Job ID: 4639217
Job Title: Office Support Associate
Company: Northeastern Illinois University
Job Type: Full Time, Part Time
Job Target: Office and Administrative Support
Location: Chicago, IL
Salary: $13.54 hr.

Job Description: Office Support Associate College of Business and Management (COBM), Dean's Office Qualifications: High school graduation or equivalent; and 18 months of work experience performing routine clerical/office support work including use of computer systems, or 30 semester hours of college or university course work in Office Occupations, Business Administration, Business Education or closely related fields, or 18 months of vocational training which provided a knowledge of generally accepted clerical procedures, or 48 semester hours of college or university course work in any curriculum, or any combination of work experience, course work, and training totaling 18 months.

Job Requirements: Responsibilities: This position is provides secretarial, administrative and clerical services in order to ensure effective and efficient operations in the College of Business and Management, Dean's Office; extensive knowledge of the organization, programs, policies and procedures of the unit and institution. The following personal attributes are required to undertake the job: the ability to operate computer systems, using word processing, database and software packages; supervisory and administrative ability; ability to analyze and develop office guidelines, procedures and systems; ability to select and develop appropriate criteria, methods and procedures to be utilized in order to solve problems; ability to multitask efficiently; skill in oral and written communication; and the ability to work effectively with staff and public.

Salary: $13.54 per hour Hours: Monday through Friday, 8:30 a.m. - 4:30 p.m.; some evenings and weekends required (Hours may vary depending on departmental needs)

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: https://www.neiu.edu/about/office-support-associate-1

Expires: 08/11/2016
Job ID: 4641433
Job Title: Bartender/Server
Company: Hott 7s
Job Type: Internship, Part Time
Degrees Wanted: None Required
Location: South Elgin, IL 60177
Salary: hourly + tips
Job Description: IMMEDIATE HIRE: PT bartender/server needed, 2-3 days a week (Wednesdays- Saturdays) 5:00pm onwards. Looking for someone with a friendly, outgoing personality, with exceptional customer service skills, who genuinely enjoys working and being around people. Will train the right person in bartending/serving/food licensing if necessary. Must be 21 or older to apply.
Job Requirements: Must be 21 and older
Application Instructions: Please send an email with your resume/background experience to the email address provided. Please include days of the week you are available to work, and how soon you can start. Please also include your cell number, in case we need to call you for an initial phone interview. We are looking to hire and train the right person/people immediately. Thank you! :)
Contact: Shali
Address: Tavern & Gaming, South Elgin, IL 60140
Email: hott777s@gmail.com

Expires: 08/12/2016
Job ID: 4635909
Job Title: Full Time Sanitarian (Environmental Health Inspector)
Company: Kankakee County Health Department
Job Type: Full Time
Location: Kankakee, IL 60901
Salary: $17 - $20 per hour
Job Description: JOB REQUIREMENTS: Bachelor's degree in environmental science or related field with a minimum of 30 semester hours or equivalent in the physical and/or biological sciences from an accredited institution. Knowledge/experience of computers required for data entry, reports, set-up and maintenance. Requires current Illinois driver's license and vehicle for use in job duties. DUTIES: ? Conducts environmental health inspections in the food, private septic, private well, lead and vector programs. ? Investigates environmental nuisance complaints. ? Documents inspection findings according to department policy. ? Reviews and evaluates documents, licensure applications and site plans/drawings for compliance. ? Provides education and direction in methods of control and correction of any findings. ? Performs emergency response duties as required. ? Performs other duties as assigned. CONTACT: Submit resume to Kris Marcotte at kmarcotte@kankakeehealth.org or stop in to fill out an application. See job description at www.kankakeehealth.org for more information.
Application Instructions: Submit resume to Kris Marcotte at kmarcotte@kankakeehealth.org or stop in to fill out an application. See job description at www.kankakeehealth.org for more information.
Contact: Kris Marcotte
Address: 2930 West Station Street, Kankakee, IL 60901
Phone: 815-802-9392
**College Central Job Board 8/8/16**

Expires: 08/12/2016  
**Job ID:** 4635932  
**Job Title:** Full time RN Case Manager, Maternal Child Health  
**Company:** Kankakee County Health Department  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Kankakee, IL 60901  
**Salary:**

**Job Description:** Registered professional nurse licensed pursuant to Section 12 of the Illinois Nursing Act of 1987 (Il. Rev. Stat. 1989, Ch. 111, par. 3512); one to two years of experience in community health or maternal child health nursing preferred. Knowledge and data entry efficiency with computers desired.  

**Job Requirements:**  
**DUTIES:**  
- Provides home visits to pregnant women and infants residing in Kankakee County for the purpose of physical assessment, needs assessment, education and case management  
- Provides case management to pregnant women and infants  
- Provides education to clients for healthy/pregnancy and infant growth and development  
- Provides WIC clinic certification activities  
- Provides case management/ follow-up to high risk infants through APORS program  
- Maintains appropriate documentation of assessment, actions, clients' needs and referrals  
- Maintains accountability of case management services  
- Performs appropriate emergency response duties as required  
- Performs other duties as assigned  

**Application Instructions:** CONTACT: Submit resume to Kris Marcotte at kmarcotte@kankakeehealth.org or stop in to fill out an application.  

**Contact:** Kris Marcotte  
**Address:** 2930 West Station Street, Kankakee, IL 60901  
**Phone:** 815-802-9392

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Expires: 08/15/2016  
**Job ID:** 4640213  
**Job Title:** Marketing and Program Assistant  
**Company:** Lincolnwood Public Library District  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Communications - Advertising; Design - Communication/Graphic Design; Library - Public  
**Location:** Lincolnwood, IL 60712  
**Salary:** $15 hour
**Job Description:** The Lincolnwood Public Library District is looking for a part-time (19 hours a week) Marketing and Program Assistant in the Community Engagement Department. The successful candidate will be responsible for a variety of marketing and graphic design initiatives, along with assisting with library programs for adults, teens, and youth. Responsibilities include: * Assisting with the production of marketing materials and marketing communications. * The ability to write, update and execute press releases, email blasts and surveys. * Providing support for programs and events as required, including some evening and weekend hours. * Uploading marketing materials to digital displays and social media sites. * Assisting and organizing internal communication efforts, including signage and displays. * Ability to work individually and on self-driven projects. * Must be flexible and able to handle multiple tasks, tight deadlines, and conflicting priorities. * Assisting performers with set-up and take-down of presentation equipment and technology.

**Job Requirements:** Necessary Knowledge and Skills: * Effective project management and customer service skills are essential. * Strong copywriting skills and the ability to communicate ideas clearly. * Computer proficient with Microsoft Office, Adobe InDesign and Adobe Photoshop. * Must have excellent written communication and proofreading skills, and pay high attention to detail. * Working knowledge of social media avenues, including Facebook and Instagram. * Ability to effectively deal with stressful situations. * Knowledge of marketing principles. * Comfortable speaking in front of groups.

**Application Instructions:** To apply, email a pdf of your cover letter, resume, and three references to Deb Keegan, Head of Community Engagement, at dkeegan@lincolnwoodlibrary.org. Subject line: Marketing and Program Assistant position. Only email submissions will be accepted. Applications will be accepted until August 15, 2016.

**Contact:** Deborah Keegan
**Address:** 4000 W. Pratt Ave., Lincolnwood, IL 60712
**Phone:** 8476775277
**Email:** dkeegan@lincolnwoodlibrary.org

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**Expires:** 08/16/2016
**Job ID:** 4646458
**School Job ID:** Oakton - EW
**Job Title:** Assembly Hall Stagehand
**Company:** Northeastern Illinois University
**Job Type:** Full Time
**Degrees Wanted:** Associates, Bachelors
**Majors Wanted:** Engineering Technology/Computer-Aided Design (CAD), Visual Communication - Graphic Design/Graphic Arts
**Job Target:** Building and Construction Trades and Technology; Maintenance and Repair - Electrical and Electronic; Theatre - Stage Design and Technology
**Location:** Chicago, IL 60625
**Salary:** $15/hr
**Job Description:** Under general supervision from a designated supervisor, assists in the day-to-day operations of the Auditorium, Recital Hall, Student Union, and other events both on and off campus. This includes hang and focus of lighting fixtures, setup of wired and wireless microphones, operation of sound and lighting consoles, setup and operation of audio visual equipment, setup and adjustment of acoustical panels, setup and operation of projectors and TVs, the laying of dance floor, load in and out of event setups, setup and removal of tables and chairs, and other related equipment. This also includes storage, maintenance, and repair of audio visual equipment, and other related duties as assigned. Employee will work directly with students, faculty, staff, and rental clients, to ensure successful events and client satisfaction. A current application, statement of annuitant status form, official transcript(s), resume and cover letter must be submitted by the close of business 8/16/2016.

**Job Requirements:**
- **Department:** Student Union, Event and Conference Services
- **Salary:** $15.00 per hour
- **Hours:** Evening Shift: 2:00 p.m. - 10:00 p.m. (Hours may vary depending on departmental needs)
- **Appointment:** 100%
- **MINIMUM REQUIREMENTS:**
  - High school graduation or equivalent, and one year of full-time professional experience working with stage equipment, sound reinforcing systems, and/or lighting for live theater, OR
  - Two years of high school education and two years of full-time professional experience working with stage equipment, sound reinforcing systems, and/or lighting for live theater, OR
  - Three years of full-time professional experience working with stage equipment, public address or sound reinforcing systems, and/or lighting for live-theater purposes. (Each position requires a background check.)
- **Departmental Preferences:**
  - College Degree in Sound Design, Lighting Design, Audio Recording Technology, Technical Theatre or related field
  - Professional Experience as a Sound Designer, Lighting Designer, Audio Engineer, Master Electrician, or related position

**Application Instructions:** A current application, statement of annuitant status form, official transcript(s), resume and cover letter must be submitted by the close of business 8/16/2016.

**Contact:** Tom Blackwell
**Address:** 5500 N. St. Louis Ave., Chicago, IL 60625
**Phone:** 773-442-5200

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**Expires:** 08/16/2016
**Job ID:** 4646476
**School Job ID:** Oakton - EW
**Job Title:** Assistant Auditorium Technical Director
**Student Union, Event**
**Company:** Northeastern Illinois University
**Job Type:** Full Time
**Job Target:** Building and Construction Trades and Technology; Theatre - Stage Design and Technology
**Location:** Chicago, IL 60625
**Salary:** 18/hr

**Job Description:** Under the supervision of the Auditorium Technical Director performs a wide variety of technical duties which requires knowledge of the organization, programs and practices of the unit, as well as the function of technical support equipment used in the NEIU Auditorium, Recital Hall and Student Union. Hours: Position 1 - Daytime Shift: 8:30 a.m. - 4:30
p.m. Position 2 - Evening Shift: 2:00 p.m. - 10:00 p.m. (Hours may vary depending on departmental needs)

**Job Requirements:** Qualifications: 18 semester hours of college credit for course work in theater design and technology (such as courses in stage lighting, stage rigging, stage craft, scene design, sound systems, or technical direction), or 18 months of work experience in technical operations of theatrical productions, or Any combination of training and experience, as defined above, that totals 18 months, computed on the basis of one credit hour being equivalent to one month of experience (This position requires a background check.) PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB 1. ability to supervise and/or train assigned personnel 2. ability to operate different types of stage lighting control equipment 3. ability to operate different types of sound systems 4. ability to operate standard woodworking power and hand tools 5. knowledge of stage rigging and counter-weight systems 6. ability to perform minor maintenance, repair, and/or modification of stage and sound equipment 7. willingness to work unusual and varying hours including nights and weekends Departmental Preferences: Experience operating ETC Lighting Consoles and/or Yamaha Digital Audio Mixing Boards is preferred. 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 * Cover letter * Resume * Official transcript(s) You can obtain an Employment Application 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 and Statement of Annuitant Status Form. You must complete, sign and date the application 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 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 Instructions:** APPLICATIONS, RESUMES AND TRANSCRIPTS WILL BE ACCEPTED THROUGH THE CLOSE OF BUSINESS 08/16/2016. 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.

**Contact:** Tom Blackwell
**Address:** 5500 N. St. Louis Ave., Chicago, IL 60625
**Phone:** 773-442-5200

**Expires:** 08/16/2016
**Job ID:** 4648917
Job Title: Assembly Hall Stagehand  
Company: Northeastern Illinois University  
Job Type: Full Time, Part Time  
Job Target: Technical Services; Technician - Electrical and Electronic Engineering; Theatre - Stage Design and Technology  
Location: Chicago, IL  
Salary: $15.00  
Job Description: Position: Assembly Hall Stagehand  
Student Union, Event and Conference Services  
Qualifications: High school graduation or equivalent, and one year of full-time professional experience working with stage equipment, sound reinforcing systems, and/or lighting for live theater, OR Two years of high school education and two years of full-time professional experience working with stage equipment, sound reinforcing systems, and/or lighting for live theater, OR Three years of full-time professional experience working with stage equipment, public address or sound reinforcing systems, and/or lighting for live-theater purposes.  
Departmental Preferences: College Degree in Sound Design, Lighting Design, Audio Recording Technology, Technical Theatre or related field  
Professional Experience as a Sound Designer, Lighting Designer, Audio Engineer, Master Electrician, or related position  
Salary: $15.00 per hour  
Hours: Evening Shift: 2:00 p.m. - 10:00 p.m. (Hours may vary depending on departmental needs)  
Appointment: 100% (Each position requires a background.)  
Job Requirements: Responsibilities: Under general supervision from a designated supervisor, assists in the day-to-day operations of the Auditorium, Recital Hall, and Student Union, and other events both on and off campus. This includes hang and focus of lighting fixtures, setup of wired and wireless microphones, operation of sound and lighting consoles, setup and operation of audio visual equipment, setup and adjustment of acoustical panels, setup and operation of projectors and TVs, the laying of dance floor, load in and out of event setups, setup and removal of tables and chairs, and other related equipment. This also includes storage, maintenance, and repair of audio visual equipment, and other related duties as assigned. Employee will work directly with students, faculty, staff, and rental clients, to ensure successful events and client satisfaction.  
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 Applicant 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  
Expires: 08/16/2016  
Job ID: 4648939  
Job Title: Assistant Auditorium Technical Director  
Company: Northeastern Illinois University  
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Technical Services; Technician - Electrical and Electronic Engineering; Theatre - Stage Design and Technology
Location: Chicago, IL
Salary: $18.00

Job Description: WO POSITIONS Position: Assistant Auditorium Technical Director Student Union, Event, and Conference Services Qualifications: 18 semester hours of college credit for course work in theater design and technology (such as courses in stage lighting, stage rigging, stage craft, scene design, sound systems or technical direction), or 18 months of work experience in technical operations of theatrical productions, or Any combination of training and experience, as defined above, that totals 18 months, computed on the basis of one credit hour being equivalent to one month of experience (Each position requires a background check.) PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB: ability to supervise and/or train assigned personnel ability to operate different types of stage lighting control equipment ability to operate different types of sound systems ability to operate standard woodworking power and hand tools knowledge of stage rigging and counter-weight systems ability to perform minor maintenance, repair, and/or modification of lighting, sound and stage equipment willingness to work unusual and varying hours including nights and weekends Departmental Preferences: College Degree in Sound Design, Lighting Design, Audio Recording Technology, Technical Theatre or related field Professional Experience as a Sound Designer, Lighting Designer, Audio Engineer, Master Electrician, or related position

Job Requirements: Responsibilities: Under the supervision of the Auditorium Technical Director performs a wide variety of technical duties which requires knowledge of the organization, programs and practices of the unit, as well as the function of technical support equipment used in the NEIU Auditorium, Recital Hall and Student Union. Salary: $18.00 per hour Hours: Position 1 - Daytime Shift: 8:30 a.m. - 4:30 p.m. Position 2 - Evening Shift: 2:00 p.m. - 10:00 p.m. (Hours may vary depending on departmental needs) Appointment: 100%

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: 5555 North Bernard, Chicago, IL 60625
Phone: (773) 442-5200
Fax: (773) 583-3108

Expires: 08/16/2016
Job ID: 4649035
Job Title: Electrician
Company: Northeastern Illinois University
Job Type: Part Time
Job Target: Engineering - Electrical/Electronics; Technician - Electrical and Electronic Engineering

Location: Chicago, IL

Salary: $45.00 per hour

Job Description: Position: Electrician Building Maintenance - Trades/Facilities Management Qualifications: High school graduation or equivalent Experience sufficient to qualify as a journeymen Electrician, with a minimum of five years of actual work in the trade, including apprenticeship or vocational training. The trade for this purpose shall include work normally performed by Electricians i.e. installing, maintaining, and/or repairing electrical systems, generators, transformers, motors and other electrical/electronic controls, electrical switchboard and other apparatus utilizing electricity, electrical, electronic and direct digital control systems, medium voltage 4160, fire and alarms systems, and associated electrical, electronic, and fiber optic equipment. (Each position requires a background check.) PERSONAL ATTRIBUTES TO UNDERTAKE JOB: Skill in the use of tools and equipment Salary: $45.00 per hour (adheres to prevailing wage)

Job Requirements: Responsibilities: Under the direction of the Electrician Foreman, this position performs work requiring skill in the trade of Electrician. Hours: Monday thru Friday, 6:00 a.m. - 2:00 p.m.; Occasionally, 10:00 a.m. - 6:00 p.m. (Hours may vary depending on departmental needs) Appointment: 100%

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

Expires: 08/17/2016

Job ID: 4646491

School Job ID: Oakton - EW

Job Title: ADMISSIONS/RECORDS SPECIALIST II

Company: Northeastern Illinois University

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Customer Service; Education - Postsecondary; Office and Administrative Support

Location: Chicago, IL 60625

Salary: $15.70/hr

Job Description: Department: Enrollment Services Salary: $15.70 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% MINIMUM REQUIREMENTS: ? High school graduation or equivalent ? 36 months of
responsible records management work experience, involving public contact (i.e. customer service, public relations), including 12 months of supervisory experience involving the hiring, training and evaluation of staff OR 120 semester hours of college or university course work of which 24 semester hours are in the Business, Communication, Education or Social Science fields OR A combination of education and work experience that totals 36 months PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB: 1. Ability to supervise 2. Knowledge and ability to use computers and other emerging technologies and to train other staff members in their use 3. Ability to develop an extensive knowledge of office policies and the record keeping functions of a large admission or registration and records department 4. Good command of English language, both oral and written 5. Ability to deal in a professional manner with the public 6. Ability to solve complex problems 7. Ability to select, train, evaluate and provide daily leadership of staff members

**Job Requirements:** (Each position requires a background check.)

**Application Instructions:** A CURRENT APPLICATION, AFFIRMATIVE ACTION FORM, STATEMENT OF ANNUITANT STATUS FORM, RESUME AND TRANSCRIPT(S) WILL BE ACCEPTED THROUGH THE CLOSE OF BUSINESS 8/17/16.

**Contact:** Tom Blackwell
**Address:** 5500 N. St. Louis, Chicago, IL 60625
**Phone:** 773-442-5200
**Apply Online:** http://www.neiu.edu/about/working-here/civil-service-employment-opportunities

**Expires:** 08/17/2016
**Job ID:** 4646504
**School Job ID:** Oakton - EW
**Job Title:** PUBLIC INFORMATION SPECIALIST
**Company:** Northeastern Illinois University
**Job Type:** Full Time
**Degrees Wanted:** Bachelors, Masters
**Majors Wanted:** Marketing Management
**Job Target:** Communications - Public Relations; Communications - Radio, Television, Digital; Journalism - Print
**Location:** Chicago, IL 60625

**Salary:**

**Job Description:** PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB: 1. Skill in writing 2. Skill and originality in reporting 3. Ability to establish and maintain cooperative relationship with the public, media, faculty, administration, department heads, staff and persons interviewed

**Job Requirements:** Bachelor's degree in journalism, communications, radio/television, broadcasting, web/digital media, liberal arts, social media communication or a closely related field, Or, Master's degree in journalism, communications, radio/television, broadcasting, web/digital media, liberal arts, social media communication or a closely related field, Or, Four
years of experience in public relations, newspaper reporting, writing and editing (journalism), radio/television broadcasting with emphasis on production, social media communication, or web/digital media, Or, any combination of education and experience that totals four years.

**Application Instructions:** A CURRENT APPLICATION, AFFIRMATIVE ACTION FORM, STATEMENT OF ANNUITANT STATUS FORM, RESUME AND TRANSCRIPT(S) WILL BE ACCEPTED THROUGH THE CLOSE OF BUSINESS 8/17/16.

**Contact:** Tom Blackwell

**Address:** 5500 N. St. Louis, Chicago, IL 60625

**Phone:** 773-442-5200

**Apply Online:** http://www.neiu.edu/about/working-here/civil-service-employment-opportunities

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**Expires:** 08/17/2016

**Job ID:** 4648892

**Job Title:** Public Information Specialist

**Company:** Northeastern Illinois University

**Job Type:** Full Time

**Degrees Wanted:** Bachelors, Masters

**Majors Wanted:** Journalism/Mass Communication

**Job Target:** Communications - Multimedia; Communications - Radio, Television, Digital; Journalism

**Location:** Chicago, IL

**Salary:** $38,000

**Job Description:** Position: Public Information Specialist College of Education/Dean's Office Qualifications: Bachelor's degree in journalism, communications, radio/television, broadcasting, web/digital media, liberal arts, social media communication or a closely related field, OR Master's degree in journalism, communications, radio/television, broadcasting, web/digital media, liberal arts, social media communication or a closely related field, OR Four years of experience in public relations, newspaper reporting, writing and editing (journalism), radio/television broadcasting with emphasis on production, social media communication, or web/digital media, OR any combination of education and experience that totals four years This position requires a background check. PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB: Skill in writing Skill and originality in reporting Ability to establish and maintain cooperative relationship with the public, media, faculty, administration, department heads, staff and persons interviewed Salary: $38,000 per year Hours: Monday through Friday, 8:30 a.m. - 4:30 p.m. (Hours may vary depending on departmental needs)

**Job Requirements:** Responsibilities: Under the supervision of the Goodwin College of Education (GCOE), this position ensures that communication is efficient and effective within and outside of the (GCOE) through the creation and dissemination of the GCOE newsletter, flyers, brochures and website. It works closely with department chairs and program faculty, as well as Institutional Advancement staff, on other tools and projects to disseminate GCOE accomplishments and other relevant public information. Also, it works with the Associate Dean
College Central Job Board 8/8/16

to assist in the collection, aggregation, organization and dissemination of data for internal purposes as well as for local, state, national and accreditation purposes; assists with research projects in the GCOE that involve the organization and analysis of the GCOE data. Application Deadline: A CURRENT APPLICATION, AFFIRMATIVE ACTION FORM, STATEMENT OF ANNUITANT STATUS FORM,Resume AND TRANSCRIPT(S) WILL BE ACCEPTED THROUGH THE CLOSE OF BUSINESS 8/17/16.

**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

**Contact:** Tom Blackwell  
**Address:** 55555 North Bernard, Chicago, IL 60625  
**Phone:** (773) 442-5200  
**Fax:** (773) 583-3108

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**Expires:** 08/17/2016  
**Job ID:** 4648901  
**Job Title:** Admissions/Records Specialist II  
**Company:** Northeastern Illinois University  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Office and Administrative Support  
**Location:** Chicago, IL  
**Salary:** $15.70

**Job Description:** Position: Admissions/Records Specialist II Enrollment Services  
Qualifications: High school graduation or equivalent 36 months of responsible records management work experience, involving public contact (i.e. customer service, public relations), including 12 months of supervisory experience involving the hiring, training and evaluation of staff OR 120 semester hours of college or university course work of which 24 semester hours are in the Business, Communication, Education or Social Science fields OR A combination of education and work experience that totals 36 months PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB: Ability to supervise Knowledge and ability to use computers and other emerging technologies and to train other staff members in their use Ability to develop an extensive knowledge of office policies and the record keeping functions of a large admission or registration and records department Good command of English language, both oral and written Ability to deal in a professional manner with the public Ability to solve complex problems Ability to select, train, evaluate and provide daily leadership of staff members (Each position requires a background check.) Salary: $15.70 per hour Appointment: 100% 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)

**Job Requirements:** Responsibilities: This position provides day-to-day supervision and support the student application process in an effective and efficient manner with high attention
to detail and strict adherence to agreed timescales, procedures and processes; outstanding attention to detail and responsibility for the quality of data entered on Recruiter CRM and Banner; train (and cross-train) and evaluating the application processing team; collaborate with the Assistant Director to coordinate team efforts to ensure efficient and expeditious application and decision processing; serve as liaison to Student Success Programs, Nontraditional Degree Programs, and International Programs with regard to application processing; perform various duties in support of office customer service functions; provide policy and status information to prospective students, current students, high school guidance counselors, university faculty, administrative staff, and other colleges and universities; and researches and responds to or refers admission related problems for resolution.

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

Expires: 08/22/2016
Job ID: 4637866
Job Title: Library Assistant
Company: Lincolnwood Public Library District
Job Type: Part Time
Degrees Wanted: Associates
Majors Wanted:
Job Target: Library - Public; Library - School System
Location: Lincolnwood, IL 60712
Salary: $11.22/hour starting

Job Description: The Lincolnwood Public Library District is seeking a friendly, outgoing person who loves kids for a new part-time Library Assistant position of 22½ hours per week. Preferred schedule is 1:30pm-6pm, Monday through Friday, with a more flexible schedule and possible nights or weekends during the summer and school vacations. Primary responsibilities include planning and implementing programs for patrons in grades K-5, occasional reference and reader's advisory assistance, and after-school supervision during school year. The perfect candidate will have a strong ability to balance assertiveness with a calm demeanor, creative ideas for elementary school aged programs, and a passion for working closely with kids and teens. We are currently under renovation and need someone who thrives on change, has creative ideas, and can tolerate a temporarily loud, messy, and disruptive environment, to welcome the final outcome of a new space at the end of 2016. The renovation challenges affect our after-school crowd heavily, and our new Library Assistant should be able to supervise patrons and guide them toward appropriate behavior in limited space and with newly renovated areas. To
apply, email a cover letter, resume, and any professional references to Emily Fardoux, Youth & Teen Services Librarian, at efardoux@lincolnwoodlibrary.org. Only email submissions will be accepted. Preference will be given to applications received by August 22, 2016. Salary starts at $11.22/hour and benefits include paid time off. Minimum qualifications: Associate's Degree. One year experience working with youth and/or teens in an educational or public library setting. Intermediate to advanced computer and information technology skills. The Lincolnwood Public Library District is an Equal Opportunity Employer.

Application Instructions: To apply, email a cover letter, resume, and any professional references to Emily Fardoux, Youth & Teen Services Librarian, at efardoux@lincolnwoodlibrary.org. Only email submissions will be accepted.

Contact: Emily Fardoux
Address: 4000 W Pratt Ave, Lincolnwood, IL 60712
Phone: 8476775277
Email: efardoux@lincolnwoodlibrary.org

Expires: 08/23/2016
Job ID: 4645291
Job Title: Clerk Typist
Company: Village of Niles
Job Type: Part Time
Location: Niles, IL 60714
Salary:

Job Description: The Village of Niles has an immediate opening for a part-time Clerk Typist working in the Information Technology Department at the Administration Building. Primary responsibilities include: * Renewing and maintaining records on all maintenance contracts and service agreements; * Researching products and Services as well as obtaining quotes; * Establishing/Maintaining vendor relationships; * Creating and managing all IT requisitions and acquisitions; * Initiating and processing purchase orders/verbal orders for the IT department; * Maintaining/Recording/Coordinating department employees vacations, absences, schedules, and meetings; * Scheduling/Dispensing/Recording the usage of shared equipment and supplies; * Typing letters, memoranda, reports, etc., from dictated, handwritten notes, or other sources, and assist in preparing agenda and related material; * Answering telephones and directing calls to appropriate department or person, and/or handling calls if knowledgeable on subject under discussion; * Assisting IT in special projects. Employee will be expected to work 19 hours per week, at an hourly salary of $12.00.

Job Requirements: Requirements: * Knowledge of modern office methods and procedures, filing, telephone techniques, and office equipment, as well as English usage, spelling, grammar, and punctuation; * Proficient using a PC and Microsoft Word & Excel; * Comfortable/Experienced working with technology; * High school diploma or equivalent is required.

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
College Central Job Board 8/8/16

Director, Village of Niles, 1000 Civic Center Drive, Niles, IL 60714, via E-mail personnel@vniles.com or Fax (847) 588-8051. Equal Opportunity Employer, Male/Female

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: 08/27/2016
Job ID: 4635022
Job Title: Maintenance Technician 1st and 2nd shift
Company: Blommer Chocolate Company
Job Type: Full Time
Job Target: Maintenance and Repair - Electrical and Electronic; Maintenance and Repair - Heavy Equipment; Maintenance and Repair - Precision Equipment
Location: Chicago, IL 60654
Salary:

Job Description: - Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic and hydraulic troubleshooting and repair of packaging and production machines. - Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirements on engines, motors, pneumatic tools, conveyor systems, tanks and production machines. - Observe equipment concerns and initiate corrective action/repair - Provide emergency and unscheduled repairs of production equipment during production. - Respond timely to any mechanical breakdown - Troubleshoot and locate source of problem by observation, testing, talking with operator - Remove defective parts using power tools and other equipment - Repair to prevent reoccurrence - Assemble modified and new equipment for operation as instructed. - Fabricate repair parts to maintain existing equipment or make approved modifications using machine shop equipment. - Report equipment parts usage from stock to ensure accurate inventory; notify department supervisor of any parts and supplies needing to be ordered. - Conserve maintenance resources by using equipment and supplies as needed to accomplish job. - Document all work to ensure accurate maintenance records, ensure production operation is aware of status of equipment and improve overall communication between shifts.

Job Requirements: - Technical training, high school diploma, 3 years’ experience in production machine repair working with shop tools such as shear, lathe, drill press, mill; welding experience a plus - Able to read and write English to maintain reports, inspection reports, downtime logs - Able to accurately read and interpret equipment manuals and work orders to perform required service - Basic use of computer, tablet, scanner, iPad for recording information - Mechanical aptitude - Maintains technical knowledge by attending educational workshops; reviewing technical publications; establishing personal networks. - Use calipers, micrometers and other measuring instruments

Application Instructions: Please fax resumes to 312-226-4141 or submit resumes to applicant@ch.blommer.com subject: Maintenance Tech
Contact: Michelle Bohorquez  
Address: 600 W. Kinzie, Chicago, IL 60654  
Fax: 3122264141  
Email: applicant@ch.blommer.com

Expires: 08/27/2016  
Job ID: 4635953  
Job Title: Buffet Line Attendant (Part-Time)  
Company: Harrah’s Joliet Casino & Hotel  
Job Type: Part Time  
Location: Joliet, IL 60432

Salary:
Job Description: ESSENTIAL FUNCTIONS: 1. Maintains food areas on buffet lines by replenishing food items and keeping assigned work areas visually appealing and sanitary. 2. Assists in the preparation of various food items to include but not limited to, dessert items, salads, jellos, sliced meats, dressings, and other items as required. 3. Provides consistent prompt, courteous service to the guest in a professional manner at all times. 4. Presents a neat, clean, well-groomed appearance at all times. 5. Shows special recognition of frequent guests. 6. Properly rotates food items to ensure fresh looking food presentation. 7. Notifies cooks of product being taken from warm holding boxes. 8. Knowledge of what food items are being served daily. 9. Informs supervisor of guests needs which may require special accommodations. 10. Does not discard any food that may be recycled unless told to do so by kitchen manager or lead. 11. Properly breaks down buffet line and cleans area at closing. 12. Acts as a role model and presents oneself as a credit to Harrah's and encourages others to do the same. 13. Adheres to all department and company policies and procedures. 14. Performs all related duties as assigned

Job Requirements: REQUIREMENTS: 1. High school diploma or equivalent required. Current or past culinary arts education preferred. 2. Previous food service experience. 3. Board of Health Sanitation Certificate in sanitation and food handling preferred. 4. Must be able to multi-task. 5. Must be able to work a flexible schedule to include nights, weekends and holidays. 6. Entertaining personality and a team-player attitude are required. JOB DEMANDS:  * Must be able to lift up to 50 lbs. above and below shoulder level and carry objects weighing up to 50 lbs.  * Position requires 30% standing, 70% walking.  * Requires some bending, pushing, twisting, kneeling, climbing, stooping and reaching overhead.  * Must be able to respond to touch, speech, smell, aural and visual cues.  * Must possess coordination and dexterity to use kitchen utensils.  * Must be able to tolerate industry standard cleaning/sanitizing chemicals.  * Must be able to work in a fast-paced environment involving constant internal and external customer contact.  
Disclaimer This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the current job or to require that other or different tasks are performed when circumstances change, (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments). As a part of Harrah's Joliet Casino & Hotel's employment process, finalist candidates will be required to complete a drug test and background check prior to an offer being extended. Harrah's Joliet Casino & Hotel is an equal opportunity employer. All qualified
applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, or marital status. If there is an interest in your qualifications we will contact you within two weeks

Contact:
Address: 151 N. Joliet St., Joliet, IL 60432
Apply Online: http://www.caesarscareers.com

Expires: 08/27/2016
Job ID: 4635961
Job Title: COOK (Full-Time) Hiring Bonus Available
Company: Harrah's Joliet Casino & Hotel
Job Type: Full Time, Part Time
Location: Joliet, IL 60432
Salary:

Job Description: We're currently seeking experienced COOKS to join our various kitchens! Hired cooks will be eligible to receive a *$250 Hiring Bonus* after successfully completing their first 90-Days in the role. Candidates must remain in good standing with the company to qualify. ESSENTIAL FUNCTIONS: · Provides fast, clean and efficient service of all menu items to the service team. · Ensures each order is consistent with recipe and menu guidelines. · Controls food production and ensures proper cooking methods. · Ensures that all food products meet the highest quality of the established specifications. · Completes work assigned in a timely manner to ensure freshness and quality. · Prepares foods according to business demands. · Provides a consistent flow of product and service to our guests. · Ensures economical utilization of all products. · Provides enthusiastic customer service while interacting with guests and co-workers. · Performs entertaining and engaging exhibition cooking. · Adheres to all department and company policies and procedures. · Performs all related duties as assigned.

Job Requirements: REQUIREMENTS: · High school diploma or equivalent required; culinary degree preferred. · Minimum 1-years' experience in a production or ala carte kitchen. · Familiar with all cooking techniques and ability to prepare a "from scratch" menu. · Wide range of food knowledge. · Must know proper cooking temperatures, holding temperatures and sanitation practices to ensure safe food handling and safe food products to our guests. · Possesses knowledge of all kitchen equipment including break down, set-up and sanitation. · Board of Health Sanitation Certificate in sanitation and food handling preferred. · Must be flexible with schedule to include nights, holidays and weekends. · Great personality and a team-player attitude are required. JOB DEMANDS: · Must be able to lift up to 50 lbs. above and below shoulder level and carry objects weighing up to 50 pounds. · Position requires 5% sitting, 40% standing, 55% walking. · Requires some bending, pushing, twisting, kneeling, climbing, stooping and reaching overhead. · Must be able to respond to touch, speech, smell, aural and visual cues. · Must possess coordination and dexterity to use kitchen utensils. · Must be able to tolerate industry standard cleaning/sanitizing chemicals. · Must be able to work in a fast-paced environment involving constant internal and external customer contact. Disclaimer This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the current job or to require that other
or different tasks are performed when circumstances change, (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments). As a part of Harrah's Joliet Casino & Hotel's employment process, finalist candidates will be required to complete a drug test and background check prior to an offer being extended. Harrah's Joliet Casino & Hotel is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, or marital status. If there is an interest in your qualifications we will contact you within two weeks.

Contact:
Address: 151 N. Joliet St., Joliet, IL 60432
Apply Online: http://www.caesarscareers.com

Expires: 08/28/2016
Job ID: 4637491
Job Title: Zumba Instructor
Company: Village of Orland Park
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted:
Job Target: Any Job Target
Location: Orland Park, IL 60462
Salary: $24.00 per/hour
Job Description: The Village of Orland Park seeks a part-time Zumba Instructor to teach upbeat and lively Latin dance class at our Sportsplex facility. This position will work with program participants to ensure that they meet their individual dance objectives as well as recruit new program participants to grow programming. Minimum of 2 years related experience preferred. Zumba certification is required. National Group Exercise certification, CPR/AED certification, and First Aid certification are also required. Approximately 1-2 hours per week. Immediate need Tuesday evenings. Saturday availability preferred. Salary starting at $24.00 per hour based on experience.
Application Instructions: Interested candidates may complete an application or send a resume with cover letter to Human Resources, Village of Orland Park, 14700 Ravinia Avenue, Orland Park, IL 60462, fax to 708-349-4859 or email to hr@orlandpark.org
Contact: Human Resources
Address: 14700 Ravinia Ave., Orland Park, IL 60462
Phone: 7084036205
Fax: 7083494859

Expires: 08/31/2016
Job ID: 4636881
Job Title: Emergency Medical Technician Basic (EMT-B) Multiple Locations
Company: Superior 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: Do you want to make a difference in people's lives? Are you passionate and self-driven? Would you like an opportunity to grow your career in EMS? If so, Superior Ambulance wants you to join our team! 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). These positions are available currently for Batavia, Chicago, Markham, Evanston, *new* Naperville/Bolingbrook *new*, Des Plaines, Elmhurst, Oaklawn, Schaumburg and Cary.  
Application Instructions: PLEASE APPLY ON OUR WEBSITE: https://superiorambulance.candidatecare.jobs Superior Air-Ground Ambulance Service, Inc. is committed to attracting and retaining the best talent. We are an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants of all backgrounds are encouraged to apply. M/F/V/D  
Contact: Superior Ambulance Service  
Address: 395 W. Lake Street, Elmhurst, IL 60126  
Apply Online: http://superiorambulance.candidatecare.jobs  

Expires: 08/31/2016  
Job ID: 4636887  
Job Title: Illinois Medi-Car DRIVER  
Company: Superior Ambulance  
Job Type: Full Time  
Location: Elmhurst, IL 60126  
Salary:  
Job Description: Illinois Medi-Car, a unit of Superior Ambulance Service, has immediate openings for FULL-TIME drivers to transport wheelchair-bound individuals to healthcare facilities, hospitals, testing laboratories, etc.  
Job Requirements: * Hold current & valid IL driver's license. * Have a good driving record. * No loss or suspension of driver license within the last 2-3 years. * Be least 18 years of age. * Ability to accurately and quickly read a street map. * Ability to push or pull a wheelchair that may be carrying up to 250 pounds. * Physical exam and lift test required. * Depending on shift assignment, available to work weekends, evenings, and holidays and scheduled or emergency
College Central Job Board 8/8/16


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

**Contact:** Superior Ambulance Service
**Address:** 395 W. Lake Street, Elmhurst, IL 60126
**Email:** hr@superiorambulance.com
**Apply Online:** http://superiorambulance.candidatecare.jobs/

Expires: 08/31/2016

**Job ID:** 4636891
**Job Title:** Porter - Part-Time (Evenings) Elmhurst/Chicago Locations
**Company:** Superior Ambulance
**Job Type:** Part Time
**Location:** Chicago, IL 60617

**Salary:**

**Job Description:** Superior Ambulance has an opening for a Part-time Porter to work during the overnight shift on a part-time basis. Duties include: washing the exterior, mopping the interior and wiping down the walls of all ambulances at station; waxing vehicles; moving and rotating ambulances on lot; and restocking all ambulances with the required supplies and equipment. May drive ambulances to repair facilities; perform routine maintenance checks; and clean and organize garage/storage areas. We have openings for Part-time Porters to work during the overnight shift on a part-time basis from 6:00 PM until Midnight 5 nights a week Saturday/Sunday. This schedule will be set up by manager upon hire as to the day's and hours and may change. We have openings at both our Elmhurst Headquarters and North Chicago locations.

**Job Requirements:** Qualified candidates should have good physical mobility; a valid driver's license and clean driving record; should enjoy working around cars and trucks; possess excellent customer service skills; a High School diploma or GED education preferred. Applicant must be able to work holidays, weekends, and additional hours as needed.

**Application Instructions:** PLEASE APPLY ON OUR WEBSITE:
https://superiorambulance.candidatecare.jobs Superior Air-Ground Ambulance Service, Inc. is committed to attracting and retaining the best talent. We are an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants of all backgrounds are encouraged to apply. M/F/V/D

**Contact:** Superior Ambulance Services, Inc.
**Address:** 395 W. Lake Street, Elmhurst, IL 60126
**Phone:** (630) 832-2000
College Central Job Board 8/8/16

Email: hr@superiorambulance.com
Apply Online: http://superiorambulance.candidatecare.jobs

Expires: 08/31/2016
Job ID: 4639068
Job Title: FRONT OFFICE/PT TECH
Company: MIDWEST PHYSICAL THERAPY CENTER LTD
Job Type: Part Time
Degrees Wanted: Associates, Bachelors, Diploma
Location: Schaumburg, IL 60193
Salary: $ 9-$10 hr
Job Description: PART-TIME 20+ HRS A WEEK CANDIDATE TO GREET PATIENTS, ANSWER PHONES, SCHEDULE APPTS, FILING, FAXING, DATA ENTRY ETC. GENERAL OFFICE JOB DUTIES ALSO WILL BE TRAINED TO HELP PHYSICAL THERAPIST WITH PATIENT CARE AS NEEDED. WILL TRAIN THE RIGHT CANDIDATE CURRENT POSITION OPEN IN OUR SCHAUMBURG OFFICE ON ROSELLE & WISE ROAD. ONLY SERIOUS CANDIDATES APPLY HEALTHCARE KNOWLEDGE A PLUS BUT NO NECESSARY.
Job Requirements: MUST HAVE COMPUTER KNOWLEDGE
Application Instructions: PLEASE FAX RESUME TO 630-285-8017 OR EMAIL: deolp@aol.com
Contact: Devinder Deol
Address: 1000 E STATE PARKWAY SUITE E, SCHAUMBURG, IL 60173
Phone: 630-285-8007
Fax: 630-285-8017

Expires: 08/31/2016
Job ID: 4639232
Job Title: Receptionist
Company: Oak Brook Care
Job Type: Full Time
Job Target: Office and Administrative Support
Location: Oakbrook, IL
Salary: $11.00 per hour
Job Description: Responsible for handling telephone calls, greeting visitors, directing visitors to resident rooms or offices. Performs clerical duties, among other compliance duties.
Application Instructions: To apply please e-mail your resume to Lorena Acosta at lacosta@oakbrookcare.com or come in person or call for an appt.
Contact: Lorena Acosta
Address: 2013 Midwest Road, Oak Brook, IL 60523
College Central Job Board 8/8/16

Phone: (630) 495-0220 X210
Fax: (630) 613-3658
Email: lacosta@oakbrookcare.com

Expires: 08/31/2016
Job ID: 4639698
Job Title: CycleStar-Indoor Cycling Instructor
Company: CycleBar
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Customer Service; Entertainment; Performing Arts
Location: River Forest, IL 60305
Salary:
Job Description: We are looking for the most ENGAGING, INTERESTING and FUN instructors in the area. This is your opportunity to be part of something amazing. As in all instructor lead settings, CycleStars are the reason why our riders get up before the sun or grind out that evening workout after a long day. You will be provided with training, exposure, and hands down, the best and coolest studio in the area. Additionally, our owners and managers are the most appreciative. As your rider base grows and seats are filled, so too will your income. We encourage anyone who really likes music, fun and making others happy and healthy to please apply ASAP. Audition spots and training capacity are limited. Some experience is a plus. Salary is $40 plus incentive per class.
Application Instructions: To be considered please e-mail your resume to Jackie Benson at jackie.benson@cyclebaroprf.com
Contact: Jackie Benson
Address: 7513 West Lake Street, River Forest, IL 60305
Email: jackie.benson@cyclebaroprf.com

Expires: 08/31/2016
Job ID: 4640047
Job Title: Relationship Banker (Teller)
Company: TCF Bank
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Business; Retail Management; Sales
Location: Melrose Park, IL 60160
Salary:
**Job Description:** The Relationship Banker is responsible for processing customer transactions for a variety of products and services, and upholding TCF's brand promise by providing accurate, fast and friendly customer service. Establish and solidify customer relationships by understanding their evolving needs and providing solutions for the right products and services. Uphold TCF's customer service expectations of being helpful, knowledgeable, and respectful while interacting with customers and coworkers. Offer appropriate financial solutions to help customers save, transact, and borrow. Resolve customer concerns through quality service and product knowledge.

**Contact:** Greg Gibson  
**Address:** 800 Burr Ridge Parkway, Burr Ridge, IL 60527  
**Phone:** 630-986-7079

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**Job Description:** Looking for an after school babysitter for our son (9) and daughter (6) starting Monday, August 29th. We need someone to watch the kids M/T/Th/F from 3-6/6:15 and Wednesday 2-6/6:15. Responsibilities will include being at our home when kids arrive from school, preparing snacks and sometimes dinner, helping with homework, overseeing playtime with friends and transporting to some after school activities. Ideally would have flexibility to work full days when kids are off school for institute days and vacations. Non-smoker and clean driving record. We are open to two students sharing the role as long as they are responsible for ensuring one of them is present each day. Must have 2-3 years of experience in childcare

**Application Instructions:** Please e-mail your resume or interest in this position.

**Contact:** Stephanie Munley  
**Address:** 615 Wesley Ave, Oak Park, IL 60304  
**Email:** stephmunley@gmail.com

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**Job Description:**

**Expires:** 08/31/2016  
**Job ID:** 4640106  
**Job Title:** After School Nanny/Babysitter  
**Company:** Private Family Home  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Human Services - Child Care  
**Location:** Oak Park, IL 60304  
**Salary:** Negotiable  

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**Job Description:**

**Expires:** 09/01/2016  
**Job ID:** 4641885  
**Job Title:** Entertainment Crew  
**Company:** Record-A-Hit Entertainment  
**Job Type:** Part Time, Seasonal  
**Degrees Wanted:** None Required
Majors Wanted: Any Major
Job Target: Customer Service; Entertainment
Location: Elk Grove Village, IL 60007
Salary:
Job Description: To complete our roster we are looking for people who will arrive at a predetermined time to our warehouse ON TIME, assist IN LIFTING AND LOADING our vehicles with the equipment needed for an event, either DRIVE OR IN OUR VEHICLES to event, UNLOAD, SET-UP AND INFLATE, then SUPERVISE the attractions for safety and to keep order. After the event (usually 4 hour duration), crew person will DEFLATE, ROLL UP AND RETURN TO WAREHOUSE, then put them where they belong in warehouse. When we contract events with our clients, the scheduler calls names on our roster to fill the schedule. When jobs are offered, you can choose which jobs to accept, depending on your schedule. Events are USUALLY scheduled weeks in advance. Each "job" begins in are our warehouse at 1495 Tonne Road, Elk Grove Village. The average length of "job" is usually 8 hours end to end. Shift starts usually three hours prior to event start time to allow for loading, delivery and set-up. Shift usually ends 2 hours after event ending time to allow for loading, driving and unloading. Most of the events last 4 hours. For this length of time (8 hours), Record-A-Hit pays $88 flat rate. RAH considers their crew "Part Time Employees". RAH pays a flat rate $88 for 8 hour job. If job time exceeds 8 hours, we do pay a specified rate for each hour of overtime. Crew is paid twice a month and are required to provide an invoices detailing jobs worked, by the end of each pay period, (this form is provided). No set number of hours can be guaranteed. The amount you work depends on our bookings and your availability.
Contact: Dipesh Kadakia
Address: 1495 Tonne Road, Elk Grove Village, IL 60007
Phone: 8476901100
Fax: 8476901100
Email: dkadakia@recordahit.com

Expires: 09/01/2016
Job ID: 4642059
Job Title: Receptionist
Company: Clinical Associates Medical
Job Type: Full Time
Location: Des Plaines, IL 60016
Salary: Negotiable
Job Description: Busy multispecialty medical office practice in Des Plaines looking for a receptionist. Responsibilities would include answering phones and taking messages, filing and scanning. Knowledge of how to use computer is necessary.
Contact: Shelly Burke
Address: 1460 Market Street Suite 300, Des Plaines, IL 60016
Phone: 847-813-0700
Fax: 847-813-0795
Email: farmgirlsb10@gmail.com
Expires: 09/02/2016
Job ID: 4644872
Job Title: Marketing Campaign Assistant
Company: PATH INTERACTIVE
Job Type: Part Time
Location: Chicago, IL 60642
Salary: $300 Weekly
Job Description: We are looking for a Marketing Assistant to join our busy marketing team, supporting our newly invented marketing strategy. This role provides support to our client across the United State, as well as the newly marketing strategy, assisting with marketing campaign implementation and promoting client product/services. Marketing Campaign Assistant Duties Includes Working with the Marketing Supervisor to implement marketing plans and campaigns adopting appropriate tactics in order that products are marketed effectively, in a timely fashion, and monitoring sales and response rates; You will be providing support to the marketing team with any ad hoc requests that might arise, be able to fulfill tasks on receiving a clear brief and independently take forward any delegated tasks with little supervision, proactively asking questions to solve any difficulties you may encounter.
Application Instructions: Please send your resume and a brief cover letter, Include in the subject line the job title as above.
Contact: James Connell
Address: 1111 W. Division St, Chicago, IL 60642
Phone: (646) 568-8707
Email: connell@pathinteractivemail.com

Expires: 09/03/2016
Job ID: 4646522
Job Title: Project Manager
Company: Plaza Research Chicago
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Any Major
Job Target: Management; Market/Survey Research; Office and Administrative Support
Location: Chicago, IL 60631
Salary:
Job Description: Plaza Research is a national market research company with 14 domestic offices. We specialize in focus groups and in-depth interviews on behalf of Fortune 1000 companies, advertising agencies and other major organizations. We have an opening for Project Manager in our Chicago, IL location. We are seeking a driven individual looking for a long-term commitment. This is an excellent career opportunity! Ideal candidate should possess the
following: * Solid organizational/time management skills, ability to multi-task in a fast-paced environment * A strong sense of urgency * Ability to train and lead others effectively, while maintaining a positive attitude * Professional appearance and strong work ethic * Excellent verbal and written communication skills and ability to deal with high level clients * Proficiency in Excel, Word * Database management experience a plus Responsibilities include: * Manage multiple market research studies, create and update respondent profile spreadsheets, quota sheets, and progress reports * Update clients regarding project status while building and maintaining positive client relationships * Conduct internet research to identify and locate client's target demographic * Supervise a small staff of recruiters

Schedule/Hours: This position is full time, Monday through Friday, 9:00 A.M. to 5:00 P.M. (hours may fluctuate according to workload) You will be required to work at the facility, as this is not a "work from home" position.

Application Instructions: All applicants must email their resume to chicago@plazaresearch.com. Please do not call in regards to this position, as you will no longer be considered. ONLY emailed resumes will be accepted.

Contact: Holli Epstein
Address: 8725 W. Higgins Rd. Suite 150, Chicago, IL 60631
Email: chicago@plazaresearch.com

Expires: 09/03/2016
Job ID: 4646555
School Job ID: Oakton - EW
Job Title: WSSR Morning Show Co-Host
Company: Alpha Media
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Communications - Radio, Television, Digital
Location: Crest Hill, IL 60403
Salary:
Job Description: Star 96-7, a female and family friendly Chicago suburban Hot AC is seeking experienced, positive candidates for a morning show co-host opening. Can you communicate one-on-one and interact with our morning host as well as with our local audience, become a visible part of the community and help present an engaging and fun morning show, while utilizing web & social media? We need someone who has a great personality and can bring these qualities and a can-do approach to our team. Duties to include (but are not limited to): * Co-Host morning show with long-time host. Write and read news, weather and traffic updates. * Preparing and outlining a topical, compelling and entertaining morning show that includes local content. * Social media interaction with audience. * Appearance at station-sponsored and client-paid events. * Ability to work with sales team to create relationships with local businesses. * Able to voice and produce recorded audio content and commercials.
**Job Requirements:** Requirements of this position may include the following: ? At least two years of commercial on-air experience. ? Knowledge of all applicable FCC rules and regulations. ? Experience in all Microsoft Office programs. ? Ability to interact with management and staff at all levels. ? Ability to multi-task, prioritize and adhere to strict deadlines. ? High school diploma or equivalent. ? Must have a valid driver's license and fully insured personal vehicle. This is a part-time position but we are looking for long-term talent. We need to extend our brand and take it to the next level. Is that you? Must submit audio to be considered for this position. Can you give our active, prominently adult female suburban audience a great local listening experience and be an active member of the Star team? Alpha Media, headquartered in Portland, Oregon operates 249 radio stations within 52 markets across the United States covering all formats. Come work for the fastest growing company in radio today!

**Application Instructions:** If you think you are a qualified candidate and you fit the bill, submit your cover letter, resume, references, recommendation letters, and current air-check ASAP. E-mail or post your demo & resume. Scott@star967.net with the subject line "WSSR On-Air: [your name]" No phone calls will be accepted. Scott Childers, Program Director WSSR-FM - Star 96.7 2410 B Caton Farm Road Crest Hill, IL 60403

**Contact:** Scott Childers, Program Director

**Address:** 2410 B Caton Farm Road, Crest Hill, IL 60403

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**Expires:** 09/03/2016

**Job ID:** 4646601

**School Job ID:** Oakton - EW

**Job Title:** Office Administrator

**Company:** Auto-Chlor System

**Job Type:** Full Time

**Job Target:** Customer Service; Office and Administrative Support

**Location:** Des Plaines, IL 60018

**Salary:**

**Job Description:** Auto-Chlor currently has an open position for an Office Administrator in our Chicago/Des Plaines branch. You will assist with the administrative functions of our branch. The duties include: * Daily collections calls * A/R / A/P * Dispatching service calls throughout the business day * Handling customer service inquires * File maintenance * Invoice review * Clerical support for the branch and sales team

**Job Requirements:** A successful candidate should have the following qualifications: * 2 - 5 years business to business collection experience with heavy phone use is a must * Requires strong personal computer skills including, but not limited to MS Word, MS Excel, and MS Outlook, and 10 key typing skills * Excellent written and interpersonal communications skills, including superior telephone skills with an emphasis on professionalism and customer service * Strong organization and time management skills * Ability to multi-task in a fast paced environment * Strong attention to detail * A positive attitude * Ability to work with little supervision Compensation/Benefits: * Competitive Salary * Paid sick/vacation/holiday * Profit Sharing Program/401k * Savings Plan * Medical/Dental/ Vision and much more
College Central Job Board 8/8/16

Contact:
Address: 2295 S Mt Prospect Rd, Des Plaines, IL 60018
Phone: 847-803-1402
Apply Online: https://www.appone.com/MainInfoReq.asp?R_ID=1330085

Expires: 09/03/2016
Job ID: 4646609
School Job ID: Oakton - EW
Job Title: Route Service and Sales Representative
Company: Auto-Chlor System
Job Type: Full Time
Job Target: Customer Service; Sales
Location: Des Plaines, IL 60018
Salary:

Job Description: We are currently seeking a self-motivated service and sales professional in our Chicago, IL branch. This position entails a great deal of responsibility in the areas of customer relations, product sales, equipment service and organizational skills. This position will require you to be out in the field working on our equipment and troubleshooting client issues. You will be focusing on customer service and sales to existing clients. Training provided. This position can lead to opportunities in management, sales and operations in the company.

Job Requirements: To be most qualified you should have: * Strong Mechanical aptitude * Excellent customer service skills * Ability to handle customers' on-site inquiries, recommending better applications & product improvements. * Excellent verbal and written communication skills * Valid driver's license required. * Desire to sell Compensation: We offer a competitive salary and stable environment. We provide and outstanding benefits program that includes a savings plan, profit sharing plan, 401k, Medical/Dental/Vision/Life and much more. Good work/life balance.

Contact:
Address: 2295 S Mt Prospect Rd, Des Plaines, IL 60018
Phone: 847-803-1402
Apply Online: https://www.appone.com/MainInfoReq.asp?R_ID=1341542

Expires: 09/03/2016
Job ID: 4646665
School Job ID: Oakton - EW
Job Title: Stepping Stones Facilitator
Company: Access Living
Job Type: Full Time
Job Target: Human Services - Counseling
Location: Chicago, IL 60654
Salary:

**Job Description:** Access Living seeks a full-time employee to serve as a Stepping Stones Facilitator. The Facilitator will facilitate Stepping Stones educational group cycling six times a year. Specific duties include: Assure Stepping Stones consumers acquire group training on independent living skills for successful living outside of a long-term care facility. Coordinate peer to peer mentoring support for those clients who have expressed additional support prior to transitioning into the community. Conduct consumer intake and assessment; Assist consumer in formulation of Independent Living Skills. Encourage consumer advocacy and participation in relevant advocacy efforts as needed. Coordinate and prepare monthly, quarterly and annual reports where necessary.

**Job Requirements:** Qualified candidates should have a majority of the following qualifications: ? Experience (personal or professional) working with people with disabilities (as peers); ? Analytical, problem solving, networking, and knowledge of skill-building techniques; ? Strong written and oral communication skills so to connect with a wide range of individuals and organizations; ? An understanding of equal opportunity within a social justice framework; ? Knowledge of disability civil rights laws (Americans with Disabilities Act, Rehabilitation Act: Section 504, and the Fair Housing Act As Amended), and ? Familiarity with the disability rights movement and/or independent living movement is preferred but not required. People with disabilities, members of other oppressed communities, and those with personal experience with disability are highly encouraged to apply. Access Living offers excellent benefits: vacation, sick leave, and holiday schedules. Resumes accepted until position is filled.

**Application Instructions:** If interested, please send a cover letter and resumé to: rmata@accessliving.org No phone calls, please.

**Contact:**

**Address:** 115 W. Chicago Ave., Chicago, IL 60654
**Phone:** 312-640-2182
**Fax:** 312-787-3866
**Email:** kwalden@accessliving.org

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**Expires:** 09/03/2016
**Job ID:** 4646685
**Job Title:** Carpenters Assistant
**Company:** Artisan in Residence (dba)
**Job Type:** Full Time, Part Time, Seasonal
**Job Target:** Carpentry
**Location:** Oak Park, IL 60304
**Salary:** $12.50 hr.

**Job Description:** Assist in construction and repair of old houses.

**Application Instructions:** Please e-mail your resume to David Gruber at gruber.d@comcast.net

**Contact:** David Gruber
**Address:** 1144 S. Lyman, Oak Park, IL 60304
Expires: 09/03/2016
Job ID: 4646723
Job Title: RN-Team Lead, RN Team Nurse, LPNs and Medical Assistants
Company: PCC Community Wellness Center
Job Type: Full Time, Part Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Nursing
Job Target: Health Care
Location: IL
Salary: 
Job Description: Job Summary: Provides quality patient centered care that is consistent with the mission and vision of PCC.
Contact: Nancy Martorelli
Address: 14 Lake Street, Oak Park, IL 60302
Phone: 708-383-1419
Apply Online: http://pccwellness.org

Expires: 09/04/2016
Job ID: 4648093
Job Title: CNA/Caregiver
Company: Primus Home Care Solutions, Inc.
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Nurse Assistant
Job Target: Health Care; Human Services - Aide, Attendant, Orderly; Human Services - Elder Care
Location: Chicagoland, IL
Salary: $12/Hr - $13/Hr
Job Description: In-Home caregiver performs duties in assisting with activities of daily living, light-housekeeping, and companionship provided to an individual in his/her residence. Some Home care experience is a plus but not necessary.
Application Instructions: To apply please e-mail your resume to john@primushomecare.com
Contact: John Ham
Address: 800 W. Central Rd. Suite 120, Mount Prospect, IL 60056
Phone: (847) 255-1177
Email: john@primushomecare.com
Expires: 09/06/2016
Job ID: 4648620
Job Title: Film Crew, Cooks, Bartenders
Company: AMC Yorktown
Job Type: Part Time, Seasonal
Job Target: Business; Entertainment; Hospitality Management and Tourism
Location: Lombard, IL 60148
Salary:
Job Description: Deliver superior service and superb food quality while connecting with our guests to support AMC's brand and ensure guests' return. Film Crew (Cashier and Usher bartender, and cook positions are available. Free movies for associates and discounted meals during shifts. If interested, please apply at amctheatres.com/careers.
Contact: Angela Haught
Address: 80 Yorktown Shopping Center, Lombard, IL 60148
Phone: (630) 495-0012
Email: ahaught@amctheatres.com
Apply Online: http://amctheatres.com/careers

Expires: 09/07/2016
Job ID: 4648856
Job Title: Sales Associates
Company: Office Depot
Job Type: Part Time
Job Target: Sales
Location: Berwyn, IL 60402
Salary: $9- $12
Job Description: Customer services, selling and stocking merchandise.
Application Instructions: Please apply online www.officedepot.com Make sure to look for the Berwyn location.
Contact: Bill Nolan
Address: 7001 W. Cermak Rd., Berwyn, IL 60402
Phone: 708.484.9613
Apply Online: https://www.officedepot.com

Expires: 09/07/2016
Job ID: 4648933
Job Title: Customer Engagement Representative
Company: Medulla LLC
Job Type: Full Time
Job Target: Health Care; Marketing Advertising and Sales
Location: IL
Salary:
Job Description: The customer engagement representative works with a fast-paced team to provide educational material about chiropractic health services at corporate and community screening events aimed at increasing the number of new patients electing care at Chiro One Wellness Centers clinics.
Job Requirements: * Experience in a retail, foodservice, or sales environment that required a systematic approach to driving traffic and growing sales metrics. * Ability to provide excellent customer service * Energetic personality * Ability to effectively communicate and develop relationships * Ability to work in a team environment * Willingness to do what it takes to reach performance goals * Self-motivated to achieve performance goals * Ability to work in a dynamic work environment
Contact: Katelyn Gensler
Address: 2625 Butterfield Rd. Suite 301N, Oak Brook, IL 60523
Phone: 630-413-4697
Apply Online: http://medulla.hrmdirect.com/employment/view.php?req=418440&jbsrc=1017

Expires: 09/07/2016
Job ID: 4649069
Job Title: Shop Technician
Company: Carlson Heating, Cooling and Electric
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted:
Job Target: Maintenance and Repair - HVAC
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

Expires: 09/15/2016
Job ID: 4645220
Job Title: Field Crew Member
Company: Blue Peak Tents
Job Type: Full Time, Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Construction Management
Job Target: Construction Management; Logistics; Warehousing
Location: West Chicago, IL 60185
Salary: $12/Hr

Job Description: A Blue Peak Crew member will assist with all field activities of their crew which include but are not limited to loading/unloading company trucks from events, staying on task while working efficiently, and learning as many new jobs as possible each shift. They will be in a crew ranging anywhere from 2 to 10 guys depending on the job size, and will be helping install various types of events. They will be trained to make sure inventory is installed properly and must assist the Crew Leader with whatever task is assigned to them. A Crew Member position plays a very key role in the growth of the company. As the company continues to grow larger, the best Crew Members may be rewarded by becoming Crew Leaders, which is an increase in pay as well as responsibilities.

Job Requirements: If you have a valid driver’s license you may be required to learn how to drive a 16ft box truck.

Application Instructions: Please list your availability based on your class schedule if you have one.

Contact: Desiree Arredondo
Address: 1151 Atlantic Drive Suite 3, West Chicago, IL 60185
Phone: 6303380288
Fax: 6303380288
Email: desiree@bluepeaktents.com
Apply Online: http://www.bluepeaktents.com/employment

Expires: 09/15/2016
Job ID: 4645574
Job Title: Warehouse Loading Crew Member
Company: Blue Peak Tents
Job Type: Full Time
Location: West Chicago, IL 60185
Salary: $12/Hr

Job Description: A Blue Peak Loading Crew Member will help manage warehouse activities which include but are not limited to loading/unloading company trucks and keeping the entire warehouse clean and organized. The Warehouse Loading Crew Member will assist the Loading Manager with performing all required tasks within the warehouse. As the company continues to grow larger, the position may evolve into more specific tasks designed to keep the company running at full efficiency.
Contact: Desiree Arredondo  
Address: 1151 Atlantic Drive Suite 3, West Chicago, IL 60185  
Phone: 6303380288  
Fax: 6303380288  
Email: desiree@bluepeaktents.com  
Apply Online: http://www.bluepeaktents.com/employment

Expires: 09/30/2016  
Job ID: 4639718  
Job Title: Medical Assistant  
Company: Chicago Neck And Back Institute LTD  
Job Type: Part Time  
Job Target: Health Care  
Location: Chicago, IL  
Salary:  
Job Description: Looking for a friendly, hardworking, people person to work in our office. Fluent in Spanish is a plus. Monday/Wednesday/Friday 3:00pm - 7:30 pm every other Saturday's 9:00am- 12:00pm No experience required, just good work ethic we will train.  
Application Instructions: Apply in person at 5700 W. Fullerton Ave. OR Fax resume to 773-237-3459  
Contact: Ms. Cathy  
Address: 5700 W. Fullerton Ave, Chicago, IL 60639  
Phone: (773) 237-8660  
Fax: (773) 237-3159

Expires: 09/30/2016  
Job ID: 4639721  
Job Title: Office Assistant  
Company: Chicago Neck And Back Institute LTD  
Job Type: Part Time  
Job Target: Customer Service; Office and Administrative Support  
Location: Chicago, IL 60639  
Salary:  
Job Description: Looking for someone who is friendly, hardworking people person. Who will be working with biller/scheduler on correspondence, filling, phone answering, scheduling and general office work? Great Schedule for students Tuesday/Thursday 1:00 pm - 4:00 pm Will Train.  
Application Instructions: Apply in person 5700 W. Fullerton Ave or fax resume to (773) 237-3159  
Contact: Ms. Cathy
Expires: 09/30/2016
Job ID: 4642201
Job Title: Auto express service technician
Company: Sears Auto Center
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Automotive Technology
Job Target: Customer Service; Maintenance and Repair - Motor Vehicles; Military
Location: Schaumburg, IL 60173
Salary: $10-$12/ hr
Job Description: General duties include but not limited to: Installing tires and batteries
Completing oil changes
Vehicle inspections
Job Requirements: Self motivated, out going individual
Application Instructions: Please apply online and apply at the Schaumburg Woodfield location. Any questions please call Lee at 847-330-2166
Contact: Lee Cavanaugh
Address: 890 Perimeter Dr., Schaumburg, IL 60173
Phone: (847) 330-2166
Email: lee.cavanaugh@searshc.com
Apply Online: http://searsholdings.com/careers

Expires: 09/30/2016
Job ID: 4642203
Job Title: Auto express service technician
Company: Sears Auto Center
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Automotive Technology
Job Target: Customer Service; Maintenance and Repair - Motor Vehicles; Military
Location: Schaumburg, IL 60173
Salary: $10-$12/ hr
Job Description: General duties include but not limited to: Installing tires and batteries
Completing oil changes
Vehicle inspections
Job Requirements: Self-motivated, outgoing individual
Application Instructions: Please apply online and apply at the Schaumburg Woodfield location. Any questions please call Lee at 847-330-2166
Contact: Lee Cavanaugh
Address: 890 Perimeter Dr., Schaumburg, IL 60173
Phone: (847) 330-2166
Email: lee.cavanaugh@searshc.com
Apply Online: http://searsholdings.com/careers

Expires: 09/30/2016
Job ID: 4642204
Job Title: Customer Service Advisor
Company: Sears Auto Center
Job Type: Full Time, Part Time
Job Target: Customer Service; Maintenance and Repair - Motor Vehicles; Military
Location: Schaumburg, IL 60173
Salary: $10-$14/hr
Job Description: General duties include but not limited to: Selling automotive repair services and parts Creating estimates for customers Customer follow up Use strong customer service skills to build trust and loyalty with customers
Job Requirements: Must be out going, customer service focused, pay attention to detail and work well with others
Application Instructions: Please apply to the Schaumburg Woodfield Mall location Please call Lee with any questions at 847-330-2166
Contact: Lee Cavanaugh
Address: 890 Perimeter Dr., Schaumburg, IL 60173
Phone: (847) 330-2166
Email: lee.cavanaugh@searshc.com
Apply Online: http://searsholdings.com/careers

Expires: 09/30/2016
Job ID: 4642205
Job Title: Auto Express Service Tech
Company: Sears Auto Center
Job Type: Full Time, Part Time
Job Target: Maintenance and Repair - Motor Vehicles
Location: Schaumburg, IL
Salary: $10-$12/hr
Job Description: General duties include but not limited to: Installing tires & batteries, Changing engine oil and vehicle inspections.
Application Instructions: Be sure to apply at the Schaumburg, IL location. Store #6091 Woodfield Mall. Either e-mail your resume or apply online. If you have any questions please call (847) 330-2166

Contact: Lee Cavanaugh

Address: 890 Perimeter Dr., Schaumburg, IL 60173

Phone: (847) 330-2166

Email: lee.cavanaugh@searshc.com

Apply Online: https://www.searsholdings.com/careers

Expires: 09/30/2016

Job ID: 4644191

Job Title: Grounds Crew Aide - Display Horticulture

Company: The Morton Arboretum

Job Type: Full Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Biological and Environmental Sciences; Horticulture

Location: Lisle, IL 60532

Salary: $11/hour

Job Description: Assist the full-time horticulture staff in high visitation/public areas, such as the Visitor's Center, Children's Garden, and the Maze Garden. The gardens contain annuals, perennials, trees, and shrubs. A high level of plant maintenance is required. Maintenance duties include, but are not limited to: * Planting of annuals, perennials, bulbs, trees, and shrubs in gardens and landscapes * Watering, fertilizing, pruning, deadheading, & mulching plants * Assist with setup for special events and installation of holiday lights and décor * Trash pick-up and clearing walkways of debris * Bed maintenance, including weeding, edging, and soil cultivation * Use of tools and equipment, such as backpack blowers, bed edgers, fertilizer sprayers, rototillers, shovels, hand pruners, rakes, tractors, wheel barrows, pruning shears, loppers, snow blowers, brooms, hand saws, chain saws, hedge trimmers, brush chipper, and front-end loaders * May need to operate a pickup truck, van, or other vehicles; a regular Class D driver's license is required, which will be subject to a Motor Vehicle Report prior to hire, in order to verify insurability by the Arboretum * Able to obtain an Illinois Pesticide Operator's License, if assistance is needed, with limited pesticide applications on the grounds * Depending on time of hire, participation in snow removal operations & winter clearing of invasives in natural areas * Periodic weekend duty with a Horticulturist (April-October) * Early start time May - October (6am-2pm)

Job Requirements: Qualifications: Must be able to operate small equipment, drive large vehicles, and use hand tools. Experience with snow removal and grounds maintenance work a plus, but not required. Success Factors: Ability to perform physical labor outdoors, requiring strength and endurance in all kinds of weather. Ability and willingness to adapt to a wide variety of duties and responsibilities. Candidate may be subject to a Motor Vehicle Report prior to hire, in order to verify insurability by the Arboretum. A Medical Examiner's Card is required.
to operate certain vehicles; in order to obtain this card, a physical will be required for those candidates. Working Conditions 1. Majority of work performed outdoors in all weather conditions. 2. Normal schedule 7am-3:30pm, Monday through Friday, unless otherwise noted above. 3. Exposure to loud or prolonged noise and/or vibrations. 4. Requires significant amount of physical activity: carrying, lifting (up to 60 lbs.), bending, climbing (up to 8 ft.), pushing, pulling, standing, sitting, walking (200-300 yards).

**Application Instructions:** To apply, visit mortonarb.org/employment The Morton Arboretum is an equal opportunity employer committed to achieving a diverse workforce.

**Contact:** Colleen Emrick  
**Address:** 4100 Illinois Route 53, Lisle, IL 60532  
**Phone:** (630) 968-0074  
**Fax:** (630) 725-2040  
**Apply Online:** [http://themortonarboretum.hireology.com/careers/73941(description](http://themortonarboretum.hireology.com/careers/73941/d))

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**Expires:** 10/01/2016  
**Job ID:** 4640945  
**Job Title:** School Age Care Group Leader  
**Company:** Norridge Park District  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Early Childhood Education, Paraprofessional Educator, Physical Education  
**Job Target:** Education; Education - Elementary School; Education - Pre-K/Elementary  
**Location:** Norridge, IL 60706  
**Salary:** $13.00 per hour

**Job Description:** The Norridge Park District's School Age Program is seeking energetic and enthusiastic candidates who enjoy working with children ages 5-12 years of age. Responsibilities include supervising children, assisting with homework, planning and facilitating recreational activities. Part-Time Monday-Friday, 2-6pm.

**Job Requirements:** DCFS School Age Worker qualifications: at least 18 years of age, 30 semester or 45 quarter hours of credit from an accredited college with 6 semester or 9 quarter hours related to school age child care, child development, elementary education, recreation, camping, or other related fields. Age 21 and good driving skills optional for child care bus driving.

**Application Instructions:** Go to www.norridgepk.com for an employment application Call 708 453 2141 for information and to set up an interview. Ask for Christine, Eileen, or Lupe.

**Contact:** Christine Szymanski  
**Address:** 8151 W. Lawrence Ave, Norridge, IL 60706  
**Phone:** 708 453 2141  
**Fax:** 708 453 6024  
**Email:** cszymanski@norridgepk.com
College Central Job Board 8/8/16

Expires: 10/01/2016
Job ID: 4641040
Job Title: Early Childhood Teacher
Company: Norridge Park District
Job Type: Part Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Early Childhood Education
Job Target: Education - Early Childhood; Education - Elementary School; Education - Pre-K/Elementary
Location: Norridge, IL 60706
Salary: $14.00 per hour
Job Description: Norridge Park District's Early Care and Preschool Academy is seeking confident, patient, and caring candidates who enjoy working with children in a quality child care and educational setting. Responsibilities include working with children ages 3-5 afternoons 1-6 pm M-F in our Preschool With Wrap Around Care program. Tasks include Supervising children, planning and facilitating activities following a pre-k curriculum.
Job Requirements: DCFS qualifications include: 60 semester hours or 90 quarter hours of credits from an accredited college or university with 6 semester hours or 9 quarter hours in courses related directly to child care and/or child development from birth to age 6
Application Instructions: go to www.norridgepk.com to download an employment application. Call (708)453 2141 to set up an interview, ask for Christine, Eileen, or Lupe.
Contact: Christine Szymanski
Address: 8151 W. Lawrence Ave, Norridge, IL 60706
Phone: 708 453 2141
Fax: 708 453 6024
Email: cszymanski@norridgepk.com

Expires: 10/01/2016
Job ID: 4641862
Job Title: Customer Service/Porter
Company: Hollis Brothers Automotive Service
Job Type: Part Time
Job Target: Courier/Delivery Services; Custodial Services; Customer Service
Location: Barrington, IL 60010
Salary: $10/hour
Job Description: - Customer care, including check-in of cars being dropped off for service, process payments for repairs, etc. - Daily cleaning of a 6 bay auto repair shop - Drive company vehicle to pickup parts, customers, etc. - Close up shop every evening, following a checklist of items to be completed - This Part-time position is for 17.5 hours/week, Monday-Friday from 3:30pm-7:00pm. Potential for additional summer hours on Friday afternoons if desired.
Job Requirements: - Must have a warm and friendly personality - Must have a valid driver's license with a clean driving record

Application Instructions: Please contact Dave Hollis at 847-381-6691, M-F between 8-4.

Contact: David Hollis
Address: 250 E. Main Street, Barrington, IL 60010
Phone: 847-381-6691
Fax: 847-382-1860

Expires: 10/31/2016
Job ID: 4640956
Job Title: Early Childhood Substitute/Floater
Company: Norridge Park District
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Early Childhood Education
Job Target: Education - Early Childhood; Education - Elementary School; Education - Pre-K/Elementary
Location: Norridge, IL 60706
Salary: $13.00 per hour

Job Description: Norridge Park District's Early Care and Preschool Academy is seeking confident, patient, and caring candidates who enjoy working with children in a quality child care and educational setting. Responsibilities include working in our Early Care, Preschool, and/or School Age Care classrooms as a lead teacher substitute or extra support staff.

Job Requirements: DCFS qualifications include: 60 semester hours or 90 quarter hours of credits from an accredited college or university with 6 semester hours or 9 quarter hours in courses related directly to child care and/or child development from birth to age 6.

Application Instructions: go to www.norridgepk.com to download an employment application. Call (708)453 2141 to set up an interview, ask for Christine, Eileen, or Lupe.

Contact: Christine Szymanski
Address: 8151 W. Lawrence Ave, Norridge, IL 60706
Phone: 708 453 2141
Fax: 708 453 6024
Email: cszymanski@norridgepk.com

Expires: 11/04/2016
Job ID: 4646618
Job Title: Server
Company: Park Ridge Country Club
Job Type: Full Time, Part Time
Job Target: Food Services
Location: Park Ridge, IL 60068
Salary:

**Job Description:** Take orders and serve food and beverages to members and guests. Check in with members and guests to make sure they are enjoying their meals and correct any problems. Work with a team to serve banquets and functions hosted by the club. Flexible hours, outstanding pay and a great work environment.

**Job Requirements:** Experience in restaurant, club, or hotel service preferred, but not required.

**Application Instructions:** Stop in to fill out an application in person or email resume and cover letter to pdiaz@parkridgecc.org.

**Contact:** Paul Diaz
**Address:** 636 Prospect St, Park Ridge, IL 60068
**Phone:** (847) 823-3101
**Email:** pdiaz@parkridgecc.org

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**Expires:** 12/02/2016
**Job ID:** 4641420
**Job Title:** Handler/Dockworker
**Company:** FedEx Express
**Job Type:** Part Time
**Job Target:** Logistics; Transportation - Air; Transportation - Land (Auto/Bus/Truck)
**Location:** Chicago, IL 60666

Salary:

**Job Description:** Ensures the use of safety procedures when handling packages. Load/unload aircraft containers and company vehicles in a safe and efficient manner. Ensures all cargo is properly secured. Locates sorting information on packages. Using phasar/cosmos trackers, scans and sorts packages according to service type and destination, in compliance with established procedures. Scans packages according to prescribed procedures. Remains current on phasar/cosmos tracking methods and shipping requirements as needed. Completes systematic transactions such as: stocking, receiving, transfers, returns, etc. when assigned to stock supply area. When in stock supply: maintains inventory of personal uniforms and safety equipment in accordance with corporate standards. Scans materials for system records match, packaging and obvious physical damage/defects, following established policies/procedures for disposition if required. Performs inventory stock audits when assigned to stock supply area. Manual secondary: manually sorts packages/documents to appropriate slide, line, belt and/or container for final distribution. Cleans company vehicles, repair and paint drop boxes to ensure compliance with corporate appearance standards.

**Job Requirements:** Pass a drug screen and a background check. Reliable transportation.

**Application Instructions:** Select FedEx Express Select Handler/Dockworker Select Illinois
**Keyword:** Chicago

**Contact:** Sean Hamilton
**Address:** 6311 Airway Dr, Indianapolis, IN 46241
Phone: 3174845829

Expires: 12/31/2016
Job ID: 4634973
Job Title: Milling Operator - 2nd and 3rd shift
Company: Blommer Chocolate Company
Job Type: Full Time
Job Target: Manufacturing/Production Line Work
Location: Chicago, IL 60654
Salary: 13

Job Description: - Ensure pallet, bags and labels, with appropriate log number, are staged and ready for shift production and have been electronically pulled from the WMS inventory system. - Calibrate scale and record on HACCP documentation. - Validate product ready to bag, open product silo, start mill feed, fill cocoa bags to set weight ensuring accuracy; tuck in fill spout on bag and place bag on pallet. - Label bags ensuring proper placement of labels on bags and labels include shift, hopper number and product location. - Pull product samples for laboratory analysis following defined process. - Move completed pallets to shrink wrap system, wrap bags ensuring product is not spilling from any bag and move by hand cart or forklift to storage area. - Log number of bags or containers completed on the daily log and into WMS system. - Ensure cocoa mills are processing cocoa powder properly; any delay with receiving cocoa powder or any unusual smell requires immediate notification to a supervisor. - Empty baghouse at the end of the shift; lockout equipment and clean area to control dust. - Inspect screen to ensure it is intact; inspect magnets for any foreign material; notify supervisor of any contaminants found or quality issues. - Document inspection results and obtain supervisor verification; turn samples and inspection reports into quality control lab at end of shift. - Report any defective materials or questionable conditions to supervisor.

Job Requirements: - Able to read and write English to maintain production reports, inspection reports, downtime logs - Able to accurately read scales, weights - Basic use of computer tablet, scanner, iPad for recording information - Must be able to detect issues with product flow and temperature - Able to understand overall equipment process, baghouse, screw conveyor and importance of cleaning cocoa dust. - Must be able to lift 50lbs on a consistent basis.

Application Instructions: Please fax resumes to 312-226-4141 or email resumes @ applicant@ch.blommer.com subject: Milling Operator application.

Contact: Michelle Bohorquez
Address: 600 W. Kinzie, Chicago, IL 60654
Fax: 3122264141
Email: applicant@ch.blommer.com

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