant

**Company:** OSF Saint Anthony Medical Center

**Job Type:** Part Time

**Degrees Wanted:** Certificate, License

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Rockford, IL 61108

**Salary:**

**Job Description:** The medical office assistant is responsible for chart preparation, medical records retrieval, telephone answering, and message taking along with clinical requirements to include assisting the R.N. with patient needs, documentation, scheduling, ordering of tests and stocking exam rooms.

**Job Requirements:** REQUIRED QUALIFICATIONS: Must be High School graduate; graduate of Certified Medical Office Program or equivalent; successfully completed medical terminology class. Completion of a phlebotomy training course or six months prior experience doing phlebotomy is required. One year experience in a physician's office or outpatient setting. Current American Heart Association HealthCare Provider BLS CPR or approved equivalent (must include infant through adult, one and two-man rescuer, use of AED, and choking with
hands-on CPR skills return demonstration, and must be pre-approved by Org Dev/Human Resources) completed prior to employment. Valid state driver's license. PREFERRED QUALIFICATIONS: One year prior experience doing phlebotomy. Knowledge of PC software preferred.

Application Instructions: Apply Online
Contact: Elizabeth Torchia
Address: 5510 E. State Street Center for Health Building, Rockford, IL 61108
Phone: 815-395-5389
Fax: 815-395-2332
Apply Online: http://osf.taleo.net/careersection/external/jobsearch.ftl?lang=en&portal

Expires: 12/12/2015
Job ID: 4274349
School Job ID: RVC-HEALTH
Job Title: Medical Office Assistant
Company: OSF Saint Anthony Medical Center
Job Type: Part Time
Degrees Wanted: Certificate
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL 61108
Salary:

Job Description: May work in both the clinical and front office functions of the practice providing clerical and patient care support activities at the direction of the physician/provider. The incumbent performs the duties described below in accordance with the specific needs of the practice. Maintains unit patient care supplies, ensures timely flow of patients and assists physicians and nurses to provide optimal care to patients and families. Documents patient's chief complaint and reason for visit, allergies, and current medications in the chart for review by provider. Completes questionnaires and flow-sheets appropriately as indicated. Reviews the patient's chart to assure that all records are up-to-date and posted in the correct place. Obtains signed consent forms from the patient or guardian. The patient's insurance coverage is assessed for any managed care requirements and notations are made in the chart. At the direction of the provider, performs approved waived lab tests/diagnostic testing including but not limited to: pulse oximetry, EKG, etc. Performs order entry and documents the results of the test in the medical record for review by the provider.

Job Requirements: REQUIRED QUALIFICATIONS: This position requires knowledge of patient care activities as well as provider practice office functions normally attained through training as a CMA, MOA or the equivalent in previous training and experience. The incumbent should have excellent interpersonal skills and the ability to work with a wide variety of people. The incumbent must have or obtain within the first 90 days of employment certification in CPR. PREFERRED QUALIFICATIONS: Previous medical experience is strongly preferred. The incumbent should have previous computer experience.
Application Instructions: Apply Online
Contact: Elizabeth Torchia
Address: 5510 E. State Street Center for Health Building, Rockford, IL 61108
Phone: 815-395-5389
Fax: 815-395-2332
Apply Online: http://osf.taleo.net/careersection/external/jobsearch.ftl?lang=en&portal

Expires: 12/12/2015
Job ID: 4274642
School Job ID: RVC-HEALTH
Job Title: Food Service Worker I (Sanitation)
Company: OSF Saint Anthony Medical Center
Job Type: Part Time
Location: Rockford, IL 61108
Salary:
Job Description: Provides a high quality dining experience for Café customers. Provides excellent customer service.
Job Requirements: REQUIRED QUALIFICATIONS: Less than high school. Able to communicate effectively, verbally, and in writing. Must have manual dexterity required for handling equipment and supplies. Must be flexible and adapt easily to changes in schedule, work assignments and environment. Must be willing and capable of working in a fast paced environment. PREFERRED QUALIFICATIONS: High School Diploma or GED. Previous food service experience

Application Instructions: Apply Online
Contact: Elizabeth Torchia
Address: 5510 E. State Street Center for Health Building, Rockford, IL 61108
Phone: 815-395-5389
Fax: 815-395-2332
Apply Online: http://osf.taleo.net/careersection/external/jobsearch.ftl?lang=en&portal

Expires: 12/12/2015
Job ID: 4274802
Job Title: Illinois Medi-Car DRIVER
Company: Superior Ambulance
Job Type: Full Time
Location: Elmhurst, IL 60126
Salary:
Job Description: Illinois Medi-Car, a unit of Superior Ambulance Service, has immediate openings for FULL-TIME drivers to transport wheelchair-bound individuals to healthcare facilities, hospitals, testing laboratories, etc.
Job Requirements: * Hold current & valid IL driver's license. * Have a good driving record. * No loss or suspension of driver license within the last 2-3 years. * Be least 18 years of age. * Ability to accurately and quickly read a street map. * Ability to push or pull a wheelchair that may be carrying up to 250 pounds. * Physical exam and lift test required. * Depending on shift assignment, available to work weekends, evenings, and holidays and scheduled or emergency overtime. * Safety-conscious, courteous, reliable, and caring. * High School Diploma or equivalency. * Map test and successfully completed the interview process. * Communicate well and write in English language.

Application Instructions: PLEASE APPLY ON OUR WEBSITE: www.superiorambulance.com or follow link http://www.superiorambulance.com/main/career-opportunities/ Superior Air-Ground Ambulance Service, Inc. is committed to attracting and retaining the best talent. We are an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants of all backgrounds are encouraged to apply. M/F/V/D

Contact:
Address: 395 W. Lake Street, Elmhurst, IL 60126
Email: hr@superiorambulance.com
Apply Online: http://www.superiorambulance.com/main/career-opportunities/

Job ID: 4278266
School Job ID: RVC-HEALTH
Job Title: Advanced Practice Nurse/Physician Assistant
Company: OSF Saint Anthony Medical Center
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Nurse Assistant, Nursing
Job Target: Any Job Target
Location: Rockford, IL 61108
Salary:
Job Description: According to professional standards of care, performs a variety of advanced nursing / physician assistant functions. Demonstrates the knowledge and skills necessary to provide patient care that is appropriate to the ages of the patients served.

Job Requirements: REQUIRED QUALIFICATIONS: Must an active Illinois Advanced Practice Nurse or Physician Assistant license. Must have a Master's Degree in Advanced Practice Nursing or Physician Assistant Studies.

Application Instructions: Apply Online
Contact: Elizabeth Torchia
Address: 5510 E. State Street Center for Health Building, Rockford, IL 61108
Phone: 815-395-5389
Fax: 815-395-2332
Apply Online: http://osf.taleo.net/careersection/external/jobsearch.ftl?lang=en&portal
Expires: 12/16/2015
Job ID: 4278273
School Job ID: RVC-HEALTH
Job Title: Adjunct Instructor
Company: OSF Saint Anthony Medical Center
Job Type: Part Time, Temporary
Degrees Wanted: Masters
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Rockford, IL 61108
Salary:
Job Description: A College of Nursing Adjunct Instructor is a member of the academic faculty entrusted with the development, implementation, and evaluation of the College's program(s) curricula. An adjunct instructor serves the College, its students, faculty, staff, the profession, and community. An adjunct instructor is expected to contribute and support nursing scholarship. Each faculty member is expected to abide by and promote the Mission, philosophy, and expected outcomes of the College and its programs within the philosophic framework and policies of OSF Healthcare and the College Board. Adjunct faculty appointments reflect a limited assignment for one or more specific courses and/or semesters.
Job Requirements: REQUIRED QUALIFICATIONS: Master's degree in area of teaching Graduate degree in nursing if teaching in area of nursing Evidence of continued self-development within profession Two years experience in clinical nursing practice if teaching in area of nursing Knowledge of subject matter in assigned areas Experience commensurate with area of teaching responsibility Behavior reflecting "Code of Ethics for Nurses" (American Nurses Association, 2008) Organizational skills Strong communication and teaching skills Current, unencumbered RN license in Illinois if responsible for teaching nursing Current CPR if teaching clinical nursing Continues to increase knowledge base through advanced academic preparation and continuing education Meets annual and long-term goals for professional development and personal growth Mission and Regulatory (e.g., JCAHO, OSHA) requirements per OSF SAMC Workshops and conferences as needed for continued licensure PREFERRED QUALIFICATIONS: Baccalaureate or graduate education teaching experience
Application Instructions: Apply Online
Contact: Elizabeth Torchia
Address: 5510 E. State Street Center for Health Building, Rockford, IL 61108
Phone: 815-395-5389
Fax: 815-395-2332
Apply Online: http://osf.taleo.net/careersection/external/jobsearch.ftl?lang=en&portal

Expires: 12/16/2015
Job ID: 4278285
Job Title: Tire Maintenance Technician / Mechanics - Schaumburg, IL
Company: Bridgestone Retail Operations
Job Type: Full Time
Location: Schaumburg, IL 60173
Salary: DOE

Job Description: Bridgestone Retail Operations, LLC employs over 22,000 teammates in North America and operates more than 2,200 company-owned stores. The store locations include Firestone Complete Auto Care, Tires Plus, and Wheel Works. With 2,200 locations across America and over $3 billion in tire and auto service sales, Bridgestone Retail Operations is the right place to build a career. Learn more! Firestone Complete Auto Care is currently hiring for Tire Maintenance Technician / Mechanics - Schaumburg, IL

Responsibilities:
* Learn how to diagnose and repair basic systems to become certified in a minimum of 5 areas with a preference for brakes, alignments, suspensions, cooling and electrical
* Change oil and/or transmission fluid and filters
* Install batteries and checks electrical systems
* Install and perform tire maintenance
* Install parts which include shock absorbers and exhaust systems
* Road test vehicles

Requirements:
* Demonstrate the ability to learn basic mechanical tasks
* A high level of motivation and energy and strong customer service skills
* Must have a valid driver's license

We offer over 31 Benefits and Privileges to include medical, dental, vision, 401K, cash balance retirement plan and more. Over 100 years of success is an indication of the stability our workforce enjoys. We Promise to Care We understand that we offer more than just car service. We rescue people from bad days and we offer solutions for difficult situations. We are people of integrity and we believe that fundamental honesty is the keystone of our business. We are committed to doing the hard work necessary to earn the loyalty of our teammates and our customers by providing a positive experience every time. We are proud and passionate to represent the brand of Bridgestone. Every day, in every store, with every teammate and every customer. We promise to care. Our Purpose To be the most trusted provider of automotive care in every neighborhood we serve. We are An Equal Opportunity Affirmative Action Employer, in fact, "One of our strengths is found in our commitment to serve a diverse customer population with diverse teams of teammates." Anthony 570-409-4732

Application Instructions: PLEASE SUBMIT YOUR APPLICATION ONLINE THROUGH OUR CAREER SITE

Contact: Melissa Stokes
Address: 535 Marriott Dr, Nashville, TN 37214
Phone: 830-964-4451
Apply Online: https://firestonecompleteautocare-bridgestone.icims.com/jobs/71587/tire-maintenance-technician---mechanic/job?mode=view

Expires: 12/17/2015
Job ID: 4279627
Job Title: Research and Administrative Assistant
Company: Edward G. Detwiler & Associates, Ltd.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Park Ridge, IL 60068
Salary: $15-20 per hour

Job Description: Edward G. Detwiler & Associates, Ltd. is an appraisal firm that specializes in the valuation of high-end medical, scientific and technological equipment. We are looking for a part-time employee who is able to learn the administrative and research skills needed in our business. This includes a working knowledge of Microsoft Word and Excel, a technical aptitude and the ability to complete online research for product information used in our appraisal reports. The ideal candidate will be fluent in spoken and written Japanese and familiar with Japanese culture and business practices. We will provide training in the technology needed for this position. Our assignments generally involve appraising the equipment used in healthcare organizations including hospitals, imaging and surgical centers, scientific and clinical laboratories, medical and dental offices, and technology manufacturers. Our appraisals are used for mergers & acquisitions, financing, partnership & divorce settlements and tax issues. The starting salary is $15-20.00 per hour and there are no benefits. Although this is currently a part-time position of 20 hours/week, there is the possibility of it developing into a permanent part or full-time position if current business trends continue and the applicant meets our needs.

Contact: Christine Calandra
Address: 1580 N. Northwest Highway Suite 212, Park Ridge, IL 60068
Phone: 847-202-9900
Fax: 847-202-9909
Email: ccalandra@egdetwiler.com

Expires: 12/17/2015
Job ID: 4279738
Job Title: PAYROLL TECHNICIAN
Company: City of Park Ridge
Job Type: Full Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Accounting
Job Target: Any Job Target
Location: Park Ridge, IL 60068
Salary: $50,639 +/- DOQ

Job Description: The City of Park Ridge's Finance Department is seeking qualified applicants for the full-time position of Payroll Technician. Responsibilities include, but are not limited to, preparing and processing the bi-weekly payroll for approximately 350 employees; balancing payroll withholdings and sending remittances for withholding to various entities; ensuring accuracy in payroll system; reconciling flexible spending account disbursements; calculating retroactive pay adjustments for general increases and union contracts; preparing police and fire pension payroll reports; and responding to payroll inquires. This position requires strong attention to detail. Excellent communication skills are a must. Strong knowledge of Microsoft Excel and other Microsoft Office products required. High School diploma or GED required.
Associates degree in Accounting preferred with minimum 2-3 years of progressively responsible payroll related experience; CPP (Certified Payroll Professional) designation preferred. ADP experience strongly preferred. Salary midpoint for position is $50,639 (starting salary +/- depending on experience and qualifications), plus benefits. Required work hours include Monday - Friday, 8:00 a.m. to 4:30 p.m. Position is open until filled.

**Job Requirements:** Associates degree in Accounting preferred with minimum 2-3 years of progressively responsible payroll related experience; CPP (Certified Payroll Professional) designation preferred. ADP experience strongly preferred.

**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: Human Resources 505 Butler Place Park Ridge, IL 60068 EOE M/F/D/V

**Contact:** Annie Eriksson, PHR

**Address:** 505 Butler Place, Park Ridge, IL 60068

**Phone:** 847-318-5202

**Fax:** 847-318-5329

**Email:** aeriksso@parkridge.us

**Apply Online:** http://www.parkridge.us/government/employment.aspx

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**Expires:** 12/18/2015

**Job ID:** 4281608

**Job Title:** Automotive Service Manager - Aurora, IL

**Company:** Bridgestone Retail Operations

**Job Type:** Full Time

**Location:** Aurora, IL 60504

**Salary:** DOE

**Job Description:** Bridgestone Retail Operations, LLC employs over 22,000 teammates in North America and operates more than 2,200 company-owned stores. The store locations include Firestone Complete Auto Care, Tires Plus, Expert Tire, and Wheel Works. With 2,200 locations across America and over $3 billion in tire and auto service sales, Bridgestone Retail Operations is the right place to build a career. Learn more! Firestone Complete Auto Care is currently seeking an Automotive Service Manager - Aurora, IL Responsibilities: Serving customers is a key to success in this position. Combining your in-depth automotive repair knowledge with your exceptional people skills, you'll manage customer relationships and frequently serve as a liaison between technicians and customers. You'll also select, coach, lead, train and supervise vehicle technicians while assisting with the purchase of parts, materials and equipment. You will take a leadership role in creating: * Teammate Retention * Customer Satisfaction & Retention * Serving Customers' Automotive Service Needs * Creating Results for Teammates, Customers, and the Company Requirements: * 4 years auto service technical experience. * 1 year service manager or writer experience. * Valid driver's license required. * Pre-employment drug test, physical exam and background check required. * A college degree is preferred. We offer over 31 Benefits and Privileges to include medical, dental, vision, 401K, Cash balance retirement plan and more. Over 100 years of success is an Indication of the stability our workforce enjoys. We Promise to Care We understand that we offer more than just
car service. We rescue people from bad days and we offer solutions for difficult situations. We are people of integrity and we believe that fundamental honesty is the keystone of our business. We are committed to doing the hard work necessary to earn the loyalty of our teammates and our customers by providing a positive experience every time. We are proud and passionate to represent the brand of Bridgestone. Every day, in every store, with every teammate and every customer...We promise to care. Our Purpose To be the most trusted provider of automotive care in every neighborhood we serve. We are An Equal Opportunity Affirmative Action Employer, in fact, "One of our strengths is found in our commitment to serve a diverse customer population with diverse teams of teammates." Russell 803-427-0035

Application Instructions: PLEASE SUBMIT YOUR APPLICATION ONLINE THROUGH OUR CAREER SITE

Contact: Melissa Stokes
Address: 535 Marriott Dr, Nashville, TN 37214
Phone: 830-964-4451
Email: stokesmelissa@bfusa.com
Apply Online: https://firestonecompleteautocare-bridgestone.icims.com/jobs/71740/automotive-service-manager/job?mode=view

Expires: 12/31/2015
Job ID: 4258147
Job Title: Director, Asst. Director, Lead Teachers, Teachers Aides
Company: Lil' Miracles Children's Center
Job Type: Co-op, Full Time, Internship, Part Time, Volunteer
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Plainfield, IL 60585
Salary:
Job Description: Lil' Miracles Children's Center is hiring for the following positions: Director (CDA certificates welcome) Asst. Director Lead Teachers (min. Assoc, /degree) Teachers Aides Drivers Cook Assist. Teachers
Job Requirements: Send resumes & references Clean background check
Contact: Mrs Hawkins
Address: 13250 S Rt, 59 - Suite 100, Plainfield, IL 60585
Phone: 630 479 0113
Email: lilmiracleschildrenscenter@gmail.com
Expires: 12/31/2015
Job ID: 4260001
Job Title: Administrative Assistant/ Receptionist
Company: Performance Clinics  
Job Type: Part Time  
Location: Batavia, IL 60510  
Salary:  
Job Description: Part-time job as an administrative assistant/receptionist for a specialized chiropractic, physical therapy, and health/fitness training facility. Must be friendly, professional, self-driven and results-oriented. Tasks include answering phone calls, scheduling, greeting patients, entering demographics into patient management systems, scanning and filing data into our database system, and having general insurance knowledge. Must be proficient in Microsoft Office (Word, Excel, Outlook). No prior experience necessary.  
Application Instructions: Please email a short resume to the email address provided including your name, availability, past work experience, personal characteristics, and a 3-5 sentence paragraph explaining why you believe you are well suited for this position. Include any other information you feel that we should know about you.  
Contact: Julie Bletzinger  
Address: 1605 W Wilson St. Suite 119, Batavia, IL 60510  
Phone: 630-761-9702  
Fax: 630-761-9704  
Email: admin@performanceclinics.com  
  
Job ID: 4262019  
Job Title: Talent Acquisition Lead  
Company: Transitions Home Care  
Job Type: Part Time  
Degrees Wanted: None Required  
 Majors Wanted: Human Resource Management  
Job Target: Any Job Target  
Location: Wheeling, IL 60090  
Salary: Hourly  
Job Description: Experience Recruiter to work for a growing Healthcare Company. The Talent Acquisition Lead will be responsible for full cycle recruitment of medical healthcare professionals. This person will be responsible for strategic sourcing through social media and building partnerships with local Universities. Full cycle recruiting including phone and in person interviewing, coordinating interviews. Track recruiting metrics and meet regularly with the executive team to review strategy.  
Application Instructions: Send resume to jzabat@transitionshh.com  
Contact: Jane Zabat  
Address: 224 S. Milwaukee Ave. Suite D, Wheeling, IL 60090  
Phone: 773-354-4133  
Fax: 312-624-7981  
Email: jzabat@transitionshh.com
Expires: 12/31/2015
Job ID: 4262021
Job Title: Medical Receptionist
Company: Transitions Home Care
Job Type: Internship, Part Time
Location: Wheeling, IL 60090
Salary: Starting 12 per hour
Job Description: The Medical Receptionist must have the ability to function in a multi-tasking, multiple priorities environment, while maintaining accuracy and attention to detail. Demonstrate consistency in follow through, accountability and managing workload.
Job Requirements: Must know Windows 8, Excel, and Microsoft Word.
Application Instructions: Please submit resume to: jzabat@transitionshh.com.
Contact: Jane Zabat
Address: 224 S. Milwaukee Ave. Suite D, Wheeling, IL 60090
Phone: 773-354-4133
Fax: 312-624-7981
Email: jzabat@transitionshh.com

Expires: 12/31/2015
Job ID: 4262022
Job Title: Medical Receptionist
Company: Transitions Home Care
Job Type: Internship, Part Time
Location: Wheeling, IL 60090
Salary: Starting 12 per hour
Job Description: The Medical Receptionist must have the ability to function in a multi-tasking, multiple priorities environment, while maintaining accuracy and attention to detail. Demonstrate consistency in follow through, accountability and managing workload.
Job Requirements: Must know Windows 8, Excel, and Microsoft Word.
Application Instructions: Please submit resume to: jzabat@transitionshh.com.
Contact: Jane Zabat
Address: 224 S. Milwaukee Ave. Suite D, Wheeling, IL 60090
Phone: 773-354-4133
Fax: 312-624-7981
Email: jzabat@transitionshh.com

Job ID: 4288048
Job Title: Police Officer
Company: Elk Grove Village Police Department  
Job Type: Full Time  
Degrees Wanted: Associates, Bachelors  
Location: Elk Grove Village, IL 60007  
Salary: $64,292 - $90,356  

Job Description: Police Officer - The primary duty of a police officer is to enforce traffic and criminal laws. They help the community fight criminals by making arrests, assisting people with emergency situations, investigating crimes, helping prosecute criminals by collecting and securing evidence, testifying in court, and writing detailed reports.  

Job Requirements: Requirements are as follows; 1) Must be at least 21 years of age as of the written examination date and less than 35 years of age as of hire date except as provided under state statute for prior municipal police experience, 2) Must have 60 semester college credit hours from an accredited college or university as of 06/01/2016, 3) Must speak English, 4) Must have good vision, 5) Must be of good moral character; must not have been convicted of any crimes or guilty of infamous or notoriously disgraceful conduct as described in the Illinois Complied Statues 65ILCS5/10-2.1-6, 6) Must be legally eligible to operate a motor vehicle in the State of Illinois and must possess a valid Illinois driver's license at the time of hire.  

Application Instructions: Applicants that meet the requirements must pre-register and pay a $35.00 non-refundable registration fee. Registration forms are available online at www.elkgrove.org or may be obtained at the Elk Grove Village Municipal Complex, 901 Wellington Ave, Elk Grove Village, Illinois, 60007. Mail in and walk in registration accepted until 06/01/2016.  

Contact: Andrew Jensen  
Address: 901 Wellington Avenue, Elk Grove Village, IL 60007  
Phone: 847-357-4100  
Fax: 847-357-4144  

Expires: 06/04/2016  
Job ID: 4293054  
Job Title: Kitchen  
Company: Medieval Times  
Job Type: Full Time, Part Time  
Location: Schaumburg, IL 60195  
Salary:  

Job Description: Please apply in person at 2001 N. Roselle Road, Schaumburg between 9 a.m. and 4 p.m. Monday through Friday. No phone calls or emails, please.  

Application Instructions: Please apply in person at 2001 N. Roselle Road, Schaumburg between 9 a.m. and 4 p.m. Monday through Friday. No phone calls or emails, please.  

Contact: Freddie Zarate  
Address: 2001 N Roselle Rd, Schaumburg, IL 60195  
Phone: 8478821496
Email: freddie.zarate@medievaltimes.com

Expires: 06/17/2016
Job ID: 4280252
School Job ID: MVCC
Job Title: Traffic Operations Technician - Illinois Tollway
Company: Illinois State Toll Highway Authority
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Engineering Technology/Computer-Aided Design (CAD)
Job Target: Any Job Target
Location: IL
Salary: $14.05/Hour

Job Description: * Traffic Operations Technician $14.05/Hour * High School graduate or equivalent. * Prior experience in traffic operations. * Knowledge of the Tollway roadway system, CAD operations and computer operations. * The ability to type forty (40) words per minute. * Demonstrable ability to read a map, demonstrable logic skills, and the ability to work with minimal supervision. NEW UPDATE TO APPLICATION PROCESS: "As of September 10, 2014, the Tollway will begin using an on-line application system to assist prospective and current employees in the job application process. This system will allow users to create an individual account, create and maintain a profile of education, experience and certifications, identify job interest categories, search for open positions, and submit job applications. This system will automatically notify users of recently posted jobs based on the job interest categories chosen. For the employee to be notified of open positions and submit job applications, this system requires the user to have an email account. This could either be a personal account (i.e. gmail, yahoo) or getipass.com account. To apply for a posted position or to create a "Job Interest Card," applicants should visit the Tollway's website, www.illinoistollway.com. Completed applications may be mailed to the Tollway or dropped off in person at the agency's Downers Grove headquarters between the hours of 8 a.m. and 4:30 p.m., Monday through Friday. All applications must be received within the dates indicated on the job posting." The completed Illinois Tollway Employment Application is due Wednesday, December 2 2015 and can be completed on our on-line application system, which can be found at the www.illinoistollway.com under 'Employment Opportunities', or mailed or hand-delivered to Human Resources, 2700 Ogden Avenue, Downers Grove, IL 60515. Questions should be directed to Human Resources at (630) 241-6800 ext. 2333.

Application Instructions: Please see detailed application instructions above.

Contact: HR
Address: 2700 Ogden Avenue, Downers Grove, IL 60515-1703
Phone: 630-241-6800 x 2333

Job ID: 4263999
Job Title: dental assistant
Company: Westchester family dental
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Westchester, IL 60154
Salary: 10-13 hr. based on experience
Job Description: part time dental assistant with light front desk...willing to train....flexible with days and time also
Application Instructions: email resume to drambrosinoo@hotmail.com or fax to 708-562-7657
Contact: raffaele ambrosino
Address: 4 Westbrook corp. center, Westchester, IL 60154
Phone: 708-562-5621
Fax: 708-562-7657
Email: drambrosinoo@hotmail.com
Apply Online: http://www.westchesterfamilydental.net

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

https://www.collegecentral.com/triton