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: o College Degree in Sound Design, Lighting Design, Audio Recording Technology, Technical Theatre or related field o 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

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.success.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 St
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 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: 08/16/2016
Job ID: 4648939
Job Title: Assistant Auditorium Technical Director
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: $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: 55555 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
Job Target: 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:?
1. High school graduation or equivalent?
2. 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

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 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

**Expires:** 08/17/2016
**Job ID:** 4648901
**Job Title:** Admissions/Records Specialist II
**Company:** Northeastern Illinois University
**Job Type:** Full Time, Part Time
**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:** 4659921  
**Job Title:** Assistant Trainmaster - Bensenville, IL (50365)  
**Company:** Canadian Pacific  
**Job Type:** Full Time  
**Location:** Bensenville, IL  
**Salary:**

**Job Description:** Req ID:50365 Department: Operations - Train & Engine Job Type: Full-Time  
Position Type: Non-Union Location: Bensenville Illinois Country: United States # of Positions:4.00 Job Grade: Level 5 Job Available to: Internal & External Deadline to apply:08/22/2016 Canadian Pacific (TSX:CP)(NYSE:CP) is a transcontinental railway in the United States and Canada with direct links to eight major ports providing North American customers a competitive rail service with access to key markets in every corner of the globe. CP is growing with its customers, offering a suite of freight transportation services, logistics solutions and supply chain expertise. Visit cpr.ca to see the rail advantages of Canadian Pacific.??? PURPOSE OF THE POSITION: Reporting to the Trainmaster as the Assistant Trainmaster you will deliver efficient movement of traffic within the road territory and yard-terminal by developing, organizing and executing the daily yard-terminal/road operating plan in a safe and cost effective manner which maximizes fluidity and achieves Local Service
Operating Plan and Operating Plan compliance on a daily basis. This includes all processes related to arrival, classification, building, inspecting and dispatching of trains. You will also provide leadership accountability for inputs and outputs of safety, service, productivity and financial metrics. POSITION ACCOUNTABILITIES: Order train in accordance with the Operating Plan; Direct yard processes to fulfill customer car orders, Network Service Center instructions, and Mechanical and Engineering requests for car movement and placement; Accountable for delivering instructions for train movements within terminal to Dispatching and Operating crews; Coordinate all train movements within the yard; Update times, delays, and variances in computer system on a continuous basis; Coordinate mechanical requirements for car repair spotting and inspection to maximize track availability; Ensure all documentation is accurate, complete, and properly communicated to the next Assistant Trainmaster on shift; Resolve non-compliance crew issues and/or opportunities for process improvement, or escalate to Trainmaster as appropriate; Perform proficiency and efficiency tests and other safety activities to meet required standards; Review workload for local service operating plan assignments to ensure maximum production and efficiency of assignments; Contribute to the overall execution of the local service operating plan and operating plan through active supervision; Accountable for inventory management of terminals and line of road in their areas of responsibility; Accountable for Transfer of Liability notification; Accountable for notification of customer delays. POSITION REQUIREMENTS: Must possess a High School diploma or GED; Understanding of the operating plan & local service operating plan and compliance to it as it pertains to the yard; Previous operations related experience would be considered an asset; Must be or become rules qualified (example: General Code of Operating Rules); Must become Conductor or Engineer qualified and occasionally operate trains; Must have strong computer skills; Must be detailed orientated; Ability to understand and work with collective bargaining agreements and other applicable regulations; Problem-solving capability; High level communication skills; Ability to accept change; Ability to drill down, understand root cause and resolve complex issues; Willing to be available as required on a 7x24 basis.

WHAT CP HAS TO OFFER: Flexible and competitive benefits package Employer Funded Retirement Plan Employee Share Purchase Plan Performance Incentive Program Annual Fitness Subsidy Part-time Studies Program ADDITIONAL INFORMATION: As an employer with national presence, the possibility does exist that the location of your position may be changed based on organizational requirements. Medical Requirements: CP is committed to the safety and health of its employees and the general public. This position is considered a safety sensitive position; all new hires will be required to complete a pre-employment medical evaluation that includes a vision, hearing, drug screening and pre-employment physical. Background Investigation: The successful candidate will need to successfully complete the following clearances: Criminal history check Reference check Last 3 years of driving history Social Security number verification Management Conductor Program: Becoming a qualified conductor or locomotive engineer is the single best way for a management employee to learn the business at CP. You may be required to obtain a certification or to maintain your current certification/qualification as a conductor or locomotive engineer. CP is an equal opportunity/affirmative action employer, inclusive of protected veterans and individuals with disabilities.

Application Instructions: www.CPR.CA
Contact: Human Resource
Address: Chicago, Chicago, IL 60617
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 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: kn@vniles.com
Apply Online: http://www.vniles.com/jobs.aspx
Job Type: Full Time  
Location: Bensenville, IL  
Salary: 

Job Description: Req ID: 50404 Department: Risk Management Position Type: Full-Time Location: Bensenville, Illinois Country: United States # of Positions: 1.00 Job Grade: Level 4  
Job Available to: Internal & External  
Deadline to apply: 08/23/2016  

Canadian Pacific (TSX:CP)(NYSE:CP) is a transcontinental railway in the United States and Canada with direct links to eight major ports providing North American customers a competitive rail service with access to key markets in every corner of the globe. CP is growing with its customers, offering a suite of freight transportation services, logistics solutions and supply chain expertise. Visit cpr.ca to see the rail advantages of Canadian Pacific.  

PURPOSE OF POSITION: The Field Wastewater Specialist will manage environmental risk by preventing pollution and maintaining operational and regulatory compliance associated with storm and industrial wastewater. The Wastewater Specialist will oversee and manage the operation of the WWTP (Wastewater Treatment Plan) to ensure that there are no disruptions to locomotive maintenance or yard activities and that CP complies with regulatory permits for discharging wastewater and storm water. They will work with Engineering, Mechanical and Facilities personnel to ensure WWTP maintenance and operation to meet local demands. The successful candidate will be responsible for Bensenville (Home Yard), Nahant, St. Paul, Shoreham, Schiller Park, Milwaukee, Lacross, Portage, Glenwood, Humbolt, Thief River Falls, Mason City, Waseca, Drake, Harvey, Minot, Superior, Saratoga Springs, Albany, U.S. Yards.  

POSITION ACCOUNTABILITIES: Perform oil water separator inspections and plan for maintenance as needed; Perform storm water management facility inspections, operations and maintenance; Perform petroleum storage tank inspections; Perform fuel management inspections; US Spill Prevention Control and Countermeasures Inspections; US Storm Water Pollution Prevention Plan Inspections; Responsible for waste management consolidation, contractor coordination, labeling and manifesting; Report preparation, invoicing and other general administration.  

Specific Responsibilities: Complete daily, weekly, monthly inspections on pumps, chemical injection systems, Dissolved Air Flotation (DAF) units, oil water separators (OWS) and Programmable Logic Controller (PLC) systems; Chemical handling when changing out chemicals used for treatment; Respond to alarms; Keep operating records and fill out inspection sheets; Perform spill response and root cause investigation; Manage used oil storage tanks; Effluent Jar testing; Minor maintenance including chemical probe verification and cleaning, minor pump preventative maintenance, cleaning and inspections of OWS, DAF, tanks, wastewater treatment plant, etc. Additional specific duties will include: Effluent sampling of wastewater treatment plant and other wastewater treatment systems in the territory; Inspect petroleum storage tanks within the territory; Inspect oil water separators within the territory; Inspect track mats within the territory; Assist with waste coordination at facilities within the territory; Inspect locomotive fueling systems; Order chemicals and required components for WWTP; Manage contractors for various activities such as waste pickup, OWS and WWTP maintenance; Act as a liaison between Federal, State and Municipal regulators; Other duties as required.  

POSITION REQUIREMENTS: University degree or College Diploma in an Environmental Program or equivalent education and experience; A minimum of 5 years' experience in the Environmental field; Experience operating wastewater treatment facilities; Experience operating and inspecting petroleum storage tanks; Knowledge and experience water sampling and equipment usage. WHAT CP HAS TO OFFER: Flexible and competitive benefits
package Employer Funded Retirement Plan Employee Share Purchase Plan Performance Incentive Program Annual Fitness Subsidy Part-time Studies Program ADDITIONAL INFORMATION: As an employer with national presence, the possibility does exist that the location of your position may be changed based on organizational requirements. Drug Test Elements: CP is committed to the safety and health of its employees and the general public. All new hires are required to undergo a drug screen. We appreciate your cooperation in keeping CP safe and drug free. Background Investigation: The successful candidate will need to successfully complete the following clearances: Criminal history check Reference check Last 3 years of driving history Social Security number verification Management Conductor Program: Becoming a qualified conductor or locomotive engineer is the single best way for a management employee to learn the business at CP. You may be required to obtain a certification or to maintain your current certification/qualification as a conductor or locomotive engineer. CP is an equal opportunity/affirmative action employer, inclusive of protected veterans and individuals with disabilities.

Application Instructions: www.CPR.CA

Contact: Human Resource
Address: Chicago, Chicago, IL 60617
Phone: (800) 635-7995
Apply Online: https://www.CPR.CA

Expires: 08/23/2016
Job ID: 4659913
Job Title: Tower Operator - Bensenville, IL (50384)
Company: Canadian Pacific
Job Type: Full Time
Location: Bensenville, IL
Salary: $20.21 - $25.26 per hour

Job Description: Req ID: 50384 Department: Operations - Transportation Job Type: Full-Time Position Type: Union Location: Bensenville, Illinois Country: United States # of Positions: 2.00 Compensation Rate: $20.21 - $25.26 per hour Job Available to: Internal & External Deadline to apply: 08/23/2016 Canadian Pacific (TSX:CP)(NYSE:CP) is a transcontinental railway in the United States and Canada with direct links to eight major ports providing North American customers a competitive rail service with access to key markets in every corner of the globe. CP is growing with its customers, offering a suite of freight transportation services, logistics solutions and supply chain expertise. Visit cpr.ca to see the rail advantages of Canadian Pacific.?? PURPOSE OF POSITION The Tower Operator is responsible for the safe, efficient, and timely movement of all trains under the direction of the Train Dispatcher. POSITION DESCRIPTION Dispatch train and engineering movements on the railroad in a safe and efficient manner under the direction of the Train Dispatcher; Delivers necessary track authorities to safely move trains across the railroad under the direction of the Train Dispatcher; Delivers necessary track authorities for protection of engineering personnel under the direction of the Train Dispatcher; Records information as required by the railroad and the federal government; Informs Train Dispatcher of the overall operations of trains and any delays;
Delivers necessary Track Bulletins to protect trains and engineering personnel under the direction of the Train Dispatcher; Provides for the prompt movement of cars when billed, reporting any delayed car movement to the Train Dispatcher; Assists in the investigations of train accidents and personal injuries, when required; Complies with all rules, office procedures, and requirements of Transportation Health and Safety Plan; Skilled communication with individuals at all levels of the organization. POSITION REQUIREMENTS High School Graduate or equivalent required; One to three years' experience in Transportation or Train Operations preferred; Thorough knowledge of General Code of Operating Rules, Timetables, Operations Supervisor Manuals, and Notices including passing of required exams; Pervious Tower Operator or comparable experience preferred; Must be able to become familiar with train operations and associated rules; Must be able to form a good understanding of physical characteristics of the railroad; Must possess ability to analyze rapidly and be capable of making quick decisions; Must be computer literate and possess the ability to master computerized train control applications; Requires shift work as assigned, including nights, weekends, and holidays; Good communication skills; Good color vision required. WHAT CP HAS TO OFFER: Flexible and competitive benefits package Employer Funded Retirement Plan Annual Fitness Subsidy Part-time Studies Program ADDITIONAL INFORMATION: As an employer with national presence, the possibility does exist that the location of your position may be changed based on organizational requirements. Medical Requirements: CP is committed to the safety and health of its employees and the general public. This position is considered a safety sensitive position; all new hires will be required to complete a pre-employment medical evaluation that includes a vision, hearing, drug screening and pre-employment physical. Background Investigation: The successful candidate will need to successfully complete the following clearances: Criminal history check Reference check Last 3 years of driving history Social Security number verification CP is an equal opportunity/affirmative action employer, inclusive of protected veterans and individuals with disabilities

**Application Instructions:** www.CPR.CA

**Contact:** Human Resource

**Address:** Chicago, Chicago, IL 60617

**Phone:** (800) 635-7995

**Apply Online:** https://www.CPR.CA
time position requires you to accurately and efficiently sort, inspect, arrange, move, lift and put away a variety of library materials. This is a year-round position in a fast-paced service oriented organization. Please include all previous experience including volunteer work on your application.

**Job Requirements:** Minimum qualifications
You must be at least 16 years of age Available to work the assigned hours Hours 20 hours per two week pay period: Wednesday and Friday evenings, 6:00 - 9:00 p.m., every other Saturday, 9 - 5 p.m. and every other Sunday, 1 - 5 p.m.

**Application Instructions:** Apply by 5:00 pm on August 26, 2016 Download the application to print, complete and submit one of the following ways: Mail To: Carol Kidd Des Plaines Public Library 1501 Ellinwood Street Des Plaines, IL 60016 Scan and Email to: jobs@dppl.org Fax To: 847-827-4161

**Contact:** Carol Kidd

**Address:** 1501 Ellinwood Street, Des Plaines, IL 60016

**Phone:** 847-376-2803

**Fax:** 847-827-7974

**Apply Online:** http://dppl.org/about/jobs/part-time-page-1

---

**Expires:** 08/29/2016

**Job ID:** 4659893

**Job Title:** Rail Car Mechanic (Carman) - Bensenville, IL (50566)

**Company:** Canadian Pacific

**Job Type:** Full Time

**Job Target:** Maintenance and Repair - Heavy Equipment

**Location:** Bensenville, IL

**Salary:** $23.73 - $31.64/ hour

**Job Description:** Req ID: 50566 Department: Operations - Mechanical Car Job Type: Full-Time Position Type: Union Location: Bensenville, Illinois Country: United States # of Positions: 3.00 Compensation Rate: $23.73 - $31.64/ hour Job Available to: Internal & External Deadline to apply: 08/29/2016 Canadian Pacific (TSX:CP)(NYSE:CP) is a transcontinental railway in Canada and the United States with direct links to eight major ports, including Vancouver and Montreal, providing North American customers a competitive rail service with access to key markets in every corner of the globe. CP is growing with its customers, offering a suite of freight transportation services, logistics solutions and supply chain expertise. Visit cpr.ca to see the rail advantages of Canadian Pacific. PURPOSE OF THE POSITION: In this challenging role you will be a member of a team working in a high production environment performing preventative and corrective maintenance to Railcars. POSITION ACCOUNTABILITIES: Repair, maintain and inspect freight car equipment in a safe and efficient manner; Perform all preventative maintenance work & repairs on trucks, underframe, structure, safety appliances, braking systems, draft systems and any associated tests; Perform all work associated with rush repairs, road work and supplementary service operation of equipment; Repair and application of all associated piping & valves, guards, shrouds, covers and any cutting, burning, welding, grinding, soldering and brazing associated with removal or application of components; Work all around, under, between, on top and inside of rail cars.
POSITION REQUIREMENTS: Must have a High School Diploma or General Equivalence Diploma (proof of education will be required); Preference will be given to those who possess a journeyman certification, commercial driver's license, journeyman welder; Boilermaker/ironworker would be an asset; Experience with heavy metal fabrication/welding would be an asset Must be able to work within strict established safety and work guidelines/rules to complete job; Strong problem solving and computer skills; You must possess strong interpersonal and communication skills both written and verbal; The Railway operates 7 days a week, 24 hours a day, 365 days a year; must be able to work on various shifts and on weekends in adverse weather conditions. We do background checks and due to the safety-sensitive nature of this position, you must not have had ANY drug or alcohol-related convictions or suspensions within the past 2 years and no more than 1 within the past 5 years. This includes minor consumption and DUI. WHAT CP HAS TO OFFER: Flexible and competitive benefits package Employer Funded Retirement Plan Annual Fitness Subsidy Part-time Studies Program ADDITIONAL INFORMATION: Medical Requirements: CP is committed to the safety and health of its employees and the general public. This position is considered a safety sensitive position; all new hires will be required to complete a pre-employment medical evaluation that includes a vision, hearing, drug screening and pre-employment physical. Background Investigation: The successful candidate will need to successfully complete the following clearances: Criminal history check Reference check Last 3 years of driving history Last 7 years of employment history; includes military service Social Security number verification CP is an equal opportunity/affirmative action employer, inclusive of protected veterans and individuals with disabilities. *LI-LF1

Application Instructions: www.CPR.CA
Contact: Human Resource
Address: Chicago, Chicago, IL 60617
Phone: (800) 635-7995
Apply Online: https://www.CPR.CA

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
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
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

**Job ID:** 4640047

**Job Title:** Relationship Banker (Teller)

**Company:** TCF Bank

**Job Type:** Part Time

**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

**Expires:** 08/31/2016

**Job ID:** 4640106

**Job Title:** After School Nanny/Babysitter

**Company:** Private Family Home

**Job Type:** Part Time

**Job Target:** Human Services - Child Care

**Location:** Oak Park, IL 60304

**Salary:** Negotiable

**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

---

**Job Title:** Teen Pregnancy Prevention Health Educator - CONTRACTUAL  
**Company:** Kenneth Young Center  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Social and Political Science  
**Location:** IL  
**Salary:** $22/hour  

**Job Description:** During the contract assignment, the Teen Pregnancy Prevention (TPP) Health Educator is responsible for delivering Evidence-Based curricula in up to three community-based, middle school and high school settings identified by the contractor. Duties  
1. Attend program orientation.  
2. Attend trainings for 2 curricula.  
3. Conduct and attend community outreach/events monthly.  
4. Observe, prepare and deliver evidence-based teen pregnancy prevention curricula.  
5. Attend meetings and report program implementation data.  
7. Perform other duties identified by the contractor as necessary and related to the TPP project.  

**Job Requirements:**  
1. Group facilitation skills.  
2. Strong presentation and communication skills.  
4. Experience delivering education to/working with youth ages (11-18) preferred.  
5. Ability to demonstrate cultural competency in working with diverse populations, including but not limited to persons of various socioeconomic statuses, racial and ethnic groups, LGBTQ+ communities, and other cultural characteristics.  
6. Basic knowledge of technology.  
7. Available evenings and on occasional weekends.  
8. Bilingual Spanish Speaking preferred.

**Application Instructions:** Please email resume to annam@kennethyoung.org

**Contact:** Anna MacQueen  
**Address:** 1 Illinois Blvd., Hoffman Estates, IL 60169  
**Phone:** 847-285-4518  
**Email:** annam@kennethyoung.org

---

**Expires:** 08/31/2016
Job ID: 4656862
Job Title: Associate Support Analyst - Information Technology
Company: United Airlines
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Job Target: Computer Programming; Customer Service; Information Systems
Location: Elk Grove Village, IL 60007
Salary:

Job Description: IT Service Desk Overview The IT Service Desk at United Airlines is responsible for providing technical advice and guidance to IT users, employing a high degree of customer service, technical expertise, incident resolution and timeliness. They provide support for user identified errors and system alarms and alerts; route and restore technical service and equipment incidents by analyzing, identifying, and diagnosing faults and symptoms using established processes and procedures. When needed issues are escalated accordingly, while maintaining frequent interaction with all types of end-user customers. We are looking for bright energetic recent college graduates to join the team! Job Description The Associate Support Analysts provide a first point of contact for all users of United IT Systems for questions, issues, and service needs; or perform monitoring of all United IT Systems to identify incidents. Responsibilities include but are not limited to the following: * Accepts and logs authorized calls by phone, or other authorized means; authenticates the caller or event * Own the lifecycle of an incident to ensure it has been resolved to user expectations * Create customer support tickets using our enterprise ticketing system, utilize our knowledge base for resolutions or escalate the ticket to the next level of support * Updates existing incidents and service request records active in the service management system * Provides technical communication to customer or authorized caller about quick fixes * Ensures that the customer agrees that the resolution provided addressed their needs prior to incident or service request closure * Works independently with direct supervision while focusing on excellent customer service

Job Requirements: Excellent problem-solving and organizational skills are required * Strong verbal and written communication skills are required * Must possess business acumen and the ability to work well with others * Dependability and the ability to start on time are crucial * Relevant airline industry or IT phone support experience is a plus, however not required * Must have completed at least 2 years of college (Junior college or University) with an emphasis in Computer Science, Information Technology or related field * Position is based at United's Operation Center in Elk Grove Village, IL * Flexibility to work within a 24/7 operation is required; possible shifts include days, afternoons, and midnights oCandidates will work a 40 hour week, including weekends and/or holidays depending on assigned shift * Target start date is 09/15/2016 * Must be legally authorized to work in the United States for any employer without sponsorship

Application Instructions: Please submit an application directly on our career website by using the link below: https://ual-pro.taleo.net/careersection/jobdetail.ftl?job=WHQ00009337-BS&lang=en
Contact: Brad Sabathne  
Address: 233 S. Wacker Drive, Chicago, IL 60606  
Phone: 872-825-5547  
Fax: 872-825-0004  
Email: campusrecruiting@united.com  
Apply Online: http://www.united.com

Expires: 09/01/2016  
Job ID: 4640816  
Job Title: Building Inspector  
Company: City of Country Club Hills  
Job Type: Part Time  
Location: Country Club Hills, IL 60478  
Salary: 

Job Description: Minimum Qualification: Education/Experience/Training: High School diploma or equivalent (GED) Journeyman level experience in one or several of the building trades, i.e., carpentry, electrical, etc. 5 years relevant experience and/or training or combination of education and experience Skills/Abilities: Verbal and written communication skills Ability to follow written and oral instructions Knowledge of laws, regulations and ordinances, building codes Ability to comprehend ICC codes Essential Duties/Responsibilities: Rental and point of sale property inspections Property maintenance inspections Enforcement of city ordinances - issues warnings and/or tickets Investigate and resolve resident complaints Assign vacant property grass cutting to approved vendors Update vacant house list Provide information for court files, i.e., pictures, etc. Assist residents with questions/concerns Maintain good working relationships with residents, city departments Duties as assigned  
Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to see, hear, use hands and fingers to feel, grasp, handle and operate objects or controls, walk, stand and drive. The employee is frequently required to climb, balance, stoop, kneel, crawl, push, pull, twist above the waist, bend at the waist, climb ladders and enter crawl spaces. The employee must occasionally lift and/or move up to 50 pounds  
Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be exposed to various weather conditions associated with working outdoors, i.e., rain, cold, heat, and wind. The noise level is moderate to high.

Contact: Maria Cooper  
Address: 4200 W. 183rd Street, Country Club Hills, IL 60478  
Phone: 708.798.3399  
Fax: 708.798.4229
Email: mcooper@countryclubhills.org

Expires: 09/01/2016
Job ID: 4640900
Job Title: Phone Worker - Oswego
Company: Lou Malnati's
Job Type: Part Time
Location: Oswego, IL 60543
Salary: Competitive hourly wage

Job Description: Responsibilities: - Greet callers efficiently and in a friendly manner - Take orders and answer questions concerning our menu and restaurant - Learn our menu and computer ordering system - Effectively communicate with customers and staff to create a great experience for guests - Package food orders for customers, which may include flipping pizzas, boxing pizzas and packaging other items - Other responsibilities that may be assigned
Qualifications: - Night and weekend availability - Excellent communication skills - Enjoy working on a team and in a fast pace environment - Exemplary hospitality skills (friendly, courteous, anticipate the needs of our customers) - Ability to work varied hours/days including holidays - Ability to work extra days and hours when circumstances require

Application Instructions: If interested please apply online or in person at 2848 Rte. 34, Oswego, IL

Contact: Amy Petty
Address: 3685 Woodhead Drive, Northbrook, IL 60062
Phone: 847-562-1814
Apply Online: http://www.loumalnatis.com/application-form

Expires: 09/01/2016
Job ID: 4640911
Job Title: Open Interviews - Various Chicago Locations - Lou Malnati's
Company: Lou Malnati's
Job Type: Full Time, Part Time
Location: Chicago, IL 60610
Salary:

Job Description: When: Every Tuesday in August Time: 1:00 pm -- 4:00pm Where: Lou Malnati's -- River North -- 439 N Wells St, Chicago Please bring proof you are authorized to work in the United States. Positions we are hiring for: ~ Cashiers, Hosts, Phone Staff ~ Servers (must be 21 or older to serve and have a minimum of 1 year of serving experience) ~ Kitchen Staff ~ Delivery Drivers (must have access to a reliable mode of transportation and a minimum of 2 years of driving history) We are hiring for all Chicago locations: ~ Bucktown, Evanston, Gold Coast, Lawndale, Lincoln Park, Lincoln Square, Lincolnwood, Oak Park, Old Irving, River North, South Loop, & West Loop What to bring: ~ An updated copy of your resume ~ Proof you are authorized to work in the United States
Application Instructions: If you cannot attend one of our interviewing days please apply online for the store and position you are interested in at http://www.loumalnatis.com/application-form

Contact: Amy Petty
Address: 3685 Woodhead Drive, Northbrook, IL 60062
Phone: 847-562-1814
Apply Online: http://www.loumalnatis.com/application-form

Expires: 09/01/2016
Job ID: 4640912
Job Title: Open Interviews Oak Park - All positions - Lou Malnati's
Company: Lou Malnati's
Job Type: Full Time, Part Time
Location: Oak Park, IL 60302
Salary: Competitive hourly wage

Job Description: When: Every Wednesday in August Time: 1:00 pm -- 4:00pm Where: Lou Malnati's -- Oak Park -- 1038 Lake St., Oak Park What to bring: *Please bring proof you are authorized to work in the United States. *An updated version of your resume Hiring for all positions: - Phone Workers - Hosts - Cashiers - Bus Staff - Kitchen Staff - Servers - Bartenders If you cannot attend please apply online at http://www.loumalnatis.com/application-form

Application Instructions: If you cannot attend please apply online at http://www.loumalnatis.com/application-form

Contact: Amy Petty
Address: 3685 Woodhead Drive, Northbrook, IL 60062
Phone: 847-562-1814
Apply Online: http://www.loumalnatis.com/application-form

Expires: 09/01/2016
Job ID: 4640930
Job Title: Facilities Maintenance Janitor
Company: Temperature Equipment Corporation
Job Type: Full Time
Job Target: Facilities and Planning Management; Warehousing
Location: Melrose Park, IL 60160
Salary: 11.00

Job Description: * Clean and maintain common areas of the facility including break rooms, restrooms, stores and warehouse. * Basic knowledge of electrical and plumbing * Capable of using power tools * Some outside maintenance required including cleaning up trash and debris and maintaining some landscaping. * Assist with extra cleaning or set up for special events. * Lift truck experience is desirable Other duties as assigned
Contact: Sharon Sena
Address: 17725 Volbrecht, Lansing, IL 60438
Phone: 708-418-7849
Email: hr@tecmungo.com

Expires: 09/01/2016
Job ID: 4641247
Job Title: Caregiver
Company: Right at Home
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Nurse Assistant
Job Target: Health Care
Location: Northwest Suburbs, IL
Salary:
Job Description: Our Caregivers provide companionship, give medication reminders, prepare and cook meals. They also help out with light housekeeping, personal care and transferring. Caregivers also provide safety supervision as well as running errands for our clients.

Contact: Tia Podraza
Address: 513 W. Main Street, West Dundee, IL 60118
Phone: 8473969000
Fax: Right at Home
Apply Online: http://www.workwithseniors.com

Expires: 09/01/2016
Job ID: 4641377
Job Title: RN / LPN
Company: Abington of Glenview
Job Type: Full Time, Part Time
Degrees Wanted: License
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Glenview, IL 60025
Salary:
Job Description: Immediate opening for an experienced Full time RN/LPN for our fast-paced, Five Star Short-Term Rehabilitation / Long-Term Health Care Community, located in the Northshore. Job Responsibilities: Under the supervision of the unit Manager / ADON / DON, the RN/LPN assumes responsibility and accountability for a group of residents/patient for a shift of duty. Promotes and restores patients’ health by completing the nursing process; collaborating with physicians and multidisciplinary team members; providing physical and
psychological support to patients, friends, and families; supervising assigned team members. Follows all Abington's policies and procedures. Performs duties as defined by the State Nurse Practice Act. Follows where applicable JCAHO standards. Job Duties: * Identifies patient care requirements by establishing personal rapport with potential and actual patients/residents and other persons in a position to understand care requirements. * Establishes a compassionate environment by providing emotional, psychological, and spiritual support to patients/residents, friends, and families. * Completes patient/residents' initial assessments in a timely manner and consistent with unit standards * Promotes patient's independence by establishing patient care goals; teaching patient, friends, and family to understand condition, medications, and self-care skills; answering questions. * Resolves patients/residents problems and needs by utilizing multidisciplinary team strategies. * Maintains safe and clean working environment by complying with procedures, rules, and regulations; calling for assistance from health care support personnel. * Protects patients and employees by adhering to infection-control policies and protocols, medication administration and storage procedures, and controlled substance regulations. * Documents patient care services by charting in patient and department records. * Maintains continuity among nursing teams by documenting and communicating actions, irregularities, and continuing needs. * Maintains patient confidence and protects operations by keeping information confidential. * Maintains a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods. * Contributes to team effort by accomplishing related results as needed. We offer a competitive benefit package that includes, health benefits, dental, life insurance, 401K, and many more!

**Job Requirements:** * Must possess a current, unencumbered active license to practice in the State of Illinois * Be able to make independent decisions * Ability to deal tactfully with personnel, residents, family members * Must have patience, compassion, a cheerful disposition * Must demonstrate ability to use computer for EMR

**Contact:** Jason Lee  
**Address:** 3901 Glenview Rd., Glenview, IL 60025  
**Phone:** 847-729-0000  
**Email:** jlee@theabington.com

**Expires:** 09/01/2016  
**Job ID:** 4641382  
**Job Title:** Certified Nursing Assistant  
**Company:** Abington of Glenview  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** Certificate  
**Majors Wanted:** Nurse Assistant  
**Job Target:** Any Job Target  
**Location:** Glenview, IL 60025  
**Salary:**  
**Job Description:** Immediate opening for an experienced Certified Nursing Assistant for our fast-paced, Five Star Long-Term Health Care/ Short-Term Rehabilitation Community, located
in the Northshore. Qualifications or Skill Required: * Certification for nursing assistant * Ability to read, write, speak and understand English. * Knowledge of Medical Terminology. * Previous experience in a long term care facility (preferred).

Responsibilities: Assists with activities of daily living, provides basic nursing care to non-critical patients and assists in maintenance of a safe environment under the direction and supervision of the Registered nurse in charge of the team and / or unit.

Contact: Jason Lee
Address: 3901 Glenview Rd., Glenview, IL 60025
Phone: 847-729-0000
Email: jlee@theabington.com

Expires: 09/01/2016
Job ID: 4641427
Job Title: Servers, Hosts, Food Runners
Company: Lettuce Entertain You Enterprises - Bub City & Joe's Live
Job Type: Full Time, Part Time
Location: Rosemont, IL 60018
Salary:
Job Description: All FOH staff positions needed. Weekend availability is a must.
Contact: Brittany Keller
Address: 5441 Park Place, Rosemont, IL 60018
Phone: 847-261-0399
Email: bkeller@leye.com

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

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: 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
Phone: (708) 860-1522
Email: gruber.d@comcast.net
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

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: 09/08/2016  
Job ID: 4652628  
Job Title: IT Technician  
Company: Butler SD 53  
Job Type: Full Time  
 Degrees Wanted: Associates  
 Majors Wanted: Computer Information Systems  
 Location: Oak Brook, IL 60523  
Salary:  
 Job Description: Tech Support and Network Management, with at least a 1 year of experience.  
 Application Instructions: Please apply online at: http://www.butler53.com/pages/ButlerSchoolDistrict53  
 Contact: Farheen Beg  
 Address: 2801 York Rd., Oak Brook, IL 60523  
 Phone: (630) 280-6528  
 Apply Online: https://www.butler53.com/pages/ButlerSchoolDistrict53

Expires: 09/09/2016  
Job ID: 4654573  
Job Title: Lifeguard  
Company: Oak Park Country Club  
Job Type: Full Time, Part Time, Seasonal  
Location: IL  
Salary: 10- 12 per hour  
Job Description: Red Cross or Ellis certified Lifeguard To maintain the upmost safety at our pool complex  
Application Instructions: apply online or in person Tuesday thru Sunday from 10 am until 8 pm  
 Contact: Tracy Reyes  
 Address: 2001 Thatcher, River Grove, IL 60171  
 Phone: 708-456-7600  
 Fax: 708-456-9380
Expires: 09/09/2016
Job ID: 4654614
Job Title: Dishwasher, Line cooks, Servers, Bartenders
Company: Olive Garden
Job Type: Full Time, Part Time
Job Target: Customer Service; Food Service/Restaurant Management
Location: North Riverside, IL
Salary: Varies
Job Description: Now Hiring Servers in North Riverside We're looking for team-oriented individuals with open availability and great attitudes! We have a fun, supportive work environment that makes you feel like part of a big family. 15 available positions PM Dishwashers and line cooks, part-time or full-time, servers & bartenders for all times, especially nights and weekends. Apply Now at http://www.olivegarden.com/careers
Application Instructions: Apply online and complete our brief assessment for consideration! http://www.olivegarden.com/careers
Contact: Jill Hansen
Address: 7513 W CERMAK ROAD, North Riverside, IL 60546
Phone: (708) 447-0666
Apply Online: https://www.olivegarden.com/careers

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: 09/16/2016  
Job ID: 4639839  
Job Title: Part-Time Tutors: After school programs.  
Company: Chess Scholars and Afterschool Enrichment Solutions  
Job Type: Part Time  
Location: River Grove, IL  
Salary:  
Job Description: Have fun teaching chess, math, engineering, drama, Spanish, or guitar to groups of elementary school kids! Afterschool Enrichment Solutions was founded in 2001 and currently works with over 10,000 students through around 500 schools. We are looking to fill openings at multiple locations for drama, math, engineering, chess, and guitar instructors. Our
fall classes will be starting September through December. The classes are offered once a week and start around 2:00, 2:30pm, 3:00pm, or 3:30pm on weekday afternoons and last for one hour. An instructor may teach 1-5 classes a week (1-5 hours total). We provide all the equipment, curricular materials, as well as training.

**Job Requirements:** An ideal candidate has excellent classroom management skills and an energetic personality. The children are mostly between the ages of 5 and 12 (grades K-6). Experience with teaching children (not necessarily drama, Spanish, math, engineering, chess, or guitar) or working with groups of children would also be a plus. A background check will be conducted. Reliable transportation is required. Commitment through December is required; longer-term commitment is preferred. The instructors need to be able to check their email at least twice daily and have a working cell phone. This is a very part-time opportunity (1-5 hours a week, depending on your availability and preferences). The pay rates are $40-$55 for a one-hour class. Full payment of the listed rates is dependent upon the completion of a contracted session. It is only possible to schedule one one-hour class per day.

**Application Instructions:** If interested, please include the following in your response: 1) your availability 2) the area you live in (or go to school to) 3) your experience in the subject area 4) your teaching experience. 5) please indicate whether you have a car 6) please indicate whether you can commit only through December or longer 7) how many classes you would like to teach (min/max) 8) why you would like to teach drama, chess, math, engineering, or guitar to children

**Contact:** Ilya Korzhenevich  
**Address:** 2223 Lakeside Drive, Bannockburn, IL 60015  
**Phone:** 847-482-9999

---

**Job ID:** 4659278  
**Job Title:** Housekeeper with Potential for Advancement  
**Company:** Kesap Clean  
**Job Type:** Full Time  
**Degrees Wanted:** Diploma  
**Majors Wanted:** Any Major  
**Job Target:** Custodial Services; Customer Service; Sales  
**Location:** Plainfield, IL 60585  
**Salary:** $10 an hour  
**Job Description:** Develop and grow with us! We work with our employees to develop the knowledge and skills you want for the future! Starting full time $10 an hour. After 90 days, eligible for 100% paid premiums for medical and dental benefits, Simple IRA savings and retirement fund, paid holidays. After one year, paid sick and funeral time. We are looking for dedicated workers who want to learn and grow into leadership roles. Primary duties include: * Clean all properties to Kesap Clean Standards and to the client’s and owners’ custom instructions * Follow all direction given by the managers and owners. * Networking with potential employees and/or clients while on the job and in the field. * Put out company marketing as requested by the owners while on the job * Maintain a positive attitude and set the example for other employees
Job Requirements: A professional image, calm demeanor, and effective communication skill set are required. Also, reliable transportation is required. Ambition, and a desire to grow and move up within the company are greatly preferred. *Must speak English *Must be eligible to work in the USA (EOE)

Application Instructions: Please email a cover letter/resume to kelly_brook@kesapclean.com.

Contact: Kelly Brook
Address: 14722 S Naperville Road, Suit 112, Plainfield, IL 60585
Phone: 815-618-4082
Email: kelly_brook@kesapclean.com

Expires: 09/23/2016
Job ID: 4650911
Job Title: Office Clerk
Company: Modern Printing Colors
Job Type: Part Time
Job Target: Office and Administrative Support
Location: Broadview, IL 60155

Salary:
Job Description: Seeking Part-time office clerk with some accounting background. Some experience up to a year.

Application Instructions: Please e-mail your resume to Suresh Mahajan at modern@moderncolors.com

Contact: Suresh Mahajan
Address: 1951 W. 21st. St., Broadview, IL 60155
Fax: (708) 681-5679
Email: modern@moderncolors.com

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

https://www.collegecentral.com/triton