Job ID: 4478379
Job Title: Quality Auditor
Company: Illinois Tollway
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted:
Job Target: Any Job Target
Location: Downers Grove, IL 60515
Salary:
Job Description: The Tollway Engineering Department is ISO Certified. As a part of this certification, the Engineering Department conducts audits to ensure that the processes and procedures are followed. This position's key responsibility is to audit implementation of the Engineering Departments policies, procedures and guidelines used to execute their capital improvement programs. This position is involved in the systematic and independent auditing of processes controlling all aspects of program management, project development, procurement and implementation in order to identify continuous improvement opportunities.
Job Requirements: A Bachelor's degree with a major in Engineering, Construction Management or Business Administration is required. A minimum of 2 years experience in quality or construction related activities is required. Excellent oral and written communications, interpersonal and organization skills are required. Ability to compile, analyze and synthesize data, summarize information, and create clear, concise, relevant and professional reports is required. Strong computer skills including the ability to use Microsoft Word, Excel and Access for data analysis are required. Working knowledge of design and construction project management is desired. Must be comfortable working in both an office and field setting. Must be able to handle potentially confrontational situations.
Application Instructions: To view posting and apply, go to www.illinoistollway.com
Contact: Ginny Sanchez
Address: 2700 W Ogden Ave, Downers Grove, IL 60515
Phone: 630-241-6800 x2335
Expires: 04/21/2016
Job ID: 4480293
Job Title: Business Development Intern - PAID
Company: Course Hero, Inc.
Job Type: Internship, Part Time
Location: River Grove, IL 60171
Salary: $10-$15/hour
Job Description: Course Hero is now accepting applicants for our paid, part-time job and Professional Development Program. Course Hero is the #1 online learning platform, providing students with the best materials and tools to study more effectively. With funding and advisory support...
from top investors (including the founders of YouTube, StubHub, and Google AdSense, and early stage investors in Twitter, Foursquare, and PayPal), and a rapidly growing base of 7+ million users, Course Hero is leveraging technology to provide a more effective learning resource for students around the world. This semester we are accepting applicants for our internship program, which allows selected students to help shape the future of our educational platform, while also developing, applying, and honing their professional skill set. As a company whose mission is built around helping students learn more effectively, we believe that students must be actively involved in helping us do so. Those that are accepted will help spread awareness about the Course Hero Knowledge Drive at their school, which is helping students study more effectively while also supporting the development of education abroad. Together with our partners charity Books for Africa, the Knowledge Drive has donated 245,000+ books to students abroad! In addition to spreading awareness about our Knowledge Drive initiative, interns will also work with the Course Hero team to provide insights into how we can provide an even better resource for students at their school. Our internship is also designed to help interns develop their professional skill set and prepare for a successful career after graduation. To accomplish this, our program includes: -One on one mentoring with an assigned Course Hero Manager -Opportunities to develop, hone, and refine marketing, networking, communication, management, and leadership skills -Letter of recommendation, references for future jobs or applications, and LinkedIn endorsements -Involvement with one of the fastest growing start-ups in the world of education technology Based on previous interns who have thrived in our internship, the ideal candidates are: -Interested in business, marketing, entrepreneurship, communication, and/or technology -Able to effectively communicate and connect with others -Driven to do something amazing for the world of education both here and abroad -Experienced with social media tools like Facebook and Twitter -Current students living on or near campus

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

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

Expires: 04/24/2016
Job ID: 4494848
Job Title: Seasonal Recreation Aide
Company: Forest Preserve District of Cook County
Job Type: Seasonal
Degrees Wanted: None Required
Job Target: Any Job Target
Location: Cook County, IL, IL
Salary: 15.12/hour

Job Description: Job Summary Reporting to staff from the Conservation and Experiential Programming Recreation Team, provides hands-on outdoor recreation activities to District patrons at a variety of special events, activities and programs at numerous locations around the District including district Campgrounds. Staff will develop programmatic ideas, concepts and in some cases curriculum that they will deliver at a variety of locations around the District. May be assigned to oversee a specific aspect of special events and outdoor recreation and camping programs and to assist in overseeing seasonal support staff for those projects. Assists with programmatic and customer service interaction at Films in the Forest; Forest Jams; Cooler in the Forest; Camping and Gear library programs, youth and family events; arts paddling and outdoor recreation activities; and Nature Center and partner events. This is a 6 month seasonal position.

Typical Duties: Provides hands-on activities related to nature, the arts, camping and outdoor recreation to patrons at events as part of a mobile team Develops program ideas, concepts and curriculum. Maintains equipment and supplies for programs and activities. Serves as District customer service representative at events. Maintains and adheres to program and event schedules. Drives mobile unit and takes care of vehicle needs. Provides statistical reports and anecdotal reports related to activities. Knowledge, Skills, Abilities and Other Characteristics Knowledge and interest in recreation trends, specifically, new concepts related to outdoor and adventure recreation, camping, the arts and nature play activities Knowledge, interest and ability to lead hands-on outdoor recreation activities, programs and events including, but not limited to, canoeing, biking, hiking, camping, arts making and game playing. Familiarity with youth development tools, skills and concepts. Ability to provide programming for youth, young adults, adults and seniors Familiarity with community based programming. Knowledge of basic outdoor skills, i.e., camping, hiking, biking, paddling, fire starting, birding, stewardship. Knowledge of and ability to lead process-based and open-ended arts programming. Ability to work a flexible schedule, including weekends and evenings. The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee’s normal line of work. Veteran's Preference: When applying for employment with the Forest Preserve District of Cook County, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days or during War Time. To take advantage of this preference, a Veteran must: Meet the minimum qualifications for the position. Identify themselves as a Veteran on their employment application by answering Yes to the question "Are you a military veteran?" Attach a copy of their DD 214, DD 215, or NGB 22 (Notice of Separation) at the time of application by uploading it as part of the application. If there are multiple DD 214s, DD 215s, or NGB 22s, the one with the most recent date should be submitted. Coast Guard members must submit a certified copy of the military separation from either the Department of Transportation (before 911) or the Department of Homeland Security (after 911). Provide original applicable discharge papers at time of interview. General District Employment Requirements: PROOF OF EDUCATION, CERTIFICATIONS AND LICENSES WILL BE REQUIRED AT TIME OF INTERVIEW. The Forest Preserve District of Cook
County is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity.

**Job Requirements:** Minimum Qualifications Must possess a high school diploma, GED, or higher. Must have completed at least 60 credit hours at an accredited college or university with a declared major or minor in environmental education, natural sciences, teaching, arts, recreation programing, or similar degree. OR Must possess at least 18 months (can be non-consecutive) of practical work experience working with youth activities in a hands-on, youth development, outdoor, arts, recreation or outdoor environment capacity. OR Must possess 12 or more months (can be non-consecutive) of professional work experience in hands-on, youth development, outdoor, arts, recreation or outdoor environment capacity. Must possess a current valid driver's license. Must be a current Cook County resident. Preferred Qualifications · Have at least one season of a paid job or unpaid internship working on Forest Preserves property with the Conservation and Experiential Programming Department or with a Forest Preserves partner group.

**Application Instructions:** Must Apply online by the deadline listed on the job description.

**Contact:**
**Apply Online:** http://fpdcc.com/about/jobs/

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**Expires:** 04/24/2016  
**Job ID:** 4494891  
**Job Title:** Seasonal Recreation Aide  
**Company:** Forest Preserve District of Cook County  
**Job Type:** Seasonal  
**Degrees Wanted:** None Required  
**Majors Wanted:** Art, Early Childhood Education, Music, Speech/Theatre  
**Job Target:** Any Job Target  
**Location:** Cook County, IL, IL  
**Salary:** 15.12/hour  
**Job Description:** Job Summary Reporting to staff from the Conservation and Experiential Programming Recreation Team, provides hands-on outdoor recreation activities to District patrons at a variety of special events, activities and programs at numerous locations around the District including district Campgrounds. Staff will develop programmatic ideas, concepts and in some cases curriculum that they will deliver at a variety of locations around the District. May be assigned to oversee a specific aspect of special events and outdoor recreation and camping programs and to assist in overseeing seasonal support staff for those projects. Assists with programmatic and customer service interaction at Films in the Forest; Forest Jams; Cooler in the Forest; Camping and Gear library programs, youth and family events; arts paddling and outdoor recreation activities; and Nature Center and partner events. This is a 6 month seasonal position. Typical Duties Provides hands-on activities related to nature, the arts, camping and outdoor
recreation to patrons at events as part of a mobile team. Develops program ideas, concepts and curriculum. Maintains equipment and supplies for programs and activities. Serves as District customer service representative at events. Maintains and adheres to program and event schedules. Drives mobile unit and takes care of vehicle needs. Provides statistical reports and anecdotal reports related to activities. Knowledge, Skills, Abilities and Other Characteristics

Knowledge and interest in recreation trends, specifically, new concepts related to outdoor and adventure recreation, camping, the arts and nature play activities. Knowledge, interest and ability to lead hands-on outdoor recreation activities, programs and events including, but not limited to, canoeing, biking, hiking, camping, arts making and game playing. Familiarity with youth development tools, skills and concepts. Ability to provide programming for youth, young adults, adults and seniors. Familiarity with community-based programming. Knowledge of basic outdoor skills, i.e., camping, hiking, biking, paddling, fire starting, birding, stewardship. Knowledge of and ability to lead process-based and open-ended arts programming. Ability to work a flexible schedule, including weekends and evenings. The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee’s normal line of work. Veteran’s Preference

When applying for employment with the Forest Preserve District of Cook County, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days or during War Time. To take advantage of this preference, a Veteran must: Meet the minimum qualifications for the position. Identify themselves as a Veteran on their employment application by answering Yes to the question "Are you a military veteran?" Attach a copy of their DD 214, DD 215, or NGB 22 (Notice of Separation) at the time of application by uploading it as part of the application. If there are multiple DD 214s, DD 215s, or NGB 22s, the one with the most recent date should be submitted. Coast Guard members must submit a certified copy of the military separation from either the Department of Transportation (before 911) or the Department of Homeland Security (after 911). Provide original applicable discharge papers at time of interview. General District Employment Requirements PROOF OF EDUCATION, CERTIFICATIONS AND LICENSES WILL BE REQUIRED AT TIME OF INTERVIEW. The Forest Preserve District of Cook County is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity.

Job Requirements:

Minimum Qualifications

Must possess a high school diploma, GED, or higher. Must have completed at least 60 credit hours at an accredited college or university with a declared major or minor in environmental education, natural sciences, teaching, arts, recreation programming, or similar degree. OR Must possess at least 18 months (can be non-consecutive) of practical work experience working with youth activities in a hands-on, youth development, outdoor, arts, recreation or outdoor environment capacity. OR Must possess 12 or more months (can be non-consecutive) of professional work experience in hands-on, youth development, outdoor, arts, recreation or outdoor environment capacity. Must possess a current valid driver's license. Must be a current Cook County resident.

Preferred Qualifications: Have at least one season of a paid job or unpaid internship working on Forest Preserve property with
the Conservation and Experiential Programming Department or with a Forest Preserves partner group.

**Application Instructions:** Must apply online by the deadline listed on the application.

**Contact:**

**Apply Online:** [http://fpdcc.com/about/jobs](http://fpdcc.com/about/jobs)

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**Expires:** 05/05/2016  
**Job ID:** 4476653  
**Job Title:** Help Desk Technician  
**Company:** OMSNIC  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Computer Information Systems, Computer Maintenance  
**Job Target:** Any Job Target  
**Location:** Rosemont, IL 60018  
**Salary:** $20/hour  
**Job Description:** Provide technical support to end users on a variety of PC issues. Identify, research and resolve technical problems. Respond to telephone calls, emails and personnel requests for technical support. Document, track and monitor technical support requests to ensure a timely resolution. Install desktop and laptop software as directed. Configure local User accounts in accordance with network policies. Monitor the HelpDesk ticketing system to ensure timely and accurate issue assignment. Maintain computer equipment inventory and fixed asset paperwork current, including new purchases and disposed equipment.  
**Contact:** Aike Zavala  
**Address:** 6133 N River Road Suite 650, Rosemont, IL 60018  
**Phone:** 8476538457  
**Fax:** 8476538477  
**Email:** aike.zavala@omsnic.com

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**Expires:** 05/05/2016  
**Job ID:** 4476841  
**Job Title:** Infant / Toddler Teacher  
**Company:** Little Beginnings Daycare and Preschool  
**Job Type:** Full Time  
**Degrees Wanted:** Associates  
**Majors Wanted:** Early Childhood Education  
**Job Target:** Any Job Target  
**Location:** Oak Park, IL 60302
Salary: Based on Education & Experience

Job Description: Primary Caregiver for infants, Supervisor and Mentor to Assistants. Must be passionate about teaching, nurturing, creative and able to communicate well with children and parents, must be excellent at time management and multitasking must have strong leadership, organizational skills. We prefer candidates who are familiar with creative curriculum, Ages and Stages assessments and QRS and/or NAEYC Standards, Iters/Ecers Assessment tools.

Job Requirements: Experience working with Infants/Toddlers in a licensed childcare facility. Experience using with creative curriculum.

Application Instructions: Please submit, resume, transcripts, 3 professional reference letters(preferably from past employers) via email to: beginningsinc@aol.com

Contact: C. Phillips
Address: 847 Madison, Oak Park, IL 60302
Phone: 708-445-0909
Fax: 708-445-7457
Email: beginningsinc@aol.com

Expires: 05/05/2016
Job ID: 4476847
Job Title: Auto Cad Operator
Company: Titan Mechanical Corp
Job Type: Full Time
Location: Orland Park, IL 60467
Salary: $33,200.00

Job Description: Knowledge in Auto Cad and BIM a plus. Take hand drawn drawings and convert to MEP Auto Cad. Auto Cad 2016

Job Requirements: Reliable, Knowledgeable

Application Instructions: Call or email resume

Contact: John Netzel
Address: 16249 South 107th Avenue Unit 1, Orland Park, IL 60467
Phone: 708-966-2983
Fax: 708 966 -2987
Email: john@titanmechanicalcorp.com

Expires: 05/05/2016
Job ID: 4476853
Job Title: Preschool Co-Teacher
Company: Little Beginnings Daycare and Preschool
Job Type: Full Time
Degrees Wanted: Associates  
Majors Wanted: Early Childhood Education  
Job Target: Any Job Target  
Location: Oak Park, IL 60302  
Salary: Based on education and experience  
Job Description: Primary Caregiver for children ages 3-5 year olds, Must be nurturing, passionate about teaching, creative and possess good Communication skills with children, team mates and parents must be excellent at classroom management, time management and organizational skills. Must be a strong leader and willing to mentor team mates. The ideal candidate has experience with the following: QRS/Excelerate Illinois standards, NAEYC standards Ages and Stages and Creative Curriculum. ECERS Bi-lingual is considered a plus  
Application Instructions: Please email beginningsinc@aol.com. Attach résumé, transcripts and 3 reference letters from former employers. No phone calls please.  
Contact: C. Phillips  
Address: 847 madison, Oak Park, IL 60302  
Phone: 708-445-0909  
Fax: 708-445-7457  
Email: beginningsinc@aol.com  
Expires: 05/05/2016  
Job ID: 4477113  
Job Title: Phlebotomist/Medical Assistant  
Company: Northwest Oncology and Hematology  
Job Type: Full Time, Part Time  
Degrees Wanted: Certificate  
Majors Wanted: Nurse Assistant, Nursing, Phlebotomy Technician  
Job Target: Any Job Target  
Location: Rolling Meadows, IL 60008  
Salary: $12-14/hr  
Job Description: Northwest Oncology and Hematology is a large community based oncology practice located in Elk Grove Village, Rolling Meadows, Hoffman Estates, Elgin and Barrington is seeking a full time medical assistant/phlebotomist for their Elgin, Hoffman Estates and Barrington locations. Position requires knowledge of how to perform peripheral blood draws and taking vital signs, computer skills and excellent communication skills. Ideal candidate is compassionate, organized, competent and able to multitask in a fast paced environment while maintaining patient focus and accuracy. This full-time position offers great hours with no nights, weekends, or holidays and a comprehensive benefit package which includes paid time off, health insurance, and 401k. Will also consider candidates looking for part-time. Minimum Qualifications: High School diploma or equivalent Certified or Registered Medical Assistant preferred Phlebotomy certification preferred CPR Certified Minimum two
years medical/surgical or oncology experience preferred. EHR/Computer skills required. Previous office experience desirable. Ability to move quickly from one task to another independently. Ability to communicate effectively with peers, staff and supervisor. Ability to take instructions, comprehend and follow through effectively. Good verbal and written communications skills. Ability to read, write, comprehend and follow written and oral instructions in English. Will have direct patient contact. Please forward your resume to cindeem@northwestoncology.com Visit us at www.northwestoncology.com

Contact: Cindee Martorano
Address: 3701 Algonquin Rd Suite 900, Rolling Meadows, IL 60008
Phone: 847-577-0620 ext 2334
Email: cindeem@northwestoncology.com

Expires: 05/05/2016
Job ID: 4477190
Job Title: Web developer
Company: Profitability Now
Job Type: Freelance, Part Time
Degrees Wanted: None Required
Majors Wanted:
Job Target: Any Job Target
Location: Lombard, IL 60148
Salary: open for discussion
Job Description: We are looking for someone with experience in wordpress to complete a client's website, maintain/update as required, and do the SRO on a monthly basis, approximately 10-15 hours a month.
Job Requirements: Must be self-motivated, able to hit deadlines.
Application Instructions: Please email if you are interested and if you have examples of your work please attach links.
Contact: Laura McAdam
Address: 246 Wood Glen Ln, Oak Brook, IL 60523
Phone: 630-530-1171
Email: lauramcadam@profitabilitynow.net

Expires: 05/05/2016
Job ID: 4477419
Job Title: Manager Trainee
Company: Hillcrest Property Management
Job Type: Full Time
Degrees Wanted: None Required
MAJORS WANTED: Real Estate
Job Target: Any Job Target
Location: Lombard, IL 60148
Salary:
Job Description: Candidate will begin as assistant property manager and back up to customer care services for a condominium management company. Then person will begin working in the field and going to meetings on the properties. After 60 to 90 days of training individual will take the classes for CMCA designation and be required to pass the license test to qualify as a Licensed Community Association Manager. Responsibilities 1) Handle daily functions relative to condominium homeowners including processing routine maintenance functions, responding to homeowner problems, and facilitating communication with property managers relative to ongoing problems. Process information for daily logs and follow up as necessary. 2) Clerical responsibilities include Daily correspondence and filing Process violation notices and work orders Management report preparation for meetings Preparation of material for annual meetings including preparation of drafts, budgets, ballots, agendas 3) Interoffice relations Work with property managers and bookkeepers in accomplishing preparation of Monthly packets and coordinating services to unit owners. Work with staff in promoting efficient flow of incoming and outgoing mail, 4) Customer relations Important that phones be answered by the third ring in a pleasant Professional manner. Inquiries need to be processed or directed to The proper staff members on a timely basis. Follow-up should be Made on unresolved issues on a regular and timely basis
Job Requirements: Qualifications: 1) Three to five years office experience in residential service industry With preference in condominium management 2) Ability to communicate both verbally and in writing 3) Minimum keyboard speed of 65 words per minute 4) Familiar with MS Office and ability to do mail merge and MS Excel spreadsheets and TOPs software 5) Ability to work well with others in achieving excellent quality Service to our clients. 6) Ability to work in fast paced environment. Good attendance Is essential. 7) Must have valid driver's license and own vehicle to visit community association properties
Application Instructions: Please fax resume to the attention of Mindy Maggio at 630 627 0033 or email to hkocemba@hillcrestmgmt.com
Contact: Hillcrest Property Management
Address: 55 West 22nd Street Suite 310, Lombard, IL 60148
Phone: 630-785-6023
Fax: 630-627-0033
Expires: 05/05/2016
Job ID: 4477505
Job Title: Driver - Delivery of equipment, supplies for construction
Company: Hard Rock Concrete Cutters, Inc.
Job Type: Full Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Construction Management, Industrial Electrician
Job Target: Any Job Target
Location: Wheeling, IL 60090
Salary: $12.50/hour
Job Description: Provide safe timely delivery of parts, supplies and equipment to various locations throughout Chicago metropolitan area, collar counties and Northwest Indiana in company provided vehicle. Be able drive, backup and park work van and trailer. Must be able to load and unload construction equipment and other delivery items. Must have a clean MVR and valid Illinois driver's license. Physically able to load and unload equipment up to 130 lbs.
Job Requirements: 100% Drug Free work place, available for work Monday- Friday 10+ per day, occasional weekend and night work required, maintain work vehicle, post offer background check, physical and drug screen.
Application Instructions: Please email resume to rayp@hrccinc.com and followup with a phone call to 847-850-7717 ask for Ray Placko.
Contact: Ray Placko
Address: 601 Chaddick Drive, Wheeling, IL 60090
Phone: 847-850-7717
Fax: 847-850-0292
Email: rayp@hrccinc.com

Expires: 05/13/2016
Job ID: 4490718
Job Title: Substitute Security Officer
Company: Mount Prospect Public Library
Job Type: Part Time, Seasonal
Location: Mount Prospect, IL 60056
Salary: $18 per hour
Job Description: Mount Prospect Public Library is seeking a substitute security officer. Individual will patrol the library facility and grounds as well as assisting In Charge staff with security enforcement. Must have excellent interpersonal skills and experience dealing with the public. High school diploma required. Some college preferred. Computer competency required and education, training or certification in security or law enforcement is a plus. $18.00 per hour. Schedule to fill in as needed during the following hours: Monday through Friday 8:45 am to 10:30 p.m. Saturday 8:45 am to 5:30 pm Sunday 11:45 am to 5:30 p.m. See http://mppl.org/about/jobs/ for complete job description and how to apply
Job Requirements: see http://mppl.org/about/jobs/ for complete job description and how to apply
Application Instructions: see http://mppl.org/about/jobs/ for complete job description and how to apply
Contact: Human Resources
Address: 10 S. Emerson St., Mount Prospect, IL 60056
Email: jobs@mppl.org

Expires: 05/13/2016
Job ID: 4490721
Job Title: Circulation Assistant in Circulation Services Dept.
Company: Mount Prospect Public Library
Job Type: Part Time
Location: Mount Prospect, IL 60056
Salary: $11.55

Job Description: Part-time position available. Major duties include staffing service desk and related circulation duties. Customer service experience highly desirable. Computer skills required. High school diploma required. Required to pass a skills exercise on the alphabetical and numerical arrangement of library materials. Bilingual a plus. $11.55 hourly pay. Schedule: Wednesday and Friday 5 pm to 10 pm Weekend rotation For detailed job description and how to apply, go to http://mppl.org/about/jobs/

Job Requirements: For detailed job description and how to apply, go to http://mppl.org/about/jobs/
Application Instructions: For detailed job description and how to apply, go to http://mppl.org/about/jobs/
Contact: Human Resources
Address: 10 S. Emerson St., Mount Prospect, IL 60056
Email: jobs@mppl.org

Expires: 05/13/2016
Job ID: 4490923
Job Title: Bilingual Call Center Representative - Korean/English
Company: Jobaline Inc.
Job Type: Full Time
Location: Oak Brook, IL 60523
Salary:

Job Description: Call Center Professionals, if you're passionate about providing world-class customer service and would like to grow your career with an industry-leading company, we may have just the perfect fit for you! Founded in 1957 and headquartered in Mahwah, NJ we are one of the nation’s largest privately owned dedicated domestic call center companies with 20 call centers located throughout the United States. We are currently seeking enthusiastic Call Center Representatives to assist our world-class clients and their customers with enrollments, renewals, cross sells and upsells. You'll work in an environment that is rewarding and fun, with
coworkers who are truly passionate about what they do. If this sounds like the opportunity you've been looking for and if you meet our qualifications, we invite you to bring your skills and expertise to our team and supply the fuel for growth. Contact us today!

**Job Responsibilities**

As a Call Center Sales Representative, you will ensure a memorable customer service experience by using questioning and listening skills to determine the customer's needs and help them select the appropriate products and services. Specific duties for this CSR role include:

- Answering customer requests or inquiries
- Upselling products and/or services to the customer
- Identifying and resolving customers’ issues using problem-solving skills
- Building a positive rapport across a variety of personality types
- Continually maintaining a working knowledge of our clients' products, services and promotions
- Putting the customer first and remaining polite and professional at all times
- Documenting all customer information, communications and sales in CRM system

**Benefits**

Here's just some of what we have to offer:

- Competitive compensation - base salary incentives
- Set schedule
- Weekly pay with direct deposit
- Healthcare coverage and 401K
- Paid on-the-job training
- Supportive and motivating staff to help you succeed
- Rapid opportunities for advancement
- Professional and upbeat office setting

**Job Requirements**

We are looking for Call Center Sales Representatives with a genuine hunger to succeed paired with excellent communication and interpersonal skills. Don't worry if you don't have the experience, we will teach entry level candidates the skills needed for success. Additional requirements for this CSR role include:

- Verbal and written communication skills required in both English and Korean
- Goal oriented with a healthy competitive spirit
- Strong attention to detail, dependability, and follow through
- Working knowledge of Windows-based software
- Flexibility to adapt to changes in a growing organization
- Self-motivated, positive attitude, and a love for hard work
- Previous sales experience, a plus
- High school diploma or GED

At DialAmerica, YOU are the Difference! Apply now!

**Application Instructions:** To apply, click the link provided. Or go to: dial.jobaline.com

**Contact:**

**Apply Online:** http://jobal.in/1MIcsj

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**Expires:** 05/13/2016
**Job ID:** 4491007
**Job Title:** Professional Nurse - RN
**Company:** Marianjoy Rehabilitation Hospital
**Job Type:** Part Time
**Degrees Wanted:** Certificate
**Majors Wanted:**
**Job Target:** Any Job Target
**Location:** Wheaton, IL 60187
**Salary:** $28.30/hr DOQ
Job Description: As highly valued members of Marianjoy's care team, our nurses take a holistic approach to rehabilitation, focusing on the total needs of each patient - body, mind and spirit. Marianjoy's acute rehabilitation setting provides our nursing teams with an opportunity to stay clinically advanced and simultaneously experience the rewards of rehabilitation. Marianjoy seeks experience in acute care, medical surgical or rehabilitation experience. The staff RN is responsible for the complete nursing process, which includes assessment, diagnosis, planning, implementation, teaching, evaluation and documentation of patient care from a patient's admission. Integrates contributions of interdisciplinary team to assure best possible outcomes are achieved. Supervises and maintains a professional relationship with unlicensed assistive personnel. Marianjoy provides competitive salaries and benefits that include continuing education support, an active inservice education program, tuition reimbursement and clinical ladder bonuses.

Job Requirements: Experience: Nursing degree from an accredited school of nursing is required. Current licensure to practice nursing in the state of Illinois is required. Knowledge: Analytical skills necessary to assess a patient's condition and utilize the nursing process and professional judgement in providing comprehensive patient care are required. Current CPR certification is required.

Application Instructions: Interested candidates should apply online at www.marianjoy.org

Contact: Lori Kramer
Address: 26W171 Roosevelt Road, Wheaton, IL 60187
Phone: 630-909-7116
Fax: 630-909-6960
Apply Online: http://www.marianjoy.org

Expires: 05/13/2016
Job ID: 4491010
Job Title: Food Service Worker I
Company: Marianjoy Rehabilitation Hospital
Job Type: Part Time, Seasonal
Degrees Wanted: Certificate, Diploma
Majors Wanted: Culinary Arts
Job Target: Any Job Target
Location: Wheaton, IL 60187
Salary: Salary negotiable
Job Description: Part time: every Thursday 5:30a-2p & every other weekend Saturday 5:30a-2p Sunday 6a-2:30p, holidays Specific Responsibilities: - Collects and delivers dishware from required locations. - Cleans soiled pots; cleans and sanitizes all eating, serving utensils and trays. - Returns sanitized items to designated areas. - Assist in transporting food to and from kitchens. - Takes out garbage, breaks down cardboard and places in appropriate receptacles. - Assembles tray line with prepared food and beverages. - Assembles patient's trays according to patient meal ticket. - Delivers and retrieves prepared meal carts/patient trays in nursing units.
Retrieves, clears, and cleans utility carts from nursing units. - Maintains and rotates appropriate stock in work area. - Cleans and sanitizes patient meal service wares using mechanical dish machine. - Prepares nourishments (daily patient snacks) and delivers to unit pantries. - Takes inventory of items in tray line stock area and coolers. Completes inventory request form, retrieves inventory from main kitchen and returns items, placing on items on the shelves including rotation of stock, dating and labeling. - Gathers items and prepares floor stock request. - Removes previous day's perishable floor stock supply and replaces with fresh supplies as needed. - Cleans and sanitizes equipment in designated work area. - Records all required sanitation documents. - Daily rotation of stock, dating and labeling of prepared food items. - other duties as assigned.

**Job Requirements:**
Education: High School or Equivalent (GED) or In lieu of high school diploma must have 3 years of food service worker experience in a hospital setting, preferable in trayline or dish/pots position. Certification: Beginning July 2015 Serve Safe Food Handlers certificate required. Experience: 6 months healthcare, restaurant, hotel or hospitality food service required. Knowledge: - Capable of dealing effectively with supervisory and non-supervisory personnel as well as patients and visitors. - Knowledgeable of HACCP procedures. - Ability to read and understand written and oral instructions in order to follow directions for tasks assigned. - Hand and eye coordination necessary as well as agility and quickness. - Basic knowledge of computer and internet. - Excellent verbal and written communication skills are required. - Must be able to work effectively in a team setting. - Ability to interface well with staff and visitors is required. - Excellent customer service focus is required. - Ability to work well under stress is required.

**Application Instructions:** Interested candidates may apply on line at www.marianjoy.org

**Contact:** Lori Kramer
**Address:** 26W171 Roosevelt Road, Wheaton, IL 60187
**Phone:** 630-909-7116
**Fax:** 630-909-6960

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**Expires:** 05/13/2016
**Job ID:** 4491011
**Job Title:** Pharmacy Technician
**Company:** Marianjoy Rehabilitation Hospital
**Job Type:** Part Time
**Degrees Wanted:** Certificate
**Majors Wanted:** Pharmacy Technician
**Job Target:** Any Job Target
**Location:** Wheaton, IL 60187
**Salary:** $14.00/hr DOQ

**Job Description:** This is a full time position, scheduled to work 80 hours per pay period, Monday - Friday, with rotating weekends and holidays as a Pharmacy Technician. The Pharmacy Technician provides pharmaceutical care under direction and supervision of
Pharmacy Technician for patients of Marianjoy Rehabilitation Hospital. Specific Responsibilities: The Pharmacy Technician, under the supervision of the Pharmacist, process, charge, credit and labeling of medications, generates reports and fill lists, prepares medications and delivers to nursing units, fills medication carts and pyxis medstations, prepares IV admixtures including large volume IVs, IVPBs, TPNs and syringes, and pre-packs medications. Additionally, under the supervision of the Pharmacist, the Pharmacy Technician communicates with other departments, answers questions about pharmacy procedures, utilizes PYXIS for distribution of floor stock, orders, checks, and restocks medications and supplies, using wholesaler's computer for orders from drug wholesaler. Marianjoy provides competitive salaries and benefits that includes medical, dental, vision and life insurance, as well as, continuing education support and tuition reimbursement.

Job Requirements: Education: Current State of Illinois Pharmacy Technician's license required. Experience: One year's previous work experience as hospital pharmacy technician is preferred. Knowledge: Computer skills are required. Above average written and verbal communication skills are required. Physical Requirements Lifting: Infrequent lifting of drug orders, IV cases, and records weighing up to 50 pounds. Infrequent lifting of med cart cassettes weighing up to 25 pounds.

Application Instructions: Interested candidates should apply online at www.marianjoy.org

Contact: Lori Kramer
Address: 26W171 Roosevelt Road, Wheaton, IL 60187
Phone: 630-909-7116
Fax: 630-909-6960

Expires: 05/13/2016

Job Title: Medical Assistant
Company: Chicago Neck And Back Institute LTD
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL
Salary:
Job Description: Looking for a friendly, hardworking, people person to work in our office. Fluent in Spanish is a plus. Monday/Wednesday/Friday 3:00pm - 7:30 pm every other Saturday's 9:00am- 12:00pm No experience required, just good work ethic we will train.

Application Instructions: Apply in person at 5700 W. Fullerton Ave. OR Fax resume to 773-237-3459

Contact: Ms. Cathy
Address: 5700 W. Fullerton Ave, Chicago, IL 60639
Phone: (773) 237-8660
Fax: (773) 237-3159

Expires: 05/14/2016
Job ID: 4491549
Job Title: Administrative Assistant/Bookkeeper Trainee
Company: Hillcrest Property Management
Job Type: Internship, Part Time, Seasonal
Degrees Wanted: Associates
Majors Wanted: Real Estate
Job Target: Any Job Target
Location: Lombard, IL 60148
Salary:

Job Description: Seeking individual to work with TOPs and Peachtree accounting software. Person will gain experience in accounts receivable and accounts payable in Peachtree. Individual will provide support to Executive Assistant to the Owner and fill in while Assistant is on vacation. Requires good attendance and ability to talk to people on the telephone

Job Requirements: Qualifications: 1) Some office experience in residential service industry with preference in condominium management preferred 2) Ability to communicate both verbally and in writing 3) Minimum keyboard speed of 65 words per minute 4) Familiar with MS Office and ability to do mail merge and MS Excel spreadsheets and TOPs software helpful 5) Ability to work well with others in achieving excellent quality Service to our clients. 6) Ability to work in fast paced environment. Good attendance Is essential.

Application Instructions: fax resume to Helen Kocemba Hillcrest Property Management 630 627 0033
Contact: Helen Kocemba
Address: 55 West 22nd Street Suite 310, Lombard, IL 60148
Phone: 630-785-6023
Fax: 630-627-0033
Email: hkocemba@hillcrestmgmt.com

Expires: 05/14/2016
Job ID: 4491550
Job Title: Administrative Assistant/Bookkeeper Trainee
Company: Hillcrest Property Management
Job Type: Internship, Part Time, Seasonal
Degrees Wanted: Associates
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Lombard, IL 60148
Salary:

Job Description: Seeking individual to work with TOPs and Peachtree accounting software. Person will gain experience in accounts receivable and accounts payable in Peachtree. Individual will provide support to Executive Assistant to the Owner and fill in while Assistant is on vacation. Requires good attendance and ability to talk to people on the telephone

Job Requirements: Qualifications: 1) Some office experience in residential service industry with preference in condominium management preferred 2) Ability to communicate both verbally and in writing 3) Minimum keyboard speed of 65 words per minute 4) Familiar with MS Office and ability to do mail merge and MS Excel spreadsheets and TOPs software helpful 5) Ability to work well with others in achieving excellent quality Service to our clients. 6) Ability to work in fast paced environment. Good attendance Is essential.

Application Instructions: fax resume to Helen Kocemba Hillcrest Property Management 630 627 0033
Contact: Helen Kocemba
Address: 55 West 22nd Street Suite 310, Lombard, IL 60148
Phone: 630-785-6023
Fax: 630-627-0033
Email: hkocemba@hillcrestmgmt.com

Expires: 05/14/2016
Job ID: 4492026
Job Title: Toddler Teacher
Company: Lectura Montessori School
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Berwyn, IL 60402
Salary: To be discussed

Job Description: We are looking for an energetic, passionate, and kind professional to work in our toddler (ages 15 months - 3 years) classroom. Must have a minimum of 1 year of college with 6 hours of college early childhood education credits, and 1 year of documented experience working in a DCFS licensed child care center. Must be bilingual. Hours: M-F/7:00 - 3:30 pm..

Application Instructions: Please e-mail resume
Contact: Nicky Grafer
Address: 6823 W. Roosevelt Road, Berwyn, IL 60402
Phone: (708) 393-6102
**Email:** ms.nicky@lecturamontessorischool.com

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**Expires:** 05/14/2016  
**Job ID:** 4492043  
**Job Title:** Office Support Position  
**Company:** Jessica Nasca  
**Job Type:** Part Time  
**Location:** Brookfield, IL 60513  
**Salary:** $13.00 hr  
**Job Description:** As a part-time office support you will start with basic admin tasks and progress to more extensive tasks such as cash flow statements, payable receivables and digital file management. Must know how to use Word and some Excel. 25 hours a week 8:30 am - 5:00 pm Weekdays only Must live close to Brookfield, IL  
**Application Instructions:** Please e-mail your resume Jessica Nasca at agiajobs@gmail.com  
**Contact:** Jessica Nasca  
**Email:** agiajobs@gmail.com

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**Expires:** 05/14/2016  
**Job ID:** 4492605  
**Job Title:** Oral Surgery Assistant  
**Company:** Northpoint Oral Surgery  
**Job Type:** Part Time  
**Location:** Arlington Heights, IL 60004  
**Salary:**  
**Job Description:** Opportunity for career-focused oral surgery professional. New state-of-the-art oral surgery office located in Arlington Heights. There is a part-time oral surgery assistant position available, possibly leading to full-time job position. This opportunity is available immediately.  
**Job Requirements:** Skills: 1. Oral surgery assisting experience is preferred, but will train the right person 2. Current AHA Basic Life Support certification 3. Must be proficient in typing 4. Must be able to multi-task with desire to be cross-trained in administrative responsibilities  
**Application Instructions:** To be considered, please email cover letter, resume and three professional references.  
**Contact:** Kent Shinozaki  
**Address:** 304 E. Rand Road Ste. 200, Arlington Heights, IL 60004  
**Email:** MidwestOMS@gmail.com

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**Expires:** 05/14/2016  
**Job ID:** 4493148
Job Title: Mechanic  
Company: Village of Franklin Park  
Job Type: Full Time  
Location: Franklin Park, IL 60131  
Salary:  
Job Description: Fix, repair, and maintain all village vehicles and equipment, including trucks, cars, landscaping and snow blowing equipment. Works on police, fire, utilities and administration vehicles. Works inside fleet garage or outside in emergency break down situations.  
Job Requirements: Must have a CDL A license within 9 months of hire and ability to maintain that licensure.  
Contact: Lisa Anthony  
Address: 9500 Belmont Ave, Franklin Park, IL 60131  
Phone: (847) 671-8282  
Fax: (847) 671-8238  
Email: resumes@vofp.com  
Expires: 05/14/2016  
Job ID: 4493164

Job Title: Chiropractic Office Front Desk  
Company: Meadowcrest Chiropractic  
Job Type: Part Time  
Location: La Grange Park, IL 60526  
Salary:  
Job Description: Busy office seeks pleasant, self motivated, hardworking, detail oriented individual for front desk & assisting doctor.  
Job Requirements: Organization, computer, iPad, and people skills. Would be great if had ChiroTouch software experience.  
Application Instructions: Resumes via fax 708-354-8141 OR via email MeadowcrestChiropracticLTD@gmail.com "Attn Susan"  
Contact: Susan  
Fax: (708) 354-8141  
Email: MeadowcrestChiropracticLTD@gmail.com  
Expires: 05/14/2016  
Job ID: 4493313

Job Title: Customer Service Rep  
Company: MC Appliance Corp
Job Type: Part Time
Location: IL
Salary:

Job Description: Customer support rep. needed to support a line of consumer products including microwave ovens, compact refrigerators, freezers, wine coolers and ice makers. Duties include handling consumer calls regarding parts and service as well as administrative activities.

Job Requirements: Strong computer and typing skills. Prior customer service experience required.

Application Instructions: Submit resume to the e-mail address provided.

Contact: Bob Weissman
Address: 940 N. Central Ave, Wood Dale, IL 60191
Phone: 630 238-2860

Expires: 05/14/2016
Job ID: 4493357
Job Title: CNAs / Companions / Nurses
Company: LifeStyle Options, Inc.
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Nurse Assistant, Nursing
Job Target: Any Job Target
Location: Northlake, IL 60164
Salary:

Job Description: Duties include, but are not limited to: - Assist with personal care such as bathing, dressing, grooming, hair care, skin care - Assist with light housekeeping - Assist with meal preparation - Medication reminders - Escort to appointments and errands - companionship & fun activities

Job Requirements: 1 year experience Hourly Case Pay: Companions: $11 per hour C.N.A.s: $12 per hour (Live-in is a daily rate)

Application Instructions: lifestyleoptions.com/careers/application

Contact: Lana Bergman
Address: 475 N. Martingale Rd. Suite 260, Schaumburg, IL 60173
Phone: 847-240-7330
Fax: 847-240-2966
Apply Online: http://lifestyleoptions.com/careers/application

Expires: 05/14/2016
Job ID: 4493369
Job Title: Companions, CNAs, LPNs, RNs
Company: LifeStyle Options, Inc.
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Nurse Assistant, Nursing
Job Target: Any Job Target
Location: Chicagoland area, IL
Salary:
Job Description: Provides personal care and support services such as meal preparation, medication reminders, Light housekeeping escort to errands and appointments and activities to clients in their homes. 1 year experience preferred. Service areas are in in Cook, Dupage, Lake, McHenry, Kane and Will Counties.
Application Instructions: apply online at www.lifestyleoptions.com
Contact: Lana Bergman
Address: 475 N. Martingale Rd. Suite 260, Schaumburg, IL 60173
Phone: 847-240-7330
Fax: 847-240-2966
Apply Online: https://www.lifestyleoptions.com

Expires: 05/18/2016
Job ID: 4496172
Job Title: Shop Apprentice
Company: Kowalski Memorials Inc.
Job Type: Full Time, Seasonal
Location: Carol Stream, IL 60188
Salary: TBD
Job Description: Learn the layout process to produce cemetery memorials.
Job Requirements: Art background a plus, but not required. Be able to lift 100 lbs.
Application Instructions: Please email interest and resume.
Contact: Peter Kowalski
Address: 195 E. Kehoe Blvd. Unit 1, Carol Stream, IL 60188
Phone: 630-462-7226
Fax: 630-462-7380
Email: petekowalski@kowalskimemorials.com

Expires: 05/18/2016
Job ID: 4496326
Job Title: Technical Assistant
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Applied Manufacturing, Engineering Technology/Computer-Aided Design (CAD), Interior Design
Job Target: Any Job Target
Location: Melrose Park, IL 60160
Salary:
Job Description: PRINCIPAL RESPONSIBILITIES: * Coordinate proposal generation including creating bills of material, pricing/selecting material, generating layouts/drawings as well as coordinating with Engineering & Installations when required. * Assist in the preparation of fabrication and installation drawings. * Maintain in-house structural design programs. * Interact extensively with external consultants, customers, distributors, installation contractors, project and site managers, plant and sales personnel. * The opportunity to work with a highly qualified/skilled team and on interesting and challenging projects * Other duties as assigned
Requirements: * Associate Degree preferred * Technical aptitude * Advanced MS Office skills required; Exposure to AS400 or other ERP systems is preferred; Exposure to AutoCAD is preferred
Application Instructions: Please email your resume to hr@interlakemecalux.com
Contact: Robin Yoder
Address: 1600 North 25th Avenue, Melrose Park, IL 60160
Phone: 708-344-9999
Email: hr@interlakemecalux.com

Expires: 05/18/2016
Job ID: 4496591
Job Title: Social Worker
Company: Central Baptist Village
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Norridge, IL 60706
Salary: $30,000-$35,000
Job Description: * Passionate about seniors * Energetic with a positive attitude * Love working on teams * Motivated to change people’s lives Does this sound like you? If it does, we have a wonderful opportunity for a social worker with at least one year of experience to become part of our community. Central Baptist Village is a not-for-profit, faith based community with more than a century of dedicated service in caring for older adults. Our reputation for quality care has

www.collegecentral.com/triton
brought generation after generation of family members to live and thrive at our community. Located in residential Norridge, Illinois, our campus encompasses 10 beautifully landscaped acres. We offer a continuum of care lifestyle enabling residents to have a wide range of their progressive healthcare needs met within our care centered accommodations which includes 120 beds of skilled nursing, 97 units of Assisted Living and 30 units of Sheltered Care. The primary purpose of the Social Worker position is to handle all social services issues on our skilled nursing floor. Responsibilities include but are not limited to: * Conducting pre-admission assessments * Individual and group counseling * Orienting residents and families * Responsible for all MDS and SS related documentation * Care planning * Discharge planning * Run psychosocial groups * Provide end of life empathy and education A cover letter is suggested.

**Job Requirements:** Job Requirements Bachelors in Social Work preferred One or more years experience working with persons with dementia Positive attitude Maintain confidentiality Flexibility with hours and job responsibilities Basic understanding of the elderly and an empathetic approach to illness

**Application Instructions:** cover letter suggested

**Contact:** Human Resources

**Address:** 4747 N. Canfield Ave, Norridge, IL 60706

**Phone:** 708-583-8500

**Email:** employment@cbvillage.org

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**Expires:** 05/18/2016

**Job ID:** 4496638

**Job Title:** Culinary Aide

**Company:** Central Baptist Village

**Job Type:** Part Time

**Location:** Norridge, IL 60706

**Salary:** $10/hour

**Job Description:** Duties include greeting customers, taking orders, serving in a cheerful and pleasant demeanor, cleaning work areas, equipment and smallwares. Must be available to work evenings, weekends, and holidays.

**Job Requirements:** Must be dependable with a good work ethic. Provide great customer service and enjoy working with seniors.

**Contact:** Human Resources

**Address:** 4747 N. Canfield Ave, Norridge, IL 60706

**Phone:** 708-583-8500

**Email:** employment@cbvillage.org

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**Expires:** 05/18/2016

**Job ID:** 4496656

**Job Title:** Receptionist

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www.collegecentral.com/triton
Company: Central Baptist Village  
Job Type: Part Time  
Location: Norridge, IL 60706  
Salary: $10/hour  

**Job Description:** We are looking for an outgoing person with an energetic personality to greet and direct our visitors. This person needs to be able to multi-task and prioritize many requests and calls at once while maintaining a fun and professional attitude. This position is designed for someone who enjoys being a team player and is comfortable working independently too. Job Summary: Greet all visitors with warmth and a friendly smile. Answer and transfer telephone calls (with a smile in your voice). Sorts and delivers mail. Prepares postage and assists departments with various projects. Enjoys working with older adults and their families. Clear and friendly speaking voice. Proficient in English - good writing skills. Computer experience with relevant software a must. Monitor visitors' access. TRAINING WILL BE PROVIDED.

**Job Requirements:** Requirements: High School Diploma Able to work day, evening, and weekend hours.

**Contact:** Human Resources  
**Address:** 4747 N. Canfield Ave, Norridge, IL 60706  
**Phone:** 708-583-8500  
**Email:** employment@cbvillage.org

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Expires: 05/18/2016  
Job ID: 4496824  
Job Title: Cashier & Team Member  
Company: Wing Boss  
Job Type: Full Time, Part Time  
Location: Berwyn, IL 60402  
Salary: $9.00 - $11.00  

**Job Description:** Responsible, conscientious team members needed for cashier positions for both full-time and part-time available. Duties Included: - Great Customer service - Maintaining cleanliness for the front of the house - Sparkling personality Needed - Some experience is a plus  

**Application Instructions:** Please e-mail your resume to bossman@thewingboss.com

**Contact:** Michael Pace  
**Address:** 6625 Roosevelt Rd., Berwyn, IL 60402  
**Phone:** (708) 473-9224  
**Email:** bossman@thewingboss.com

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Expires: 05/18/2016  
Job ID: 4496878  
Job Title: Cook & Team Member
Company: Wing Boss  
Job Type: Full Time, Part Time  
Location: Berwyn, IL 60402  
Salary:  
Job Description: Punctual, responsible, conscientious cooks needed for both part-time & full-time position in a fast paced environment complete kitchen required prep-cooks, cooks & Cleaning. Some experience is a plus.  
Application Instructions: please e-mail your resume to bossman@thewingboss.com  
Contact: Michael Pace  
Address: 6625 Roosevelt Rd., Berwyn, IL 60402  
Phone: (708) 473-9224  
Email: bossman@thewingboss.com

Job ID: 4497351  
Job Title: Agency Producer  
Company: Farmers Insurance- Alexander Kosjer - Agency  
Job Type: Full Time, Part Time  
Location: Chicago, IL  
Salary:  
Job Description: looking for candidates wanting to learn sales, marketing, and the insurance industry. The selected candidate will be provided training in making sales calls, representing our company & product, and closing the sales. Obtaining a state of Illinois producer license will be expected.  
Application Instructions: E-mail your resume to Alexander Kosjer at akosjer@farmersagent.com On the subject line please write that you are applying for this position.  
Contact: Alexander Kosjer  
Address: 6645 N. Oliphant Ave Ste A, Chicago, IL 60631  
Phone: (773) 853-2468  
Fax: (773) 853-0162  
Email: akosjer@farmersagent.com

Expires: 05/18/2016  
Job ID: 4497583  
Job Title: Preschool Teacher and Teacher Aide  
Company: Little Folks Cottage  
Job Type: Full Time, Part Time  
Degrees Wanted: Certificate
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Chicago, IL
Salary:
Job Description: Working with young children between the ages of 3-5 years old. - Must have a clean background - Full-time and part-time available - Enjoying working with Children and Staff - Some experience is a plus
Application Instructions: To apply please call for Ms. Jackson or Ms. Camille Between the hours of 10am - 5pm (773) 379-4419. Or you can come in person to apply.
Contact: Ms. Jackson or Ms. Camille
Address: 5926 W. Madison St., Chicago, IL 60644
Phone: (773) 379-4419
Expires: 05/18/2016
Job ID: 4497642
Job Title: Book Manufacturer Production
Company: Lake Book Manufacturing, Inc.
Job Type: Full Time
Location: IL
Salary:
Job Description: Hiring for someone who can work at high speed, hard working punctual candidates to assist in the setup, production, and post-production process as assigned. No experience needed This is a seasonal full-time.
Application Instructions: please e-mail your resume to William Flavin at bflavin@lakebook.com or fax your resume to 708-450-3761. You can also come in person to apply.
Contact: William Flavin Jr.
Address: 2085 N. Cornell Avenue, Melrose Park, IL 60160
Phone: (708) 345-7012
Fax: (708) 450-3761
Email: bflavin@lakebook.com
Expires: 05/18/2016
Job ID: 4497702
Job Title: Phlebotomist
Company: Laboratory Corporation of America
Job Type: Full Time
Location: Chicago, IL 60625
Salary:

**Job Description:** LabCorp is seeking an experienced customer service driven Phlebotomist for a client office in Chicago, IL. This is a part-time benefited position normally working Weeks 1 & 3: Monday, Wednesday and Friday 9AM-5PM, Tuesday 10AM-2PM, Thursday 1PM-3:30PM and Weeks 2 & 4 Monday, Wednesday and Friday 9AM-4PM, Tuesday 10AM-1PM, Thursday 1PM-3:30PM and Saturday 9AM-2PM. You love to interact with patients and play a role in their overall healthcare experience. As our PST Specialist, you'll be able to do just that. Our technology is second to none in the industry, and you'll work with new electronic reporting and accuracy tools, allowing you to focus on your patients and increase your success rates. Along with patient collection and obtaining specimens for processing, you'll pack and ship specimens as well as prepare samples. Your daily interaction with patients and sense of ownership, will be essential to our success.

**Job Requirements:** Valid driver's license with clean driving record · 2 years of experience as a patient service technician/phlebotomist preferred · Proficiency in the following: blood collection by venipuncture and capillary technique from patients of all age groups, urine drug screen collections, paternity collections, breath/saliva alcohol testing, LCM/Cyber Tools, TestCup, pediatric blood collections, and difficult draws(patients in long-term care facilities, drug rehabilitation facilities, prisons, psychiatric facilities, or similar facilities)

**Application Instructions:** Please apply online at www.labcorpcareers.com for requisition #56718.

**Contact:**

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

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**Expires:** 07/30/2016

**Job ID:** 4495234

**Job Title:** Auditor

**Company:** RGIS Inventory

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Western Suburbs, IL

**Salary:** 10.50 to start

**Job Description:** Part time retail inventory work flexible hours

**Job Requirements:** open

**Application Instructions:** go online follow Careers click on inventory taker ud dist080 fill out information we will call you for an interview

**Contact:** Lynn OBrien

**Address:** 555 Waters Edge, Lombard, IL 60148

**Phone:** 6304953937

www.collegecentral.com/triton
Job Title: Inside Sales Representative
Company: ForeverCar
Job Type: Full Time

Degrees Wanted: Associates, Bachelors, Diploma
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary: OTE 60K (Base + Commission)

Job Description: About You We are looking for a talented and competitive Inside Sales Representative that thrives in a quick sales cycle environment. You will play a fundamental role in achieving our ambitious customer acquisition and revenue growth objectives. You are a self-motivated to work initially from your home in a virtual environment then eventually in a call center/virtual blend. No cold calling. No cost to you for the leads. All leads will be generated by customers who have reached out and requested a quote through our website or through one of our partners. Responsibilities Engage, consult, and close customers on the benefits of the forevercar product Manage a high call volume of calls with customers who have inbound interest on the forevercar product Route qualified opportunities to the appropriate sales executives for further development and closure Close sales and achieve quarterly quotas

Requirements Bachelor Degree preferred Prior inside sales experience in a B2C environment preferred Proven organizational skills with ability to prioritize and work well in an environment with competing demands. Excellent communication and interpersonal skills with proven ability to take initiative and build strong productive relationships. Exceptional customer service focus combined with exemplary follow-through A great sense of humor and a positive attitude. While we take our business seriously, we love to enable a fun, energetic work environment. Must be willing and able to work (initially) from home. We will provide all of the necessary equipment. Energetic, upbeat, recent college graduates are welcome to apply Must pass a basic criminal background check A little more about the job Target first year earnings are on track for $60,000; 2nd year target $65,000 and above. Health benefits and paid time-off also included. Shift: 8am-5pm OR 12pm-9 p.m. CDT Must work at least 2 Saturdays per month 8-12 noon or 9-1 p.m. Must be willing to commute to Rosemont (near Cumberland exit).

Application Instructions: Please follow the link to apply through our job board.

Contact: Ben Wiebers
Address: 222 W. Merchandise Mart Plaza, Suite 1212, Chicago, IL 60606
Phone: 312-982-2035
Email: bwiebers@forevercar.com
Apply Online: http://forevercar.applytojob.com/apply/B7Mmj9/Inside-Sales-Representative

Expires: 07/31/2016

Job ID: 4485075

Job Title: Customer Service Representative

Company: ForeverCar

Job Type: Full Time

Degrees Wanted: Associates, Bachelors, Diploma

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Rosemont, IL 60018

Salary: $15/HR

Job Description: About You As our Customer Service Representative/Help Desk, you will assist customers via phone, chat, and email to ensure their experience with ForeverCar is friendly, informative, and meets their needs. You will become an expert with extended warranties and our process and policies in order to help our customers with their needs. You're friendly, patient, and able to support our sales team by delivering complaint-free help as you discuss our product offerings. In addition to your exceptional customer service, you will also help our team with technology related issues and ensure our inside sales representatives are aligning with the ForeverCar mission and values for our customers. Responsibilities Have a thorough understanding of our product offerings and extended warranties in general React promptly and thoroughly to any customer complaints/concerns Track complaint tickets and ensure speedy resolution Understand ForeverCar's structure to refer customers to appropriate areas for further support Manage day-to-day technical issues by fixing those within your understanding or finding support for higher-level issues Operate our BrainTree customer support software (including handling sensitive customer data) Requirements High School Diploma (Bachelor's degree preferred) Ability to research answers and give thorough explanations Technical aptitude and ability to solve (or find answers for) complex technical problems 3 years of customer service experience in a B2C environment preferred Proven organizational skills with ability to prioritize and work well in an environment with competing demands. Excellent communication (verbal and written) interpersonal skills with proven ability to take initiative and build strong productive relationships. Exemplary customer service focus combined with outstanding follow-through A great sense of humor and a positive attitude (while we take our business seriously, we love to enable a fun, collaborative work environment) Energetic and upbeat (recent college graduates are welcome to apply!) Must pass a thorough criminal background check Must be able to lift up to 50 lbs. (computers, office supplies, etc.)

Application Instructions: Please follow our link to apply directly through our job portal.

Contact: Ben Wiebers

Address: 222 W. Merchandise Mart Plaza, Suite 1212, Chicago, IL 60606

Phone: 312-982-2035

Email: bwiebers@forevercar.com
Apply Online: http://forevercar.applytojob.com/apply/LMQ0t5/Customer-Service-Representative-Help-Desk

Expires: 08/08/2016
Job ID: 4473101
Job Title: Allergy/Asthma/COPD Clinical Research
Company: Asthma and Allergy Center of Chicago, SC
Job Type: Full Time, Part Time, Seasonal
Location: River Forest, IL, IL
Salary:
Job Description: The Asthma and Allergy Center of Chicago is currently conducting Clinical Trials for Asthma, COPD and Dust Mite allergy. To volunteer for a clinical research study you may call our office at 708-366-9300 or go to our website www.research4health.com All study participants will receive at no cost; lung function testing, physical exam, study medication and compensation for time and travel.
Contact: Noemi Mendoza
Address: 7420 Central Ave, Suite 2020, River Forest, IL 60305
Phone: 708-366-9300
Fax: 708-366-9310
Email: na.mendoza@att.net

Expires: 08/14/2016
Job ID: 4493352
School Job ID: MVCC
Job Title: Medical Assistant
Company: Dr. Steven Soltes
Job Type: Part Time
Degrees Wanted: Certificate
Majors Wanted: 
Job Target: Any Job Target
Location: Oak Lawn, IL
Salary: 12.00 - 15.00 per hr.
Job Description: Busy ear, nose throat medical practice and medical assistant needed. Clinical experience a plus. Part time with possibility of full time. With Medical Assistant Certificate or pending.
Application Instructions: Please send a resume and cover letter to steven.soltes@gmail.com
Contact: Dr. Steven Soltes
Address: 4400 W. 95th Street, Oak Lawn, IL 60453
Phone: 708-557-0500
Email: steven.soltes@gmail.com
Expires: 08/15/2016
Job ID: 4495395
School Job ID: MVCC
Job Title: Per Diem Desk Assistant
Company: WBBM-TV/CBS 2 Chicago
Job Type: Full Time, Part Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60602
Salary: Based on Experience
Job Description: Per Diem Desk Assistant - Union - Non-Exempt Purpose of Position: To assist assignment editor, reporters and producers in daily news coverage. Primary Accountabilities: - Work at direction of assignment editor to follow up on story tips and make beat checks. - Answer questions from public on matters related to news programming. - Conduct interviews, as needed. - Organize printed scripts for production staff and talent. - Run assignment desk, as needed. - Other duties, as assigned. Core Competencies: Results-oriented, dependable, detail-oriented, courteous. Minimum Education and Experience Requirements: Bachelor's degree in journalism or related field. Prior internship in broadcast newsroom, desirable. Shift: Includes overnights/weekends/nights
Job Requirements: Bachelor's Degree in journalism or related field Prior internship in broadcast newsroom, desirable. Please note only qualified candidates will be contacted for an interview.
Application Instructions: Cover letters and resumes can be uploaded by going to http://chicago.cbslocal.com/station/cbs-2/ and clicking on "For Info on Jobs with CBS"
Contact: Beth Fruehling
Address: 22 West Washington, Chicago, IL 60602
Expires: 10/10/2016
Job ID: 4473103
Job Title: Allergy/Asthma/COPD Clinical Research
Company: Asthma and Allergy Center of Chicago, SC
Job Type: Full Time, Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: River Forest, IL, IL

Salary:

Job Description: The Asthma and Allergy Center of Chicago is currently conducting Clinical Trials for Asthma, COPD and Dust Mite allergy. To volunteer for a clinical research study you may call our office at 708-366-9300 or go to our website www.research4health.com All study participants will receive at no cost; lung function testing, physical exam, study medication and compensation for time and travel.

Contact: Noemi Mendoza

Address: 7420 Central Ave, Suite 2020, River Forest, IL 60305

Phone: 708-366-9300

Fax: 708-366-9310

Email: na.mendoza@att.net

Expires: 11/10/2016

Job ID: 4479816

Job Title: SWIM LESSON INSTRUCTORS- PART TIME

Company: Village of Bensenville

Job Type: Part Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Bensenville, IL 60106

Salary: TBD

Job Description: DESCRIPTION Seeking outgoing and fun individuals for instruction of swim lessons to both children and adults. Classes are typically held on Saturday and Sunday mornings. Under the direction of the Aquatic Director, Water Safety Instructors plan, organize, and provide quality swimming and water safety instruction for both children and adults as per The American Red Cross Learn-to-Swim Program. RESPONSIBILITIES Swim Lesson Instructor will perform all but not limited to the following duties: * Consistently uphold all rules and regulations as set forth by the Village of Bensenville, The Water’s Edge Aquatic Center, American Red Cross, and the Illinois Swimming Pool Health Code. * Plan and organize swim lesson outlines, methods, and goals that support the general teaching outlines provided by the Aquatic Director and the American Red Cross. * Organize and direct activities for groups of assigned students, to provide a high level of quality instruction. * Ensure that no child is left behind during class instruction; all are thoroughly involved in the aquatic classroom environment. * Help organize and assist in the development of special programs, activities, or instruction. * Help market and promote programs during special events or as directed by the Aquatic Director. * Complete and maintain records for documentation. * Provide constructive and positive feedback to both participants and their respective guardians; both verbal and written form. * Attend in-service training sessions and meetings upon request. * Perform other duties as requested by Aquatic Management. * Continuous maintenance of the pool area to
ensure safety and sanitation. * Report definite or potential physical hazards and unsafe conditions immediately to the Aquatic Director. * Maintain an acceptable appearance, both in uniform and personal hygiene at all times. **EDUCATION AND/OR EXPERIENCE Required:**
* Exceptional customer service skills * At least 16 years of age * Proficient in swimming * Must meet American Red Cross Level 4 Stroke Performance * Demonstrate 25 yards of front crawl, back crawl, breaststroke, elementary backstroke, sidestroke, as well as 15 yards of butterfly. * Maintain position on back for 1 minute in deep water (floating or sculling) * Tread water for 1 minute using only legs * Experience working with public; both children and elderly

**Preferred:**
* Previous position in aquatics or other leadership positions * Fundamentals of Instructor Training (FIT Certification) or Safety Training for Swim Coaches * First Aid and CPR/AED for the Professional Rescuer (If current certification holder, please provide a valid copy of certification with application)

**Application Instructions:** HOW TO APPLY: Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106.

**Contact:** Jena Watson

**Address:** The Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106

**Phone:** 630-766-8888

**Apply Online:** http://www.bensenville.il.us/DocumentCenter/Home/View/547

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**Expires:** 11/10/2016

**Job ID:** 4479818

**Job Title:** LIFEGUARDS - PART TIME

**Company:** Village of Bensenville

**Job Type:** Part Time, Seasonal

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Bensenville, IL 60106

**Salary:** TBD

**Job Description:** Seeking responsible, friendly, individuals for deep-water lifeguard roles. Under the direction of the Aquatic Supervisors; the Lifeguard must be able to recognize hazardous situations to prevent injury. They must supervise swimmers, minimize dangers, educate facility users about safety, enforce rules and regulations, provide assistance and perform rescues. ~American Red Cross **RESPONSIBILITIES** The Lifeguard will perform all but not limited to the following duties: * Consistently uphold and abide by all rules and regulations as set forth by the Village of Bensenville, The Water's Edge Aquatic Center, American Red Cross, and the Illinois Swimming Pool Health Code. * Prevent injury by maintaining order and correcting inappropriate or unsafe behavior in the pool area. * Accept payment of walk-in swimmers and ensure all swimmers appropriately check in prior to swimming. * Assist persons in trouble; administer first aid to the injured and activate the facility emergency action plan in
case of serious incidents. * Take chemical recording each shift. Report all necessary adjustments immediately to Aquatic Director. * Must attend monthly in-service training sessions and meetings as scheduled. * Guards are expected to perform thorough, routine clean up and maintenance of the pool area and locker rooms during and after shift changes to ensure facility safety and water sanitation. * Assist in programs of instruction and special events as requested by Aquatic Management. * Report definite or potential physical hazards and unsafe conditions immediately to the Aquatic Director. **EDUCATION AND/OR EXPERIENCE REQUIRED:** * At least 16 years of age * Must be able to pass the American Red Cross swim test at time of interview: 300 yards continuous swim (100 yds. front crawl with rhythmic breathing, 100 yds. breaststroke, 100 yds. of either front crawl or breaststroke; must use mixture of both.) * Able to retrieve 10 pound object from 7-13 ft. of depth * Tread water without use of hands for 1 minute * Experience working with the public; both children and elderly **Preferred:** * Previous lifeguard or other related positions * Fundamentals of Instructor Training (FIT Certification) or Safety Training for Swim Coaches * First Aid and CPR/AED for the Professional Rescuer (If current certification holder, please provide a valid copy of certification with application)**

**Application Instructions:** HOW TO APPLY: Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL 60106.

**Contact:** Jena Watson

**Address:** The Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106

**Phone:** 630-766-8888

**Apply Online:** http://www.bensenville.il.us/DocumentCenter/Home/View/547

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**Expires:** 11/10/2016

**Job ID:** 4479820

**Job Title:** ASSISTANT SWIM TEAM COACH

**Company:** Village of Bensenville

**Job Type:** Part Time, Seasonal, Volunteer

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Bensenville, IL 60106

**Salary:** TBD

**Job Description:** Seeking responsible, fun, and assertive individuals to coach our 'Wahoo' swim team and pre-season stroke clinics. Under the direction of the Aquatic Director, the Assistant Swim Coach assists in management of the swim team in accordance with the rules and regulations set forth by the Village of Bensenville, the season's swim conference, as well as the pool rules at the Water's Edge Aquatic Center. **RESPONSIBILITIES** Assistant Team Coaches will perform the following duties under the direction of the Wahoo Head Coach: * Assist the head coach with instructing participants in the rules, regulations, equipment, and techniques of the sport. * Organize and direct individuals and group practices in the activities and exercises as
directed by the head coach. * Assess swimmer’s skills, monitor students during competitions and practices, and keep the head coach informed of the athletic performance of participants. * Assist the Head Coach with determining game strategy. * Attend swim competitions, both home and away. * Be dressed to enter the water at all times. * Assist with setup and implementation of hosted competitions. * Always model sports-like behavior and maintain appropriate conduct towards students, officials, opposing teams, and spectators. * Assist the head coach with submitting a list of award winners at the end of the season. * Participate in special activities when arranged. (parades, fundraisers, ceremonies, etc.) * Perform supporting tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records. * Model nondiscriminatory practices in all activities. **EDUCATION AND/OR EXPERIENCE Required:** * Exceptional customer service skills * Must be at least 18 years of age * Experience working with youth 6 to 18 years of age * Proficient in swimming * Demonstrate 25 yards of front crawl, back crawl, breaststroke, elementary backstroke, and 15 yards of butterfly * Maintain position on back for 1 minute in deep water (floating or sculling) * Tread water for 1 minute * Knowledge of rules, regulations, strategies, and techniques of swimming * Previously worked in aquatics or other related instructional position **Preferred:** * Fundamentals of Instructor Training (FIT Certification) or Safety Training for Swim Coaches * First Aid and CPR/AED for the Professional Rescuer (If current certification holder, please provide a valid copy of certification with application)

**Application Instructions:** HOW TO APPLY: Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106.

**Contact:** Jena Watson
**Address:** The Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106
**Phone:** 630-766-8888
**Apply Online:** http://www.bensenville.il.us/DocumentCenter/Home/View/547
following duties: * Perform supporting tasks to the Aquatic Director such as aiding in maintenance and filing of paperwork. * Assist in facility safety checks. * Assist in supervision of aquatic personnel (lifeguards, swim instructors, fitness instructors, etc.) * Facilitate shift trainings and in-services as directed by the Aquatic Director. * Assist in the cleaning and maintenance of the aquatic facility; chemical balance, health code adherence, etc... * Ensure pool deck, mezzanine, and locker rooms are safe and clean. * Demonstrate excellent customer service to all visitors using sound ethics and effective public relation skills. * Utilize effective team leadership skills; communicate efficiently and demonstrate strong listening capabilities. * Maintain knowledge of offered programming and services at the Aquatic facility. * Demonstrate excellent time management skills. * Consistently uphold all rules and regulations as set forth by the Village of Bensenville, The Water's Edge Aquatic Center, American Red Cross, and the Illinois Swimming Pool Health Code. * Assist in special events to help promote programs or recruit new staff. * Responsible for some opening and closing shifts. * Willingness to work with pool pumps and chemicals * Maintain proficiency in American Red Cross Lifeguarding, CPR, AED, First Aid, and Emergency Oxygen. * Assist in the annual rehabilitation and shut down of the facility. * Take water quality samples and make adjustments only under the direction of the Aquatic Director. * Perform guarding and instructional duties as needed. * Handle money, operate, and abide by all facility point-of-sale and cash handling procedures. * Proficiency in computers and Microsoft Office programs. * Act efficiently and effectively to provide proper care in the event of an emergency. * Be flexible, respectful, and demonstrate a dedication to the position and the community. **EDUCATION AND/OR EXPERIENCE Required:** * Exceptional customer service skills * Prior experience working in the aquatic field and a minimum of 1 years' experience in a leadership role. * Proficiency in swimming * Ability to demonstrate 25 yards of front crawl, back crawl, breaststroke, elementary backstroke, sidestroke, as well as 15 yards of butterfly. * Maintain position on back for 1 minute in deep water (floating or sculling) * Tread water for 1 minute, and retrieve a 10 pound object from 13 feet * Possess knowledge of basic rules and regulations of pool environments. **Preferred:** * At least 21 years of age * Fundamentals of Instructor Training (FIT Certification) or Safety Training for Swim Coaches * First Aid and CPR/AED for the Professional Rescuer (if current certification holder, please provide a valid copy of certification with application) * Certified Pool Operator's License (CPO).

**Application Instructions:** HOW TO APPLY: Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106.

**Contact:** Jena Watson
**Address:** The Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106
**Phone:** 630-766-8888
**Email:** jwatson@bensenville.il.us
**Apply Online:** http://www.bensenville.il.us/DocumentCenter/Home/View/547

**Expires:** 11/10/2016
**Job ID:** 4479823
Job Title: Water Aerobics Instructors
Company: Village of Bensenville
Job Type: Part Time, Seasonal, Volunteer
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Bensenville, IL 60106
Salary: TBD

Job Description: Currently seeking a responsible, fun, and assertive individual to instruct our AquaFitness class. Under the direction of the Aquatic Director, the Aquatic Fitness Instructor develops and implements deep water workout routines to enrich the health and life of participants in the course. RESPONSIBILITIES: * Instruct participants in the expectations, routines, equipment, and techniques of the activity. * Be dressed to enter the water at all times and enter the water to give appropriate skills demonstrated. * Be on deck before swimmers enter water having equipment setup and prepared. * Ensure that there are sufficient supplies and equipment to conduct workouts. * Assess participant’s skills, monitor progress during workouts, and keep the Aquatic Director informed of any challenges.

EDUCATION AND/OR EXPERIENCE Required:
* Exceptional customer service skills
* Must be at least 18 years of age
* Experience working with senior citizens and elderly
* At least 6 months of teaching experience
* Proficient in swimming, comfortable in deep water
* Demonstrate swimming ability upon interview
* Maintain position on back for 1 minute in deep water (floating or sculling)
* Tread water for 1 minute

Preferred but not required:
* Fundamentals of Instructor Training (FIT Certification) or Safety Training for Swim Coaches
* Aquatic/Water Aerobics Instructor Certification from accredited affiliation
* First Aid and CPR/AED for the Professional Rescuer

Application Instructions: HOW TO APPLY: Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us. Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL 60106.

Contact: Jena Watson
Address: The Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106
Phone: 630-766-8888
Email: jwatson@bensenville.il.us

Expires: 11/10/2016
Job ID: 4479844

Job Title: POOL MANAGER
Company: Village of Bensenville
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Bensenville, IL 60106
Salary: Based on Experience

Job Description: Currently seeking a responsible, friendly, and tactful individual to assist in the management of aquatic operations. Under the direction of the Aquatic Director, the Pool Manager assists in overseeing shift operations in order to provide quality swimming programs and services. RESPONSIBILITIES The Pool Manager will perform all but not limited to the following duties: * Perform supporting tasks to the Aquatic Director such as aiding in maintenance and filing of paperwork. * Assist in facility safety checks. * Assist in supervision of aquatic personnel (lifeguards, swim instructors, fitness instructors, etc.) * Facilitate shift trainings and in-services as directed by the Aquatic Director. * Assist in the cleaning and maintenance of the aquatic facility; chemical balance, health code adherence, etc... * Ensure pool deck, mezzanine, and locker rooms are safe and clean. * Demonstrate excellent customer service to all visitors using sound ethics and effective public relation skills. * Utilize effective team leadership skills; communicate efficiently and demonstrate strong listening capabilities. * Maintain knowledge of offered programming and services at the Aquatic facility. * Demonstrate excellent time management skills. * Consistently uphold all rules and regulations as set forth by the Village of Bensenville, The Water's Edge Aquatic Center, American Red Cross, and the Illinois Swimming Pool Health Code. * Assist in special events to help promote programs or recruit new staff. * Responsible for some opening and closing shifts. * Willingness to work with pool pumps and chemicals * Maintain proficiency in American Red Cross Lifeguarding, CPR, AED, First Aid, and Emergency Oxygen. * Assist in the annual rehabilitation and shut down of the facility. * Take water quality samples and make adjustments only under the direction of the Aquatic Director. * Perform guarding and instructional duties as needed. * Handle money, operate, and abide by all facility point-of-sale and cash handling procedures. * Proficiency in computers and Microsoft Office programs. * Act efficiently and effectively to provide proper care in the event of an emergency. * Be flexible, respectful, and demonstrate a dedication to the position and the community.

Application Instructions: Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us. Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL 60106.

Contact: Jena Watson
Address: Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106
Phone: 630-594-1413
Email: jwatson@bensenville.il.us
Apply Online: http://www.bensenville.il.us/DocumentCenter/Home/View/547

Expires: 11/10/2016
Job ID: 4479845
Job Title: Aquatic Positions
**Company:** Village of Bensenville  
**Job Type:** Part Time, Seasonal, Volunteer  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Bensenville, IL 60106  
**Salary:** TBD

**Job Description:** The Bensenville Water's Edge is currently seeking applicants to fill a number of recreation positions. Our facility is an indoor, year-round competition pool. We have an 8-lane lap pool and a separate diving well featuring two, 1 meter boards. We require qualified lifeguards for all hours of operation; during public swim, swim lessons, team practices, scuba instruction, fitness classes, parties, competitions, etc... There is plenty of variety in the fun activities that staff can encounter. Hours of operation varies anywhere from 6:00am-9:30pm throughout the week and 9am-6:00pm on some weekends. For those seeking hours, our facility offers an array of availability. Part-time wages are dependent upon experience and position; entry level positions are available. Currently we are seeking applicants for the following positions: * Lifeguards (opening, mid-day, and closing shifts weekday and weekends) * Swim Lesson Instructors (mornings on the weekends) * Aquatic Fitness Instructors- deep water * Assistant Swim Team Coaches * Pool Manager(s) - minimum of 1 year experience in Aquatics. The Water's Edge can train and certify interested applicants in American Red Cross Deep Water Lifeguarding. For students seeking community service/volunteer credits, we offer volunteer opportunities working alongside current staff teaching programming.

**Application Instructions:** Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106.

**Contact:** Jena Watson  
**Address:** Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106  
**Phone:** 630-766-8888

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**Expires:** 11/10/2016  
**Job ID:** 4479847  
**Job Title:** LIFEGUARDS  
**Company:** Village of Bensenville  
**Job Type:** Part Time, Seasonal  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Bensenville, IL 60106  
**Salary:**
Job Description: Seeking responsible, friendly, individuals for deep-water lifeguard roles. Under the direction of the Aquatic Supervisors; the Lifeguard must be able to recognize hazardous situations to prevent injury. They must supervise swimmers, minimize dangers, educate facility users about safety, enforce rules and regulations, provide assistance and perform rescues. ~American Red Cross

Responsibilities: The Lifeguard will perform all but not limited to the following duties: * Consistently uphold and abide by all rules and regulations as set forth by the Village of Bensenville, The Water's Edge Aquatic Center, American Red Cross, and the Illinois Swimming Pool Health Code. * Prevent injury by maintaining order and correcting inappropriate or unsafe behavior in the pool area. * Accept payment of walk-in swimmers and ensure all swimmers appropriately check in prior to swimming. * Assist persons in trouble; administer first aid to the injured and activate the facility emergency action plan in case of serious incidents. * Take chemical recording each shift. Report all necessary adjustments immediately to Aquatic Director. * Must attend monthly in-service training sessions and meetings as scheduled. * Guards are expected to perform thorough, routine clean up and maintenance of the pool area and locker rooms during and after shift changes to ensure facility safety and water sanitation. * Assist in programs of instruction and special events as requested by Aquatic Management. * Report definite or potential physical hazards and unsafe conditions immediately to the Aquatic Director.

Education and/or Experience Required: * At least 16 years of age * Must be able to pass the American Red Cross swim test at time of interview: 300 yards continuous swim (100 yds. front crawl with rhythmic breathing, 100 yds. breaststroke, 100 yds. of either front crawl or breaststroke; must use mixture of both.) * Able to retrieve 10 pound object from 7-13 ft. of depth * Tread water without use of hands for 1 minute * Experience working with the public; both children and elderly Preferred: * Previous lifeguard or other related positions * Fundamentals of Instructor Training (FIT Certification) or Safety Training for Swim Coaches * First Aid and CPR/AED for the Professional Rescuer (If current certification holder, please provide a valid copy of certification with application)

How to Apply: Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us. Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106.

Application Instructions: Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us. Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106.

Contact: Jena Watson
Address: Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106
Phone: 630-594-1413
Email: jwatson@bensenville.il.us
Apply Online: http://www.bensenville.il.us/DocumentCenter/Home/View/547

Expires: 11/10/2016
Job ID: 4479848
Job Title: SWIM LESSON INSTRUCTORS- PART TIME
Company: Village of Bensenville
**Job Type:** Part Time, Volunteer  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Bensenville, IL 60106  
**Salary:** Based on Experience

**Job Description:** Seeking outgoing and fun individuals for instruction of swim lessons to both children and adults. Classes are typically held on Saturday and Sunday mornings. Under the direction of the Aquatic Director, Water Safety Instructors plan, organize, and provide quality swimming and water safety instruction for both children and adults as per The American Red Cross Learn-to-Swim Program. **RESPONSIBILITIES** Swim Lesson Instructor will perform all but not limited to the following duties: * Consistently uphold all rules and regulations as set forth by the Village of Bensenville, The Water's Edge Aquatic Center, American Red Cross, and the Illinois Swimming Pool Health Code. * Plan and organize swim lesson outlines, methods, and goals that support the general teaching outlines provided by the Aquatic Director and the American Red Cross. * Organize and direct activities for groups of assigned students, to provide a high level of quality instruction. * Ensure that no child is left behind during class instruction; all are thoroughly involved in the aquatic classroom environment. * Help organize and assist in the development of special programs, activities, or instruction. * Help market and promote programs during special events or as directed by the Aquatic Director. * Complete and maintain records for documentation. * Provide constructive and positive feedback to both participants and their respective guardians; both verbal and written form. * Attend in-service training sessions and meetings upon request. * Perform other duties as requested by Aquatic Management. * Continuous maintenance of the pool area to ensure safety and sanitation. * Report definite or potential physical hazards and unsafe conditions immediately to the Aquatic Director. * Maintain an acceptable appearance, both in uniform and personal hygiene at all times. **EDUCATION AND/OR EXPERIENCE Required:**  
* Exceptional customer service skills  
* At least 16 years of age  
* Proficient in swimming  
* Must meet American Red Cross Level 4 Stroke Performance  
* Demonstrate 25 yards of front crawl, back crawl, breaststroke, elementary backstroke, sidestroke, as well as 15 yards of butterfly.  
* Maintain position on back for 1 minute in deep water (floating or sculling)  
* Tread water for 1 minute using only legs  
* Experience working with public; both children and elderly  

**Preferred:**  
* Previous position in aquatics or other leadership positions  
* Fundamentals of Instructor Training (FIT Certification) or Safety Training for Swim Coaches  
* First Aid and CPR/AED for the Professional Rescuer (If current certification holder, please provide a valid copy of certification with application) **HOW TO APPLY:** Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us. Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106.  

**Application Instructions:** Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us. Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106.  

**Contact:** Jena Watson  
**Address:** Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106
Phone: 630-594-1413
Email: jwatson@bensenville.il.us
Apply Online: http://www.bensenville.il.us/DocumentCenter/Home/View/547

Expires: 11/10/2016
Job ID: 4479849
Job Title: ASSISTANT SWIM TEAM COACH - PART TIME
Company: Village of Bensenville
Job Type: Part Time, Volunteer
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Bensenville, IL 60106
Salary: Based on Experience

Job Description: Seeking responsible, fun, and assertive individuals to coach our 'Wahoo' swim team and pre-season stroke clinics. Under the direction of the Aquatic Director, the Assistant Swim Coach assists in management of the swim team in accordance with the rules and regulations set forth by the Village of Bensenville, the season's swim conference, as well as the pool rules at the Water's Edge Aquatic Center. RESPONSIBILITIES Assistant Team Coaches will perform the following duties under the direction of the Wahoo Head Coach: * Assist the head coach with instructing participants in the rules, regulations, equipment, and techniques of the sport. * Organize and direct individuals and group practices in the activities and exercises as directed by the head coach. * Assess swimmer's skills, monitor students during competitions and practices, and keep the head coach informed of the athletic performance of participants. * Assist the Head Coach with determining game strategy. * Attend swim competitions, both home and away. * Be dressed to enter the water at all times. * Assist with setup and implementation of hosted competitions. * Always model sports-like behavior and maintain appropriate conduct towards students, officials, opposing teams, and spectators. * Assist the head coach with submitting a list of award winners at the end of the season. * Participate in special activities when arranged. (parades, fundraisers, ceremonies, etc.) * Perform supporting tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records. * Model nondiscriminatory practices in all activities. EDUCATION AND/OR EXPERIENCE Required: * Exceptional customer service skills * Must be at least 18 years of age * Experience working with youth 6 to 18 years of age * Proficient in swimming * Demonstrate 25 yards of front crawl, back crawl, breaststroke, elementary backstroke, and 15 yards of butterfly * Maintain position on back for 1 minute in deep water (floating or sculling) * Tread water for 1 minute * Knowledge of rules, regulations, strategies, and techniques of swimming * Previously worked in aquatics or other related instructional position Preferred: * Fundamentals of Instructor Training (FIT Certification) or Safety Training for Swim Coaches * First Aid and CPR/AED for the Professional Rescuer (If current certification holder, please provide a valid copy of certification with application) HOW TO APPLY: Interested applicants can contact the
Aquatic Director via email at jwatson@bensenville.il.us. Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106.

Application Instructions: Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106.

Contact: Jena Watson
Address: Water’s Edge Aquatic Center 545 John Street, Bensenville, IL 60106
Phone: 630-594-1413
Email: jwatson@bensenville.il.us
Apply Online: http://www.bensenville.il.us/DocumentCenter/Home/View/547

Expires: 11/10/2016
Job ID: 4479859
Job Title: Water Aerobic Fitness Instructors
Company: Village of Bensenville
Job Type: Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL
Salary:

Job Description: DESCRIPTION Seeking responsible, mature, energetic, and creative water aerobics instructors to instruct fitness classes held in deep water. Under the direction of Aquatic Management, the AquaFitness Instructor will monitor and educates participants on fitness and healthy lifestyles while maintaining a safe and enjoyable atmosphere for class.

RESPONSIBILITIES The AquaFitness, also known as "AquaRobics" Instructor will perform all but not limited to the following duties: * Instruct scheduled classes, beginning and ending on time * Provide adequate warm-up, exercise, stretching, and cool downs for participants * Provide effective workout methods by explaining proper fitness techniques while demonstrating workouts being instructed * Professionally motivate participants through choreography using tempo, cueing, and rhythm * Identify different muscle groups and teach appropriate methods to strengthen specific muscles * Prepare appropriate equipment, provide music, and supply any necessary handouts for classes * Assists patrons, answers questions, and maintain a positive exercise experience for members and class participants * Have the ability to identify and slightly modify workouts for participants with limited mobility challenges or injuries to ensure all participants have an enjoyable and productive workout * Keeps management informed of pool activities, facility needs, and significant problems * Ensures that safety standards are met and that department and facility policies are adhered to * Must be able to attend required monthly in-services * Performs related duties as required. EDUCATION AND/OR EXPERIENCE REQUIRED: * Must be at least 18 years of age * Must have prior fitness instruction experience * Ability to swim unassisted in deep water * Ability to put together a
water fitness program to conduct classes * Ability to cooperate and work well with staff members and participants * Ability to perform all physical aspects of the position: leading participants, walking, swimming, standing, bending, reaching, lifting, etc... * Ability to aid in emergency situations * Must be able to project voice over loud environment to reach participants PREFERRED: * American Red Cross CPR/AED/First Aid or equivalent certification * Certified Instructor (AEA, ACE, AFIA SCW), water specialty/certification preferred but not required * Knowledge of human anatomy, kinesiology and training principles

Job Requirements: See above.

Application Instructions: HOW TO APPLY: Please email resume & application to: Jena Watson, Aquatic Director. jwatson@bensenville.il.us Email submissions should include "Aquatic Fitness Instructor - Part Time" in the subject line; Or mail to; Village of Bensenville - Water's Edge Aquatic Center, 545 John St. Bensenville, IL 60106

Contact: Jena Watson
Address: Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106
Phone: 630-766-8888
Email: jwatson@bensenville.il.us

Expires: 11/11/2016
Job ID: 4473104
Job Title: Allergy/Asthma/COPD Clinical Research
Company: Asthma and Allergy Center of Chicago, SC
Job Type: Full Time, Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: River Forest, IL, IL
Salary:
Job Description: The Asthma and Allergy Center of Chicago is currently conducting Clinical Trials for Asthma, COPD and Dust Mite allergy. To volunteer for a clinical research study you may call our office at 708-366-9300 or go to our website www.research4health.com All study participants will receive at no cost; lung function testing, physical exam, study medication and compensation for time and travel.

Contact: Noemi Mendoza
Address: 7420 Central Ave, Suite 2020, River Forest, IL 60305
Phone: 708-366-9300
Fax: 708-366-9310
Email: na.mendoza@att.net

Expires: 12/04/2016

www.collegecentral.com/triton
Job ID: 4473106
Job Title: Asthma and COPD Clinical Research
Company: Asthma and Allergy Center of Chicago, SC
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: River Forest, IL 60305
Salary:
Job Description: The Asthma and Allergy Center of Chicago is currently looking for people with Asthma or COPD using daily medications such as Advair, Symbicort, or Dulera to volunteer for our clinical research study. All study participants will receive at no cost; lung function testing, physical exam, study medication and compensation for time and travel. For more information call at 708-366-9300 or go to our website at www.research4health.com
Contact: Noemi Mendoza
Address: 7420 Central Ave, Suite 2020 7420 Central Ave, Suite 2020, River Forest, IL 60305
Phone: 708-366-9300
Fax: 708-366-9310
Email: na.mendoza@att.net
Expires: 04/05/2017
Job ID: 4476650
Job Title: Part Time Pre K Teacher
Company: Wee Care Children's Center
Job Type: Part Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Wilmette, IL 60091
Salary: $15.00-$17.00/hour
Job Description: The Teacher will work collaboratively with the Team Leader as they manage the classroom, lesson plan and assess the children.
Job Requirements: Attend all staff meetings Minimum of 20 hours of professional training/year
Application Instructions: Please email cover letter and resume to Eva Hartwig.
Contact: Eva Hartwig
Address: 1050 Skokie Blvd., Wilmette, IL 60091
Phone: 847-256-7836
Early Childhood Assistant Teacher

Company: UIC Children's Center

Job Type: Full Time

Degrees Wanted: Associates, Bachelors

Majors Wanted: Early Childhood Education

Job Target: Any Job Target

Location: Chicago, IL 60612

Salary:

Job Description: The UIC Children's Center seeks candidates to work as classroom assistant teacher with three-six year olds at NAEYC accredited campus early childhood education and care program. Duties include carrying out the educational program, communicating with parents and participating in supervision and staff development activities.

Job Requirements: Prefer candidate with AA in Early Childhood Education Gateways level 4 ECE credential (or eligibility for one)

Application Instructions: Send resume and transcripts (unofficial transcripts will be accepted) to Kim Kull kkull@uic.edu

Contact: Kim Kull

Address: 1919 W. Taylor St Room 525 M/C 525, Chicago, IL 60612

Phone: 312-413-5328

Email: kkull@uic.edu

NDT Technician Position Available

Company: Monarch Technical Services

Job Type: Full Time

Degrees Wanted: Certificate

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Rolling Meadows, IL

Salary: $18 - $25 per hour
Job Description: NDT Technician Position Available * Full Time * 1st Shift * $18-$25 per hour * Position located in South Elgin, IL * Perform and interpret results for UT, PT, MT, and VT inspections * Perform NDT on parts and components from 1” diameter to 80” diameter * Set up and calibrate NDT equipment * Manufacturing environment-one location RECENT GRADUATES WELCOME! Monarch Technical Services / MetroStaff Resources, Inc. 3601 Algonquin Rd., Suite #625 Rolling Meadows, IL 60008 Patty Borre-Recruiter patty@monarchtechnical.com www.MonarchTechnical.com 847-342-1221

Application Instructions: Email patty@monarchtechnical.com with your resume and cover letter. Visit our website for this and other job opportunities! www.MonarchTechnical.com

Contact: Patty Borre
Address: 3601 Algonquin Rd Suite 107, Rolling Meadows, IL 60008
Phone: 847-342-1221
Email: patty@monarchtechnical.com

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

https://www.collegecentral.com/triton