

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	Chicago Office 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	Oak Park Office 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	Springfield Office 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	---	--	---

# STATE REP. LA SHAWN K. FORD'S WORKFORCE DEVELOPMENT

## Workforce Development Issue # 201

### **Job Title: Intermittent Clerk - Opt 2** (Option 2 – Typing)

Agency: State Police  
Salary: \$14.26 - \$18.09 hourly  
Job Type: Intermittent  
Location: Will County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 21-43-ISP08-C004

#### Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires elementary knowledge of office practices and procedures. Requires the ability to type accurately at the rate of 35 wpm.

Work Hours & Location/Agency Contact: Varies - Indeterminate

Illinois State Police, Information and Technology Command  
Bureau of Identification 260 North Chicago Street Joliet, IL. Will County

Contact: Pamela Bowen  
Public Safety Shared Services Center  
1301 Concordia Court  
Post Office Box 19293 Springfield, IL 62794-9293  
Phone: 217/557-6010, ext. 4436

#### How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only)

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

**Job Title: Election Specialist Trainee**

Agency: Elections Board \*

Closing Date/Time: Thu. 02/25/10 12:00 PM Central Time

Salary: \$2,584.00 - \$2,584.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: SBE2010-08

*Target Title: Election Specialist I*

Under general direction, functions in an administrative capacity in the Division of Campaign Disclosure; develops knowledge and understanding related to the operations of the division. Participates in the technical functions of the development and implementation of election and business entity registration procedures; studies and attends all formal training programs in the area of election data, and divisional responsibilities.

Attends agency sponsored trainee programs for a period typically 6 – 12 months; assists with preparation of committee audit reports, instructional data for committee distribution, and business entity registration materials.

Develops skills and knowledge of election related opinions, court rulings and legislation as it applies to agency/divisional responsibilities so that election authorities and committee officials will be correctly advised.

Applies knowledge and skills from working environment in order to complete projects such as committee audits; receives instructions on compliance to the Illinois Campaign Finance Act; may assist in routine seminar presentation to enhance public relations.

Participates in agency staff meetings, committee hearings, and other activities that will provide learning experience related to agency/divisional responsibilities.

Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.

Minimum Requirements: Requires Bachelor's Degree preferably with course work in public administration, business administration or political science or related field.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm

State Board of Elections 100 W. Randolph St. Suite 14-100 James R. Thompson Center  
Chicago, IL. 60601

Kelley Gray 1020 S. Spring St. Springfield, IL 62704 217/782-1596

[kgray@elections.il.gov](mailto:kgray@elections.il.gov)

How to Apply: State Board of Elections is a non-code agency and DOES NOT accept CMS-100 applications. Please contact Kelley Gray, preferably via email, for application procedures.

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

**Job Title: Public Service Administrator - Opt 1** (Option 1 - Gen Adm/Bus-Mkt-Lbr-Per)

Agency: Employment Security

Closing Date/Time: Wed. 03/03/10 5:00 PM Central Time

Salary: \$3,116.00 - \$8,301.00 monthly Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: BB-00

Bid ID#: RA01971

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to 4 years college with major course work in the social sciences or public administration. Requires 3 years of professional administrative experience in an employment service, social service program or related area providing employment, human resource development or social welfare services. Requires thorough knowledge of agency programs, management principles, operational techniques and procedures necessary to manage local office operations and state and federal legislation impacting on IDES programs. Requires the ability to supervise and motivate subordinates; understand and respond to the changing employment needs of local residents; prepare narrative and statistical reports; effectively communicate local needs to regional management; establish and maintain effective working relationships and to communicate effectively in written and oral form.

Work Hours & Location/Agency Contact: Work Hours: 8:30 AM - 5:00 PM

WORK LOCATION: Evanston Local Office

**WHERE TO APPLY:**

IDES Selection & Recruitment

850 E. Madison Springfield, IL 62702

(217)785-5785 or (217)524-2980

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

**Job Title: Rehabilitation Case Coordinator I**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$2,478.00 - \$3,359.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10 41 RCC NO OPT

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

**Work Hours & Location/Agency Contact:**

8:30-5:00pm

Varies Statewide in the Div. of Rehabilitation Services

Contact: Bureau of Employee Services  
100 S. Grand Ave. East, 3rd Floor  
Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

**Job Title: Rehabilitation Services Advisor I**

Agency: Human Services  
Closing Date/Time: Thu. 03/04/10 5:00 PM Central Time  
Salary: \$4,430.00 - \$6,483.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC062  
Bid ID#: DBHS-46176

**Minimum Requirements:**  
Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in social welfare administration, rehabilitation, counseling, social work, vocational guidance or a closely related field. Requires a minimum of two years experience in a social or rehabilitation agency. Requires working experience providing direct home services to customers in the Division of Rehabilitation Services. Requires extensive travel.

**Work Hours & Location/Agency Contact:** 8:30 am -5:00 pm  
Division of Rehabilitation Services (DRS) - REGION I  
Bureau of Home Services Program (HSP)  
100 West Randolph Street (JRT Center)  
Chicago

**CONTACT:** Bureau of Employee Services  
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762  
FAXL 217/524-3385

Candidates must be deemed qualified or have submitted an application to CMS to receive a qualifying grade prior to the closing of the posting period. A copy of the current grade and a CMS100 employment application must be submitted with the bid form to the contact listed above prior to the end of the posting period.

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

## College Clerical Assistant II - Speech & Drama - North

Location: Wright College

Employee Type: Full Time Staff

Department: Speech & Drama - North

Union Status: Local 1708

Hours: 35 hours per week: Monday to Friday: 8:00 a.m. - 4:00 p.m.

Salary: \$27,784.18

Posted: Wednesday, February 17, 2010 Closing Date: Tuesday, March 09, 2010

### Duties

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.
- Answers the telephone, responds to inquiries and refers calls to the appropriate persons.
- Assists in reviewing time sheets and prepares attendance reports for payroll processing. Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail.
- Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.
- Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.
- Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information. •Performs other duties as assigned.

All CCC employees are required to adhere to CCC Customer Service Excellence standards.

### Qualifications

1. Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience.
2. Proficient in PC desktop and related software programs. Ability to operate a personal computer.
3. Ability to keyboard 45 words per minute. Ability to follow oral and written instructions.
4. Skill in basic filing, record keeping and operation of a variety of office machines.

### How to Apply

For consideration, all interested candidates, including current CCC employees, must submit their resumes and letters of interest in MS Word format by electronic mail only to:

HR Administrator [wjobs@ccc.edu](mailto:wjobs@ccc.edu) or go to [www.ccc.edu](http://www.ccc.edu) and click on jobs

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

### **Lead Security Officer (2 Positions)**

Location: Richard J Daley College

Employee Type: Part Time Staff

Department: Security

Union Status: Local 1600

Hours: Monday - Saturday: 1st Position: 7:00 a.m. - 3:00 p.m; 2nd Position: 3:00 p.m. - 10:30 p.m.

Salary: \$17.60 per hour

Posted: Wednesday, February 17, 2010 Closing Date: Tuesday, March 02, 2010

#### **Duties:**

This position functions as lead workers who direct the activities as part-time officers and assistants. In addition, they are responsible for ensuring a safe and secure environment for individuals, protecting all property of the college, and reducing the risk of liability to the college. These individuals are required to be armed and wear appropriate uniforms.

All CCC employees are required to adhere to CCC Customer Service Excellence standards.

#### **Qualifications:**

1. Two years of experience in a law enforcement capacity. Knowledge of all relevant state statutes and local ordinances.
2. Excellent communication skills--both verbal and written. Must be able to work well with staff and students. Must be able to handle situations with tact, diplomacy, and persuasiveness.
3. Good physical condition to perform the assigned duties and responsibilities of the position.
4. Working knowledge of personal computers and the applicable software used on them helpful.
5. Must be self-directed and able to prioritize assignments.
6. Employees holding a full-time police position for another law enforcement agency, he/she may work no more than twenty hours per week at the CCC. Other employees not working at another agency in a law enforcement capacity may work up to twenty-nine hours per week.

#### **How to Apply**

For consideration, all interested candidates, including current CCC employees, must submit their resumes and letters of interest in MS Word format by electronic mail only to:

HR Administrator [dajobs@ccc.edu](mailto:dajobs@ccc.edu) or go to [www.ccc.edu](http://www.ccc.edu) and click on jobs

<b>State Representative La Shawn K. Ford</b> <a href="http://www.lashawnford.com">www.lashawnford.com</a>	Chicago Office 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	Oak Park Office 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	Springfield Office 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	---	--	---

### **File Clerk**

Facility: West Suburban Medical Center, Oak Park, IL

Department: Radiology

Schedule: Part-time

Shift: Rotation

Hours: VARIABLE

#### **Job Details:**

The File Clerk is responsible for the daily operations of the medical records section of the clinics. Candidates must have a high school diploma or equivalent and at least one year experience in medical records or related field preferred. Must have basic computer knowledge and medical terminology.

To apply, go to [www.reshealth.org](http://www.reshealth.org)

### **Health Info Assistant I**

Facility: West Suburban Medical Center, Oak Park, IL

Department: Health Information Management

Schedule: Registry

Shift: Day shift

Hours: as needed

#### **Job Details:**

Experience is preferred

Performs a variety of routine clerical duties in accordance with pre-established procedures/guidelines. Assignments and methods are defined. Limited interpretation, judgment and/or discretionary actions are required. Must have a high school diploma or equivalent. Six months to one year of clerical experience required, preferably in a healthcare setting. Must have previous data entry experience, ability to type 30 wpm preferred.

To apply, go to [www.reshealth.org](http://www.reshealth.org)

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

### Health Info Assistant II

Facility: West Suburban Medical Center, Oak Park, IL

Department: Health Information Management

Schedule: Full-time

Shift: Day shift

Hours: 8:00am - 4:30pm Mon-Fri

#### Job Details:

Experience is preferred

Performs higher level clerical duties including but not limited to chart processing, release of information, birth certificate completion, physician incomplete record maintenance and data entry. Will typically specialize in one or more of the essential duties and responsibilities listed below. Must have a high school diploma or equivalent and a minimum of one year medical records experience. Must have the ability to type 40 wpm.

To apply, go to [www.reshealth.org](http://www.reshealth.org)

### Information Desk Clerk

Facility: Westlake Hospital, Melrose Park, IL

Department: Information Desk

Schedule: Casual

Shift: Day/PM rotation

Hours: varied

#### Job Details:

The Information Desk Clerk performs activities necessary to provide both internal and external customers with help in finding their way around Resurrection Medical Center . This individual assists patients and visitors, as well, in a variety of other ways to make their time at RMC more hospitable. These may include but are not limited to the following: taking people to their destination by wheel chair, directing people by a map to their destination, sharing information about community programs, conveying and/or calling ResInfo for accessing a physician referral, calling other departments to answer questions for which answers are not known, and keeping up on daily changes in the hospital through reading any new notices so that correct information can be relayed appropriately. Must have a high school diploma or equivalent. Must have strong customer service skills and the ability to speak and understand English. Must present a professional appearance and be able to interact with patients, visitors, and staff throughout the facility.

To apply, go to [www.reshealth.org](http://www.reshealth.org)

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

### **Lead Radiology Clerk**

Facility: Saints Mary and Elizabeth Medical Center, Chicago, IL

Department: Radiology Support Services

Schedule: Full-time

Shift: Day shift

Hours: 8:00-4:30 w/Rotation

#### **Job Details:**

High school diploma or equivalent is required

Oversees all clerical and reception staff and operational activities of the reception and file room areas. Assists the Director and/or Department Manager in day to day supervision and coordination of assigned section personnel as well as supply and equipment resources.

High school diploma required, advanced education preferred. A minimum of 1 year of previous experience required.

To apply, go to [www.reshealth.org](http://www.reshealth.org)

### **Receptionist**

Facility: Bethlehem Woods Retirement Community, La Grange Park, IL

Department: Administration

Schedule: Full-time

Shift: Day shift

Hours: 9AM-5PM

#### **Job Details:**

Experience is preferred

Responsible for greeting and directing visitors and patients in a congenial and professional manner, providing a broad scope of information, and referring inquiries of visitors and staff to appropriate resources. High School graduate or GED required. Pleasant manner, ready smile, be a good listener, exercise on-the-spot judgment when necessary. Full-time 9AM-5PM. Previous long-term care experience preferred. Position is located in La Grange Park, IL.

To apply, go to [www.reshealth.org](http://www.reshealth.org)

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

### Registrar

Facility: Saint Joseph Hospital, Chicago, IL

Department: Laboure Outpatient Center

Schedule: Registry

Shift: Day shift

Hours: 8-4:30PM 9-6PM

#### Job Details:

Would you like to spend your extra time earning extra cash? If so look no further. Here at Saint Joseph Hospital we are conveniently located in the diverse Lincoln Park neighborhood offers exposure to various cultures, languages and religions that make Chicago a fascinating city. We are near a variety of attractions including the Magnificent Mile and are easily accessible by bus, car or train.

Under general supervision and according to well-defined procedures, performs a variety of clerical duties to register and/or admit patients. High School diploma or equivalent. Previous related experience or hospital experience helpful. Ability to type a minimum of 30 words per minute. Bi-lingual Spanish Preferred. Must have knowledge of medial terminology, proficient in basic computer skills and CPR preferred.

To apply, go to [www.reshealth.org](http://www.reshealth.org)

#### Unit Secretary

Facility: Saints Mary and Elizabeth Medical Center, Chicago, IL

Department: Medical/Surgical - 11th Fl

Schedule: Part-time

Shift: Day/PM rotation

Hours: 7:00 to 3:30 P and 3:00p to 11:30p

Job Details: High school diploma or equivalent is required

Customer service skills are required

Experience is required

The Unit Secretary is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit. Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians. The Unit Secretary facilitates a smooth, efficient patient care unit. This position requires a high school diploma or equivalent. One to three years of prior experience as a unit secretary preferred. Able to comprehend medical terminology. Ability to apply medical knowledge procedure and understand and act on technical information form supervisors, charts, reference books, procedural manual, etc. Previous experience and CPR required.

To apply, go to [www.reshealth.org](http://www.reshealth.org)

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

**Job Title: Hall Director**

Loyola University Chicago

Position #: 8100678

Candidate Type All Candidates

Exempt Status: Exempt

**Duties and Responsibilities:** The Hall Director works to create living environments that encourage student and community development in the spirit of Loyola University Chicago's Jesuit Heritage. Hall Directors are expected to incorporate the principles of Ignatian education with special emphasis on the development of the whole person in mind, body, and spirit. The Department of Residence Life provides housing and related services to 3,750 students residing in six traditional style residence halls and 10 apartment style facilities.

**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Master's degree in College Student Personnel, Higher Education or Human Services field required. Prior work experience in residence life or student affairs required. Demonstrated leadership ability and ability to work effectively with staff and students. Live-in required.

Preferred Qualifications n/a

**Special Instructions to Applicants.** There will be two open positions.

Campus: Lake Shore

Department / School / College, Residence Life-03850A

Job Open Date 07-01-2010

Job Close Date Open Until Filled

Job Category: University Staff

Health Science Faculty Status No Response

Job Type: Full Time Staff

Physical Demands and Working Conditions

Loyola University Chicago is an Equal Opportunity and Affirmative Action Employer

To apply, go to [www.careers.luc.edu](http://www.careers.luc.edu)

If you need to edit your application information before applying for a position, please log in if you have not already done so and click on the 'Edit Application' link that appears on the left hand side of margin. You will not be allowed to change your application information after you have applied for a position.

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

**Job Title: Residence Hall Monitor**

Loyola University Chicago

Position #: 8300399

Candidate Type All Candidates

Exempt Status Non-Exempt

Is this partially or fully grant funded? No

**Duties and Responsibilities:** The Department of Campus Safety of Loyola University Chicago is currently conducting a search for a part-time Residence Hall Monitor. Typically working Friday and Saturday nights, 11:45 p.m. to 8:15 a.m., responsibilities of this position include: monitoring egress to and from the residence halls; ensuring that residents are properly signing in guests; and, reporting any and all suspicious activity in their area to Campus Safety.

This position typically works 9 months/year, during the academic school year, August through May, when students occupy the residence halls.

**Minimum Qualifications** Qualified candidates for this position must have a minimum of a high school diploma or GED and possess good communication skills. Computer skills a plus. New hires must pass an extensive background investigation and drug screening.

**Preferred Qualifications** n/a

**Special Instructions to Applicants**

Campus: Lake Shore

Department / School / College: Safety and Security LSC-07230A

Job Open Date: 02-18-2010

Job Category: University Staff

Health Science Faculty Status: No Response

Job Type: Part Time Staff

Physical Demands and Working Conditions

Loyola University Chicago is an Equal Opportunity and Affirmative Action Employer

To apply, go to [www.careers.luc.edu](http://www.careers.luc.edu)

If you need to edit your application information before applying for a position, please log in if you have not already done so and click on the 'Edit Application' link that appears on the left hand side of margin. You will not be allowed to change your application information after you have applied for a position.

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

## **Wet Work, Strip & Wax Workers**

USM - Transfield Services Group

### **JOB DETAILS:**

USM - Transfield Services Group is hiring full and part time Wet Work, Strip & Wax Workers in Illinois

USM delivers essential Facilities Management services to industry leaders in the retail, communications, utilities and transportation sectors. We are committed to be a Partner for Change with our clients and we work together to make sure that each of their locations upholds their brand image.

We're part of the Transfield Services Group. Transfield Services is a leading global provider of operations, maintenance, and asset and project management services.

### **Position Details:**

Janitorial staff members are responsible for providing daily services to each client, following store specifications, according to contracts in place. The Wet Work, Strip & Wax Workers make \$12.00-\$15.00 Based On Experience

### **FT/PT Positions in Illinois**

### **Job Requirements:**

- Must have reliable Transportation
- Must be knowledgeable of stripping and waxing procedures.
- You must be able to pass a drug test and criminal background check & be authorized to work in the U.S.

Mention that you saw this ad in the Employment Guide.

Jobseekers in Illinois with previous Janitorial experience may be a good fit for the above Floor Strip and Wax Worker position.

For immediate consideration, call 708-389-4460 or go to [www.employmentguide.com](http://www.employmentguide.com) .

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	Chicago Office 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	Oak Park Office 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	Springfield Office 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	---	--	---

## **Weekend Janitor**

Millard Group

### **JOB DETAILS:**

The Millard Group is currently hiring for a part-time Janitor at their Evanston, IL location

The Millard Group is a third-generation family business with a long history of leadership in commercial maintenance in the Chicago area and across the nation. The company provides clients integrated solutions through its full range of supervised janitorial, window cleaning, metal maintenance and specialty services. We are now hiring the following janitorial position:

Weekend Janitor (6 hours/week) - \$10.00/hour

Candidates must be flexible to work 1st or 2nd shift.

The Millard Group employs more than 4,000 people daily to over 1,000 clients in 32 states. The company serves a variety of clients including office high-rises, apartment buildings, industrial clients, shopping malls, health care facilities, laboratories, educational and financial institutions.

The Millard Group provides employees with ongoing training, supervision and support to help them excel in their jobs. The company offers for employees to grow professionally.

Jobseekers in the Evanston, Illinois area with Custodial or Cleaning experience may be a good fit for the above part-time Janitor position.

To apply, go to [www.employmentguide.com](http://www.employmentguide.com) .

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

## Dockworker Part-Time

Company: FedEx  
IL-Schaumburg

Overview: Transport freight across dock area to/from trailers for loading to trailers.  
This is a part-time position.

### Position Information:

- Perform freight handling using appropriate motorized and manual equipment, including but not limited to: forklift, pallet jack and hand truck
- Verify documentation matches freight description (e.g. type, weight, hazardous materials), using current electronic or manual system
- Arrange freight to maximize trailer capacity, distribute the weight and secure the contents using appropriate tools and supplies (e.g. pallets, straps, rope)
- Breakdown and remove internal trailer packing structure, including but not limited to: beams and load decks
- Recoup/repair damaged freight when necessary
- Verify and complete required documentation and reports
- Assist customers with freight and freight documentation as needed
- Comply with all applicable laws/regulations, as well as company policies/procedures
- Perform other duties as required

Disclaimer: This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

### WORKING CONDITIONS:

- Dock environment; exposure to varied weather conditions, exhaust, fumes, dust, noise
- Hours may vary due to operational need
- Frequent contact with service center personnel; fast-paced, deadline oriented

### Qualifications:

- Must be at least 18 years of age
- Ability to count and perform basic math, with or without a calculator
- Basic written and verbal communication skills (documentation, communication with peers, supervisors, etc.)
- Ability to lift hand or loose freight of varying weights several times a week; ability to lift dock plates weighing approximately 75 pounds and to open trailer doors requiring approximately 72 pounds of lift force, up to several times per day or more
- Ability to bend, twist, squat, pushing/pulling freight throughout shift
- Ability to follow instructions and complete required training
- Ability to work independently and/or as a team member
- Previous dock/warehouse experience preferred

To apply, go to [www.fedex.com](http://www.fedex.com)

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

### **Maintenance Mechanic**

Company: Allegis Group, Inc. - Corporate

Location: Oak Park, IL 60304

Position Type: Full Time, Temporary/Contract/Project

Posted: 2/22/10

#### Maintenance Mechanic Job Description:

Our client is currently hiring for a Maintenance Mechanic. This is a contract to hire position paying anywhere from \$19-\$25 per hour based on experience.

- Preferably someone from a recycling or waste management background
- Someone who has worked on forklift, bob cats, cranes or excavators
- Must have experience with 220 volt 3 phase motors
- Must have experience with hydraulics and pneumatics
- Experience with hydraulics and pneumatics
- MIG/Stick Welding experience
- Experience with motor controls and conveyor systems
- Experience with 110-480 volts single/three phase motors is required all A/C no D/C

#### Required Skills:

Forklift, 220 Volt 3 Phase motors, BOBCAT, EXCAVATOR, DIESEL HYDRAULICS, HYDRAULICS PNEUMATICS

People. Service. Performance. These values are the foundation of the culture at Allegis Group and our family of companies. Become part of a company that cherishes its people. We offer an excellent salary and benefits package...and a place where you can grow and excel. Allegis Group and its subsidiaries are equal opportunity employers.

#### Contact Information:

Contact: Jack Lernihan

Address: 9701 West Higgins Road, Suite 320

Rosemont, IL 60018

Apply online at [www.chicagosuntimes.com](http://www.chicagosuntimes.com) and click on jobs

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

## Application Packager

Company: TEKsystems

Location: Chicago, IL

Position Type: Full Time, Temporary/Contract/Project

Job Category: IT/Software Development

Posted: 2/22/10

TEKsystems has an opportunity at a Chicagoland client for an Application Packager for a contract opportunity.

Main experience that we are looking for is experience with application virtualization, preferably App-V. Our client is looking to convert several hundred applications from MSI over to App-V and needing to onboard strong packagers with virtualization experience.

Responsibilities of this job will include:

- App-V sequencing, client is currently using App-V v4.5
- Familiarity with Install shield, LAN Desk, Remedy, Lotus Notes and VMware
- Enterprise level experience
- Experience with application virtualization
- Experience repackaging applications into MSI formats and performing testing

Required Skills:

App-V; Join TEKsystems® and get your career on the fast track. As the leading technology staffing and services firm, we are passionate about deploying high-caliber IT and communications expertise. To satisfy our constant need for expertise, we actively seek talented Technical Professionals with all levels of information technology and communications skills. TEKsystems knows that every professional has different needs, so we'll work together to determine a suitable benefits package. We offer options to our Technical Professionals that could include: a health plan, 401k, provisions for vacation and holiday pay, and technical and professional training. With a foundation as the nation's largest IT staffing firm, we've become a billion-dollar services company by blending superior client service with an unrivaled ability to source and manage talent to precise specifications, resulting in successful technology executions. Allegis Group and its subsidiaries are equal opportunity employers. M/F/D/V

Contact Information:

Contact: Jeffery Wohlgamuth II

Address: 111 North Canal St., Suite 105

Chicago, IL 60606

Phone: (312) 879-8080

Apply online at [www.chicagosuntimes.com](http://www.chicagosuntimes.com) and click on jobs

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	Chicago Office 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	Oak Park Office 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	Springfield Office 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	---	--	---

### **Hotel Receptionist**

Company: ALE Solutions

Location: St. Charles, IL 60174

Industries: Insurance

Job Type: Full Time Employee

Years of Experience: Less than 1 Year

Education Level: High School or equivalent

Career Level: Entry Level

Salary: \$11.00 - \$13.00 hourly

#### Job Summary:

##### About the Job

A temporary housing company is looking for a Hotel Receptionist.

The hours will be Monday to Friday from 9 am to 6 pm. We offer a competitive benefits package.

#### Job Responsibilities include but are not limited to the following:

Handle incoming calls

Record/Document company paperwork

Assist in order/prepare and clean up of food and beverage for meetings

Assist in maintaining supply closet

#### Looking for someone with the following characteristics:

A "can do" attitude

Ability to prioritize and multi-task

Ability to be flexible

Apply online at [www.chicagosuntimes.com](http://www.chicagosuntimes.com) and click on jobs

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

***Now Hiring! Come Join the zoo crew!***

We are looking for friendly, fun, energetic people to join the zoo crew.  
Flexible work schedules and great starting pay are part of the job!

**Seasonal Job Fair**

Monday, March 15, 2010

from 12 noon to 6:00 pm in the zoo's Discovery Center.

For more information and a list of seasonal jobs go to [www.CZS.org/jobfair](http://www.CZS.org/jobfair)

Applications can be printed from the seasonal employment application.

For more information, call our job hotline at (708) 688-8881.

You must be at least 16 years of age.

Welcome to the Chicago Zoological Society's online employment center!

The Chicago Zoological Society has a wide variety of exciting employment opportunities available. If you are interested in working for a world-class organization that is dedicated to conservation, then Brookfield Zoo is the place for you.

We are currently looking for enthusiastic, hard-working, and caring individuals to be a part of our world-class team.

How to Apply:

Job Openings (Full-time, Part-time, and Seasonal)

Internships and College Experiential Learning Opportunities (C.E.L.O.)

Benefits for CZS Employees

Employment FAQs

Diversity Initiative

Interested in working at Brookfield Zoo? Are you exploring a career in the field of zoology or conservation? Find out more about careers in the zoo world.

The Chicago Zoological Society is an Equal Opportunity/Affirmative Action Employer-Minorities/Females/Veterans/Disabled.