**Job ID:** 4606716  
**Job Title:** Program Service Aide  
**Company:** Northeastern Illinois University  
**Job Type:** Full Time, Part Time  
**Location:** Chicago, IL

**Salary:** $14.16 - $21.80 per hr.

**Job Description:** Position: Program Services Aide

Financial Aid Qualifications: 24 semester hours of college course work in or closely related to the social or behavioral sciences Or 24 months of work experience and/or training that provided a knowledge of human behavior by having demonstrated through public contact the ability to cope with a variety of people, (such as complaint clerk, salesperson, or receptionist) Or Any combination of college course work or training and/or work experience that equals 24 months (Each position requires a background check.) Salary: $14.16 - $21.80 per hour  
Hours: Monday - Friday, 8:30 a.m. - 4:30 p.m. (Hours may vary depending on departmental needs)  
Appointment: 100%  
Responsibilities: This position will develop, implement and evaluate recruitment and outreach programming for the Student Employment Office; facilitates employment opportunities for the Federal Job Location and Development Program in the Student Employment Office by way of job fairs and promotions in College Central Network; prepares, refers and arranges interviews for community service employment opportunities; follows up with off campus employers and students while maintaining records that need to be reflected in Financial Aid reporting (e.g. FISAP).

**Job Requirements:** To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application, Affirmative Action Form, Statement of Annuitant Status, Cover letter, Resume, Official transcript(s)  
You can obtain an Employment Application, Affirmative Action Form and Statement of Annuitant Status form in the Office of Human Resources, Bernard Office Building (BOB), 5555 N. Bernard, Chicago, IL 60625, Monday through Friday, 8:30 a.m. to 4:30 p.m.  
You may also download and print a copy of the Employment Application, Affirmative Action and Statement of Annuitant Form. You must complete, sign and date the application, affirmative action form and annuitant form and submit them along with official transcripts, resume and cover letter to the Office of Human Resources by the application deadline. A new application and annuitant form are required for each position applied. If you have any questions, please call the Office of Human Resources at 773-442-5200, or email us at CS-Employment@neiu.edu. Please visit the State of Illinois University Civil Service website at http://www.sucss.illinois.gov/updates.aspx for general information. NEIU Employment Services reserves the right not to consider any application on the basis of incomplete information/documents, delay in submission, and disqualifications under the rules of State Universities Civil Service System. Employment Services, however, assures that your application will be duly reviewed on the basis of the classification(s) in which you qualify and, accordingly, will inform you of their decision. Application Deadline: A current employment application, statement of annuitant status form, affirmative action form, cover letter, resume, and official transcript(s) must be submitted by the close of business 7/19/16. Northeastern Illinois University is an Equal Opportunity/Affirmative Action Employer and invites applications from Women, Minorities, Veterans and Persons with Disabilities, as well as Other Qualified Individuals. Northeastern Illinois University positions are contingent upon the University's receipt of its State of Illinois appropriation.
**Application Instructions:** To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application, Statement of Annuitant Status, Affirmative Action Form, Cover letter, Resume. www.neiu.edu

**Contact:** Tom Blackwell

**Address:** 55555 North Bernard, Chicago, IL 60625

**Phone:** (773) 442-5200

**Fax:** (773) 583-3108

**Apply Online:** http://www.neiu.edu/about/program-services-aide

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**Expires:** 07/19/2016

**Job ID:** 4606717

**Job Title:** Admissions and Records Representative

**Company:** Northeastern Illinois University

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

**Location:** Chicago, IL

**Salary:** $14.77 per hour

**Job Description:** TWO POSITIONS Position: Admissions and Records Representative

Enrollment Services Qualifications: High School graduation or equivalent Three years of work experience involving collegiate admissions, records' analysis work or records' management, or 120 semester credit hours or a Bachelor's degree, or A combination of work experience and education that totals three years (Each position requires a background check.) Salary: $14.77 per hour

Hours: Monday - Friday, 8:30 a.m. - 4:30 p.m.; some evenings, 11:00 a.m. - 7:00 p.m.; One Saturday or Sunday per Semester (Hours may vary depending on departmental needs)

Appointment: 100% Responsibilities: This position performs complex analytical work involving student records and transcript to determine admissibility based on established admissions criteria. Evaluate high school and transfer credit coursework, determine transferability, enter courses into Banner degree audit system. Outstanding attention to detail and shared responsibility for the quality of data entered on Recruiter CRM and Banner. Provide policy and status information to prospective students, current students, high school guidance counselors, university faculty, administrative staff, and other colleges and universities. Researches and responds to or refers admission related problems for resolution.

**Job Requirements:** To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application, Affirmative Action Form, Statement of Annuitant Status, Cover letter, Resume, Official transcript(s) You can obtain an Employment Application, Affirmative Action Form and Statement of Annuitant Status form in the Office of Human Resources, Bernard Office Building (BOB), 5555 N. Bernard, Chicago, IL 60625, Monday through Friday, 8:30 a.m. to 4:30 p.m. You may also download and print a copy of the Employment Application, Affirmative Action Form and Statement of Annuitant Form. You must complete, sign and date the application, affirmative action form and annuitant form and submit them along with official transcripts, resume and cover letter to the Office of Human Resources by the application deadline. A new application and annuitant form are required for each position applied. If you have any questions, please call the Office of Human Resources at 773-442-5200, or email us at CS-
Employment@neiu.edu. Please visit the State of Illinois University Civil Service website at http://www.sucss.illinois.gov/updates.aspx for general information. NEIU Employment Services reserves the right not to consider any application on the basis of incomplete information/documents, delay in submission, and disqualifications under the rules of State Universities Civil Service System. Employment Services, however, assures that your application will be duly reviewed on the basis of the classification(s) in which you qualify and, accordingly, will inform you of their decision. Application Deadline: A current application, statement of annuitant status form, affirmative action form, resume, cover letter and official transcript(s) will be accepted through the close of business 7/19/16. Northeastern Illinois University is an Equal Opportunity/Affirmative Action Employer and invites applications from Women, Minorities, Veterans and Persons with Disabilities, as well as Other Qualified Individuals. Northeastern Illinois University positions are contingent upon the University's receipt of its State of Illinois appropriation.

Application Instructions: To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application Statement of Annuitant Status Affirmative Action Form Cover letter Resume www.neiu.edu

Contact: Tom Blackwell
Address: 55555 North Bernard, Chicago, IL 60625
Phone: (773) 442-5200
Fax: (773) 583-3108
Apply Online: http://www.neiu.edu/about/admissions-and-records-representative-0

Expires: 07/19/2016
Job ID: 4610061
Job Title: Account Technician II
Company: Northeastern Illinois University
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Accounting
Job Target: Any Job Target
Location: Chicago, IL
Salary: $14.50 - $14.80 per hour
Job Description: Account Technician II Controller's Office Qualifications: 2 years of work experience performing duties comparable to the Account Technician I; (or) 9 semester hours of college course work in accounting; (or) 90 semester hours of college course work in any curriculum, (or) any combination of work experience and college course work that amounts to 2 years. Departmental preferences: Excellent oral communication skills Excellent organizational skills The ability to prioritize workload Excellent time management skills The ability to multi-task Each position requires a background check. Salary: $14.50 - $14.80 per hour Hours: Monday through Friday, 8:30 a.m. - 4:30 p.m. (Hours may vary depending on departmental needs) Appointment: 100% Responsibilities: This position provides the auditing and verification of accounts payable documents which requires accuracy and attention to details
involving knowledge of accounting principles and the fiscal policies of the University and the State of Illinois. Perform necessary clerical and accounting tasks. Match invoices to correct purchase orders, prepare authorization paperwork for departments, and process payments.

**Job Requirements:** To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application Affirmative Action Form Statement of Annuitant Status Cover letter Resume Official transcript(s) You can obtain an Employment Application, Affirmative Action Form and Statement of Annuitant Status form in the Office of Human Resources, Bernard Office Building (BOB), 5555 N. Bernard, Chicago, IL 60625, Monday through Friday, 8:30 a.m. to 4:30 p.m. You may also download and print a copy of the Employment Application, Affirmative Action Form and Statement of Annuitant Status Form. You must complete, sign and date the application and annuitant form, affirmative action form and submit them along with official transcripts, resume and cover letter to the Office of Human Resources by the application deadline. A new application, affirmative action form and annuitant form are required for each position applied. If you have any questions, please call the Office of Human Resources at 773-442-5200, or email us at CS-Employment@neiu.edu. Please visit the State Universities Civil Service System website at http://www.sucss.illinois.gov/updates.aspx for general information. NEIU Employment Services reserves the right not to consider any application on the basis of incomplete information/documents, delay in submission, and disqualifications under the rules of State Universities Civil Service System. Employment Services, however, assures that your application will be duly reviewed on the basis of the classification(s) in which you qualify and, accordingly, will inform you of their decision. Application Deadline: A current application, affirmative action form, statement of annuitant status form, official transcript(s), resume and cover letter must be submitted by the close of business 7/19/16.

**Application Instructions:** To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application Statement of Annuitant Status Affirmative Action Form Cover letter Resume www.neiu.edu by the close of business 7/19/16.

**Contact:** Tom Blackwell  
**Address:** 55555 North Bernard, Chicago, IL 60625  
**Phone:** (773) 442-5200  
**Fax:** (773) 583-3108  
**Apply Online:** https://www.neiu.edu/about/account-technician-ii-1

**Expires:** 07/20/2016  
**Job ID:** 4614096  
**Job Title:** Job Fair - Naperville - All Positions  
**Company:** Lou Malnati’s  
**Job Type:** Full Time, Part Time
Location: Naperville, IL 60540
Salary: Competitive Hourly Wage

Job Description: When: Wednesday, July 20th Time: 12:00 pm -- 4:00pm Where: Lou Malnati’s -- Naperville -- 131 W. Jefferson Ave., Naperville Please bring proof you are authorized to work in the United States. Lou Malnati’s Naperville location is hiring for: ~ Phone Workers/ Hosts/ Cashiers ~ Bus Staff ~ Servers (must be 21 or older to serve and have a minimum of 1 year of serving experience) ~ Bartenders ~ Delivery Drivers (must have a minimum of 2 years driving history and access to a vehicle)

Application Instructions: If you are interested in any of our positions please either apply online or attend our Job Fair on Wednesday July 20th at 12:00 pm at 131 W. Jefferson Ave. Naperville

Contact: Eileen Sexton
Address: 3684 Woodhead Dr, Northbrook, IL 60062
Phone: 847-562-1814
Apply Online: http://www.loumalnatis.com/application-form

Expires: 07/27/2016
Job ID: 4609548
Job Title: Clerk Typist
Company: Village of Niles
Job Type: Part Time
Location: Niles, IL 60714
Salary: $12.00/hr

Job Description: The Village of Niles has an immediate opening for a part-time Clerk Typist working in the Community Development Department at the Administration Building. Responsibilities include: * Answering phones; * Servicing residents/contractors at the front counter; * Scheduling inspections and appointments for staff. Ideal candidate would have strong administrative and organizational skills; strong written and verbal communication skills; proficiency in Word and Excel; telephone etiquette and interpersonal skills. High school diploma or equivalent is required. Hours are 19 hours per week, afternoons, with an hourly salary of $12.00. Equal Opportunity Employer, Male/Female

Application Instructions: To apply, candidates can complete an application on the Village's website at www.vniles.com or submit an application or resume to the Human Resources Director, Village of Niles, 1000 Civic Center Drive, Niles, IL 60714, via E-mail personnel@vniles.com or Fax (847)588-8051.

Contact: Katy Darr
Address: 1000 Civic Center Drive, Niles, IL 60714
Phone: 8475888000
Email: knd@vniles.com
Apply Online: http://www.vniles.com/jobs.aspx
Expires: 07/29/2016
Job ID: 4614133
Job Title: Library Specialist
Company: Northeastern Illinois University
Job Type: Full Time
Location: Chicago, IL 60625
Salary: $15.70 per hour

Job Description: Position: Library Specialist Library - Access Services, El Centro
Qualifications: High school graduation or equivalent Two years of work experience in a library or equivalent setting performing duties comparable of a lower level OR 90 semester credit hours for college course work in any field OR Any combination of education and experience that totals two years Specialty Factors: Demonstrated work experience (or graduate coursework/training in reference services) to independently provide Reference Services to patrons including instructing the use of bibliographic tools (library catalogs and databases) and the use of reference resources within higher education or a public library setting. Departmental Preferences: Ability to provide high quality public service to a diverse community of library users Spanish speakers encouraged to apply (Each position requires a background check.)
Salary: $15.70 per hour Hours: Monday through Thursday, 1:00 p.m. - 9:00 p.m. Friday, 9:00 a.m. - 5:00 p.m. (Hours may vary depending on departmental needs and may include weekends)
Appointment: 100% Responsibilities: Under the supervision of the El Centro Academic Resource Professional (ARP), the function of this position is to provide reference services, and to assist in the management of the library operations in the Library Resource Center (LRC) at El Centro. The employee cooperates with El Centro administration and staff to perform assigned duties and responsibilities.

Job Requirements: To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application Affirmative Action Form Statement of Annuitant Status Cover letter Resume Official transcript(s) You can obtain an Employment Application, Affirmative Action Form and Statement of Annuitant Status form in the Office of Human Resources, Bernard Office Building (BOB), 5555 N. Bernard, Chicago, IL 60625, Monday through Friday, 8:30 a.m. to 4:30 p.m. You may also download and print a copy of the Employment Application, Affirmative Action Form and Statement of Annuitant Status Form. You must complete, sign and date the application, affirmative action form and annuitant form and submit them along with official transcripts, resume and cover letter to the Office of Human Resources by the application deadline. A new application, affirmative action form and annuitant form are required for each position applied. If you have any questions, please call the Office of Human Resources at 773-442-5200, or email us at CS-Employment@neiu.edu. Please visit the State Universities Civil Service System website at http://www.succs.illinois.gov/updates.aspx for general information. NEIU Employment Services reserves the right not to consider any application on the basis of incomplete information/documents, delay in submission, and disqualifications under the rules of State Universities Civil Service System. Employment Services, however, assures that your application will be duly reviewed on the basis of the classification(s) in which you qualify and, accordingly, will inform you of their decision. Application Deadline: A current application, statement of annuitant status form, affirmative action form, official transcript(s), resume and
cover letter must be submitted by the close of business 7/29/16. NORTHEASTERN ILLINOIS UNIVERSITY IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER AND INVITES APPLICATIONS FROM WOMEN, MINORITIES, VETERANS AND PERSONS WITH DISABILITIES, AS WELL AS OTHER QUALIFIED INDIVIDUALS. NORTHEASTERN ILLINOIS UNIVERSITY’S POSITIONS ARE CONTINGENT UPON THE UNIVERSITY’S RECEIPT OF ITS STATE OF ILLINOIS APPROPRIATION.

Application Instructions: To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application Statement of Annuitant Status Affirmative Action Form Cover letter Resume www.neiu.edu

Contact: Tom Blackwell
Address: 55555 North Bernard, Chicago, IL 60625
Phone: (773) 442-5200
Fax: (773) 583-3108
Apply Online: http://www.neiu.edu/about/library-specialist-2

Expires: 07/29/2016
Job ID: 4617640
Job Title: Art Coordinator
Company: People’s Resource Center
Job Type: Part Time
Degrees Wanted: Bachelors
Location: Westmont, IL 60559
Salary:

Job Description: POSITION OVERVIEW PRC is hiring a part-time (10 hours/week) Art Coordinator to coordinate the activities of the Art program according to program goals and strategies. The Art Coordinator’s office will be located in Westmont (104 Chestnut) and will routinely travel to Wheaton and partner sites throughout DuPage County (travel reimbursement is included). Schedule is flexible; occasional evenings and weekends. ESSENTIAL FUNCTIONS OF THE POSITION? Contribute to art program conception, design, and functionality? Ensure complete screening and registration for clients seeking art classes and workshops? Provide specialized support to classes, workshops and exhibitions? Supervise open art studio sessions - provide support to volunteers and assess client needs? Create, coordinate, provide and/or supervise training and workshops for Art clients? Assist in developing, maintaining and communicating training and development materials for clients and volunteers to ensure an effective and progressive Art program? Assist in improving upon the Art volunteer recruitment process? Interview, select, orient, train, support and recognize Art volunteers? Maintain and utilize an effective and accurate computerized system of data for Art Program? Assist in maintaining enrollment and positive relationships with community organizations

Job Requirements: POSITION REQUIREMENTS Education and Experience? Bachelor’s degree with emphasis in the arts from an accredited university or college? 3 years' experience working in design and delivery of art classes/workshops? Experience working with volunteers, preferred Essential Skills, Knowledge, and Abilities? Ability to effectively promote PRC and the Art Program to other organizations? Ability to supervise volunteer staff? Demonstrate
professionalism, flexibility, good judgment and commitment to teamwork? Excellent organizational skills? Good verbal, written and presentation skills? Ability to respond appropriately in varied situations? Computer Literate: Basic knowledge of MS Word, Excel, Outlook and Internet? Must have valid IL driver's license? Candidates must be comfortable with lifting and transporting equipment used in art showings

Application Instructions: APPLICATION PROCESS To apply, please send your resume, cover letter and salary expectations to resumes@peoplesrc.org. APPLICATION DEADLINE: FRIDAY, JULY 29, 2016 No phone calls, no faxes please. People's Resource Center is an Equal Opportunity Employer Detail job posting can also be found on our website www.peoplesrc.org

Contact: Linda Cheatham
Address: 201 S. Naperville Road, Wheaton, IL 60187
Phone: 630-682-5402
Email: resumes@peoplesrc.org

Expires: 07/31/2016
Job ID: 4599731
Job Title: Shop Technician
Company: Carlson Heating, Cooling and Electric
Job Type: Full Time
Location: Glenview, IL 60026
Salary: $15 - $20 per hour
Job Description: Duties include inventory control, staging installation equipment setup, delivery of parts to technicians in field and shop repairs. Entry position leading to advancement.

Application Instructions: Please fax resume to 847-729-0155 or email: Paul@callcarlson.com
Contact: Paul Buffington
Address: 3340 West Lake Ave., Glenview, IL 60026
Phone: 8477290123
Fax: 8477290155
Email: Paul@callcarlson.com

Job ID: 4601900
School Job ID: BP / OCC
Job Title: Controls Engineer/ Electrician - Automation
Company: Capsonic Group
Job Type: Full Time
Location: Elgin, IL 60123
Salary: $25-$35/hr.
Job Description: Minimum 5 years' experience working with PLC's, Vision Systems, Servo's, HMI Panels and 4-6 axis Robots. Candidate should be able to design, assemble, hardwire and
debug control system in automated machinery. Candidate poses strong communication skills, work with engineering and production staff on installation and debugging of new systems as well as improving and maintaining existing production equipment.

Contact: Human Resources Department
Address: 1595 High Point Drive, Elgin, IL 60123
Phone: (847)888-0930

Expires: 08/04/2016
Job ID: 4601903
School Job ID: BP / OCC
Job Title: Production Staff/ Machine Operators
Company: Capsonic Group
Job Type: Full Time, Part Time
Location: Elgin, IL 60123
Salary: $8.25 hr.+Shift Diff for N/Wnd
Job Description: All Shifts 12 hr. shifts, paid breaks and more! $8.25 hr. + shift diff for Nights or WKND B shift 1:00 Shift diff D shift 1.25 Shift diff
Application Instructions: Apply in HR/Accounting Office at 460 S. Second Street, Elgin, IL 60123 or applicants may email their resume and interest to jobs@capsonicgroup.com

Contact: Human Resources Department
Address: 1595 High Point Drive, Elgin, IL 60123
Phone: (847)888-0930

Expires: 08/04/2016
Job ID: 4601906
School Job ID: BP / OCC
Job Title: Process Engineer
Company: Capsonic Group
Job Type: Full Time
Location: Elgin, IL 60123
Salary: $45-55K yr. Pay w/Exp.
Job Description: Plans, coordinates, and directs scheduling for all mold sampling for project engineering. Develops the best process for function and cycle to achieve a quality product to the acceptance of the customer and Capsonic by performing the following duties. Samples mold tools and documents settings, functional problems, concerns regarding cycle time, and any other relevant information which would affect quality to our customer and production requirements. Reports all findings to project engineer, operations manager, and other key personnel. High school or GED; and/or five years of plastic processing trade school and two years related experience; or equivalent combination of education and related experience. TS 16949, advanced mold processing, plastic materials, troubleshooting mold press problems, mold press auxiliary equipment, mold press requirements and types, mold tooling, ability to train.
Contact: Human Resources Department
Address: 1595 High Point Drive, Elgin, IL 60123
Phone: (847)888-0930

Expires: 08/04/2016
Job ID: 4601915
School Job ID: BP / OCC
Job Title: Set up Technician
Company: Capsonic Group
Job Type: Full Time, Part Time
Location: Elgin, IL 60123
Salary: $16-22 hr.(A level) $12-16 (B)
Job Description: Must have prior working experience as a Set up Technician in plastic injection molding.

Job Requirements: A shift 1 B level tech B shift NONE C shift 1 A level and 1 B level D shift 1 B level Must have prior working experience as a Set up Technician in plastic injection molding. $16-22 hr.(A level) $12-16 hr.(B level)
Contact: Human Resources Department
Address: 1595 High Point Drive, Elgin, IL 60123
Phone: (847)888-0930

Job ID: 4602235
Job Title: Accounts Payable
Company: Paramont-EO
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Accounting, Accounting & Business Administration, Office Assistant
Job Target: Any Job Target
Location: Woodridge, IL 60517
Salary:
Job Description: We are looking for a reliable team player to join our main branch in Woodridge. You would be scanning, posting and reconciling statements and answering calls as needed. You would be billing some accounts, balancing and coding documents. Helping in check runs and sending out documents. An aptitude for figures and a willingness to learn are key. We offer a competitive salary and generous benefits.
Contact: Sue Sterling
Address: 1000 Davey Rd Suite 100, Woodridge, IL 60517
Phone: 708-345-0000
Email: sue.sterling@paramont-eo.com
Expires: 08/04/2016
Job ID: 4602538
Job Title: Pharmacy Tech
Company: Jewel Food Store
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Pharmacy Technician
Job Target: Any Job Target
Location: Melrose Park, IL 60160
Salary:
Job Description: Assisting customers in pharmacy, as well as assist pharmacists. Answering phones and ringing up customers orders.
Application Instructions: Apply online at www.jewelsosco.com
Contact: HR
Address: 800 W. North Ave, Melrose Park, IL 60160
Apply Online: https://www.jewelsosco.com

Job ID: 4602755
Job Title: Systems Fabricator
Company: Semler Industries
Job Type: Full Time, Part Time
Location: Franklin Park, IL 60131
Salary:
Job Description: Main Objective: The purpose of this position is to fabricate and assemble custom-designed, high quality liquid handling and fluid purification systems. The position requires good mechanical practices and craftsmanship to meet and exceed our customers' expectations in regards to quality and performance. Accountable For: 1. Using welding, piping, electrical wiring, and other mechanical skills to complete all assemblies per engineering drawings, designs, and as directed by the plant operations manager. 2. Perform work in a safe and efficient manner, to complete jobs within the estimated number of labor hours as determined by supervisor. Minimum Requirements: 1. At least 2 years of mechanical training, or the equivalent in work experience. 2. Must have a valid driver's license. 3. Follow any written or verbal instructions and be able to speak and write in English. 4. Strong working knowledge of shop math. 5. Know how to use basic measuring tools i.e. tapes. 6. Have a good mechanical aptitude. While there is the requirement of 2 years of mechanical training or the same in work experience, we do provide training and assistance in particular techniques to allow you the opportunity to learn new, and improve existing skills. Compensation: 1. Competitive starting salary 2. 401(k) and profit-sharing plan 3. Health and dental plans 4. Short and long-term disability insurance plans
Application Instructions: SEMLER INDUSTRIES, INC. Profile 3800 North Carnation Street Systems Fabricator Franklin Park, IL 60131-1202 http://www.semlerindustries.com Fax: (847) 671-7686 E-mail: hr@semlerindustries.com

Contact: HR
Address: 3800 N. Carnation Street, Franklin Park, IL 60131
Phone: 847-671-5650
Fax: (847) 671-7686
Email: hr@semserindustries.com

Apply Online: https://www.semlerindustries.com

Expires: 08/05/2016
Job ID: 4603307
Job Title: Staff Accountant
Company: Bison Gear & Engineering
Job Type: Full Time

Degrees Wanted: Bachelors
Majors Wanted: Accounting
Job Target: Any Job Target
Location: Saint Charles, IL 60174
Salary:

Job Description: Duties include but are not limited to: * Prepare and maintain monthly and yearly accounting schedules. * Prepare and record monthly journal entries, as assigned. * Reconcile bank and general ledger accounts on a timely basis and identify action necessary to resolve differences or corrections. * Perform monthly close of A/R and A/P, create and distribute files and reports as well as perform A/R and A/P roll-forwards on a monthly basis. * Enter new assets in Fixed Asset (F/A) software (FAS), organize supporting documents, create depreciation schedule, prepare and record all appropriate journal entries. * Update and reconcile monthly capital addition summary report. * Reconcile F/A detail to general ledger, perform any necessary cleanup activities. * Support Controller with various monthly analysis schedules and cross train on Controller tasks: account analyses, JE's and bank reconciliations * Distribute monthly financial reports to department Vice Presidents. * Accounts Payable responsibilities include vouchering invoices, matching checks, filing and vendor problem research. * As part of our Accounting Team, cross-trained/backup support for Payroll and Accounts Receivable functions. * Recommend process improvements and efficiencies. * Assist with other accounting related projects, as required.

Job Requirements: Required Skills: * Excellent organizational and time-management skills. * Excellent problem solving ability and willingness to learn new tasks. * Strong written and verbal communication skills. * Intermediate level knowledge of Excel and Word. Experience with Sage MAS500 is a plus. Required Education and Experience: * Bachelor's degree in Accounting or related field. * 3-5 years of accounting experience, working with General Ledger, Accounts Payable, Accounts Receivable, Payroll and complex reconciliations. Bison Gear strives to meet the needs of our employees in part by offering excellent compensation
benefits including: * Competitive salary + 401(k) match * On-site fitness center and health clinic * Comprehensive benefit plans * Business casual work environment We are proud to be an Equal Opportunity Employer. Bison Gear recognizes and endorses the Manufacturing Skills Standard Council (MSSC) certification, and the National Career Readiness Certification (NCRC), an ACT Workeys credential. As part of our efforts to provide a safe and productive environment and hire talented and qualified associates, we maintain a drug-free workplace and perform pre-employment substance abuse testing and background investigations.

Application Instructions: To be considered, please submit your cover letter and resume, including salary requirements to: http://www.jobs.net/j/JeDF9MKk?idpartenaire=20011 No Calls Please For information about our company visit our website at http://www.bisongear.com

Equal Opportunity Employer: Disabled/Veterans

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

Expires: 08/05/2016
Job ID: 4603504
Job Title: Patient Care Technician
Company: Presence Health
Job Type: Full Time
Degrees Wanted: Certificate
Majors Wanted: Nurse Assistant
Job Target: Any Job Target
Location: Evanston, IL 60202
Salary: $10.72-$16.62 per hour

Job Description: ESSENTIAL DUTIES AND RESPONSIBILITIES 1. Provides direct patient/resident care as assigned by the licensed nurse and communicates patient's response. 2. Performs routine procedures e.g. blood glucose monitoring, vital signs, heights, weights, intake and output and the collections of urine, stool and sputum specimens. 3. Documents care per departmental standards in electronic medical record. 4. Assists with patients' activity and providing a safe environment. 5. Observes patients/residents while performing delegated tasks and reports significant findings regarding safety, personal needs and changes in patient's condition to the licensed nurse.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Education and/or Experience High School diploma required. Previous experience in hospital setting preferred. Computer Skills Knowledge of EPIC preferred. Certificates, Licenses, Registrations Certified Nursing Assistant with a current Illinois License required. Basic Life Support (BLS) certification required.

Contact: Cheryl Johnson
Job Title: Greeter - O'H American Grill  
Company: Hyatt Place Chicago O'Hare Airport  
Job Type: Part Time  
Location: Rosemont, IL 60018  
Salary:  
Job Description: Greeters are responsible for welcoming and creating the first impression for guests. These individuals have the ability to influence the overall restaurant experience by their interactions that include providing table accommodations and offering menu recommendations. Greeters may be the final point of contact and have the ability to ensure guest satisfaction. If you have worked as a restaurant host or restaurant hostess, your skills are invaluable to the position of Greeter at Hyatt. Your restaurant job experience will give you the tools to be successful as a restaurant Greeter at Hyatt. Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether its career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.  
Application Instructions: A true desire to satisfy the needs of others in a fast paced environment. * Refined verbal communication skills. This is a great opportunity to use your restaurant host or restaurant hostess job experience to begin a career at Hyatt. For immediate consideration for this hostess job, Click Apply Now and complete an application for the Greeter position on the Hyatt Careers Site!  
Contact:  
Address: 6810 Mannheim Rd., Rosemont, IL 60018  
Phone: 224-563-1800  
**Job Description:** Cashiers are responsible for processing forms of payment for goods and services to include room charges, credit card and cash. Cashiers are the final point of contact for the experience and have the ability to ensure guest satisfaction. Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you. This is not your typical career opportunity. This is the Hyatt Touch.

**Job Requirements:** A true desire to satisfy the needs of others in a fast paced environment.

**Contact:**

**Address:** 6810 Mannheim Rd., Rosemont, IL 60018  
**Phone:** 224-563-1800

**Apply Online:** [http://jobsearch.hyatt.com/rosemont-il/perks-attendant-full-time/6F75976B1A6044FCACB3451F80B4DFF7/job/](http://jobsearch.hyatt.com/rosemont-il/perks-attendant-full-time/6F75976B1A6044FCACB3451F80B4DFF7/job/)

**Expires:** 08/05/2016  
**Job ID:** 4603636  
**School Job ID:** Oakton - EW  
**Job Title:** Server - O'H American Grill  
**Company:** Hyatt Place Chicago O'Hare Airport  
**Job Type:** Part Time  
**Location:** Rosemont, IL 60018  
**Salary:**

**Job Description:**  
Restaurant servers are responsible for submitting guest menu selections and presenting these food and beverage preferences. The right person will gain menu knowledge and give recommendations from our compilation of cuisine and drink offerings. A Hyatt restaurant server will engage in casual conversation and create the restaurant experience by their style and service attributes. Other duties include general restaurant preparation and maintaining a sanitary environment. If you have experience as a server in a restaurant, we'd love to hear from you! At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing authentic hospitality and meaningful experiences to each and every guest. Hyatt is a place where high expectations aren't just met—they're exceeded. It's a place of outstanding rewards, where talent opens doors to exciting challenges in the hospitality industry. Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Hyatt has the best to offer in restaurant server jobs: Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you. To search for other hotel jobs visit [http://hyatt.jobs](http://hyatt.jobs). You're more than welcome.

**Job Requirements:** QUALIFICATIONS: * A true desire to satisfy the needs of others in a fast paced environment. * Refined verbal communication skills. * Must have physical stamina to lift moderate amounts of weight. * Ability to stand for long periods of time.

**Application Instructions:** This is a great opportunity to get a start with Hyatt as a restaurant server. For immediate consideration of the restaurant server position, click Apply Now and complete an application for the restaurant server position on the Hyatt Careers Site!
Contact:
Address: 6810 Mannheim Rd., Rosemont, IL 60018
Phone: 224-563-1800

Expires: 08/05/2016
Job ID: 4603647
School Job ID: Oakton - EW
Job Title: Cocktail Server - Red Bar
Company: Hyatt Place Chicago O'Hare Airport
Job Type: Full Time
Location: Rosemont, IL 60018
Salary:

Job Description: At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. Cocktail servers are responsible for submitting and presenting guest beverage selections. The right person will gain menu knowledge and give recommendations from our compilation of libations. Servers engage in casual conversation and must maintain an attractive setting. Their style and service attributes are key to creating the guest experience. Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Job Requirements: QUALIFICATIONS: A true desire to satisfy the needs of others in a fast paced environment. Refined verbal communication skills.

Contact:
Address: 6810 Mannheim Rd., Rosemont, IL 60018
Phone: 224-563-1800
Apply Online: http://jobsearch.hyatt.com/rosemont-il/cocktail-server-red-bar/BFDA3320897E4B3897C093AADAA7F1D6/job/

Expires: 08/05/2016
Job ID: 4603664
School Job ID: Oakton - EW
Job Title: Valet Attendant
Company: Hyatt Place Chicago O'Hare Airport
Job Type: Full Time
Location: Rosemont, IL 60018
Salary:
**Job Description:** At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. Valet Attendants welcome and create the first impression upon guest arrival. This may include assisting the passengers during the loading and unloading process. Their primary responsibility is to safely and efficiently relocate guest automobiles to designated parking locations. This role requires precise communication and coordination with the hotel guest services and knowledge of daily events. Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

**Job Requirements:** * A true desire to satisfy the needs of others in a face paced environment. * Valid drivers license and clean driving record. * Refined verbal skills. * Ability to operate manual and automatic vehicles.

**Contact:**
**Address:** 6810 Mannheim Rd., Rosemont, IL 60018
**Phone:** 224-563-1800
**Apply Online:** http://jobsearch.hya.pngt.com/rosemont-il/valet-attendant-auto/720036F296A044BCBAFE591984928F09/job/

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**Job Description:** Position Summary: Smithfield Foods Packaged Meats Division is currently looking for a Maintenance Mechanic at our dry sausage manufacturing facility in St. Charles, Illinois. Key Accountabilities: Industrial maintenance mechanic performs routine, pro-active, corrective and preventative maintenance in a commercial consumer packaged goods facility. Must be able to work second shift or third shift (2:00pm. until 10:30pm or 10:30pm to 7am) with frequent weekend overtime. * Provides emergency/unscheduled repairs of production equipment during production and performs scheduled maintenance repairs of production equipment during machine service. * Performs mechanic skills including, but not limited to, mechanical, electrical, pneumatic and hydraulic troubleshooting and repair of packaging and production machines. * Reads and interprets equipment manuals and work orders to perform required maintenance and service * Comply with OSHA Safety and Health rules. * Perform other duties as assigned or needed.

**Wage Structure:** (testing is required at each leveling) Entry Level: $21.40 per hour Level 1: $23.55 per hour Level 2: $25.20 Master Mechanic: $27.65 per hour

**Job Requirements:** Disclaimer This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate reflection of those principle job elements essential for making decisions related to job performance, employee development
and compensation. As such, the incumbent may perform other duties and responsibilities as required.

**Application Instructions:** Qualified candidates for the position must apply on-line at www.smithfieldfoods.com/careers or email your resume to: slaing@smithfield.com.

**Contact:** Steven W. Laing
**Address:** 410 Kirk Rd., St. Charles, IL 60174
**Phone:** (630) 549-2206

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**Expires:** 08/05/2016
**Job ID:** 4603687
**Job Title:** ENTRY-LEVEL PRODUCTION WORKER OPENINGS
**Company:** Smithfield Foods
**Job Type:** Full Time
**Location:** IL
**Salary:** see job description

**Job Description:** Qualified individuals must have a High School Diploma or equivalent (GED), possess excellent verbal communication skills. This position requires working on production line in a fast paced environment with very good attention detail. Successful candidates must be willing to work up to 8.5 hours a day/6 days a week (as required). You will be material handling food products in a production environment (hand packing, peeling, labeling, etc.), using a powered industrial hand truck, feeding a machine, sorting product, checking quality, machine helper and various production support activities as assigned. Prior manufacturing or warehouse experience preferred. Must be able to lift up to 65 lbs. and preferably have forklift certification. Starting wage will be $14.40/hour. After 9 months: $15.15 per hour, after 18 months: $17.15 per hour.

**Application Instructions:** Send your Resume to: slaing@smithfield.com Fax: 630-549-2276
Smithfield Packaged Meats Division, 410 Kirk Rd., St. Charles, IL 60174 NO WALK INS OR PHONE CALLS!

**Contact:** Steven W. Laing
**Address:** 410 Kirk Rd., St. Charles, IL 60174
**Phone:** (630) 549-2206

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**Expires:** 08/05/2016
**Job ID:** 4603962
**School Job ID:** Oakton - EW
**Job Title:** Beverage Manager
**Company:** Hyatt Place Chicago O'Hare Airport
**Job Type:** Full Time
**Location:** Rosemont, IL 60018
**Salary:**
**Job Description:** This person may be responsible for all beverage service within the hotel. Responsibilities may include interviewing, training, forecasting and scheduling.

**Contact:**
**Address:** 6810 Mannheim Rd., Rosemont, IL 60018
**Phone:** 224-563-1800
**Apply Online:** [http://jobsearch.hyatt.com/rosemont-il/beverage-manager/23FB656AB0004C50A75305F0169BC59E/job/](http://jobsearch.hyatt.com/rosemont-il/beverage-manager/23FB656AB0004C50A75305F0169BC59E/job/)

**Expires:** 08/05/2016
**Job ID:** 4603968
**School Job ID:** Oakton - EW
**Job Title:** Assistant Outlets Manager
**Company:** Hyatt Place Chicago O'Hare Airport
**Job Type:** Full Time
**Location:** Rosemont, IL 60018
**Salary:**

**Job Description:** The responsibilities for this position could include, but is not limited to, assisting in managing all food/beverage outlets within the hotel. May be responsible for staffing, scheduling, and training of staff as well as coordinating special events.

**Contact:**
**Address:** 6810 Mannheim Rd., Rosemont, IL 60018
**Phone:** 224-563-1800
**Apply Online:** [http://jobsearch.hyatt.com/rosemont-il/assistant-outlets-manager/16A3A28E70C64E95883885F34601498F/job/](http://jobsearch.hyatt.com/rosemont-il/assistant-outlets-manager/16A3A28E70C64E95883885F34601498F/job/)

**Job ID:** 4604479
**Job Title:** Program Facilitator
**Company:** Girl Scouts of Greater Chicago and Northwest Indiana
**Job Type:** Part Time
**Location:** Woodridge, IL 60517
**Salary:** $12.50/hour

**Job Description:** Working directly with children ages 5-17, the Program Facilitator is responsible for delivering Girl Scout programs through workshops, day camps, and overnights. Examples of programs are: Financial Literacy and Entrepreneurship, Healthy Living, STEM, Arts, Travel, and Cultural Awareness. Facilitation of programs includes managing supplies and equipment and collecting feedback. The Program Facilitator is also expected to increase program attendance by cultivating relationships with constituents. This is a part-time position with total hours at 20/week. Candidates must be able to work 2:30 p.m. - 6:00 p.m. for after-school programming and office hours.

**Job Requirements:** - 1-2 years of formal or informal teaching/youth programming experience - must enjoy working with youth in grades K-12 - aptitude for public speaking and
improvisational skills - candidate must have the ability to collaborate and work on multiple projects with little or no supervision with an ever-changing team of co-facilitators

**Application Instructions:** We encourage a fun and casual work environment at the Girl Scouts of Greater Chicago and Northwest Indiana, and are looking for people who are passionate about our mission. If you are a natural leader who enjoys working with children and who likes making learning fun, this position is perfect for you!

**Contact:** Marissa Colgate  
**Address:** 20 S. Clark St. Suite 200, Chicago, IL 60603  
**Phone:** 3129126309  
**Fax:** 3129126309  
**Email:** mcolgate@girlscoutsgcnwi.org  
**Apply Online:**  

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**Job ID:** 4605428  
**Job Title:** Sr. Billing Clerk  
**Company:** Quantum Color Graphics, LLC  
**Job Type:** Full Time  
**Degrees Wanted:** Associates, Bachelors  
**Majors Wanted:** Accounting, Mathematics  
**Job Target:** Any Job Target  
**Location:** Morton Grove, IL 60053  
**Salary:** $18-$20 hour  
**Job Description:** Sr Biller will be responsible for processing completed jobs that are ready to be billed. As part of this process, you will be working closely with project managers and sales persons to reconcile associated costs including postage and freight in order to produce the final invoice.  
**Job Requirements:** Good math aptitude Ability to meet deadlines Excellent communication skills Good data entry skills  
**Application Instructions:** Submit resume to resume@quantumgroup.com or fax 847-967-3610  
**Contact:** Chris Vodnansky  
**Address:** 6511 Oakton Street, Morton Grove, IL 60053  
**Phone:** 847-967-3600  
**Fax:** 847-967-3610  
**Email:** chrisv@quantumgroup.com

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**Expires:** 08/06/2016  
**Job ID:** 4605471  
**Job Title:** Preschool and Pre-kindergarten Teachers  
**Company:** Primrose School of Algonquin and Primrose School of South Elgin
Job Type: Full Time  
Degrees Wanted: Associates, Bachelors  
Majors Wanted: Early Childhood Education  
Job Target: Any Job Target  
Location: South Elgin, IL 60177  
Salary: $9-12.00 per hour  
Job Description: Full time, co-teaching opportunities available at our South Elgin and Algonquin Primrose Schools. Daily implementation of great curriculum, daily communication with parents and creating a fun, learning environment for young children!  
Job Requirements: Associates or Bachelor’s Degree in ECE or Education, previous experience in a preschool or childcare setting a PLUS!  
Application Instructions: You are welcome to send your resume to ekulbeda@primrosesouthelgin.com, or phone Ellen at 847-468-1630. If you are interested in our Algonquin school, send your interest to Ruthann at 224-333-0380 or email rdalzell@primrosealgonquin.com  
Contact: Laura Daniel  
Address: 450 Briargate Drive, South Elgin or Algonquin, IL 60177  
Email: ldaniel@primrosesouthelgin.com  

Expires: 08/06/2016  
Job ID: 4605547  
Job Title: Infant/Toddler Teachers Assistant  
Company: Kingdom Kids Early Learning  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Early Childhood Education  
Job Target: Any Job Target  
Location: Maywood, IL 60153  
Salary: $8.25- $9.00 hr.  
Job Description: Full-time position with teaching support. The candidate will work to support head teacher. The class has teaching strategies creative curriculum. This is a great carrying place to work.  
Application Instructions: Please e-mail your resume to Gayla Walker  
Contact: Gayla Walker  
Address: 1212 Madison, Maywood, IL 60153  
Email: newhire.kingdomkids@gmail.com  
Apply Online: http://www.nkcckingdomkids.com  

Expires: 08/06/2016  
Job ID: 4605554
Job Title: Driver
Company: Holiday Inn & Suites Chicago O'Hare Rosemont
Job Type: Full Time
Location: Rosemont, IL 60018
Salary: $11.00/Hr

Job Description: This position transports guests to O'Hare International Airport or to hotel from Airport in a prompt and courteous manner and assists guests with luggage while boarding and off loading of the vehicle.

Job Requirements: This position requires a CDL class C Driver's License with Passenger endorsement

Application Instructions: Please reference requisition #: R121728

Contact: Raquel Rhea
Address: 10233 West Higgins Road, Rosemont, IL 60018
Phone: 847-954-8621
Fax: 847-954-8628
Email: raquel.rhea@ihg.com

Apply Online: http://www.careers.ihg.com

Expires: 08/06/2016

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Job Title: Room Attendant - Holiday Inn
Company: Holiday Inn & Suites Chicago O'Hare Rosemont
Job Type: Full Time

Degrees Wanted: None Required
Majors Wanted: Business Management
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary: 10.50

Job Description: In this role you will clean and service assigned rooms or areas according to established standards and procedures including making beds, dusting, vacuuming, cleaning and sanitizing bathrooms, removing trash etc. which may include cleaning of kitchen areas, room refrigerator, coffee maker, cups, glasses, silverware etc. The Room Attendant will notify the supervisor when service is complete so rooms may be sold or occupied while you monitor and control supplies and amenities, and minimize waste within all areas of housekeeping. Report, turn in, and/or log all lost and found items according to established procedures.

Job Requirements: Requirements include basic reading, writing and math skills and some housekeeping experience is preferred. You may be required to work nights, weekends, and/or holidays. This job requires ability to perform the following: carrying or lifting items weighing up to 50 pounds and pulling and/or pushing approximately 200 pounds, frequently standing up and moving about the facility, frequently handling objects and equipment to maintain the facility, frequently bending, stooping and kneeling.
Application Instructions: Please apply online. Use keyword search R121683

Contact: Raquel Rhea
Address: Holiday Inn Chicago O'Hare Rosemont 10233 W. Higgins Rd, Rosemont, IL 60018
Phone: 847-954-8621
Fax: 847-954-8628
Email: raquel.rhea@ihg.com
Apply Online: http://www.careers.ihg.com

Expires: 08/06/2016
Job ID: 4605557
Job Title: Hotel Night Auditor
Company: Holiday Inn & Suites Chicago O'Hare Rosemont
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Accounting & Business Administration, Business Management, Small Business Management
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary: $13.00

Job Description: The Night Auditor will balance and audit for accuracy room revenue, food and beverage revenue, cashier's reports, and guest and house accounts and telephone revenue; assisting the preparation of all reports relevant to daily revenues. He/She will transmit credit card batches. Complete and transmit daily management and accounting reports and supporting documents. You will act as hotel system liaison during night hours and perform all Guest Service Representative functions as required; you may assist in booking room reservations; answering hotel phone calls and notifying guests of message. You may also assist with other duties as assigned.

Job Requirements: Requirements include a High School Diploma or equivalent plus some customer service experience and some college is preferred. You will be required to work nights, weekends, and/or holidays. This job requires the ability to perform the following: - Carrying or lifting items weighing up to 50 lbs. - Moving about the public areas. - Communicating with other people - Handling objects, products and computer equipment - Bending, stooping, kneeling Other: - Reading and writing abilities are utilized often when compiling departmental records, or guest registration and reservation information. - Basic mathematical skills are frequently used. Basic computer skills are used to enter and collect data, and to report systems problems or issues with financial systems in the hotel.

Application Instructions: Reference Requisition #R121756
Contact: Raquel Rhea
Address: 10233 West Higgins Road, Rosemont, IL 60018
Phone: 847-954-8621
Fax: 847-954-8628
Email: raquel.rhea@ihg.com
Apply Online: http://www.careers.ihg.com

Expires: 08/06/2016
Job ID: 4605603
Job Title: AquaMobile Traveling Swim Instructor / Lifeguard
Company: AquaMobile Swim School
Job Type: Part Time, Seasonal
Location: Chicago, IL 60604
Salary: $26-$40+/hr

Job Description: AquaMobile Swim School is looking for experienced and qualified swimming instructors and lifeguards to teach private swim lessons at clients' home swimming pools and/or provide at-home event lifeguarding within their surrounding geographical area. We currently have part-time swim instructor and lifeguard positions available through the rest of the 2016 Spring/Summer season. We pay very competitive wages from $26-$40+/hr depending on level of swim experience and offer flexible hours as instructors work based on their own availability. Swim instructors and lifeguards will travel to clients' home swimming pools within the travel radius you indicate in Chicago and surrounding areas including Aurora, Rockford, Joliet, Naperville and surrounding areas. AquaMobile also serves cities in Florida, Georgia, Texas, Arizona, Nevada, California, Washington, Colorado, New York, New Jersey, North Carolina, South Carolina, Massachusetts, Connecticut, Pennsylvania, Tennessee, Utah, Virginia, & Ontario

Job Requirements: Qualifications / Job Requirements: - Minimum 2-3 years swim instructor experience - CPR + First Aid Certification - Reliable and ability to work well independently - Excellent communication and interpersonal skills - Access to a car and swimming/lifeguarding/teaching equipment - Lifeguarding certification needed for lifeguarding gigs

Application Instructions: How to Apply: Apply online by filling out the application form at www.aquamobileswim.com/career
Contact: Diana Goodwin
Address: 9181 Bayberry Bend #203, Fort Myers, FL 33908
Phone: 888-950-7946

Expires: 08/06/2016
Job ID: 4605627
Job Title: Toddler Teacher
Company: Kingdom Kids Early Learning
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Maywood, IL 60153
Salary: $10.00 hr.

Job Description: Full-time position with teaching toddlers. Candidates will be working as the head teacher, with support from a teacher’s assistant. The class has teaching strategies-creative curriculum. This is a great caring workplace. 2-3 years preferred.

Application Instructions: Please e-mail your resume to Glayla Walker at newhire.kingdomkids@gmail.com

Contact: Gayla Walker
Address: 1212 Madison, Maywood, IL 60153
Email: newhire.kingdomkids@gmail.com

Expires: 08/06/2016

Job ID: 4605643
Job Title: Infant Teacher
Company: Kingdom Kids Early Learning
Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Early Childhood Education

Job Target: Any Job Target
Location: Maywood, IL 60153
Salary: $10.00 per hr.

Job Description: Seeking a candidate to work in a infant as head infant between ages 6 weeks to 23 months. This position is a head infant teacher teaching infants. This position is full-time, 2-3 years preferred.

Application Instructions: To be considered please e-mail your resume to Glayla Walker at newhire.kingdomkids@gmail.com

Contact: Gayla Walker
Address: 1212 Madison, Maywood, IL 60153
Email: newhire.kingdomkids@gmail.com

Job ID: 4606482
Job Title: Orn Metal Fabricator & Installer
Company: Mueller Ornamental Iron Works
Job Type: Full Time
Location: Elk Grove Village, IL 60007

Salary:

Job Description: High end Ornamental Metals Company in NW Suburbs is looking for detail oriented individual with the ability to layout rails, stairs & fencing work, Mig & Tig welding on ferrous and nonferrous metals, grinding and finishing work a must. Blacksmith work a plus.
Must have a valid driver’s license, Drug free environment, Salary based on experience. Must have at least 4-5 years of experience.

Application Instructions: Please e-mail your resume to mueller@ornamental.com

Contact: Rob Mueller or Lynn Parquette
Address: 655 Lively Blvd., Elk Grove Villiage, IL 60007
Phone: (847) 758-9941
Fax: (847) 758-9945
Email: mueller@ornamental.com

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Job ID: 4606620
Job Title: Receptionist
Company: A&G Dermatology
Job Type: Full Time
Location: Chicago, IL
Salary: $11 + hr.
Job Description: Seeking Receptionist in a medical office. Duties Include: - Answering phones, take detailed based messages - Defer medical questions to physician - Check patients in - Collect Co-pay - Schedule appointments and follow appointments Candidate must be a team player and able to communicate clearly.
Application Instructions: Please Fax resume to (773) 237-7350 or call to schedule an appointment (773) 237-6666
Contact: Lou Fridrich
Address: 1733 N harlem Ave. 1733 N Harlem Ave., Chicago, IL 60707
Phone: 773-237-6666
Fax: 773-237-7350
Expires: 08/06/2016

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Job ID: 4606630
Job Title: Office Clerk
Company: Modern Printing Colors
Job Type: Part Time
Location: Broadview, IL 60155
Salary: Seeking Part-time office clerk with some accounting background. Some experience up to a year.
Application Instructions: Please e-mail your resume to Suresh Mahajan at modern@moderncolors.com
Contact: Suresh Mahajan
Address: 1951 W. 21st. St., Broadview, IL 60155
Fax: (708) 681-5679
Email: modern@moderncolors.com

Job ID: 4608537
Job Title: Professional Nurse - RN
Company: Marianjoy Rehabilitation Hospital, now part of Northwestern Medicine
Job Type: Part Time
Degrees Wanted: Certificate
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 judgment 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: 08/10/2016
Job ID: 4608538
Job Title: Cook I
Company: Marianjoy Rehabilitation Hospital, now part of Northwestern Medicine
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: The Cook I is primarily responsible for the daily preparation, serving, and proper-portioned food for all patients, guests, sisters and employees in accordance with production sheets, standardized recipes, preparation methods (chopped, puree), portion control, time schedules and sanitary standards and to assure that the highest degree of quality care is maintained at all times. Specific Responsibilities: Food Production and Cooking: - Daily reviews dinner menu & production sheets - Prepares food items from scratch or convenience foods. - Dishes up cold food items, prepares salads and salad toppings, sandwiches and desserts. Sanitation: - Cleans and sanitizes food storage coolers, carts, warmers. - Performs daily, weekly and monthly cleaning as required. - Records and maintains all required sanitation logs/cleaning schedules, and signs off where required. Supplies: - Pulls needed food supplies from the freezer and storeroom. - Stocks station as needed - Maintains health department standards. - Dates, labels, and rotates stored food, utilizing the FIFO method. (First in First out) - other job duties as assigned

Job Requirements: Education: Must have a High School or Equivalent (GED) or in lieu of High school diploma or GED, must have 3 years minimum from scratch cooking experience in a healthcare, restaurant or hotel setting. 6 months - 2 years: Culinary training Preferred Experience: Prior experience as a Cook or in food service is preferred, but not required. Certification: Illinois Department of Public Health Sanitation Certificate or able to obtain one within 6 months of employment. Knowledge: 1. Capable of dealing effectively with supervisory and non-supervisory personnel as well as patients and visitors. 2. Knowledgeable of HACCP procedures. 3. Ability to read and understand written and oral instructions in order to follow directions for tasks assigned. 4. Hand and eye coordination necessary as well as agility and quickness. 5. Basic working knowledge of computer and internet. 6. Must be able to work effectively in a team setting. 7. Excellent customer service focus is required. 8. Ability to work well under stress is required. 9. The ability to provide a high level of customer service and to function as a team member is required. 10. Basic knife handling skills. 11. Basic cooking (i.e. grilling, steaming, toasting and boiling) & math skills. 12. Understanding and knowledge of safety, sanitation and food handling procedures

Application Instructions: Interested candidate should 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

Expires: 08/10/2016
Job ID: 4608539
Job Title: Food Service Worker I
Company: Marianjoy Rehabilitation Hospital, now part of Northwestern Medicine
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 online at www.marianjoy.org  
**Contact:** Lori Kramer  
**Address:** 26W171 Roosevelt Road, Wheaton, IL 60187  
**Phone:** 630-909-7116  
**Fax:** 630-909-6960

**Expires:** 08/10/2016  
**Job ID:** 4608636  
**Job Title:** Customer Service Representative - Call Center  
**Company:** Verizon Wireless  
**Job Type:** Full Time
Degrees Wanted: Associates, Bachelors
Location: Rolling Meadows, IL 60008
Salary: $31,200

Job Description: With your knack for solving tough problems and your focus on delivering exceptional customer service, you will thrive in a Customer Specialist job with Verizon. Here, you’ll harness your impressive multi-tasking and tech-savvy skills to resolve challenging customer issues including device-related troubleshooting, billing, service inquiries and more. Answering a high volume of customer calls, you'll deliver innovative, individualized solutions, satisfying the ever-changing needs of our diverse customer base. Through it all, your ability to form a trusted bond, listen attentively and respond to their inquiries will make you the critical touch point between Verizon and our valued customers.

Job Requirements: Maintain accountability for 100% customer satisfaction in resolving customer issues about billing, products, services Maintain a positive attitude when working with frustrated customers Use multiple online resources/computer systems, and integrate information to solve customers' problems Adapt to changes at work (products, services, policies, etc) Provide basic troubleshooting on service and equipment issues Adhere to a structured schedule/shift Follow dress-code expectations Passionate about technology and motivated to learn Comfortable in a fast paced and dynamic environment Exceptional relationship-building skills Must have excellent communication skills, professionalism and poise Must be very proficient in computer navigation, multi-tasking and working with several software programs at the same time

Application Instructions: Refer to Job #430032 or click on the following link:

Contact: Eunice Atnasio-Celestino
Address: 1701 E. Golf Road, Rolling Meadows, IL 60008
Phone: 815-202-9913
Apply Online: http://www.verizon.com/careers

Expires: 08/10/2016
Job ID: 4608855
Job Title: Cheney Mansion Gardener
Company: Park District of Oak Park
Job Type: Part Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Landscape Design & Maintenance
Job Target: Any Job Target
Location: Oak Park, IL 60302
Salary: $10,000 per hour

Job Description: Assist the Horticulture Operation Supervisor and other Park District staff in the ongoing maintenance of the Cheney Mansion Gardens. Duties include: planning, planting, weeding, watering, fertilizing, pruning, and pest control of the Cheney Mansion gardens.
**Application Instructions:** To view full job description and to apply, go to www.pdop.org JOB ID 1154

**Contact:**

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

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**Expires:** 08/10/2016  
**Job ID:** 4609282  
**Job Title:** Assistant Production Technician  
**Company:** Park Manufacturing  
**Job Type:** Full Time  
**Location:** Melrose Park, IL 60160  
**Salary:**

**Job Description:** An employee in this position will learn to operate various slide-forming and wire forming production equipment, inspect finished products in accordance with ISO 9001 standards, and set up and maintain tooling for the same machines. The job will also include some packing and preparing finished goods for shipment as necessary. Pay starting at $15/hr, higher with experience. Some experience up to a year

**Application Instructions:** E-mail resume to George Radcliffe at gradcliffe@parkmanufacturingcorp.com

**Contact:** George Radcliffe  
**Address:** 1819 N. 30th Ave, Melrose Park, IL 60160  
**Email:** gradcliffe@parkmanufacturingcorp.com

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**Expires:** 08/10/2016  
**Job ID:** 4609317  
**Job Title:** Customer Care Specialist  
**Company:** Prattco Inc  
**Job Type:** Full Time  
**Degrees Wanted:** Associates  
**Location:** ELK GROVE VILLAGE, IL 60007  
**Salary:** DOE

**Job Description:** 1. Reply to inquiries via telephone and e-mail 2. Use available resources efficiently to assess the customer's issue and recommend valid solutions 3. Record details of each customer interaction and any actions taken 4. Communicate with Manager and/or Operations team regarding status of issues

**Job Requirements:** 1. Excellent written and verbal communication skills 2. Excellent interpersonal skills 3. Strong organizational and time management skills 4. Bilingual English / Korean in written and verbal preferred 5. Knowledge of MS Office Suite

**Application Instructions:** Please visit the Company Website www.prattco.com for additional information Resume submit to hr@prattco.com
Contact: ESTHER LEE  
Address: 955 PRATT BLVD, Elk Grove Village, IL 60007  
Phone: 847-437-0708 (EXT. 6815)  
Fax: 847-437-0710

Job ID: 4609374  
Job Title: Counter Associate/Light Warehouse  
Company: Temperature Equipment Corporation  
Job Type: Full Time  
Degrees Wanted: Diploma  
Location: Melrose Park, IL 60160

Salary:  
Job Description: Responsibilities will include, but are not limited to, initiative to build and maintain business, conduct sales transactions, promote and recommend items related to product or application to customers, process customer returns correctly, pick orders from Warehouse when necessary and other store related responsibilities. We are seeking an experienced, organized individual that has the ability to multi-task in a store environment and possess excellent customer service skills. Job Location See above Full Time M-F Shift is based on business needs Education Level High School diploma or GED equivalent At least one year Sales or related work experience Must have strong computer skills Excellent customer service skills required Must be familiar with dollies, pallet jacks and fork lifts Skills/Qualifications Organization, exceptional customer service, computer and keyboarding knowledge, team player, basic math and filing skills, able to lift 50 pounds, load/unload trucks. TEC/NEC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, TEC/NEC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training. If you are interested in this position, please apply on-line through at www.tecmungo.com or www.excelsiorhvac.com

Job Requirements: Ability to lift up to 50 lbs continuously throughout a shift, continuous bending, stooping, reaching, grasping, walking, standing

Application Instructions: E-mail resume to Sharon Sena at sharon.sena@tecmungo.com

Contact: Sharon Sena  
Address: 17725 Volbrecht, Lansing, IL 60438  
Phone: 708-418-7854  
Fax: (708) 418-7964  
Email: sharon.sena@tecmungo.com  
Apply Online: https://www.tecmungo.com

Expires: 08/10/2016
Job ID: 4609441
Job Title: Nanny PT/FT
Company: College Nannies and Tutors of South Naperville
Job Type: Full Time, Part Time
Degrees Wanted: Certificate
Majors Wanted: Early Childhood Education, Nurse Assistant, Nursing
Job Target: Any Job Target
Location: Naperville, IL 60540
Salary: $10.00 -

Job Description: Attends to children in a professional manner and communicates well with children, family and CNT Performs a variety of age appropriate tasks, including but not limited to: * Dressing, feeding, bathing, overseeing play, preparing food * Managing behavior, cleaning up after children, providing entertainment and creative, fun activities that are appropriate and applicable * Driving children to/from activities, school or other if required with specific placement Assists in development and learning of new skills for children Helps with domestic activities related to the care of the children assigned in placement Works as a partner with the family as a trusted role model for the children Submits online/mobile Timesheets for work within 24 hours of completion Maintains updated availability via online/mobile Calendar as directed by local CNT office

Job Requirements: CPR/First Aid certified or willingness to obtain certification At least one year certificate from a college or technical school or currently enrolled in higher education institution Child development knowledge and skills: has a minimum of three months experience related to care of children or child development in an applicable field Ownership of a cell phone and consistent internet access are required for regular communication Is physically able to move and engage with children, can hear, see and communicate effectively Works in a clean environment and is able to lift up to 30 pounds Travel is required with reliable transportation necessary. Access to a vehicle and driver's license may be necessary for some positions

Application Instructions: Apply via the company web site

Contact: Janene Marshall-Gatling
Address: 7555 Wakefield Dr, Darien, IL 60561
Phone: 630 219 1175
Apply Online: http://www.collegenanniesandtutors.com/NapervilleSouthIL/join

Job ID: 4611819
Job Title: Systems Fabricator
Company: Semler Industries, Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Air Conditioning & Refrigeration, Applied Manufacturing, Automotive Technology, Industrial Electrician, Welding
Job Target: Any Job Target
Location: Franklin Park, IL 60131
Salary:

Job Description: Main Objective: The purpose of this position is to fabricate and assemble custom-designed, high quality liquid handling and fluid purification systems. The position requires good mechanical practices and craftsmanship to meet and exceed our customers’ expectations in regards to quality and performance. Accountable For: 1. Using welding, piping, electrical wiring, and other mechanical skills to complete all assemblies per engineering drawings, designs, and as directed by the plant operations manager. 2. Perform work in a safe and efficient manner, to complete jobs within the estimated number of labor hours as determined by supervisor. Minimum Requirements: 1. At least 2 years of mechanical training, or the equivalent in work experience. 2. Must have a valid driver's license. 3. Follow any written or verbal instructions and be able to speak and write in English. 4. Strong working knowledge of shop math. 5. Know how to use basic measuring tools i.e. tapes. 6. Have a good mechanical aptitude. While there is the requirement of 2 years of mechanical training or the same in work experience, we do provide training and assistance in particular techniques to allow you the opportunity to learn new, and improve existing skills. Compensation: 1. Competitive starting salary 2. 401(k) and profit-sharing plan 3. Health and dental plans 4. Short and long-term disability insurance plans

Application Instructions: Please send resume via hr@semlerindustries.com OR fax to Attn: Human Resources

Contact: Jessica Parkhurst
Address: 3800 N. Carnation Street, Franklin Park, IL 60131
Phone: 847-671-5650
Fax: 847-671-7686
Email: hr@semlerindustries.com

Job ID: 4615915
Job Title: Medical Assistant
Company: Kathryn Mencel MD
Job Type: Full Time
Location: Elmwood Park, IL 60707
Salary: $10- $13 hr.

Job Description: Family practice Physician looking for a full-time medical assistant with strong interpersonal skills and friendly demeanor. Must be able to speak English/Polish.

Application Instructions: Please e-mail your resume to drmencel@gmail.com. Please indicate what position you are applying for in the subject line.

Contact: Anna Swierzewska
Address: 7740 W. North Ave, Elmwood Park, IL 60707

Job ID: 4606337
Job Title: Inclusion Aid
Company: Elmhurst Park District  
Job Type: Part Time  
Location: Elmhurst, IL 60126  
Salary: $9.00 an hour or more depending  

**Job Description:** * To assist in providing recreational programs for children and adults with special needs in a safe environment. * Assist in providing recreational activities for special populations in a variety of community based programs. * Assist participants with activities and with any accommodations needed.  

**Job Requirements:** * Some college education with 1-year relevant experience. * Valid Illinois driver's license. * Demonstrated confidence in abilities to interact with children, teens and adults with various disabilities.  

**Contact:** Erica Brady  
Address: 615 N. West Ave., Elmhurst, IL 60126  
Phone: 630-993-8676  
Email: ebrady@epd.org

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Job ID: 4605142  
Job Title: Entry-Level Position with Potential for Advancement  
Company: Kesap Clean  
Job Type: Full Time  
Degrees Wanted: Diploma  
Location: Plainfield, IL 60544  
Salary: Starting at $10 an hour  

**Job Description:** Grow, and develop with our expanding company! Work with your leaders to develop the skills and experience you want for your future! Full time employees are offered Fully Paid medical and dental benefits after 90 days as well! We are expanding our window washing division. And these entry-level positions, therefore, have great potential to grow into leadership roles! Window Cleaners travel in a company truck to both commercial and residential locations. They clean both the inside and outside of the windows, many times including tracks, screen, sills, and frames. Other items may require cleaning as well. Primary responsibilities are as follows: * Clean all properties to Kesap Clean Standards and to the client's and owners' custom instructions * Networking with potential employees and/or clients while on the job and in the field. * Put out company marketing as requested by the owners while on the job  

**Job Requirements:** A professional image, calm demeanor, and an effective communication skill set are required. *Should not be afraid of heights. *Must be able to lift more than 25lbs *Must speak English *Must be eligible to work in the US. (EOE)  

**Application Instructions:** Please email a cover letter/resume to kelly_brook@kesapclean.com. Please state for which position you are applying.  

**Contact:** Kelly Brook  
Address: 14722 S Naperville Road, Suit 112, Plainfield, IL 60544
**Rec Station Leader**

**Company:** Elmhurst Park District  
**Job Type:** Part Time  
**Location:** Elmhurst, IL 60126

**Job Description:** *To supervise and instruct participants. *Supervise children in a well-organized, quality and varied recreational and relaxed program offering activities in the areas of arts and crafts, drama, sports and games, outdoor recreation, field trips, special events, socialization, and quiet activities.

**Job Requirements:** *Some high school education with 6 months relevant experience. *Valid Illinois driver's license. Rate of Pay: Starting at $9.00 an hour Hours: *Monday through Friday from 7:00 am - 8:30 am and/or 3:00 pm - 6:00 pm throughout the school year.

**Contact:** Angela Perry  
**Address:** 615 N. West Ave., Elmhurst, IL 60126  
**Phone:** 630-993-8678  

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**Nanny PT (Exp with Autism)**

**Company:** College Nannies and Tutors of South Naperville  
**Job Type:** Part Time  
**Degrees Wanted:** Certificate  
**Majors Wanted:** Early Childhood Education, Nurse Assistant, Nursing  
**Job Target:** Any Job Target  
**Location:** Naperville, IL 60540

**Salary:**

**Job Description:** Attends to children in a professional manner and communicates well with children, family and CNT Performs a variety of age appropriate tasks, including but not limited to: *Dressing, feeding, bathing, overseeing play, preparing food* *Managing behavior, cleaning up after children, providing entertainment and creative, fun activities that are appropriate and applicable* *Driving children to/from activities, school or other if required with specific placement* Assists in development and learning of new skills for children Helps with domestic activities related to the care of the children assigned in placement Works as a partner with the
family as a trusted role model for the children Submits online/mobile Timesheets for work within 24 hours of completion Maintains updated availability via online/mobile Calendar as directed by local CNT office

**Job Requirements:** At least one year certificate from a college or technical school or currently enrolled in higher education institution Child development knowledge and skills: has a minimum of three months experience related to care of children or child development in an applicable field Ownership of a cell phone and consistent internet access are required for regular communication Is physically able to move and engage with children, can hear, see and communicate effectively

**Contact:** Janene Marshall-Gatling
**Address:** 7555 Wakefield Dr, Darien, IL 60561
**Phone:** 630 219 1175
**Apply Online:** https://www.collegenanniesandtutors.com/NapervilleSouthIL/join

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**Expires:** 09/15/2016
**Job ID:** 4604502
**Job Title:** Nursing School Student w/ Certified Nurse Assistant Expertly
**Company:** Private Entity
**Job Type:** Full Time, Part Time
**Degrees Wanted:** Associates
**Majors Wanted:** Nursing
**Job Target:** Any Job Target
**Location:** Bellwood, IL 60104
**Salary:** 16.00 per Hour

**Job Description:** Looking for two Nursing School Students with Certified Nurse Assistant (CNA) experience, full time and part time, to work eight hours a day preferably include weekends. The position pays $16.00 per hour, before taxes. Taxes will be withheld. Responsibilities includes: bed bath, catheter management, Bed exercises, Preparing food including puree food, feeding and G tube feeding, transferring from bed to wheelchair, extensive chair exercises, laundry & cleaning. Person has to be hygiene conscious to clean after themselves and the patient. Person must be punctual, honest and hardworking with clear background.

**Job Requirements:** Looking for two Nursing School Students with Certified Nurse Assistant (CNA) experience, full time and part time, to work eight hours a day preferably include weekends. The position pays $16.00 per hour, before taxes. Taxes will be withheld. Responsibilities includes: bed bath, catheter management, Bed exercises, Preparing food including puree food, feeding and G tube feeding, transferring from bed to wheelchair, extensive chair exercises, laundry & cleaning. Person has to be hygiene conscious to clean after themselves and the patient. Person must be punctual, honest and hardworking with clear background.

**Contact:** Khosrow Rad
**Address:** 309 Bohland Ave.,, Bellwood, IL 60104
Job Title: Assistant Farm Operations Manager
Company: Glenview Park District
Job Type: Full Time
Location: Glenview, IL 60025
Salary: $15.04-$17.40 DOQ

Job Description:
ABOUT WAGNER FARM: Wagner Farm is an award-winning living-history museum depicting American farming in the 1920s and offers educational programs, special events, and is open for regular visitation by the general public. JOB DUTIES INCLUDE:
* Maintenance, cleanliness, and security of the buildings and grounds.
* Assisting with the care of livestock and crops.
* Serving as the manager-on-duty, including opening/closing facility.
* Customer service.
* Lead/direct part time staff and volunteers.
* Seasonal retail sales (fall mums, pumpkins; winter Christmas trees, wreaths, etc.).
* Cash-handling and closing out register sales.
* Contribute to construction projects.
* Set up and take down for special events.

QUALIFICATIONS: Qualified applicants must be at least 18 years of age with one to two years relevant work experience; prior experience in facility maintenance and equipment handling and operation highly desirable. Knowledge of or ability to general farming, planting, care of crops; operation of grounds equipment; general maintenance, repair, mechanics, construction, carpentry, and landscaping a must. Valid Illinois Class B Driver's License required. Note that this position requires a SIGNIFICANT amount of PHYSICAL ABILITY, including regularly lifting 50 pounds, working predominantly outdoors in all weather conditions, working with large livestock and other animals, walking, bending, stooping, climbing, and more.

SCHEDULING & PAY: This is a year-round full time position. Regular work schedule is Wednesday through Sunday (off Mondays and Tuesdays), 9am - 5pm, plus special events as needed. Target hiring range is $15.04 - $17.40 / hour, depending on qualifications.

BENEFITS WE OFFER: In exchange for your time and talent, we offer a generous benefit package, including:
* Medical Coverage, PPO or HMO
* Short- and Long-Term Disability (IMRF)
* Dental Coverage
* Pension / Defined Benefit Plan (IMRF)
* Prescription Coverage
* 457 Plan / Defined Contribution Plan
* Vision Reimbursement Program
* Paid Time Off
* Life Insurance
* Park District Facility Discounts and Usage Benefits

Job Requirements:
QUALIFICATIONS: Qualified applicants must be at least 18 years of age with one to two years relevant work experience; prior experience in facility maintenance and equipment handling and operation highly desirable. Knowledge of or ability to general farming, planting, care of crops; operation of grounds equipment; general maintenance, repair, mechanics, construction, carpentry, and landscaping a must. Valid Illinois Class B Driver's License required. Note that this position requires a SIGNIFICANT amount of PHYSICAL ABILITY, including regularly lifting 50 pounds, working predominantly outdoors in all weather conditions, working with large livestock and other animals, walking, bending, stooping, climbing, and more.
**Application Instructions:** APPLY ONLINE! Visit us at www.GlenviewParks.org - click on "Jobs" at the top of the page FOR MORE INFORMATION: Blake Lanphier 224-521-2191 or Blake.Lanphier@GlenviewParks.org

**Contact:** Laila Bashia

**Address:** 1930 Prairie Street, Glenview, IL 60025

**Phone:** (847) 657-3215

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**Expires:** 10/06/2016

**Job ID:** 4606515

**Job Title:** Maintenance Technician

**Company:** Zip-Pak

**Job Type:** Full Time

**Degrees Wanted:** Associates, Diploma

**Majors Wanted:** Industrial Electrician

**Job Target:** Any Job Target

**Location:** Ottawa, IL 61350

**Salary:**

**Job Description:** The responsibilities include electrical (up to 480v) and mechanical diagnostics, troubleshooting and repair and installation of extrusion production equipment. Clean, safety-minded, temperature controlled, smoke free work environment.

**Job Requirements:** HS diploma or GED. Five years’ experience in industrial maintenance or one to two years’ experience with a two year degree in a related field. Machine shop and welding skills are a plus.

**Application Instructions:** Mail application to address above, or apply online (preferred) at www.itw.com/careers, "Career Opportunities" Zip Code 61350

**Contact:**

**Address:** 1510 Warehouse Drive, Ottawa, IL 61350

**Apply Online:** http://www.itw.com/careers

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**Expires:** 10/06/2016

**Job ID:** 4606536

**Job Title:** Extrusion Operator

**Company:** Zip-Pak

**Job Type:** Full Time

**Degrees Wanted:** Diploma

**Location:** Ottawa, IL 61350

**Salary:**

**Job Description:** Operate plastic extrusion lines to produce zipper for resealable packaging. Operators are responsible for set up, troubleshooting, quality control, and maximizing
efficiencies. Clean, safety-minded, temperature controlled, smoke free work environment. 12 hour shifts - 3 to 4 per week.

**Job Requirements:** H.S. Diploma or GED required. Must have mechanical aptitude/troubleshooting skills

**Application Instructions:** Apply by mail or online(preferred) at: www.itw.com/careers, "Career Opportunities" Zip Code 61350

**Contact:**
**Address:** 1510 Warehouse Drive, Ottawa, IL 61350
**Apply Online:** http://www.itw.com/careers

**Expires:** 10/12/2016
**Job ID:** 4613124
**Job Title:** Medical Courier IL/Driver
**Company:** Superior Air Ground Ambulance
**Job Type:** Full Time, Part Time
**Degrees Wanted:** None Required
**Majors Wanted:** Biological Sciences, Chemistry, Diagnostic Medical Sonography, Emergency Medical Technician, Medical Administrative Assistant, Medical Billing and Coding, Nursing, Pharmacy Technician, Phlebotomy Technician, Physical Education
**Job Target:** Any Job Target
**Location:** Elmhurst, IL 60126
**Salary:** $12+

**Job Description:** Full-time and Part-Time Saturday (10 hour) only positions Superior Air-Ground Ambulance Service, Inc. is the largest independent, locally owned and operated Emergency Medical Service provider in Northern Illinois and Northwest Indiana, Michigan and Ohio. We provide wheelchair transportation, Basic Life Support, Advanced Life Support, and Critical Care Ground Transportation; as well as Critical Care Rotary Air Transportation. Much of our proven success is attributable to the exceptional, compassionate customer service provided by our employees. Medical Couriers are responsible for safe packaging and delivery of medical equipment, medical records, lab specimens, supplies, X-Rays, etc. as an important part of patient care to hospitals, clinics, labs and nursing homes. Pick-ups and deliveries organized with direct communication to/ from Dispatch in providing our clients the excellent customer service our company provides. Processes paper work for deliveries, insure proper billing information and documentation tracking. Job Requirements: * Good Customer Service Skills * Ability to communicate proficiently and interact with others * Attention to detail * Valid driver's license * Excellent driving record (provide Motor Vehicle Report) * Available to work weekends * Good knowledge of Chicago and Suburban Areas * Ability to identify basic vehicle problems * Ability to lift a minimum of 75lbs Essential Duties & Responsibilities: * Handle, track and process specimen samples * Pick-up supplies and equipment for hospital * Provide appropriate documentation, paperwork, reports * Exposure to infectious biological specimens experienced on a daily basis* * Ability to read a map and follow instruction/directions
**Job Requirements:** Qualifications: * Minimum of 1 year experience in Medical/Lab Courier a plus. * The candidate must have a valid driver's license and clean driving record. * Healthcare experience a plus but not required. * Must be able to stand, walk and sit for extended periods of time. * Must have High School diploma; some college preferred. * Familiarity with medical transportation preferred. * Be able to routinely lift and carry items up to 75 lbs. and reach overhead. * Must be able to operate basic material handling devices. Superior Air-Ground Ambulance Service, Inc. is committed to attracting and retaining the best talent. We are an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants of all backgrounds are encouraged to apply. M/F/V/D

**Application Instructions:** https://superiorambulance.candidatecare.jobs/job_positions/browse
Please view Mobile Health Jobs for medical Courier positions.

**Contact:** Superior Ambulance Service

**Address:** 395 West Lake Street, Elmhurst, IL 60126

**Apply Online:** https://superiorambulance.candidatecare.jobs/job_positions/browse

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**Job ID:** 4609822

**School Job ID:** MVCC

**Job Title:** Work on Election Day

**Company:** Cook County Clerk's Office

**Job Type:** Part Time

**Location:** IL

**Salary:**

**Job Description:** The cook county clerk is looking to hire thousands of election judges to handle the surge of voting expected on November 8th. Election Judges earn $175 Equipment Managers earn $325 Bilingual judges always needed! Apply at http://cookcountyclerk.com/work Cook County Clerk David Orr's Office

**Application Instructions:** Apply at: http://cookcountyclerk.com/work

**Contact:** Cook County Clerk David Orr's Office

**Address:** 69 W. Washington, Chicago, IL 60602

**Apply Online:** http://www.cookcountyclerk.com/work

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**Expires:** 11/12/2016

**Job ID:** 4613100

**Job Title:** EMT-B Emergency Medical Technician-Multiple locations

**Company:** Superior Air Ground Ambulance

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Emergency Medical Technician

**Job Target:** Any Job Target

**Location:** Elmhurst, IL 60126
Salary:

**Job Description:** EMT-B Emergency Medical Technician - Basic Superior Ambulance - www.superiorambulance.com Superior Air-Ground Ambulance Service, Inc. is the largest independent, locally owned and operated Emergency Medical Service provider in Northern Illinois and Northwest Indiana. We provide wheelchair transportation, Basic Life Support, Advanced Life Support, and Critical Care Ground Transportation; as well as Critical Care Rotary Air Transportation. Much of our proven success is attributable to the exceptional, compassionate customer service provided by our employees. Openings include: Basic Emergency Medical Technician - EMT-B The basic function of the EMT is to provide medical care and transportation for a patient at the Emergency Medical Technician (EMT-B) level, within their scope of practice, as stipulated by Illinois Department of Public Health (IDPH) and/or EMS Commission of Indiana

**Job Requirements:** Requirements: * High school diploma or equivalency * Illinois and/or Indiana EMT-B Licensure * Must have successfully passed Company's written and practical exam, and successfully completed the interview process * Must have good Driving Record * Be available for a 6 day (consecutive) Orientation Class Preferred: * PHTLS/BTLS Certification * National registry Superior Air-Ground Ambulance Service, Inc. is committed to attracting and retaining the best talent. We are an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants of all backgrounds are encouraged to apply. M/F/V/D

**Application Instructions:** Find this job under Field Operations. https://superiorambulance.candidatecare.jobs/job_positions/browse

**Contact:** Superior Ambulance Service

**Address:** 395 West Lake Street, Elmhurst, IL 60126

**Apply Online:** https://superiorambulance.candidatecare.jobs/job_positions/browse

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**Expires:** 11/12/2016

**Job ID:** 4613148

**Job Title:** Medical Billing Specialist

**Company:** Superior Air Ground Ambulance

**Job Type:** Full Time

**Location:** Elmhurst, IL 60126

**Salary:** $12-$16 per hour

**Job Description:** Superior Air-Ground Ambulance Service, Inc. is looking for an Insurance Representative to work in the Billing Department. Job summary and qualifications are listed below. Position Summary: Responsible for billing claims to the appropriate payor and following up on unpaid claims Essential Duties & Responsibilities: Verifies insurance eligibility Enters pertinent data elements into the billing system, and submits claims to the proper payor Follows up with payors on unpaid claims, and takes action to correct issues delaying payment Requests authorizations required for claims processing Demonstrates excellent communication skills when communicating with patients, payors and facilities Completes special assignments and projects with minimal supervision and consistently meets the department's performance, production and quality standards Demonstrates knowledge and compliance with insurance local state and federal regulations related to ambulance billing Processes correspondence with...
adherence to the Health Insurance Portability and Accountability Act (HIPAA) guidelines
Maintain knowledge of functional area and company policies and procedures Qualifications:
Minimum High School Diploma or equivalency Healthcare, medical terminology and third
party payer knowledge preferred Excellent interpersonal, verbal and written communications
skills Ability to multitask in a fast paced dynamic environment Maintain a positive and
professional attitude at all times Strong skills with MS office and windows applications
Proficient personal computer skills Typing of at least 40 WPM. Ability to maintain the highest
level of confidentiality Ability to work in a team fostered environment Superior Air-Ground
Ambulance Service, Inc. is an equal opportunity employer. Qualified applicants will receive
consideration for employment without regard to race, color, religion, sex, sexual orientation,
gender identity, national origin, disability or protected veteran status.

Job Requirements: Qualifications: Must be able to type 35WPM and be comfortable using
computer word and excel. High School diploma or equivalency required. Minimum 1 years of
experience in insurance billing a plus or related field with and or completed
coursework/certifications in medical billing, processing and coding highly desired. Superior
Air-Ground Ambulance Service, Inc. is committed to attracting and retaining the best talent. We
are an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants of
all backgrounds are encouraged to apply. M/F/V/D

Application Instructions: Please apply directly on our website. Superiorambulance.com or
https://superiorambulance.candidatecare.jobs/job_positions/browse

Contact: Superior Ambulance Service
Address: 395 West Lake Street 395 W. Lake St., Elmhurst, IL 60126
Phone: 630-903-2452
Fax: 630-832-5003
Apply Online: https://superiorambulance.candidatecare.jobs/job_positions/browse

Job ID: 4601558
School Job ID: MVCC
Job Title: Medical Assistant
Company: Illinois Institute of Technology
Job Type: Full Time
Degrees Wanted: Certificate, Diploma, License
Location: Chicago, IL
Salary:

Job Description: Institution: Illinois Institute of Technology Location: Chicago, IL Category:
Admin - Health and Medical Services Admin - Secretary and Administrative Assistants Posted:
04/19/2016 Type: Full Time Job Category: Administrative Support Department: Student Health
Center Location: IIT-Main Campus (MC), 3300 S. Federal, Chicago, IL Requisition Number:
0601972 GENERAL DESCRIPTION To assist in the daily function of the Student Health and
Wellness Center (SHWC) by providing health support services for IIT students. Clinical
services provided include assisting Nurse Practitioner(s) and Medical Doctor with care of
students for illnesses and injuries, assisting with routine treatments, conduct lab tests, and
maintenance of office records. This position will also have administrative responsibilities. Key
Responsibility 1 Perform basic medical duties such as give injections, immunizations, draw blood and perform basic lab tests. The Medical Assistant will take medical histories and record student's vital signs. Prepare exam rooms and students for exam and procedures. Key Responsibility 2 Provide administrative support at the front desk. The MA will be responsible for answering phone, faxes, returning emails, data entry, communicating with students and making appointments. Excellent customer service skills required as more than 50% of the position will be at the front desk and/or with students. Key Responsibility 3 Responsible for coverage of extended hours, which includes all receptionist responsibilities. Key Responsibility 4 Available for community outreach and health education for student population.

Communications: Communicate with students, parents, staff and faculty regarding Student Health and Wellness Center's policy and procedures. Communication may be written, electronic or verbal. Correspondence will also be maintained through outside vendors. Customer Service: Students are first priority at the Student Health and Wellness Center; they may call us, come in to our department or send emails. The Medical Assistant responsibility is to make sure they have the best service possible being the first line of contact. We hold the same standard for parent, faculty, staff and community members. Education & Experience: * Two years of customer service experience required. High School Diploma required. Associate or Bachelor's Degree preferred. * Good people skills, ability to communicate well verbally, written or electronically. * Data entry experience preferred. Preferred Skills: * Basic Word and Excel skills required for data entry; good organization skills * Excellent customer service skills and verbal, written and interpersonal communication skills essential * Demonstrate time management and organizational skills; ability to move between tasks quickly and efficiently * Familiarity with HIPPA and FERPA regulations a plus Certifications & Licenses: Certification as Nurse Assistant or Medical Assistant required. 1-2 year experience as a Nurse Assistant or Medical Assistant in an ambulatory care center or college health setting preferred. Application Information Contact: Illinois Institute of Technology Online App. Form: https://www.iitri.iit.edu/applicants/Central?quickFind=52765

Application Instructions: Resume & Cover Letter required www.iitri.iit.edu/applicants/Central?quickFind=52765

Contact: Anita K. Opdycke, MSN, NP-C
Address: 10 W. 35th Street 3rd Floor, Chicago, IL 60616
Phone: 312-567-7553
Fax: 312-567-5702
Email: student.health@iit.edu

Job ID: 4607271
School Job ID: MVCC
Job Title: Criminal Investigator/Special Agent Position (DEA)
Company: Drug Enforcement Administration
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Chicago, IL 60604
Salary:
Job Description: DEA Spans the Globe An Offer of a Challenging Career The Drug Enforcement Administration is seeking individuals for Special Agent positions. DEA Special Agents conduct criminal investigations and prepare for the prosecution of major violators of the drug laws of the United States. Review the questionnaire below to see if you meet the Minimum requirements to be a Special Agent with the DEA. The Drug Enforcement Administration (DEA) is now accepting applications for the Criminal Investigator/Special Agent position. Please note that the hiring process has changed. See information below for instructions on how to apply: The process has changed.....the DEA will no longer post the Special Agent Vacancy Announcement on WWW.USAJOBS.GOV. The process will now begin with each Division Recruitment Coordinator. Here are a few things to consider before you apply: 1. The applicant must reside within the Chicago Field Division (Illinois; Indiana; Minnesota; North Dakota; Wisconsin). For applicants outside of the Chicago Field Division you must go through your divisional office. Please see WWW.DEA.GOV for information on other field divisions. 2. The applicant will need to be available for approximately 8 days of testing/processing (not consecutive). This process will take some sacrifice on the part of the applicant. If the applicant's job/current situation does not allow for flexibility, the applicant may want to wait and apply at another time. 3. The applicant will undergo a Written Assessment; Panel Interview; Medical Examination; Physical Task Test; Psychological Assessment; Urinalysis Drug Screening; Polygraph Examination; Full-Field Background Investigation; with the Final Hiring Decision made by DEA Headquarters. 4. The applicant must be willing to relocate. 5. As a Special Agent you will be required to carry a firearm. 6. Please read the minimum requirements to become a Special Agent with the DEA. If you wish to apply, the first step of the application process is to send a paper copy of your updated resume and an unofficial copy of your transcripts via U.S. MAIL to the address listed below. Please make sure the resume contains your current address, email, and contact information. Once selected to continue in the process you will be contacted by the recruiter. Any applications submitted to this email will not be considered. DEA Recruitment Coordinator 230 S. Dearborn St., Ste. 1200 Chicago, IL 60604 312-353-7875

Job Requirements: Section I YOU HAVE A BACHELOR'S DEGREE YOU ARE A U.S. CITIZEN YOU HAVE A CURRENT, VALID DRIVER'S LICENSE YOU ARE BETWEEN 21 AND 36 YEARS OF AGE YOU ARE WILLING TO ACCEPT ASSIGNMENTS ANYWHERE IN THE UNITED STATES YOU ARE PHYSICALLY FIT YOU ARE ABLE TO PASS A BACKGROUND INVESTIGATION AND OBTAIN A TOP SECRET SECURITY CLEARANCE YOU HAVE NEVER BEEN CONVICTED OF A FELONY OR A CRIME OF DOMESTIC VIOLENCE YOU HAVE NEVER USED ANY ILLEGAL DRUGS BEYOND EXPERIMENTAL USE OF MARIJUANA IF YOU MEET ALL OF THE CRITERIA IN SECTION I, PLEASE CONTINUE TO SECTION II Section II DO YOU HAVE A BACHELOR'S DEGREE IN CRIMINAL JUSTICE/POLICE SCIENCE, FOREIGN LANGUAGE (WITH FLUENCY VERIFIED) IN SPANISH, RUSSIAN, HEBREW, ARABIC, NIGERIAN, CHINESE OR JAPANESE, ACCOUNTING, FINANCE, ECONOMICS, COMPUTER SCIENCE/INFORMATION SYSTEMS, OR MECHANICAL/ELECTRICAL/TELECOMMUNICATIONS ENGINEERING WITH A 2.95 GPA OVERALL OR A 3.5 IN YOUR MAJOR OR A 2.95 IN THE FINAL TWO YEARS OF STUDY OR ONE YEAR OF GRADUATE STUDY OR DO YOU HAVE A BACHELOR'S DEGREE WITH A 2.95 GPA OVERALL OR A 3.5 GPA IN YOUR MAJOR OR 2.95 GPA IN THE FINAL TWO YEARS OF STUDY OR ONE YEAR OF GRADUATE STUDY AND AT LEAST THREE YEARS OF SUBSTANTIVE PROFESSIONAL/ADMINISTRATIVE OR LAW ENFORCEMENT
EXPERIENCE OR DO YOU HAVE A GRADUATE DEGREE AND AT LEAST ONE YEAR OF SUBSTANTIVE PROFESSIONAL/ADMINISTRATIVE OR LAW ENFORCEMENT EXPERIENCE IF YOU DO NOT MEET ANY OF THE ABOVE CRITERIA IN SECTION II, DO YOU HAVE ANY OF THE FOLLOWING ONE YEAR OF SUBSTANTIVE LAW ENFORCEMENT EXPERIENCE MILITARY OFFICER EXPERIENCE A PILOT'S LICENSE AND AT LEAST ONE YEAR OF SUBSTANTIVE PROFESSIONAL/ADMINISTRATIVE OR LAW ENFORCEMENT EXPERIENCE FLUENCY IN A FOREIGN LANGUAGE (OTHER THAN ENGLISH) AND AT LEAST ONE YEAR OF SUBSTANTIVE PROFESSIONAL/ADMINISTRATIVE OR LAW ENFORCEMENT EXPERIENCE SOME OTHER COMBINATION OF EDUCATION AND EXPERIENCE MAY BE QUALIFYING. PLEASE SPEAK TO A RECRUITER FOR MORE INFORMATION For Questions, Contact the Special Agent Recruiter at 312-353-7875

**Application Instructions:** Please see detailed application instructions above in the job description.

**Contact:** Human Resources

**Address:** 230 S. Dearborn Street Suite 1200, Chicago, IL 60604

**Phone:** 312-353-7875

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**Expires:** 12/12/2016

**Job ID:** 4613155

**Job Title:** Medicar Driver

**Company:** Superior Air Ground Ambulance

**Job Type:** Full Time

**Location:** Elmhurst, IL 60126

**Salary:** $10 +

**Job Description:** Illinois Medi-Car, a wheelchair van service, is now hiring FULL-TIME safe and courteous drivers to transport wheelchair-bound customers to pre-scheduled destinations. To qualify, you must meet the following: * Hold current & valid driver’s license * At least 18 years of age * Ability to read a map * Ability to pull a wheelchair with 250 lbs. person Superior Air-Ground Ambulance Service, Inc. is an equal opportunity employer.

**Job Requirements:** Superior Air-Ground Ambulance Service, Inc. is committed to attracting and retaining the best talent. We are an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants of all backgrounds are encouraged to apply. M/F/V/D

**Application Instructions:** https://superiorambulance.candidatecare.jobs/job_positions/browse

**Contact:** Superior Ambulance Service

**Address:** 395 West Lake Street, Elmhurst, IL 60126

**Apply Online:** https://superiorambulance.candidatecare.jobs/job_positions/browse

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**Expires:** 12/12/2016

**Job ID:** 4613660

**School Job ID:** MVCC
Job Title: Executive Director - (SURS)
Company: SURS
Job Type: Full Time
Location: Champaign, IL 61820
Salary:

Job Description: SURS - State Universities Retirement System Executive Director The State Universities Retirement System (SURS or the System) is a public employee retirement system that administers death, disability and retirement benefits on behalf of more than 220,000 members from 61 employers in Illinois, including state universities, community colleges, and state agencies. SURS administers and oversees a large, public defined benefit program with assets currently approximating $16.5 billion as of March 31, 2016. In addition, the Self-Managed Plan (SMP), a defined contribution plan offered to members, continues to increase in size with assets of approximately $1.8 billion. SURS helps to carry out the board's responsibilities and has a two-fold mission: (1) to administer benefits of the System's members and (2) to ensure that sufficient assets are available to fund the benefits when due. This entails: * Effectively communicating with all retirement plan participants to inform and educate them about planning and preparing for all aspects of their future retirement; * Paying benefits accurately and in a timely manner to the System's annuitants and their beneficiaries, and refunds to those who withdraw from the plan; * Prudently investing System assets in a well-diversified manner to optimize long-term returns while controlling risk; and, * Efficiently collecting the required employer and member contributions necessary to fund the System. SURS is continually addressing challenges and concerns regarding the funding status of the defined benefit plan and is focused on improving its funding status, currently 42.4%. SURS employs approximately 132 full-time employees at its headquarters in Champaign. A satellite office in Naperville houses two counselors for member education. For further information, see About SURS. The System is seeking an exceptional individual to serve as executive director (ED) to be responsible for ensuring that the organization achieves the strategic objectives established by the SURS Board of Trustees, while cultivating a high-performing, risk-intelligent, collaborative and innovative culture. The ED is driven by the organization's mission, vision and values and will ensure that these are embraced by the 132 individuals who make up the SURS workforce.

Responsibilities * Provide strategic direction, planning and leadership * Organize, develop and supervise a management team to provide superior investment results in a risk-management environment * Maintain oversight of investment and administrative operations conducted at the tactical level by executive staff * Serve as primary interface with the SURS Board of Trustees. Conduct executive and administrative functions of the board in accord with policies adopted by trustees * Hire staff Competencies Candidates should possess experience or strong indicators of success in several of the following: * Ability to operate effectively within the public sector, or similarly complex environments * Significant finance acumen, including large-scale budget responsibility * Proven understanding of operational management of investment platforms * Strong leadership experience at organizations known for a high level of customer service * Experience serving a multi-stakeholder board, or within an equivalent governance structure * Experience in interacting with legislative and government entities * Ability to develop and maintain strong relationships with diverse sets of constituents, including labor representatives and employer associations * Familiarity with and a strong interest in political and regulatory policy * Knowledge of employee benefit programs, such as pension, retirement and health
benefits * Leadership to those managing the functions that support a business, such as finance, technology and operations * Effective oversight of risk management, legal and compliance to mitigate short- and long-term enterprise-wide risks, including reputational risks * Ability to attract, develop and retain top talent, with a mind toward diversity * Effective skills in public representation and advocacy for an organization and/ or cause * Comfort with and prior experience interacting with external media Qualifications The ED will have 15+ years of experience successfully leading large, complex, high performing organizations. She/he will be politically astute and have a track record of positively balancing multiple stakeholders. The ED will be strategic, innovative and creative and, at the same time, known for effectively managing scaled operations. In addition, she/he will be: * An accomplished leader of people, with the ability to inspire and motivate teams * Known for being an excellent communicator, accountable, transparent, patient and a person of the highest integrity * Willing to commit to at least a five-year tenure in this position * Consensus-oriented, with the patience to arrive at the optimal outcome when many groups are involved * Accountable, transparent and metrics-oriented * Organized and process-driven * Inclusive, engaging and accessible * Ethical, with the highest level of integrity Salary Commensurate with experience Apply for this Position Applicants should submit resumes to Aaron Clubb at aclubb@heidrick.com. This position is subject to a background check as terms of hire. SURS is an Equal Opportunity Employer. Chairperson: Tom Cross, Interim Executive Director: William Mabe Copyright © 2014 - State Universities Retirement System of Illinois, 1901 Fox Drive Champaign, Illinois 61820 Dial Toll Free: 800-275-7877, Dial Direct: 217-378-8800, Fax: 217-378-9800 Note: documents in Portable Document Format (PDF) require Adobe Acrobat Reader 5.0 or higher to view, download Adobe Acrobat Reader.

Contact: Human Resources
Address: 1901 Fox Drive, Champaign, IL 61820
Phone: 800-275-7877
Fax: 217-378-9800

Expires: 12/31/2016
Job ID: 4610068
Job Title: Receptionist Part Time
Company: LEYDEN CREDIT UNION
Job Type: Part Time
Location: FRANKLIN PARK, IL 60131
Salary: $9.00 - $9.50/hr.
Job Description: Assist in everyday operations of the credit union. Switchboard operator to answer and direct incoming calls to appropriate staff. Provide first-line basic member service functions and assistance. Abide by policies and procedures. Enthusiastically promote products and services. Self-motivator representing the credit union in a positive way. Bilingual ability a big plus (Spanish).
Job Requirements: Switchboard/Multiline telephone experience helpful. Bilingual ability a big plus (Spanish). Ability to work quickly and accurately with attention to detail. Customer service experience also helpful.
Application Instructions: To apply please send your cover letter and resume to HR Manager at hrcc@leydencu.org or fax it to 847-455-1245. PDF or DOC/DOCX files preferred for attachments. Applications available for pickup at the office 10am-5pm or call 847-455-8440 and ask that an application packet be mailed or emailed to you. Thank you!

Contact: Human Resources
Address: 2701 N 25TH AVE, FRANKLIN PARK, IL 60131
Phone: 847-455-8440
Fax: 847-455-1245
Email: hrcc@leydencu.org

Expires: 12/31/2016
Job ID: 4613167
Job Title: Production Worker
Company: Blommer Chocolate Company
Job Type: Full Time
Location: Chicago, IL 60654
Salary:
Job Description: Blommer Chocolate Company is now hiring Machine Operators and Packers! Help us bring chocolate to life! We are a 24/7 facility, and hiring for 1st, 2nd, and 3rd shift. We have 12 hour schedules as well. Up to $13.18/hour. Essential Duties & Responsibilities: * Lift 50 pounds repetitively throughout shift * Pack, palletize, and stack finished boxes of product * Visually inspect and report any defective product * Ensure machines are processing properly; minor troubleshooting Qualifications: * Seeking full-time, permanent employment. * High school degree or GED * Read and write in English * Lift in excess of 50 pounds on a repetitive basis. * Sit-down forklift experience is a plus but not required. Environment: * Manufacturing environment - daily exposure to heat, dust, and noise Why Blommer? * Family owned and operated company that has never had a layoff in 75+ years of business. * Generous profit sharing program & 401K for retirement. * Medical and dental benefits, life insurance. * Free employee parking. * Tuition reimbursement. * 10 pounds of chocolate on your birthday! Blommer Chocolate Company is an Equal Opportunity Employer committed to hiring a diverse and talented workforce.

Application Instructions: Apply via email or fill out a paper application at our location. Email: applicant@ch.blommer.com Location: 600 W Kinzie

Contact: Kylie Phillips
Address: 600 W Kinzie Street, Chicago, IL 60654
Email: applicant@ch.blommer.com

Expires: 07/11/2017
Job ID: 4609461
Job Title: Registered Nurse / RN / Licensed Practical Nurse / LPN
Company: BrightStar Care
Job Type: Full Time, Part Time  
Degrees Wanted: Associates, Bachelors  
Majors Wanted: Nursing  
Job Target: Any Job Target  
Location: IL  
Job Description: Registered Nurse / RN / Licensed Practical Nurse / LPN Des Plaines - Park Ridge - Mt. Prospect - Arlington Heights - Palatine - Schaumburg - Hoffman Estates - Elk Grove - Elgin - St. Charles - Geneva - Batavia - Aurora - DeKalb - Sycamore (and all surrounding areas) Part Time and Full Time Positions Available! Join the BrightStar Healthcare team and be appreciated again. We have several part time and full time assignments available for one-on-one private duty care, school nurse, office, or clinical settings. If you're looking for flexibility in your work environment, this is the perfect opportunity for you! Positions available throughout the Chicago suburbs. Our continued growth throughout the Chicago area has created new and exciting job opportunities for experienced Nurses to fill a variety of full time, part time, and visit assignments. Work for a locally owned company that is focused on quality of care and truly values its employees. We offer flexible scheduling options, a wide variety of cases, and a state-of-the-art on-line scheduling system for 24 hour employee access. Join the BrightStar team and be appreciated again! JOB REQUIREMENTS Registered Nurse / RN / Licensed Practical Nurse / LPN EDUCATION and/or EXPERIENCE * Requires current licensure in the state * Will perform general LPN or RN duties in a private duty, school, or clinical setting  
Application Instructions: Apply online: careers.peopleclick.com/careersscp/client_brightstar/external/search.do  
Contact: Jennifer Asevedo  
Address: 650 E. Algonquin Rd. Ste 301, Schaumburg, IL 60173  
Phone: 847-925-0818  
Fax: 847-925-1318  
Apply Online: http://www.brightstarcare.com/schaumburg/
Job Description: Join a leader in the home health care industry that provides RN oversight on each and every case - no matter how small. Each independently owned BrightStar location makes more possible for the community it serves. If providing compassionate, high quality care is your passion, BrightStar has an opportunity for you. Certified Nursing Assistant / CNA Job Duties include: Provide client care according to approved Plan of Care Assist clients with personal care and hygiene Provide transportation as required Assist in providing a safe environment for client Comply with all documentation and record keeping requirements Certified Nursing Assistants / CNAs will enjoy the following Benefits: Weekly pay Flexible shifts Weekend and live-in opportunities Facility & private home environments Free continuing education APPLY ONLINE TODAY! JOB REQUIREMENTS Certified Nursing Assistant / CNA Certified Nursing Assistant / CNA Job Requirements include: CNA certification 1 year experience Valid driver's license Reliable car / auto insurance Clean background and criminal record

Application Instructions: Apply Online:

Contact: Jennifer Asevedo
Address: 650 E. Algonquin Rd. Ste 301, Schaumburg, IL 60173
Phone: 847-925-0818
Fax: 847-925-1318
Email: jennifer.asevedo@brightstarcare.com
Apply Online: http://www.brightstarcare.com/schaumburg/

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

https://www.collegecentral.com/triton