



JobFlash!



January 2018

Upcoming Events:

1/22 **Part-Time Mondays** 11-1pm Student Street, Grayslake Campus



1/23 **Resume Review** 9-4pm Room A111, Grayslake Campus

1/29 **Part-Time Mondays** 11-1pm Student Street, Grayslake Campus



1/30 **Resume Review** 9-4pm Room A111, Grayslake Campus

Job Source: Job Board and On-Campus Recruitment

Posting Date: Between 1/1/2018 and 1/9/2018

Job Type: All

The following jobs have been posted for Students and Alumni:

Expires: 01/14/2018

Job ID: 5342086

School Job ID: EMPS

Job Title: Mechanical Design Engineer (Automation) - Cary, IL

Company: Coilcraft

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Any Major

Job Target: Engineering

Location: Cary, IL 60013

Salary:

Job Description: Coilcraft, Inc., founded in 1945, is an established worldwide organization specializing in the manufacturing of magnetic components. We are seeking an individual to join our team and provide engineering and design expertise to Coilcraft projects, working within the engineering automation department,

supervising smaller projects or leading larger complex projects. Responsibilities: Design automation for a variety of products and assemblies using knowledge of electronic controls, pneumatic actuators, mechanical systems, and operator interfaces. Develop new automation concepts/specifications or make improvements to existing products with input from a number of sources (i.e., manufacturing, purchasing, engineering, marketing, etc.). Guide the design effort in creating prototype and production drawings. Evaluate products, parts, or processes for cost efficiency and reliability. Set, implement and maintain schedules to ensure project completion. Review initial run of the automation for design compliance and makes appropriate changes to ensure product compliance. Follow the product and makes requested automation changes and corrections throughout the life of the product. Provide technical support by providing information and answers to other engineers, departments and customers. Job Requirements: Bachelor's degree in design engineering or related field 5+ years of recent mechanical design experience in a manufacturing environment 5+ years proficiency in Solid Works Design experience at a component level and complete machine/systems design. Experience with laser/industrial welding and optics a big plus We Offer: Affiliation with a worldwide company with a reputation for quality Excellent growth opportunities for high achievers A market competitive salary Benefits including health, dental and life insurance, holidays, vacation building to 4 weeks in 10 years, sick time, 401(k) with company match and profit sharing Equal Opportunity Employer: Disability/Veteran This position may require compliance with ITAR export regulations, applicants must be US citizens or permanent resident status.

Job Requirements: 5 years mechanical design experience

Application Instructions: For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website.

<https://www.applicantpro.com/j/224850-72325>

Contact: Amy Zorica

Address: 1102 Silver Lake Drive, Cary, IL 60013

Phone: 847-516-5540

Fax: 847-639-3701

Apply Online: <https://www.applicantpro.com/j/224850-72325>

Expires: 02/01/2018

Job ID: 5336914

School Job ID: BUS

Job Title: Line Cook

Company: American Hotel Register

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Food Service

Job Target: Culinary Arts

Location: Vernon Hills, IL 60061

Salary:

Job Description: The Line Cook will be responsible for producing and serving the daily menu of soups, sides, breakfast service and the lunch deli station offering. This associate is also responsible for assisting in the production of catering functions. The successful candidate will have the ability to multi-task and provide stellar customer service to our internal associates in our cafeteria. Responsibilities: * Set up and stock stations with all necessary supplies * Prepare food for service (e.g. chopping vegetables, deli/breakfast prep, and soups) * Cook ready to order eggs during breakfast hours and sandwiches as requested * Clean up station and take care of leftover food * Stock inventory appropriately * Comply with sanitation regulations and safety standards * Maintain a positive and professional approach with associates

Job Requirements: Required: * State issued and current food sanitation certification * 2-3 years of culinary/food service experience * Strong customer service and communication skills

Application Instructions: Apply online- choose career opportunities-view open positions- apply to line cook or e-mail me directly.

Contact: Shabnam Daya

Address: 100 South Milwaukee ave, Vernon Hills, IL 60061

Phone: 8477431072

Fax: 6307403915

Email: sdaya@americanhotel.com

Apply Online: <https://www.americanhotel.com>

Expires: 02/01/2018

Job ID: 5336998

School Job ID: ADULT ED

Job Title: Adult Trip Instructor

Company: Wheeling Park District

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Transportation - Land (Auto/Bus/Truck)

Location: IL

Salary: \$12.25

Job Description: PLEASE APPLY ONLINE AT:

<https://www.applitrack.com/wheelingparkdistrict/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=227> TITLE: Adult Trip Instructor (FLSA non-exempt) R 12/14 SUPERVISOR: Recreation Services Manager EDUCATION & EXPERIENCE: Some college or university education, a Degree preferred in Recreation or equivalent. Experience driving a 14 passenger mini bus is preferred. QUALIFICATIONS: - Demonstrated knowledge, skill and experience in planning, implementing recreation programs for senior adults. -Working knowledge of rules of the road, specifications of the bus, and safety procedures. -Positively interact with program participants, Wheeling Park District and Pavilion Center staff. -Demonstrated initiative, dependability, professionalism, resourcefulness and management skills. -Must able to read, write and speak in English. -Must have valid IL driver's license. -Must go through Wheeling Park District Bus Training and pass a required written test. -Must demonstrate ability to pass Agency's requirements to drive Agency's passenger vehicles. HOURS: This is a part-time, year round position. The instructor shall be considered on duty whenever a need for their services exists. A schedule shall be determined based upon program needs, not to exceed 20 hours per week, depending on the trips. ESSENTIAL FUNCTIONS: -Provide safe transportation to and from the designated trip. -Be cordial to all guests and provide a nice safe environment. -Develop and maintain a relationship with the Senior Center Representative and work cooperatively to ensure a good experience for all guests. -Performs the job safely and in compliance with Park District policies, procedures, work and safety rules. -Complete Fleet Vehicle Safety Inspection worksheets before every trip and return vehicle with enough fuel for the following scheduled trip. -Develops and maintains cooperative relationships with all Senior Center guests. -Supports and exhibits the established organizational values of respect, communication, integrity, innovation, recognition, continuous learning, fun, empowerment and people. - Develops general knowledge of Park District programs to respond to specific questions or direct customers to the appropriate staff member. -Work as scheduled. Arrive on time and prompt when picking up and dropping off guests at designated areas. MARGINAL FUNCTIONS: -Attends all meetings when appropriate. -Perform other duties or special projects as assigned. PAY RATE: -\$12.25 PLEASE APPLY ONLINE AT:

<https://www.applitrack.com/wheelingparkdistrict/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=227>

Application Instructions: PLEASE APPLY ONLINE AT:

<https://www.applitrack.com/wheelingparkdistrict/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=227>

Contact: Matt Smith

Address: 333 W Dundee Rd., Wheeling, IL 60090

Phone: 847-465-7679

Apply Online:

<http://www.applitrack.com/wheelingparkdistrict/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=227>

Expires: 02/01/2018

Job ID: 5337052

School Job ID: SOC SCI

Job Title: Code Coach

Company: theCoderSchool

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Computer Information Systems, Engineering Technology, Technical Communication, Web Development, WEB Programming

Job Target: Computer Programming; Education

Location: Highland Park, IL 60035

Salary: \$17-35, depending on experience

Job Description: This is a part-time, location based position for 2-15 hours/week (same times weekly), depending on your schedule and availability. These hours can generally be sometime between 3-8pm weekdays or late morning on weekends. Responsibilities A Code Coach is a mentor who teaches kids how to code. At theCoderSchool, we have three basic teaching styles - your assignment will depend on schedule, ability, and desire. 1. Code Coaching. 1:1 or 1:2 coding lessons for kids. Younger kids will be taught in Scratch or Snap, while older kids gravitate towards Python/Javascript or other advanced languages like Java, C++. The kids will generally create apps that you decide with them, and may (or may not) follow our curriculum. Personalization and customization are strongly encouraged. The coaching relationship is adaptable and will evolve organically over time to promote continuous learning and engagement for the student. 2.Code Coaching PLUS (App Team). Our more experienced Code Coaches® will manage a team of kids who will collaborate doing fun group exercises to improve their presentations skills with an objective to prepare their presentations for our regular Coder Fairs. 3.Code Class. Traditional curriculum based classes with a larger student to teacher ratio, where all students follow a set specific curriculum. This position rocks because you will: * Meet, mentor, and grow amazing kids who are ready to be out next generation of coders! * Meet and share with other Code Coaches who are passionate about the latest platforms and languages, including with schools and coaches from around the country * Give back to the community and help grow our next generation by sharing your knowledge of technology * Have the flexibility to teach what you're most comfortable with, and learn new things along the way Requirements What do we want from you? Read on. PASSION. All caps! This is all about giving back to the kids. We need to see goose bumps when your student ROCKS a code challenge. Great Communicator. There will be plenty of chatting with parents, and of course patience is a virtue when it comes to kids! Street Cred. Our college-level Code Coaches® will have Comp Sci or Engineering or similar major at a nearby accredited school. Our Veteran Code Coaches® will have relevant industry experience. Coding Skills. Strong grasp of basic procedural programming. General knowledge of other languages is assumed -

Javascript, PHP, HTML/CSS, Python, Java are most helpful. Deep technical skills aren't required - we prefer you communicate well and find answers along with students than know everything upfront. Teaching Experience. Experience teaching kids in any subject is a plus, as is experience with Scratch or Snap.

Contact: Robin Brown

Address: 1929 Sheridan Rd, Highland Park, IL 60035

Phone: 847-757-4424

Email: thecoderschoolNS@gmail.com

Expires: 02/01/2018

Job ID: 5337057

School Job ID: SOC SCI

Job Title: Assistant GM/Coding Coordinator

Company: theCoderSchool

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Administration; Communications - Corporate; Education

Location: Highland Park, IL 60035

Salary: \$17 per hour plus commission

Job Description: theCoderSchool is looking for an Assistant General Manager/Coding Coordinator to help us greet parents and kids and represent the awesomeness that is our school! This is a part-time position on select days of the week from 3-8pm and Saturdays 10-2pm. Responsibilities * Greet students by name, chat with them, and generally make them feel inspired * Greet prospective students and parents, explain our programs, show them the facility * Help create a cool vibe at the school by managing rockin' playlists, coming up with decorative ideas, anything to keep a cool tech-startup vibe in the school * Enter customer data and perform various administrative tasks as trained by the General Manager * Learn and understand theCoderSchool's backend software, including billing and customer management systems * Manage the school's calendar, contact parents over phone for missed lessons, rescheduling, and other operational tasks * Be open and willing to learn about the wide world of technology, and gain a basic understanding to have educated conversations (with the kids!) Job Requirements * Good Communicator. There will be plenty of chatting with parents, and of course patience is a virtue when it comes to kids! * Great Attitude. Somewhat related to being a good communicator. In customer service, a great attitude and communication style goes a long way. Showing genuine interest in students and their growth means a lot. * Desire and Ability to Learn Quickly. You don't need to be a tech wiz for this position, but we want you to learn high level technical concepts so you can speak intelligently to parents (and students!), and perhaps be inspired to code yourself!

Contact: Robin Brown

Address: 1929 Sheridan Rd, Highland Park, IL 60035

Phone: 847-757-4424

Email: thecoderschoolNS@gmail.com

Expires: 02/01/2018

Job ID: 5337248

School Job ID: EMPS

Job Title: Laser Operator

Company: Adecco-Schaumburg

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Vocational Trades; Warehousing

Location: Waukegan, IL 60087

Salary: \$10.00

Job Description: Performs processing duties for all production processes including metals, glass, plastics, etc. This includes loading multiple lasers, sanding, washing, performing visual checks, and other production processing as required. Will be required to inspect parts produced after training. Maintain a clean work area and good documentation practices at all times. Comply with all relevant safety policies in area and company. Primary Duties and Responsibilities 1)Perform all types of processing steps related to Laser operation, part preparation, testing, cleaning visual and dimensional inspection of production pieces as necessary. 2)Comply and follow all safety policies as required by company and per work area. 3)Inspects and accepts responsibility for the quality and quantity of the parts processed per procedures, standards and training. 4)Maintain acceptable goals and work with others as a team to meet the daily/monthly goals for production and quality. 5)Maintain all work areas in a clean and orderly manner by Lean Manufacturing and 5S standards. 6)Maintain acceptable attendance and tardiness per employee handbook and company policies. 7)Document and complete all necessary production paperwork to keep accurate production logging and totals in accordance with good documentation practices as trained and in accordance with procedures. 8)Maintain ability to use/look up company procedures both hard copy and electronic copy. 9)Maintain good documentation practices as trained and in accordance with procedures. 10)Participate in, support and help implement all Lean Manufacturing initiatives. 11)Perform other related duties and assignments as required. Specific Education, Work Experience, Skills, and Knowledge Required to Perform the Job (BFOQ - Bona Fide Occupational Qualifications) New employee must complete new employee orientation checklist and specified training. Individuals in this position shall be able to read procedures and comprehend instructions related to the process. Excellent communication skills are necessary with all levels of personnel and possible customers. This position also requires basic math and calculator usage skills. Must be able to visually manufacture and inspect parts with an unaided eye according to area standards. Must be able to use a stereo microscope according to area standards for up to your entire shift. Must be able to perform tasks associated with position while wearing the necessary safety glasses and PPE for the area. Must be able to lift/move up to 35 lbs. on an occasional basis during your entire shift. Must be able to handle and process very small parts with acceptable hand dexterity and good hand/eye coordination while meeting production needs/standards. Must comply with Laserage dress/attire policy. Physical Environment/Working Conditions Laserage Production Facility Equipment/Machinery Used Operate production processing equipment, inspection equipment and lasers.

Application Instructions: Apply on line at www.adeccousa.com or call our office (630-237-5993) for more information and to start the application process.

Contact: Elizabeth Reyes

Address: 1051 Perimeter Drive, Schaumburg, IL 60173

Phone: 630-237-5993

Email: elizabeth.reyes@adeconna.com

Expires: 02/01/2018

Job ID: 5337523

School Job ID: BIO

Job Title: Certified Medical Assistant

Company: Lake Forest Internal Medicine

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Medical Assisting

Job Target: Health Care

Location: Libertyville, IL 60048

Salary: \$32,240.00-\$38,480.00

Job Description: Traditional Medical Assistant role. Prepare exam room. Take vitals, chart in EHR. Perform EKG, Spirometry, phlebotomy, immunizations, and coordinate prescription refills under Provider/RN supervision.

Job Requirements: Current CPR card

Application Instructions: Please send a current resume to mboike@lakeforestinternalmedicine.com Please have a contact phone # on your resume. Thank you.

Contact: Mary L. Boike

Address: 1800 Hollister Dr., Suite 211, Libertyville, IL 60048

Phone: 8478163084

Fax: 847.816.0031

Email: mboike@lakeforestinternalmedicine.com

Expires: 02/01/2018

Job ID: 5337920

School Job ID: EMPS

Job Title: Automotive Technician

Company: Midas, Crystal Lake

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Crystal Lake, IL 60014

Salary:

Job Description: Overview: At Midas we are locally owned and operated, providing quality services to customer vehicles in the areas of inspection, diagnosis and repair. Job Duties include: * Performing basic care and maintenance, including oil changes, tune-ups, and tire rotations * Repair or replace worn parts, such as brake pads and wheel bearings. * Inspecting vehicle engine and mechanical/electrical components to diagnose issues accurately * Schedule future maintenance sessions and advise motorists on good vehicle use * Repair or replace broken or dysfunctional parts and fix issues (e.g. leaks) * Provide accurate estimates (cost, time, effort) for a repair or maintenance job * Keep logs on work and issues * Maintain equipment and tools in good condition Requirements: * Proven experience as an auto mechanic * Working knowledge of vehicle diagnostic systems and methods * Ability to handle various tools (e.g. pliers) and heavy equipment (e.g. lift) * Good attendance standing Job Type: Full-time Job Location: Barrington, IL Required education: High school or equivalent Required experience: Automotive: 1 year Required license: Driver License Job Type: Full-time

Contact: Chai Mehta

Address: 260 W Virginia St., Crystal Lake, IL 60014

Phone: 8477918052

Expires: 02/02/2018

Job ID: 5338508

School Job ID: BUS

Job Title: Sales Representative

Company: Fitness Wear, Inc

Job Type: Full Time, Part Time

Degrees Wanted: Associates, Bachelors

Majors Wanted: Any Major

Job Target: Business; Marketing; Sales

Location: Glenview, IL 60026

Salary: Base + Commission

Job Description: LOOKING FOR SALES REPS TO PROMOTE OUR CUSTOM APPAREL SERVICE: We are looking for a Sales Representatives to join our team at Fitness Wear. Our company provides a high quality custom apparel service that helps customers with their projects from the design stage to production. We have the capability to take on both small projects and large volume projects. Our work is done in-house, created by experts in our craft. Our passion and skill for customizing apparel matched with our unmatched customer service has helped us grow our company each year. We want to continue bringing awareness of our service and obtain more customers by bringing on a dedicated Sales Rep. We want a Sales Rep who can build solid leads in specific targeted markets and execute sales through cold-calling, walk-in's. Our Sales Rep should have a very good grasp on our brand, product, and service in order to sell accurately and confidently to potential clients. Our Sales Rep should also be well versed in the custom apparel and clothing industry. Our potential Sales Rep should be accurate in building and organizing potential leads in order direct their attention to the correct customers and maximize their efforts. Our potential Sales Rep should be customer relationship driven. They should always be a step ahead of the customer's needs by being efficient in follow ups, educating on running promotions, and checking-in on their clients. Our company is built on creating relationships with our customers. We want a sales rep who mirrors our companies values and represents us properly. Our potential Sales Rep should be self motivated and have a strong work ethic. We expect our Sales Rep to be able to work indecently to build leads and execute sales. Fitness Wear has a fun and exciting service to sell. We would like to bring someone on who is passionate about selling our brand and obtaining clients to help us grow. Candidates should have the following qualities: * Knowledgeable in the custom apparel industry * Have experience in sales, preferably within the custom apparel industry * Self-Driven to create, obtain and manage leads * Independent and able to create their own schedule * Works well with people and thrives in social situations * Organized in managing their clients/potential clients * Result and Goal oriented. Constantly reevaluating their results and adjusting their strategy to achieve set goals Please provide some details about your experience along with a copy of your resume. We look forward to hearing from you!

Application Instructions: Please email support@fitnesswearinc.com with some information about your qualifications for this position. Please include an attachment of your resume.

Contact: Fitness Wear

Address: 1940 Lehigh Ave. Suite A, Glenview, IL 60026

Phone: 8474861704

Email: support@fitnesswearinc.com

Expires: 02/02/2018

Job ID: 5339591

School Job ID: BUS

Job Title: Parts Customer Service Representative

Company: Burris Equipment Co.

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Business Administration, Small Business Management

Job Target: Customer Service

Location: Ingleside, IL 60041

Salary: \$15 - \$18

Job Description: Basic Function: Responsible for all aspects of parts department operations from initiating the customer orders to fulfillment procedures as well as all aspects of inventory management as directed by the parts manager. Responsibilities: 1. Greet and assist all parts customers via telephone and in person to complete the sales of parts for all vendor lines available with confidence and satisfaction. 2. Maintain parts inventory areas with bin locations keeping department clean and orderly for safety and efficiency. 3. Process inbound parts orders to re-stock inventory and fulfill back orders. 4. Process outbound orders from picking to packing for small package shippers. 5. Work with other department personnel in order to assist them with parts needs. 6. Strive to achieve the highest level of customer satisfaction as possible. Recommends and sells related parts items as a service to our customers. Advises customer of any known delays. 7. Process vendor returns on a timely basis. 8. Operate daily to diffuse customer complaints and function as a valued resource for the parts customers. 9. Update showroom pricing on parts items as needed. 10. Maintain parts resource literature and price sheets as needed. 11. Insures that the parts department is maintained in a clean, orderly manner including safety and security. 12. Perform other duties as assigned by parts manager.

Job Requirements: Responsible for securing profitable business for the company through proper planning, effective sales presentation and thorough administration. Responsible for all aspects of parts department operations from initiating the customer orders to fulfillment procedures. In addition lends support to the rental and service departments. Also handles other required duties as specified by the Parts/Service Manager.

Application Instructions: apply by email - deb.heinrichs@burrisequipment.com apply by phone - 815-363-4100 Joe Glasel apply in person - at location

Contact: Deb Heinrichs

Address: 2216 N Greenbay Rd, Waukegan, IL 60087

Phone: 8473361205

Fax: 847-336-2697

Email: deb.heinrichs@burrisequipment.com

Expires: 02/03/2018

Job ID: 5340087

School Job ID: BUS

Job Title: Teller

Company: Great Lakes Credit Union

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Finance/Financial Management Services

Location: North Chicago, IL 60064

Salary:

Job Description: Great Lakes Credit Union is hiring a Teller! We are looking for the best and brightest to join our team! Department Days/Hours: Monday, Tuesday, and Thursday 8:00am to 5:00pm, Wednesday 8:00 am to 3:00pm, Friday 8:00am to 6:00pm, and Saturday 8:00am to 1:00pm. Part-time employees work 35-35 hours a week If you like the challenge of a fast-paced work environment and enjoy being part of a service oriented team, this might be the career for you! This position performs teller transactions, make referrals, and provide

service to members. Meets and exceeds members' expectations by providing excellent service. Acts as the members' most valued financial partner, taking every opportunity to understand and assess their financial needs and goals. Performs all duties with accuracy and in compliance with federal and state laws, rules and regulations, and complies with GLCU's policies and procedures. Teller's primary duties include: Provides high quality member service and helps to ensure member retention by accurately performing transactions ranging from deposits, withdrawals, payments, transfers, money orders, gift cards, and cashier check. Provides appropriate advice, counseling, and solutions to member inquires and problems. Works with other Credit Union personnel to proactively meet member needs in a responsive, efficient manner across department lines. Adhere to Great Lakes Credit Union policies and procedures in order to protect the member and the credit union from fraud and loss. Verifies members' signatures, account ownership, and identification. Meets and exceeds personal performance goals, contributes to branch, and Credit Union goals. Teller's knowledge, skills, and abilities: High school diploma, GED or equivalent. Cash handling experience in financial institution or retail establishment. Demonstrated excellent customer service and communication skills. Ability to read, comprehend, verbal instructions. Follow rules, regulations, and guidelines. A high degree of accuracy and attention to detail. Ability to perform basic math. Proficient with Microsoft Word, Excel, and Outlook. For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website. <https://www.applicantpro.com/j/698744-81361>

Application Instructions: For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website.

<https://www.applicantpro.com/j/698744-81361>

Contact: Sabrina Mitchchell

Address: 2111 Waukegan Rd, Bannockburn, IL 60015

Phone: (847) 578-7088

Apply Online: <http://www.applicantpro.com/j/698744-81361>

Expires: 02/03/2018

Job ID: 5340414

School Job ID: EMPS

Job Title: Maintenance Mechanic

Company: Woodland Foods

Job Type: Full Time

Degrees Wanted: Associates, Diploma

Majors Wanted: Any Major

Job Target: Any Job Target

Location: IL

Salary:

Job Description: JOB PURPOSE: The Maintenance Mechanic has the primary duty of working with the Maintenance Department on building/grounds maintenance, as well as installing, maintaining and troubleshooting plant equipment while ensuring the daily reduction of downtime. Essential duties and responsibilities * Perform installation, inspection, and repair of plant equipment such as Metal detectors, Baggers, Sealers and Scales * Assist employees with diagnosing malfunctions in machinery, equipment or work processes * Interpret instructions, specifications, blueprints for equipment installation, operation and repairs * Recommend measures to improve operations and condition of equipment * Ensure work is completed efficiently and timely * Make sure correct material, equipment, and supplies are used * Ensure all safety, housekeeping and environmental rules and guidelines are followed * Ensure all pertinent data related to maintenance activities are correct and documented accordingly to company and regulatory regulations * Provide training to employees on quality standards and safe performance of equipment and tools * Adhere to

all current SOP's, procedures, and quality requirements * Perform electrical work, welding and other job-related duties and responsibilities as assigned Qualifications/Requirements * Previous Industrial Maintenance Experience specifically with Metal detectors, Baggers, Sealers and Scales preferred * Strong knowledge of plant maintenance operations (including production equipment), material handling equipment, electrical PLCs, AC/DC motors and controls, mechanical power transmissions, gear drives and speed ratios * Ability to read, analyze and interpret written instructions * Thorough working knowledge of all tools, procedures and methods utilized in an industrial maintenance environment * Thorough working knowledge of all electrical, mechanical systems and electronic applications in an industrial environment * Experience with metalworking and fabrication equipment * Able to troubleshoot on mechanical and electrical systems * Food Production, Manufacturing and/or Warehouse experience required * Must be flexible with hours, possibility for OT * Frequently required to lift and/or push up to 55lbs * Possession of a current and valid driver's license Skills/Abilities * Ability to prioritize and learn quickly * Good verbal and written communication skills * Ability to multi-task * Strong attention to detail * Strong organizational skills. * Analytical and Mechanically inclined * Ability to use percentages, add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals * Computer literacy * Bilingual English/Spanish a plus. Educational/Training Experience * High School Degree Required * Associates Degree Preferred * PLC programming certification Preferred * Electrical/Mechanical certification Preferred 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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Regularly required to sit, stand, walk and frequently bend and move about the facility. Must be able to climb ladders and maneuver in small spaces Personal Protective Equipment The performance of this position requires exposure to the manufacturing and warehouse areas that under certain conditions may require the use of personal protective equipment and chemical safety 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. * Works in a manufacturing environment * Exposure to dust, odors and noise * Use of cleaning chemicals This document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Contact: Mary Schabel

Address: 2011 Swanson Court, Gurnee, IL 60031

Phone: 847-693-7681

Expires: 02/03/2018

Job ID: 5340481

School Job ID: EMPS

Job Title: Night Shift Senior Electrician (1707705)

Company: AbbVie

Job Type: Full Time

Degrees Wanted: Diploma

Majors Wanted: Any Major

Job Target: Engineering - Electrical/Electronics; Information Systems

Location: North Chicago, IL 60064

Salary:

Job Description: Responsible for electrical maintenance, repair, and improvement for process and facility systems. Work includes troubleshooting, ordering, installation and maintenance of high voltage and low voltage systems. Will demonstrate a thorough understanding of the nature of the processes and the equipment connected to the electrical system. Applies his/her full knowledge of these systems in the performance of troubleshooting, repair, and preventive maintenance of electrical equipment. Responsibilities: *Responsible for

compliance with applicable Corporate and Divisional Policies and procedures. *Conduct testing of conductor insulation, transformer coils, circuit breakers and related switchgear on a routine basis using testing equipment such as a turns ratio tester, megger, load tester and ultrasonic sensors. *Must be able to follow proper procedures, both written and verbal. *Troubleshoot, repair, and maintain Uninterruptible Power Supply (UPS), whether used for Distributive Control Systems (DCS) or emergency lighting, located throughout the plant. This includes testing, maintenance of back-up batteries, and preventive maintenance on electronic components. *Must be able to perform preventive maintenance testing on transformer minizones and back-up generator system. *Must be knowledgeable in the operation of Soft Starts and Variable Frequency Drives (VFDs). Must be able to troubleshoot, repair, and conduct preventive maintenance on this equipment. *Must be knowledgeable in Programmable Logic Controllers (PLCs) and Process Controls/DCS or Infrared Thermography. Must be able to demonstrate competence in any of these specialized fields in the work setting. *Troubleshoot, repair, and conduct preventive maintenance on motor control centers. Understand motor load characteristics and conduct diagnostic testing on motors both in the energized and de-energized state. *Demonstrate understanding of AbbVie Electrical Standards, NEC, and GMP requirements pertaining to the equipment in the assigned zone. Applies his/her full knowledge of these requirements in the conduct of his/her function. *Must know basic CMMS(Computerized Maintenance Management System) functions and how to use various queries pertaining to maintenance activities such as ordering parts. *Rotating 12-hour shift; 4-on-4-off. Work hours for this position are 3rd shift, 6:00 PM to 6:30 AM

Job Requirements: Basic Qualifications: *Must have a high school education or equivalent. *Five or more years related experience in a commercial or industrial work environment, which may include completion of an accredited electrical apprenticeship program. *Must be an AbbVie-qualified Level 4 electrician. *Must have a valid driver's license

Application Instructions: Please apply directly to the link above

Contact: Operations

Address: 1401 Sheridan Road, North Chicago, IL 60064

Apply Online: <http://abbvie.taleo.net/careersection/2/jobdetail.ftl?job=1707705&lang=en&src=UNV-12540>

Expires: 02/03/2018

Job ID: 5340812

School Job ID: BIO

Job Title: Clinical Support Specialist, Bilingual (Part Time)

Company: Erie Family Health Center

Job Type: Part Time

Degrees Wanted: Certificate, Diploma

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Waukegan, IL 60085

Salary:

Job Description: Responsibilities * Provide direct support and advocacy to patients, assisting in navigating referrals to internal and external health care sources, such as, medication assistance programs, medical, dental and social service institutions and specialists * Serve as a patient liaison to managed care organizations, assisting with prior authorizations and required documentation to help ensure provision of services * Support designated care team by completing documentation, faxes, scanning, mailing letters or acquiring protected health information * Ensure that all required patient documentation for outside entities are attained and available for audit upon request Requirements * High School Diploma or equivalent, required * Completion of one of the following programs strongly preferred: ?Medical Assistant ?Medical Office Assistant ?Medical Billing and Coding * One to two years' experience in health care field, required * Experienced in utilizing a

computer and other office equipment, required * Ability to work independently and collaborate with care teams in a fast paced environment while remaining organized * Ability to communicate effectively in both English and Spanish, required

Application Instructions: Please apply directly online: <https://eriefamilyhealth.applicantstack.com/x/careers>

Contact: Adriana Diaz

Address: 1701 W. Superior, Chicago, IL 60622

Phone: 3124322717

Email: hr@eriefamilyhealth.org

Expires: 02/03/2018

Job ID: 5341051

School Job ID: BUS

Job Title: Rolling out a social media marketing campaign

Company: Benton Search Associates, Inc.

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Digital Media and Design, Electronics Engineering Technology, Web Development

Job Target: Communications - Advertising; Communications - Public Relations; Marketing

Location: IL

Salary: negotiable

Job Description: I am looking to put together a marketing campaign to roll out my expertise as a job coach/career counselor - see my web page - <http://www.bentonsearch.com/job-search-coaching-2/>. * Come up with a LinkedIn (I have nearly 14k 1st connections)/social media mktg campaign - create social media strategy o Hit hot topic of turning 50, looking for a job and building story around this with data - don't know how to build story around data. any suggestion on wording o My LI rep is telling me to roll out a mktg campaign (that is not a sponsored campaign) that I would need to send out individual emails to each and every one of my 14k 1st connections - not a good use of my time. In searching the web, I've not found an answer on this. Note: I don't want to blast this out thru LI inmails so that my 1st connections know who it's going to and it appears that if I send this out in groupings, everyone within the grouping will know who else is getting the inmail. My LI rep is telling me this is the only way to do it. If that be so, I'm going to do this thru Constant Contact - do you have a suggestion? Re: spam - what wording do I use so it doesn't go to a spam folder? o Any other suggestions? Strategy suggestions? Are you also a guru with utilizing Facebook as a social media strategy? What about Instagram? Sprout Social? are these social media platforms conducive to the over 50 crowd? What other social media strategy would you propose? What do you propose? What cost would be involved?

Application Instructions: Interested candidates please e-mail resume and cover letter to:

Linda@BentonSearch.com

Contact: Linda Benton

Address: PO Box 253, Grayslake, IL 60030

Phone: 847.223.8804

Email: linda@bentonsearch.com

Expires: 02/03/2018

Job ID: 5341224

School Job ID: EMPS

Job Title: Maintenance Mechanic

Company: Morgan Bronze Company

Job Type: Full Time

Degrees Wanted: Diploma

Majors Wanted: Any Major

Job Target: Maintenance and Repair - Electrical and Electronic; Maintenance and Repair - Precision Equipment

Location: Lake Zurich, IL 60047

Salary:

Job Description: Morgan Bronze is looking for a CNC Maintenance Mechanic to join our team. The purpose of this position is to perform duties independently on work assignments to maintain process and material handling equipment and facilities including performing routing preventive maintenance procedures. **JOB FUNCTIONS:** Perform cleanup and minor repair of equipment. Troubleshoot and repair electrical and mechanical failures of production machines in a timely manner in a team environment Pull chip conveyers and move maintenance materials throughout the shop Perform PMs and fill out preventive maintenance check sheets. Perform routine checks of all exit lights, fire extinguishers, and replace light bulbs as needed. Salt and shovel north lot as required. Maintain liquid waste and disposal (coolant, mop water, waste oil) Operate evaporator Maintain coolant mixing tank/concentration Keep inventory of essential spare parts Conduct oneself in a courteous and professional manner Communicate with production persons, other maintenance personnel, and shift supervisors. Must follow all safety procedures **JOB QUALIFICATION**

REQUIREMENTS: License: valid drivers license Teamwork - cooperative with all employees At least 2 years of experience completing PMs and minor repairs on process and material handling equipment preferred Working in an ISO certified background is a plus but not required Have excellent communication and organization skills Be able to work from written or verbal instructions and standard operating procedures Posses personal computer skills Basic knowledge of motion and industrial controls. Basic knowledge of PLC and troubleshooting using PLC Trained in operation of forklifts, skyjacks, hand and power tools, basic machine shop skills. Knowledge of electrical and mechanical operations **ALL APPLICANTS MUST BE ABLE TO SHOW ONE OF THE FOLLOWING: U.S. VALID PASSPORT U.S. BIRTH CERTIFICATE WITH PHOTO ID (DRIVER'S LICENSE) PERMANENT U.S. REGISTRATION CARD (GREEN CARD) CERTIFICATE OF NATURALIZATION**

Contact: Laura Fruhauff

Address: 340 E. IL Route 22, Lake Zurich, IL 60047

Phone: 847-416-8109

Email: lfruhauff@morganbronze.com

Apply Online: <http://www.morganbronze.com/jobs Careers.html>

Expires: 02/03/2018

Job ID: 5341227

School Job ID: EMPS

Job Title: CNC Operator

Company: Morgan Bronze Company

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Manufacturing/Production Line Work

Location: Lake Zurich, IL 60047

Salary:

Job Description: Due to Growth Morgan Bronze Products is looking for CNC Operators for 1st shift. At Morgan Bronze, you will have the opportunity to work in a clean, air conditioned environment with many high tech machines. Requirements: Experience on CNC lathes a must (Daewoo, Okuma, etc). Experience working with tight tolerances The ability to read and interpret written instructions in English Must be able to lift up to 50 lbs ALL APPLICANTS MUST BE ABLE TO SHOW ONE OF THE FOLLOWING: U.S. VALID PASSPORT U.S. BIRTH CERTIFICATE WITH PHOTO ID (DRIVER'S LICENSE) PERMANENT U.S. REGISTRATION CARD (GREEN CARD) CERTIFICATE OF NATURALIZATION We are an ISO Certified CNC machine shop that specializes in creating what other shops don't have the capability to do. We pride ourselves on our quality and creativity. We've been serving customers since 1947 and have continued to develop partnerships to best serve their unique needs. Each employee is valued and has a direct impact on our Company goals. Morgan Bronze offers a comprehensive benefit package that includes family health insurance, dental, life, disability, and a 401k plan. Morgan is an Equal Opportunity Employer committed to Diversity in our workforce. - Minorities/Females/Disabled/Veterans

Contact: Laura Fruhauff

Address: 340 E. IL Route 22, Lake Zurich, IL 60047

Phone: 847-416-8109

Email: lfruhauff@morganbronze.com

Apply Online: <http://www.morganbronze.com/jobscareers.html>

Expires: 02/03/2018

Job ID: 5341871

School Job ID: SOC SCI

Job Title: Preschool Dance Teacher

Company: Stretch-n-Grow of McHenry and Lake Counties

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Education - Early Childhood; Performing Arts; Performing Arts - Dance

Location: Cary, IL 60013

Salary: \$25 per hour

Job Description: Our mobile dance classes are held at various preschools and childcare centers around the Northwest Suburbs. Dance experience is necessary and previous experience teaching children dance a BIG plus! Must be available to work mornings and have a dependable vehicle for these mobile classes. Basic ballet, jazz, tap and hip hop styles of dance are taught. Awesome hourly starting rate of \$25.00 per hour! Approximately 7-10 hours per week. Training pay of \$10.00 per hour also included.

Job Requirements: experience teaching preschool aged children dance a huge plus

Application Instructions: Please email resume to sngmchenrylake@gmail.com

Contact: Shelley Ancheta

Address: 9 Boxwood Lane, Cary, IL 60013

Phone: 847-271-6320

Email: sngmchenrylake@gmail.com

Expires: 02/04/2018

Job ID: 5342448

School Job ID: SOC SCI

Job Title: Correctional Officer
Company: Arizona Department of Corrections
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted: Criminal Justice
Job Target: Law Enforcement/Safety/Security
Location: Phoenix, AZ 85007

Salary:

Job Description: Brief Description: Working closely with law enforcement agencies throughout the state, the Arizona Department of Corrections' diverse team of professionals plays a vital role in the protection of our communities. From state-of-the-art facilities throughout Arizona, Correctional Officers benefit from a strong commitment to professional development and enjoy a competitive annual salary of *\$32,916 with annual salary increases, stipends, excellent career opportunities and outstanding benefits. Salaries: Salaries are based upon years of correctional experience starting at *\$32,916 annually for no experience, up to \$39,664 for eight years of experience. Both ADC and non-ADC security experience is applicable. * \$1,030 annual base increase after graduation, plus uniform allowance. Locations: Buckeye, St. Johns, Winslow, Florence, Globe, Tucson, Safford. Limited hiring at Perryville, Phoenix, Douglas and Yuma.

Application Instructions: Apply online or call 1-888-545-RUSH or 602-542-7572

Contact: David Hymes

Address: 1831 West Jefferson St, Phoenix, AZ 85007

Phone: 602-542-7572

Apply Online: <https://corrections.az.gov/correctional-officer-careers>

Expires: 02/04/2018

Job ID: 5342515

School Job ID: SOC SCI

Job Title: After School Assistant

Company: Old School Montessori

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Early Childhood Education

Job Target: Education - Early Childhood; Education - Pre-K/Elementary; Education - Teacher's Aides

Location: Grayslake, IL 60030

Salary: to be discussed

Job Description: OSM has a part-time after school assistant position available for a 3-6 yr old classroom during the remaining of the 2017/18 school year. Responsibilities include to provide a caring and fun environment for students after the school day ends, plan fun and developmentally appropriate indoor and outdoor activities within the after school environment, and maintain a clean and organized classroom. Schedule for this position is Monday to Friday 3pm-6pm. The applicant should have High School degree and prior experience working with children preferably within an educational setting. Ability to work in a fast-paced high-energy setting and ability to communicate effectively with both children and adults is a must.

Application Instructions: Submit your resume and application form (<https://static1.squarespace.com/static/5566849be4b0c0d38f9998b6/t/55f23353e4b0fe81957bc4ec/1441936211309/Application-for-Employment.pdf>) to admin@osmkids.com

Contact: Irlim Torres / Cristina Youtsey

Address: 144 Commerce Drive, Grayslake, IL 60030

Phone: 8472239606

Fax: 8472239606

Email: admin@osmkids.com

Expires: 02/04/2018

Job ID: 5343006

School Job ID: EMPS

Job Title: Production Operator (1705952)

Company: AbbVie

Job Type: Full Time

Degrees Wanted: Diploma

Majors Wanted: Any Major

Job Target: Any Job Target

Location: North Chicago, IL 60064

Salary:

Job Description: Sets up equipment for routine processes. Under general supervision operates complex equipment and monitors manufacturing process. Becomes conversant with overall functionality of departmental processes. Communicates all operational events and issues with appropriate individuals. Identifies opportunities for improvement throughout the operations and assists in the implementation of changes both in physical operations and written documents. Operates assigned jobs and maintains operating conditions within the desired range under supervision. May work with certified or qualified Trainer to learn equipment and manufacturing process, based on previous experience. Sets up equipment to accommodate minor processing changes. Becomes more knowledgeable on work processes to assist with identifying and implementing work improvements. Responsibilities: *Knowledgeable of basic jobs in assigned area of responsibility and Good Manufacturing Practice (GMP) policies. Demonstrates compliance to local and industry quality and safety standards. *Proficient in either manual or controlled process equipment. *Learns and expands knowledge with the help of the certified and qualified trainer. Comprehends and applies all required technical, regulatory, and safety training. *Ability to troubleshoot problem situations with occasional assistance. *Under occasional supervision makes timely decision to accomplish department goals. Recommends improved manufacturing and departmental processes, and takes some ownership of tasks. *Listens actively to acquire information and understand work procedures. Participates in the sharing of information to promote overall efficiency of production. Attends and actively participates in meetings. *Works to resolve conflict in professional and constructive manner with individuals inside and outside operating environment.

Job Requirements: Basic: *High School Diploma or GED *Must have basic technical knowledge with manufacturing experience in a chemical, biological, pharmaceutical, or similar environment. *Knowledge of department basic operating procedures and guidelines, compliance and safety rules and procedures relating to normal duties.

Application Instructions: Please apply directly to the link above

Contact: Operations

Address: 1401 Sheridan Road, North Chicago, IL 60064

Apply Online: <http://abbvie.taleo.net/careersection/2/jobdetail.ftl?job=1705952&lang=en&src=UNV-12540>

Expires: 02/04/2018

Job ID: 5343055

School Job ID: EMPS

Job Title: 3rd Shift Production API Operator (1708985)

Company: AbbVie

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: North Chicago, IL 60064

Salary:

Job Description: Sets up equipment for routine processes. Operates complex equipment and monitors manufacturing processes. Conversant with overall functionality of departmental processes. Communicates all operational events and issues with appropriate individuals. Identifies opportunities for improvement throughout the operations and assists in the implementation of changes both in physical operations and written documents. Operates all certified jobs and maintains operating conditions within the desired range with minimal supervision. Sets up equipment to accommodate minor processing changes. Is knowledgeable on work processes to assist with identifying and implementing work improvements. Key Responsibilities Include: *Knowledgeable of jobs in assigned area of responsibility and Good Manufacturing Practice (GMP)policies. Demonstrates compliance to local and industry quality and safety standards. *Proficient in either manual or controlled process equipment. *Has knowledge of equipment and manufacturing process and can operate with minimal help of the certified and qualified trainer. Comprehends and applies all required technical, regulatory, and safety training. *Ability to troubleshoot problem situations with minimal assistance. *Under minimal supervision makes timely decision to accomplish department goals. Recommends improved manufacturing and departmental processes, and takes ownership of tasks. *Listens actively to acquire information and understand work procedures. Participates in the sharing of information to promote overall efficiency of production. Attends and actively participates in meetings. *Works to resolve conflict in professional and constructive manner with individuals inside and outside operating environment.

Job Requirements: Basic: *Must have technical knowledge with manufacturing experience in a chemical, biological, pharmaceutical, or similar environment. *Knowledge of department basic operating procedures and guidelines, compliance and safety rules and procedures relating to normal duties. *Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Application Instructions: Please apply using the link above.

Contact: Operations

Address: 1401 Sheridan Road, North Chicago, IL 60064

Apply Online: <http://abbvie.taleo.net/careersection/2/jobdetail.ftl?job=1708985&lang=en&src=UNV-12540>

Expires: 02/04/2018

Job ID: 5343069

School Job ID: EMPS

Job Title: 3rd Shift Associate API Production Operator (1800080)

Company: AbbVie

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: North Chicago, IL 60064

Salary:

Job Description: Sets up equipment for routine processes. Under general supervision operates complex equipment and monitors manufacturing process. Becomes conversant with overall functionality of departmental processes. Communicates all operational events and issues with appropriate individuals. Identifies opportunities for improvement throughout the operations and assists in the implementation of changes both in physical operations and written documents. Operates assigned jobs and maintains operating conditions within the desired range under supervision. May work with certified or qualified Trainer to learn equipment and manufacturing process, based on previous experience. Sets up equipment to accommodate minor processing changes. Becomes more knowledgeable on work processes to assist with identifying and implementing work improvements. Key Responsibilities Include: *Knowledgeable of basic jobs in assigned area of responsibility and Good Manufacturing Practice (GMP) policies. Demonstrates compliance to local and industry quality and safety standards. *Proficient in either manual or controlled process equipment. *Learns and expands knowledge with the help of the certified and qualified trainer. Comprehends and applies all required technical, regulatory, and safety training. *Ability to troubleshoot problem situations with occasional assistance. *Under occasional supervision makes timely decision to accomplish department goals. Recommends improved manufacturing and departmental processes, and takes some ownership of tasks. *Listens actively to acquire information and understand work procedures. Participates in the sharing of information to promote overall efficiency of production. Attends and actively participates in meetings. *Works to resolve conflict in professional and constructive manner with individuals inside and outside operating environment.

Job Requirements: Basic: *High School diploma required. *Must have basic technical knowledge with manufacturing experience in a chemical, biological, pharmaceutical, or similar environment. *Knowledge of department basic operating procedures and guidelines, compliance and safety rules and procedures relating to normal duties Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Application Instructions: To apply use the link above.

Contact:

Address: 1401 Sheridan Road, North Chicago, IL 60064

Apply Online: <http://abbvie.taleo.net/careersection/2/jobdetail.ftl?job=1800080&lang=en&src=UNV-12540>

Expires: 02/04/2018

Job ID: 5343089

School Job ID: EMPS

Job Title: 3rd Shift API Production Operator (1800072)

Company: AbbVie

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: North Chicago, IL 60064

Salary:

Job Description: Sets up equipment for routine processes. Operates complex equipment and monitors manufacturing processes. Conversant with overall functionality of departmental processes. Communicates all operational events and issues with appropriate individuals. Identifies opportunities for improvement throughout the operations and assists in the implementation of changes both in physical operations and written documents. Operates all certified jobs and maintains operating conditions within the desired range with minimal supervision. Sets up equipment to accommodate minor processing changes. Is knowledgeable on work processes to assist with identifying and implementing work improvements. Key Responsibilities Include : *Knowledgeable of jobs in assigned area of responsibility and Good Manufacturing Practice (GMP) policies.

Demonstrates compliance to local and industry quality and safety standards. *Proficient in either manual or controlled process equipment. *Has knowledge of equipment and manufacturing process and can operate with minimal help of the certified and qualified trainer. Comprehends and applies all required technical, regulatory, and safety training. *Ability to troubleshoot problem situations with minimal assistance. *Under minimal supervision makes timely decision to accomplish department goals. Recommends improved manufacturing and departmental processes, and takes ownership of tasks. *Listens actively to acquire information and understand work procedures. Participates in the sharing of information to promote overall efficiency of production. Attends and actively participates in meetings. *Works to resolve conflict in professional and constructive manner with individuals inside and outside operating environment. Hours: 11pm-7:30am

Job Requirements: Basic Qualifications: *High School diploma required. *Must have technical knowledge with manufacturing experience in a chemical, biological, pharmaceutical, or similar environment. *Knowledge of department basic operating procedures and guidelines, compliance and safety rules and procedures relating to normal duties. *Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Application Instructions: Please use the link above to apply.

Contact:

Address: 1401 Sheridan Road, North Chicago, IL 60064

Apply Online: <http://abbvie.taleo.net/careersection/2/jobdetail.ftl?job=1800072&lang=en&src=UNV-12540>

Expires: 02/04/2018

Job ID: 5343099

School Job ID: EMPS

Job Title: Supervisor, Maintenance (1707073)

Company: AbbVie

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Any Major

Job Target: Any Job Target

Location: North Chicago, IL 60064

Salary:

Job Description: The function of the Maintenance Supervisor is to improve work force productivity, make safety and quality enhancements, and achieve Maintenance Excellence KPI's within LCSO Lake County Maintenance and Construction Services, while supervising individuals in the maintenance organization. This will be achieved by identifying, communicating, and eliminating potential delays, obstacles, and schedule conflicts. Within the role, the maintenance supervisor will act as the primary liaison for cross-functional partners and be the point person for maintenance related items that occur on the shop floor. The maintenance supervisor will also be responsible for collecting, compiling, organizing and reporting out on maintenance related KPI's. In addition, the maintenance supervisor will provide project management for maintenance continuous improvement efforts. Key Responsibilities Include: * Supervisory responsibility for maintenance function including performance evaluation, talent acquisition, succession planning, training and talent development, and performance management. Will perform "hands on" work within area of responsibility, as required. * Ensures compliance with safety requirements, current Good Manufacturing Practices, and Standard Operating Procedures in your group. * Maintains accurate files and necessary records to prepare and distribute control reports. * Initiates or implements changes of both physical and written procedures including job plans. * The principal liaison person between the maintenance group and departments served by maintenance. Ensures the areas in which assigned to receive prompt, efficient, and quality service from the maintenance function. Communicates all events/issues with appropriate individuals. * Meeting the deadlines established by the requesting department and maintaining the preventative maintenance schedule is essential. Will make

decisions regarding priority levels, scheduling strategies, cost saving programs, and analyze vendor performance (where applicable) with minimal supervision from management. If work cannot be scheduled within the prescribed time, prompt notification to customer is required. * Makes tactical decisions regarding response time based on priority of requested work. * Financial responsibilities include delivering cost savings and supporting the management of the site maintenance budget. * Performance against site maintenance KPI's. * Meets routinely with operations and other functional areas to monitor performance of the group. Expected to maintain service levels by supporting plant operations coordination and scheduling of maintenance and calibration activities. Interfaces with Engineering Services, Operations Manager and other Supervisors on evaluation, development, implementation and management aspects of the position.

Job Requirements: * Bachelor Science Degree with 2+ years of relevant experience, or a Technical degree with 5+ years of experience in one of the relevant trades (Mechanical, Pipefitting/Welding, Electrical or HVAC). * Good oral/written communication skills. * cGMP and Good Documentation Experience 2 years minimum. * Computerized Maintenance Management System: 2 years preferred. * Technical Experience (Engineering, Maintenance, HVAC, Electrical) a significant advantage. * Ability to multitask effectively. * Possesses planning and organizational skills. * Familiar with P&ID drawings, loop diagrams, one line schematics, etc. * Comfortable with advanced functions of Microsoft Office suite

Application Instructions: Please apply directly to the link above.

Contact: Operations

Address: 1401 Sheridan Road, North Chicago, IL 60064

Apply Online: <http://abbvie.taleo.net/careersection/2/jobdetail.ftl?job=1707073&lang=en&src=UNV-12540>

Expires: 02/04/2018

Job ID: 5343177

School Job ID: EMPS

Job Title: Maintenance Mechanic (1707388)

Company: AbbVie

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: North Chicago, IL 60064

Salary:

Job Description: Key Responsibilities Include: *Responsible for compliance with applicable Corporate and Divisional Policies and Procedures; Assist in ensuring that Good Manufacturing Practices and Safe Work Policies and Procedures are followed and maintained at all times in accordance with established company policies. *Performs routine mechanical maintenance work on plant and/or production equipment such as pumps, blowers, compressors, etc., located throughout AbbVie Lake County sites. *Works under supervision of Senior Mechanic(s) and/or Group Leader, but exercises ability and job knowledge to perform independent mechanical repair work of a less complicated nature. *Performs preventive maintenance and/or routine work, as assigned, and utilizes multi-skill capabilities and expertise to do other work as delegated by the Group Leader and/or Senior Trades Person(s). *Installs bearings, seals, belts and associated apparatus, etc., on various plant and production equipment. *Utilizes troubleshooting expertise and capability to perform all work according to AbbVie Engineering Standards. *Orders materials and parts from the stockroom and initiates work orders, house requisitions, miscellaneous purchase requisitions, and various other documents that may be required. *With experience in this grade, may assume more difficult and complicated assignments including duties and responsibilities indicated under Senior Maintenance Mechanic. *Required to work in various locations and environments throughout AbbVie Lake County sites while performing mechanical repairs and

other job related activities. Some locations contain exposure to noise, chemicals, biohazards, odors, dirt and dust, humidity, hot and cold temperatures, heights, and confined spaces, which require continuous awareness of safe working procedures and policies. *May be required to work outside during inclement weather and adverse working conditions.

Job Requirements: Basic Qualifications: *Must have a high school diploma or equivalent , 2 or more years of applied mechanical theory and hands on work experience in commercial or industrial work environment desirable. *Must possess basic mechanical aptitude along with basic understanding of physics and mechanical theory and applications. *Must know how to use a full complement of mechanic's hand tools, measuring devices and trade related power tools. *Must be able to operate shop equipment and have ability to perform different aspects of equipment installation and maintenance. *Must be able to understand basic schematic drawings on mechanical parts and systems. *Must have ability to perform basic troubleshooting and mechanical repairs and to install mechanical equipment and accessories according to applicable standards. *Must be able to learn Computerized maintenance management system functions and how to use various inquiries pertaining to maintenance activities. *Equal Opportunity Employer
Minorities/Women/Veterans/Disabled

Application Instructions: Please use link above to apply.

Contact: Operations

Address: 1401 Sheridan Road, North Chicago, IL 60064

Apply Online: <http://abbvie.taleo.net/careersection/2/jobdetail.ftl?job=1707388&lang=en&src=UNV-12540>

Expires: 02/04/2018

Job ID: 5343448

School Job ID: SOC SCI

Job Title: Assistant Infant/toddler Teacher

Company: The Gorton Children's Drop-In Learning Center

Job Type: Part Time

Degrees Wanted: Associates

Majors Wanted: Early Childhood Education

Job Target: Education - Early Childhood

Location: Lake Forest, IL 60045

Salary: \$14-16 per hour

Job Description: A calm demeanor in this busy environment is essential. Individuals with at least 6 hours of early childhood education coursework are preferred. Duties include: playing with and interacting with the children in a positive manner, using positive language when speaking to children, aiding in art projects and other classroom activities like songs and circle time games. Changing diapers, feeding children and maintaining cleanliness in the room. General maintenance of the classroom (snack clean up, toy clean up, sweeping, etc) Willingness to take continuing education workshops or classes as required. 3-5 mornings per week, Monday-Friday.

Job Requirements: DCFS background and fingerprinting is required. A medical exam. 3 reference letters. Mandated reporter online training. Must be comfortable using technology to communicate.

Application Instructions: Send an email stating why you are interested with a resume and 3 references. Individuals will be contacted via email for an interview.

Contact: Kristy Richardson-Tucker

Address: 400 E. Illinois Road, Lake Forest, IL 60045

Phone: 847-234-2778

Email: dicdirector@gortoncenter.org

Expires: 02/04/2018

Job ID: 5343677

School Job ID: SOC SCI

Job Title: After School Assistant

Company: Old School Montessori

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Early Childhood Education

Job Target: Education - Early Childhood; Education - Pre-K/Elementary; Education - Teacher's Aides

Location: Grayslake, IL 60030

Salary: to be discussed

Job Description: OSM have a part-time after school assistant position available for a 3-6 yr old classroom during the remaining of the 2017/18 school year. Responsibilities include to provide a caring and fun environment for students after the school day ends, plan fun and developmentally appropriate indoor and outdoor activities within the after school environment, and maintain a clean and organized classroom. Schedule for this position is Monday to Friday 3pm-6pm. The applicant should have High School degree and prior experience working with children preferably within an educational setting. Ability to work in a fast-paced high-energy setting and ability to communicate effectively with both children and adults is a must.

Application Instructions: Submit your resume and application form

(<https://static1.squarespace.com/static/5566849be4b0c0d38f9998b6/t/55f23353e4b0fe81957bc4ec/1441936211309/Application-for-Employment.pdf>) to admin@osmkids.com

Contact: Irlim Torres / Cristina Youtsey

Address: 144 Commerce Drive, Grayslake, IL 60030

Phone: 8472239606

Fax: 8472239606

Email: admin@osmkids.com

Expires: 02/04/2018

Job ID: 5343758

School Job ID: EMPS

Job Title: Pneumatic Cylinder Assembler

Company: West Machine Products, Inc.

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Manufacturing/Production Line Work; Technician - Industrial Production; Technician - Machine Tools

Location: Round Lake, IL 60073

Salary: \$15 to \$20/hr

Job Description: Assembly of pneumatic cylinders and pneumatic presses, using hand and power tools. Basic knowledge of fluid power/pneumatics is required. Basic mechanic skills are required.

Job Requirements: inventory management skills, ability to read technical drawings, communication skills, organizational skills..

Application Instructions: Please email george@airmite.com your resume if interested.

Contact: Amy Szwaya

Address: 606 Long Lake Drive, Round Lake, IL 60073

Phone: 2243380016

Fax: 2243380016

Email: George@airmite.com

Expires: 02/06/2018

Job ID: 5344696

School Job ID: BUS

Job Title: Community Development Coordinator

Company: Great Lakes Credit Union

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Bannockburn, IL 60015

Salary:

Job Description: Are you a passionate individual who is connected and engaged with the community? GLCU is looking for a Community Development Coordinator to join our team! Department Days/Hours: Monday-Friday 8:30 a.m. to 5:00 p.m If you love community outreach, then this might be the career for you! The Community Development Coordinator Coordinates a Community Development strategy designed to continuously increase the number of new members and the retention of current members. Track, measure, and report community development results, sales, and events. Primary duties and responsibilities: Assists the Community Development Supervisor with implementing the strategic community development plan to reflect GLCU's overall business plan that includes community outreach, and public relations functions. Supports the Community Development Supervisor with maintaining the community development budget to uphold GLCU's overall business plan and ensure expenses stay within budgetary guidelines. Assists the Community Development Supervisor to coordinate a community development plan that assists GLCU enter new communities. Continually works with the Community Development Supervisor to determine yearly community events and participation in area chambers, etc. Assists with GLCU's presence in schools with GLCU's educational programs, especially when GLCU enters new communities. Orchestrates special community partner events, orientation presentations, workshops, lunch & learns, promotions, and marketing materials. Prospects for new community partner relationships to raise awareness and promote the credit union's image as a community partner in all newly acquired geographical areas. Recommends appropriate GLCU sponsorships and advertising to enhance community development and sales efforts. Keeps detailed inventory of GLCU give-a-ways, handles distribution to branches. Knowledge, Skills, and Abilities: Bachelor's degree and five (5) years of progressively responsible related experience, preferred. Must possess knowledge of computer applications including but not limited to spreadsheet, databases, word processing, presentation tools, and online systems. Must possess a valid driver's license, a personal vehicle available for community use, and carry current, personal auto insurance. Must have excellent communication skills, organization skills, and problem solving skills. Ability to generate ideas and solutions to promote effectively and to Community Partners Representatives, potential members, and internal staff. For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website. <https://www.applicantpro.com/j/701112-81361>

Application Instructions: For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website.
<https://www.applicantpro.com/j/701112-81361>

Contact: Sabrina Mitchchell

Address: 2111 Waukegan Rd, Bannockburn, IL 60015

Phone: (847) 578-7088

Apply Online: <https://www.applicantpro.com/j/701112-81361>

Expires: 02/07/2018

Job ID: 5344671

School Job ID: EMPS

Job Title: Senior Operator, Pipefitter

Company: AbbVie

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: North Chicago, IL 60064

Salary:

Job Description: The Sr. Pipefitter will inspect, troubleshoot, and maintain piping and equipment systems. Key Responsibilities Include * Tests, inspects, replaces piping and pressure relief devices on production and facility equipment. * Follows proper compliance, GxP, and safe work practices in accordance with established company policies. * Reviews maintenance logs and completes available work. * Performs building walk-throughs to identify needed repairs and follows up with corrective action. * Completes PM's as scheduled. * Maintains facility to ensure reliable and effective operation. * Decisions made and actions taken by this person will impact maintenance activity, plant safety, product throughput, as well as compliance.

Job Requirements: * High school education or equivalent required. * Minimum 5 years related mechanical/maintenance experience in an industrial/commercial area. * A valid driver's license is required

Application Instructions: Please apply directly to the link above.

Contact:

Address: 1401 Sheridan Road, North Chicago, IL 60064

Apply Online: <http://abbvie.taleo.net/careersection/2/jobdetail.ftl?job=1707390&lang=en&src=UNV15240>

Expires: 02/07/2018

Job ID: 5344678

School Job ID: EMPS

Job Title: Instruments Technician I

Company: AbbVie

Job Type: Full Time

Degrees Wanted: Associates, Diploma

Majors Wanted: Electronics Engineering Technology

Job Target: Electronics

Location: North Chicago, IL 60064

Salary:

Job Description: Responsible for the installation, maintenance, calibration, and repair of instrumentation and controls systems used in the production manufacturing areas in assigned facilities. Supports design, programming and specification of equipment and implementation of project related instrumentation and controls hardware. Key Responsibilities Include: *Responsible for compliance with applicable policies and procedures. *Applies engineering experience to ensure that instrumentation and controls systems used in assigned facilities are properly specified, installed, programmed and calibrated to perform design function. This includes periodic assessment of field device calibration frequencies, and addressing out of tolerance (OOT), accessing instrument performance for replacement/upgrade. *Troubleshoots analog/digital hardware related problems on process control systems and instrumentation, including distributed control systems (DCS), programmable logic controllers (PLC's) and single loop analog controllers. This includes related peripherals such as data loggers, scanners, recorders, field I/O devices etc. *Assists support instrumentation technicians in role as facility instrumentation/controls technical authority. Or analytical instrumentation such as: High Performance Liquid Chromatography (HPLC), Gas Chromatography (GC), Mass Spectrometry (MS), Ultra-Violet Visible Spectroscopy (UV-Vis), including other types of analytical laboratory instrumentation. *Assists engineering in development of functional specifications for controls programming on major equipment systems including the design of process controls systems. Acts as a Subject Matter Expert (SME) on various calibration procedures including training and qualifying calibration technicians. Must effectively communicate, document, and schedule all work activities. *Responsible for maintaining instrumentation and controls equipment in a validated environment including all GxP areas. Assures that instrumentation and controls are of appropriate calibration designation and that red tagged and status coded instrumentation are addressed and repaired within allowable time constraints. Must effectively communicate the status of job activities to management and applicable production support personnel. *Other responsibilities and duties as assigned by Group Leader, Supervisor, or Senior Supervisor.

Job Requirements: Basic: *High School diploma or GED required. Associates Degree in electronics technology or equivalent is strongly desired. Minimum of two years' experience as a Senior Instrument Technician or the equivalent. *Must manage activities to meet restrictive timelines. Must have skills in working with people, with good written and verbal communication skills. *Must possess knowledge of validated systems, applicable engineering standards and an ability to work with facility specific software applications is critical to the job function. *Ability to work within and promote a team environment

Application Instructions: Please apply directly to the link above

Contact: Operations

Address: 1401 Sheridan Road, North Chicago, IL 60064

Apply Online: <http://abbvie.taleo.net/careersection/2/jobdetail.ftl?job=1708305&lang=en&src=UNV15240>

Expires: 02/07/2018

Job ID: 5344858

School Job ID: EMPS

Job Title: CNC Machinist

Company: Scot Forge

Job Type: Full Time

Degrees Wanted: Diploma

Majors Wanted: Machine Tool Trades

Job Target: Manufacturing/Production Line Work

Location: Spring Grove, IL 60081

Salary:

Job Description: Perform duties to set up and operate CNC machines and edit programs as required: * Actively participate in safety program to ensure the continued success of the program. * Prior to loading part,

identify forgings and verify blueprint and dimensions. Visually inspect, layout and prepare materials as required. Examine material visually for flaws, defects and clean-up. * Select, load and verify existing program to ensure safe and productive machining- edit if necessary, notifying Supervisor or Group Leader of Changes * Monitor first piece run when using edited or new program to ensure safe run conditions and quality specifications are met. * Set up equipment, install tools and fixtures. * Run production, monitoring the machining process, check parts throughout run making necessary adjustments to conform to specifications. * Ensure proper identification recorded on completed part following machining to ensure tracability. * Clean and maintain equipment. * Run multiple assets when required. * Communicate across shifts and inspect parts at shift start to ensure dimensions within specification. * Communicate production and equipment problems to appropriate personnel. * Use time productively to ensure efficient departmental productivity. Requirements: * High school diploma or GED * Prior machining experience (working with large raw materials a plus) * Prior saw operator experience a plus * Experience with common inspection tools (calipers, tape measure, etc.) * Basic computer skills * Overhead crane experience a plus * Blueprint reading * Knowledge of GD&T Must be authorized to work for any employer in the U.S. Must be able to pass a 90 day head hair drug test today, physical and lift evaluation pre-employment. Review of applications will begin immediately and continue until the position is filled. We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing

Application Instructions: Please apply on line on the Scot Forge website, in the career section. If applying in person, please reference specific position on the application.

Contact: Melissa Negron

Address: 8001 Winn Rd., Spring Grove, IL 60081

Apply Online:

http://workforcenow.adp.com/jobs/apply/posting.html?client=scotforge&ccId=19000101_000001&type=JS&lang=en_US

Expires: 02/07/2018

Job ID: 5344863

School Job ID: EMPS

Job Title: Maintenance Tech

Company: Scot Forge

Job Type: Full Time

Degrees Wanted: Diploma

Majors Wanted: Heating & Air Conditioning (HVAC)

Job Target: Maintenance and Repair - Heavy Equipment; Maintenance and Repair - HVAC

Location: Spring Grove, IL 60081

Salary:

Job Description: Position Summary: Scot Forge is seeking a talented individual to perform maintenance duties as part of the maintenance team. Perform duties to troubleshoot, repair, install, build, calibrate, tune, and maintain a variety of Heat Treat and Forge equipment and systems. Maintain equipment to the standards set forth by internal procedures and aerospace specifications. Essential Job Duties and Responsibilities: * Actively participate in C.O.G.S. process to ensure the continued success of the program- maintain knowledge of the process through training, perform scheduled observations, and provide quality feedback in order to promote safer work behaviors and conditions. * Diagnose combustion, electrical, and other equipment problems using a variety of test procedures. * Dismantle combustion, electrical and other equipment, replace defective parts, reassemble and test. * Work from quality procedures, customer specifications, industry specifications, machine manuals, and instructions from Group Leaders, Supervisor, and Service Technicians. * Understand and work with wiring diagrams and schematics. * Install and modify equipment in accordance with code requirements. * Perform calibrations, tuning, and preventive maintenance as require by specifications and procedures. *

Maintain accurate documentation of tests and calibrations * Assists during installation of new equipment and retrofits of existing equipment. * Provide support for startup of new equipment. * Perform all duties in accordance with appropriate guidelines for hazardous and non-hazardous waste disposal. * Instruct and coach less experienced workers. * Perform other maintenance duties as required. * Complete production time cards ensuring that accurate records are maintained. * Schedule preventative maintenance, testing, and calibration with appropriate production personnel. * Communicate production and equipment problems to appropriate personnel. * Use time productively to ensure efficient department productivity. * Assist in the installation of refractory's and set up cure out of castable refractories. * Understand and follow the Scot Forge quality policy. * Work in cooperation with all fellow employee owners to sustain a strong team atmosphere. * Participate in the shift kickoff meetings. Qualifications: * High school diploma/GED and completion of craft apprenticeship. * Associates degree preferred in; mechanical, electrical or industrial. * 2-5 years' experience in a heavy industrial maintenance, preferred. Must be authorized to work for any employer in the US Must be able to pass a 90 day head hair drug test today, physical and lift evaluation pre-employment. Review of applications will begin immediately and continue until the position is filled. We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

Application Instructions: Please apply through the website, in the career section.

Contact: Melissa Negron

Address: 8001 Winn Rd., Spring Grove, IL 60081

Apply Online:

http://workforcenow.adp.com/jobs/apply/posting.html?client=scotforge&ccId=19000101_000001&type=JS&lang=en_US

Expires: 02/07/2018

Job ID: 5344866

School Job ID: EMPS

Job Title: Forge Worker

Company: Scot Forge

Job Type: Full Time

Degrees Wanted: Diploma

Majors Wanted: Machine Tool Trades, Welding

Job Target: Manufacturing/Production Line Work; Technician - Machine Tools; Warehousing

Location: Spring Grove, IL 60081

Salary:

Job Description: 1. Locating material according to shop order information and visually examine material for defects. 2. Grinding material defects with hand grinder or overhead grinder, loading and securing material. 3. Repairing forge tools with welder or hand grinder. 4. Removing scale from the press pits and unloading scrap into the appropriate dumpster according to metal type. 5. Fueling the press, support equipment, long reaches and fork trucks. 6. Filling in as a Forge Crew Member when required. Equipment used: 1. Forging Equipment 2. Overhead Crane 3. Welder 4. Scale and Other Grinders Must be authorized to work for any employer in the U.S. **All applicants are required to pass a 90 day head hair drug screen, physical and lift evaluation for pre-employment** Review of applications will begin immediately and continue until the position is filled. We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing

Application Instructions: Please apply on line on the website, in the career section. You can also apply in person, however, if filling out the application, please reference specific position.

Contact: Melissa Negron

Address: 8001 Winn Rd., Spring Grove, IL 60081

Apply Online:

http://workforcenow.adp.com/jobs/apply/posting.html?client=scotforge&ccId=19000101_000001&type=JS&lang=en_US

Expires: 02/07/2018**Job ID:** 5345589**School Job ID:** BUS**Job Title:** Sales Executive**Company:** API / Ccomp**Job Type:** Full Time**Degrees Wanted:** Associates, Bachelors, Certificate**Majors Wanted:** Business Management, Computer Information Systems, Electrical/Electronic Maintenance, Electronics Engineering Technology, Heating & Air Conditioning (HVAC), Industrial Maintenance and Repair, Mechatronics Technology, Small Business Management**Job Target:** Sales**Location:** Libertyville, IL 60048**Salary:****Job Description:** Work closely with the inside sales and customer service team to ensure timely and accurate coordination of all sales activities. Assist the inside team with technical sales support and problem-solving activities. Work with Dir of Sales to manage independent Sales Representative team. Provide technical training to inside & outside sales teams. Travel occasionally thru-out USA to meet with Sales Reps, OEMs, Distributors, End Users. Assist Marketing in developing app notes, product announcements, and other marketing materials.**Job Requirements:** * Willingness and Ability to travel nationally * Strong written, oral, & presentation skills; able to communicate personally or digitally at any level * Willingness to grow into management position * Good organizational & follow-up skills * Willing to work in a fast paced, small office environment**Application Instructions:** Send your resume to email address. Please do not call. We will contact you if we are interested in discussing this opportunity further.**Contact:** Absolute Process Instruments**Address:** 1220 American Way, Libertyville, IL 60048**Email:** hatchapi@gmail.com**Expires:** 02/07/2018**Job ID:** 5345597**School Job ID:** BIO**Job Title:** Medical Assistant**Company:** Ascension-Wisconsin**Job Type:** Full Time**Degrees Wanted:** Certificate**Majors Wanted:** Medical Assisting**Job Target:** Health Care**Location:** Wausau, WI 54401**Salary:****Job Description:** Assists with the examination and treatment of patients under the direction of a physician. Responsibilities: * Assists with treatments ordered by physician as supervised by physician or registered nurse.

Performs select clinical duties. * Interviews patients, measures vital signs, and records information on patients' charts. Prepares treatment rooms for examination of patients. * Performs basic clerical duties including answering the phone, maintaining records, and filing. * Performs basic materials management functions to include ordering and stocking of supplies. Assists with maintaining a clean and orderly environment. * Draws and/or collects lab specimens. * Prepares specimens for testing/analysis or shipment to external laboratories. * Presents medication to patient and observes ingestion or administers medication using specified procedures.

Job Requirements: Required Credential(s): * Certified BLS Provider credentialed from the American Heart Association (AHA) obtained within 6 Months (180 days) of hire date or job transfer date. * One or more of the following: * Registered Medical Assistant credentialed from the American Registry of Medical Assistants obtained prior to hire date or job transfer date. * Certified Medical Assistant credentialed from the National Healthcare Association obtained prior to hire date or job transfer date. * Registered Medical Assistant credentialed from the American Medical Technologists (AMT) obtained prior to hire date or job transfer date. * Certified Medical Assistant credentialed from the American Association of Medical Assistants (AAMA) obtained prior to hire date or job transfer date. * Preferred Credential(s): * Certification specializing Occupational Hearing Conservation credentialed from the Council for Accreditation in Occupational Hearing Conservation (CAOHC). Certification may be required at some locations. * HS or Equivalent High School Diploma or equivalent required. Completion of a Medical Assistant program preferred. Work Experience: * No experience required. How To Apply We urge you to apply to any/all positions that you have interest in, and should you fit the qualifications for the role we will certainly reach out to you. Please ensure you complete all required fields within the application (indicated with an asterisk), as well additional information that is requested of you. Information that you offer us will better assist us in understating your qualification and fit for the position(s) you've applied.

Application Instructions: <https://ascension.ttcportals.com/jobs/8267977-medical-assistant> For questions or assistance with completing the online application, please contact Ascension candidate care at 855-778-6037.

Contact: Laura Brown

Address: 400 W. River Woods Parkway, Glendale, WI 53212

Phone: (262) 307-2599

Expires: 02/07/2018

Job ID: 5345599

School Job ID: BUS

Job Title: Life Insurance Examiner (Paramedical Examiner)

Company: Assured Medical Exams

Job Type: Full Time, Part Time

Degrees Wanted: Associates, Bachelors, Certificate

Majors Wanted: Medical Assisting, Nurse Assistant, Nursing, Phlebotomy Technician

Job Target: Health Care

Location: IL

Salary: \$30-\$40 Per Exam

Job Description: We are a rapidly growing mobile medical exam company that's in need of part time/full time/PRN paramedical examiners (BSN/ASN/Paramedics/MAs & Phlebotomists with lab drawing experience a MUST) ASAP in Chicago, IL and surrounding Suburbs. Reliable Medical Examiners that are flexible and willing to travel with the ability to work independently in a proficient manner. Must have a dependable vehicle, valid drivers license, and auto insurance. Pay Scale is \$30-\$40 per exams completed. If interested, kindly forward all resumes. About the Opportunity: The Examiner is responsible for completing life insurance medical exams. Essential Functions: * Position requires face-to-face interaction with insurance applicants including physical measurements, blood draw, and interviewing for risk assessment. * Requires medical

training to include venipuncture skills * Complete Insurance exams * Process and ship specimens * Have the ability to make your own schedule and work from home * Process and distribute paperwork * Status cases * This is a 1099 paid weekly position. (\$30-\$40 per exam) *Qualifications: Knowledge, Skills, Abilities: * Detail Oriented * Must have EXCELLENT Customer service skills * Basic computing skills, including internet * Good verbal and nonverbal communication * Ability to work independently * Ability to write legibly, daily handwritten work * Medical terminology knowledge * Ability to perform manual vital signs * Medical and phlebotomy experience preferred * 12 Lead EKG experience -- Preferred Education Requirements: * Phlebotomy certification-Preferred * Medical terminology certification-Preferred * Vital signs certification * BSN/ASN/Paramedics/MAs/Phlebotomists-Preferred

Application Instructions: Please send all resumes to Jamie Tountas at Jamie@assuredmedicalexams.com

Contact: Jamie Tountas

Address: 4422 N Ravenswood Ave, Chicago, IL 60640

Phone: 773.503.9800

Email: jamie@assuredmedicalexams.com

Expires: 02/07/2018

Job ID: 5345603

School Job ID: EMPS

Job Title: Forklift Operator

Company: Baillie Lumber

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: On Campus (Grayslake)

Salary:

Job Description: Baillie Lumber seeks current students/alumni part time bookkeeping and administrative candidate to assist busy departments. This is a part time job so the hours are flexible. Will provide support for projects and tasks as needed, with emphasis on accounting assistance, proofreading, filing, data entry, setting up files, and preparation of mailings. Will perform in a fast paced, team oriented environment. To apply, send your resume and cover letter via e-mail to: bailliehr@zoho.com

Job Requirements: *High School Diploma or GED, a combination of relevant education and applicable job experience may be considered *Experience with word processing and computer equipment *Knowledge of alphabetic, numeric, subject and chronological indexing and filing rules and systems *Ability to read, understand and follow oral and written instructions and procedures *Effective communication with a variety of individuals representing diverse cultures and backgrounds and ability to function calmly in stressful situations, which require a high degree of sensitivity, tact and diplomacy *Ability to maintain confidentiality of sensitive information *Fluent business English (including spelling, grammar, punctuation, and vocabulary)

Application Instructions: To apply, send your resume and cover letter via e-mail to: bailliehr@zoho.com

Contact: Jill Meyer

Address: 4002 Legion Drive, Hamburg, NY 14075

Phone: 7162165233

Email: bailliehr@zoho.com

Expires: 02/07/2018

Job ID: 5345605

Job Title: Part-time Autism Therapist - Lake County, IL

Company: Early Autism Project

Job Type: Part Time

Degrees Wanted: Diploma

Majors Wanted: Early Childhood Education

Job Target: Education - Special Education

Location: Wadsworth, IL 60083

Salary:

Job Description: Tracking Code 4167-618 Job Description Part-Time Autism Therapist At Early Autism Project, EAP, Inc. a Chancelight Company WORK. WITH PURPOSE Are you looking for an opportunity to partner with a company grounded in a social mission? At Early Autism Project, EAP, Inc. we have a passion for helping children with autism and related spectrum disorders reach their full potential. If you feel the same way, check out our Autism Therapist position! We are seeking entry-level (no previous experience needed) Autism Therapists to join our team and Make a Difference! Meaningful Work EAP Autism Therapist utilizes 1:1 Applied Behavior Analysis (ABA) therapy in clinic, home, and/or community based locations to implement students' Individualized Education Programs (IEP). ABA therapy is widely recognized as the most successful form of autism treatment and is what helps to guide our student's development and improve the quality of their lives. Entry-level Autism Therapists will go through initial and on-going training in order to provide effective ABA therapy techniques when working with assigned clients. If you want to make a difference, join our team in our social mission to offer hope! Required Skills Our EAP Autism Therapist provides 1:1 instruction to assigned client(s). They work with assigned student(s) to implement Individualized Education Programs (IEP) in clinic, home, and/or community based locations while utilizing Applied Behavior Analysis (ABA) techniques. Duties include, but are not limited to: 1:1 Instruction with a client (age ranges 3-21 years) Gross Motor Play (must be physically able to lift small children) Self-Help Training (domestic/hygienic) Note taking and reporting

Job Requirements: Professional Requirements * Must be available to work 2/2:30 pm to 6 pm, Mon-Fri * Must be 18 years of age or older * Must have high school diploma/equivalent * Must have Internet access * Must have a reliable mode of transportation * Sessions will take place in home/school

Application Instructions: <https://chancelight-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobInfo&version=6&jobid=4167>

Contact: Danielle Cohan

Address: 18550 Millburn Road, Old Mill Creek, IL 60083

Phone: (803)791-3722 ext. 3604

Expires: 02/07/2018

Job ID: 5345612

School Job ID: EMPS

Job Title: Medical Equipment Installer

Company: Hegele Logistic, LLC

Job Type: Full Time

Degrees Wanted: Diploma

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Wood Dale, IL 60191

Salary:

Job Description: Summary and Objectives: Under general supervision, the Medical Equipment Installer performs mechanical and basic electrical installations work and assists with rigging processes for high tech imaging and diagnostic medical systems in medical facilities throughout the United States and at international locations. Essential Job Functions * Regularly (weekly) travel to remote job sites via ground and/or air transportation. * Assist with equipment rigging procedures, including surveying delivery paths, unloading and moving the system with support devices, and delivering all components to the installations site. * Unpack, uncrate, and place systems according to procedures and blueprint specifications. * Inspect all equipment components and promptly report to the team lead any defective materials or equipment; record and document such information via photos and appropriate documentation channels. * Where necessary, assist with leveling floors by mixing and applying epoxy kit materials. * Assist lead installer with the complete mechanical and basic electrical installations, de-installations and relocations of medical imaging systems (i.e. CT, MRI, X-Ray), including mounting, positioning, anchoring, layout, cabling (pulling wires and connect to system), and cleaning tasks within required time frames and according to company processes and manufacturers' specifications. * Read and analyze blueprints and installations manuals to become familiar with system modalities. * Exercise utmost care during installations work to perform tasks safely at all times and to provide work at highest quality standards. * Remove any packing materials and trash from the job site and keep the workplace and surrounding areas clean and tidy throughout the project. * Assure that all unused materials, resources, and tools/equipment are returned to either the crew vehicle or to areas as directed by the lead installer. * Responsible for the proper care and handling of tools, equipment, and materials and for safeguarding against loss. * Receive guidance from and follow directions of the lead installer throughout the installations project and complete assignments as instructed. * Notify lead installer promptly of any issues or unusual occurrences. * Regularly drive crew vehicles, sometimes for prolonged periods of time, and share responsibility of crew vehicle maintenance according to organizational policies. * Responsible for on-time and accurate completion of required paperwork that includes work time records. * Required to provide any customer feedback, including third and fourth party comments, to management. * Expected to cooperate with other team members; displaying professional behaviors and representing the company positively at all times. * Work with other personnel to accomplish organizational goals. * Maintain highest level of confidentiality of all corporate, personnel and research matters. * Compliance with applicable business processes, policies and all programs / EHS plans. * Perform other duties as required.

Contact: Christel Council

Address: 1001 Mittel Drive, Wood Dale, IL 60191

Phone: 847.690.0030

Expires: 02/07/2018

Job ID: 5345614

School Job ID: BUS

Job Title: Audio Video & Home Automation Specialist

Company: Hooked Up Installs

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Architectural Technology, Automotive Collision Repair, Automotive Technology, Computer Information Systems, Construction Management Technology, Electrical/Electronic Maintenance, Electrician Apprenticeship, Electronics Engineering Technology, Engineering Technology, Health Information Technology, Heating & Air Conditioning (HVAC), Mechanical Engineering Technology, Network Administration and Security

Job Target: Maintenance and Repair - Electrical and Electronic; Technician - Electrical and Electronic Engineering; Vocational Trades

Location: Buffalo Grove, IL 60089

Salary: \$13.00 to \$18.00/hr

Job Description: Hooked Up Installs, Inc. is looking for a self motivated individual looking to join a successful company in the audio video, home theater, and automation industry. We are looking for a lead technician or helper technician to join our successful company. 1. Troubleshoot and resolve issues with existing customer equipment 2. Custom programming of universal remote controls and elan g! control system 3. Effectively communicate with clients on resolutions to their issues 4. Help service existing client's system issues via remote diagnostics 5. Installation of flat panel TVs, home theater systems, and audio video installations. 6. Working well in a team environment and on your own 7. Ability to perform the highest level installations for quality and performance 8. Ability to work with your hands 9. Ability to lift 50 pounds 10. Technical programming including Wi-Fi systems, universal remotes, and audio video equipment Job Requirements: Applicant must: Have basic hand tools and know how to use them. All power tools and additional equipment will be provided Reliable transportation to and from our office Complete a back ground check and drug test Clean, professional appearance Ability to want to learn and work with others Long Term Goals Have the do it right the first time mentality Must have custom audio video experience in the industry (2 Years Min) Job Benefits: Competitive Compensation with Bonus Company Funded 401-K Program Health Insurance Benefit Package Paid Holidays & Vacation Mostly Monday Through Friday (40 to 50 hrs per week) For more information on the work we do please visit our website at www.hookedupinstalls.com. Sincerely, Hooked Up Installs Team Job Type: Full-time Salary: \$13.00 to \$18.00 /hour

Contact: Brent Metz

Address: 1580 Barclay Blvd., Buffalo Grove, IL 60089

Phone: 8478634414

Fax: 8478634414

Email: contactus@hookedupinstalls.com

Expires: 02/07/2018

Job ID: 5345615

School Job ID: BIO

Job Title: Medical Assistant

Company: Lake County Medical Group

Job Type: Full Time

Degrees Wanted: Certificate

Majors Wanted: Medical Assisting

Job Target: Any Job Target

Location: Grayslake, IL 60030

Salary: 13.00 hourly

Job Description: Document vitals and room patients Perform routine clinical tasks to support medical staff. Labs and ekgs are examples Assist physicians with procedures and patient care Process lab requisitions and referral forms Handle prescription refill requests Triage patients as needed Enter patient information into EHR system Communicate results and instructions to patients per doctor's request ?Qualifications: Previous experience in healthcare as medical assistant or clinical hours Phlebotomy Familiarity with ICD10 procedures/codes Strong organizational skills Ability to thrive in a fast-paced environment Professional and friendly to patients

Application Instructions: Please email your resume to above email address. We will call for interviews after reviewing resumes.

Contact: Mary Edwards

Address: 1170 E. BELVIDERE RD. suite 202, GRAYSLAKE, IL 60030

Phone: 8475660300

Email: lcmg203@gmail.com

Expires: 02/07/2018

Job ID: 5345619

School Job ID: BUS

Job Title: Baker

Company: Nothing Bundt Cakes

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Culinary Arts; Food Services

Location: Gurnee, IL 60031

Salary: \$10/hr negotiable with exp.

Job Description: Baking large quantities of cakes using set recipes. Job responsibilities include set up and clean up of work station, mixing batter, prepping pans for batter, and baking bundt cakes. Heaviest work days are Monday-Thursday. This job requires physical stamina and coordination, attention to detail, comfort with repetitive work, math skills, communication skills and a need for organization and cleanliness.

Application Instructions: E-mail for an application and to set up an interview.

Contact: Katherine Blair

Address: 6951 Grand Ave c2, Gurnee, IL 60031

Phone: 8478454607

Email: gurnee@nothingbundtcakes.com

Expires: 02/08/2018

Job ID: 5346305

School Job ID: BIO

Job Title: Echo Tech

Company: UnityPoint Health - Trinity

Job Type: Full Time, Part Time

Degrees Wanted: Certificate

Majors Wanted: Medical Imaging

Job Target: Health Care

Location: Muscatine, IA 52761

Salary:

Job Description: Other: This position rotates between Muscatine and the Quad Cities. Three days in Muscatine and two days in the QC. **Weekend call rotation required (no weekday call)** **JOB SUMMARY** Under general supervision, performs professional duties in the application of Echocardiography procedures. Assists with and strives to obtain proficiency in performing Radiographic, fluoroscopic and portable radiography. **DUTIES & RESPONSIBILITIES: TECHNICAL/ADMINISTRATIVE/CLINICAL:** (Total weight of 100) Demonstrates competence in the skills, (processes, procedures, and equipment) necessary to carry out assigned duties as identified below. Demonstrated competence in recognizing and responding to patients physical, mental, emotional and developmental needs should be evaluated in relation to the patient populations served as appropriate for each responsibility. * Performs quality diagnostic echocardiographic

procedures and other assigned procedure accurately to provide optimum information. Assists with and strives to obtain proficiency in performing radiographic procedures. * Maintains patient flow through by performing exams in an efficient manner and processes patients as needed. * Demonstrates competence in the administration of age appropriate care. * Assists radiologists and surgeons in special exams. * Educates patients about their procedures. * Obtains history from the patient and communicates this to the radiologist. * Assists with the orientation and training of new employees and students. * Assists with the gathering of information for the accreditation process. * Participates in the quality improvement program. * Utilizes good judgment to solve and prevent problems. * Performs clerical duties and utilizes in-house computer as needed. * Employs radiation protective devices effectively for all concerned. * Quality Improvement * Assists in quality assurance program. **MINIMUM QUALIFICATIONS:** Education, **TRAINING & Experience:** Graduate of JRCERT approved School of Radiologic Technology. Registered Diagnostic Cardiac Sonographer preferred or registry Eligible sonographer **KNOWLEDGE, SKILLS & ABILITIES REQUIRED:** Must be willing to independently develop professional growth to include continual updating of Echocardiographic knowledge as well as a knowledge of Radiographic, fluoroscopic and portable radiography. **LICENSES, REGISTRATIONS AND CERTIFICATIONS:** Appropriate credential in echocardiography from the ARDMS or CCI; RDCS preferred. After obtaining board eligibility, the technologist must sit for the RDMS board within 24 months and successfully pass the examinations. Must hold a current registration in Radiologic Technology from the American Registry of Radiologic Technology. Must have a current license with the Iowa Department of Public Health. CPR certification required. EOE M/F/V/D

Application Instructions: Please send resume to berlyne.clairvoyant@unitypoint.org.

Contact: Berlyne Clairvoyant

Address: 2701 17th St, Rock Island, IL 61201

Phone: 309-779-3994

Email: berlyne.clairvoyant@unitypoint.org

Expires: 02/08/2018

Job ID: 5346307

School Job ID: BIO

Job Title: Surgical Tech

Company: UnityPoint Health - Trinity

Job Type: Full Time

Degrees Wanted: Certificate

Majors Wanted: Surgical Technology

Job Target: Health Care

Location: Rock Island, IL 61201

Salary:

Job Description: GENERAL DESCRIPTION: Assists professional nurses and surgeons with the intra-operative care of the surgical patient. **MINIMUM QUALIFICATIONS: A. EDUCATION, TRAINING & EXPERIENCE:** Graduate of an accredited school of surgical technology. If not a graduate of an accredited school of surgical technology then equitable experience with documentation of similar training. Surgical Technologist certification required; or obtained within 1 year of graduation or eligibility to sit for the exam. CPR Certification required. **B. KNOWLEDGE, ABILITIES & SKILLS:** Thorough knowledge of surgical asepsis and infection control; knowledge of surgical terminology. Must be able to respond to emergency situations appropriately. Must be able to interact with all members of the surgical team. Knowledge of laser safety.

Application Instructions: Please email resume to berlyne.clairvoyant@unitypoint.org.

Contact: Berlyne Clairvoyant

Address: 2701 17th St, Rock Island, IL 61201

Phone: 309-779-3994

Email: berlyne.clairvoyant@unitypoint.org

Expires: 02/14/2018

Job ID: 5345154

Job Title: Employment Specialist

Company: Center for Enriched Living

Job Type: Part Time

Degrees Wanted: Bachelors

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Riverwoods, IL 60015

Salary: \$16.00 per hour

Job Description: Since 1968, the Center for Enriched Living (CEL) has ensured that people with developmental disabilities are included in the community, achieve personal success and enjoy a good quality of life. With the support of our dynamic, energetic and fun staff, CEL members are encouraged and supported to live their best lives. At CEL, youth and adults are leading better lives through programs that provide a sense of belonging along with life and employment skills, recreation, fun, and social engagement. Our innovative Employment Opportunities Program in Riverwoods is in need of an Employment Specialist (ES) to support members in their pursuit of vocational careers. The ES will conduct job development and job search activities directed towards positions that are individualized to the interests and uniqueness of those being served; provide oversight to each individual in acquiring and maintaining the necessary skills for appropriate job retention; and provide education and support to employers and potential employers. Every day you come to work at CEL, you can make a difference. You are an instrumental part of members' success and contribute to the development of our members work/life balance. Many of our members are looking for their first job ever and you can help lead them down this path. You should serve as an appropriate role model and show respect to all of our members, their parents and family members, staff and stakeholders.

Job Requirements: Qualifications: An undergraduate degree in a human services field and at least 1 year of experience working in the supported/customized employment field with persons with intellectual and developmental disabilities OR the equivalent training and work experience related to intellectual/developmental disabilities and employment. Microsoft Office: Proficient May be required to work a flexible schedule including evenings and weekends. At least one year experience working with people with developmental disabilities preferred. Must have a valid driver's license. Daily access to a personal vehicle is required. Must obtain and retain \$100,000/\$300,000/\$100,000 bodily injury and liability insurance. Subject to validation every 6 months. Travel between job sites required. Must pass a pre-employment drug screen and background check Must be able to understand and speak English clearly and fluently. *All applicants must submit a resume AND cover letter.*

Application Instructions: All applicants must submit a resume and cover letter.

Contact: David Zimmerman

Address: 280 Saunders Road, Riverwoods, IL 60015

Phone: 847-315-9920

Email: david@centerforenrichedliving.org

Expires: 02/14/2018

Job ID: 5345194

Job Title: Patron Services Associate

Company: Highwood Public Library

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Highwood, IL 60040

Salary: \$11.00 per hour

Job Description: The Highwood Public Library is looking for a friendly, outgoing person with a strong commitment to excellent customer service to help staff the public service desk. The person filling this position will have the opportunity to perform a variety of tasks during the course of a day. Typical duties include: performing all circulation functions; assisting patrons with locating materials in the library as well as at other libraries; answering reference questions; assisting patrons with use of the computers; receiving and processing materials; monitoring the use of the library; and other tasks as needed. The ideal candidate will have excellent customer service skills; be proficient in the use of computers - especially Microsoft products; be interested in learning new skills; and be willing to perform a variety of tasks. Fluency in Spanish is preferred but not required. A High School Diploma is required and experience in a library setting is preferred, but the library will consider candidates who have the experience or skills to perform the job successfully. This position requires approximately 17 hours per week and includes evening and weekend hours.

Application Instructions: Send cover letter and resume to director@highwoodlibrary.org

Contact: John Mitchell

Address: 102 Highwood Ave., Highwood, IL 60040

Phone: 847-432-5404

Email: director@highwoodlibrary.org

Expires: 02/14/2018

Job ID: 5345309

Job Title: Factory Electronic Technician

Company: Lifesafety Power, Inc.

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Engineering - Electrical/Electronics; Engineering - Industrial

Location: Mundelein, IL 60060

Salary: \$14 - \$18 per hour

Job Description: Responsibilities: Bench test power supply and distribution boards, re-flash (upgrade) firmware on PCB assemblies. Analyze and repair field returned PCB assemblies and prepare failure analysis reports. Setup and support final product testing on assembly lines. Maintain electronic equipment for the production floor. Qualifications: Associate degree in electronics or related field, or equivalent. Solid knowledge of general electrical and electronic principles. Hands-on electronic test and repair experience is preferred; self-motivated and ability to learn new things; ability to work with limited supervision; must work well in a team environment; understand quality concept and quality control; strong attention to details; strong work ethic and highly responsible; demonstrated computer skills; good communication skill. Some on-the-job training will be provided.

Application Instructions: Send your resume to hr@lifesafetypower.com. Visit company website to learn what we do: www.lifesafetypower.com. A probation period of 3 months will be required for this position.

Contact: Guang Liu

Address: 304 Terrace Drive, Mundelein, IL 60060

Phone: 8885772898

Email: HR@lifesafetypower.com

Expires: 02/22/2018

Job ID: 5342087

School Job ID: EMPS

Job Title: Machine Builder

Company: Coilcraft

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Cary, IL 60013

Salary: Hourly

Job Description: Coilcraft, Inc., founded in 1945, is an established worldwide organization specializing in the manufacturing of magnetic components with headquarters located in Cary, Illinois. We are seeking an experienced individual to join our Machine Build team. **Job Responsibilities:** Build and trouble-shoot automated assembly machines, sub-assemblies and electrical components from engineering blueprints and specifications. Debug machines and processes for new machines. Perform machine alignments and final set-ups. Participate in the planning and design of machinery. **Job Requirements:** 5+ years experience building automatic assembly equipment involving assembly and debug of pneumatic components, indexers, pick and place devices, metal form tooling, punch and dyes. Proven mechanical aptitude. Strong math skills and ability to interpret engineering drawings. Knowledge of basic machine shop tools. Associate's degree, specialized education or vo-tech training in a mechanical field or crafts trade is preferred. We offer competitive pay and benefits including health and life insurance, holidays, vacation building to 4 weeks in 10 years, sick time, tuition assistance, 401(k) with company match and profit sharing. EEO - Minorities/Female/Disability/Veteran This position may require compliance with ITAR export regulations, applicants must be U.S. citizens or have permanent resident status.

Job Requirements: High School/GED; 5 Years Experience.

Application Instructions: For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website.

<https://www.applicantpro.com/j/627788-72325>

Contact: Amy Zorica

Address: 1102 Silver Lake Drive, Cary, IL 60013

Phone: 847-516-5540

Fax: 847-639-3701

Apply Online: <https://www.applicantpro.com/j/627788-72325>

Expires: 02/22/2018

Job ID: 5342093

School Job ID: EMPS

Job Title: Quality Inspector (Machine Incoming)

Company: Coilcraft

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Cary, IL 60013

Salary: Hourly

Job Description: Coilcraft, Inc., founded in 1945, is an established worldwide organization specializing in the manufacturing of magnetic components with headquarters located in Cary, Illinois. We are seeking an individual to join our Automation department as an Incoming Machining Inspector. Responsibilities: Operate CMM (Coordinate Measuring Machine) as well as use common manual inspection equipment (calipers, micrometers, drop indicators, comparators) to dimensionally inspect incoming machined components. Record and interpret CMM results to accurately compare to product blue prints/specifications. Job Requirements: Vision inspection or CMM experience a must. Detail oriented. 3-5 years related machine inspection experience. Proficient with a computer, experience programming CMM a plus. Ability to work with calipers, micrometers and other inspection equipment. Ability to read and comprehend blueprints. Ability to read and understand geometric dimensioning and tolerances. EEO - Minorities/Female/Disability/Veteran This position may require compliance with ITAR export regulations, applicants must be U.S. citizens or have permanent resident status.

Job Requirements: High School/GED; 3-5 years experience.

Application Instructions: For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website.

<https://www.applicantpro.com/j/627749-72325>

Contact: Amy Zorica

Address: 1102 Silver Lake Drive, Cary, IL 60013

Phone: 847-516-5540

Fax: 847-639-3701

Apply Online: <https://www.applicantpro.com/j/627749-72325>

Expires: 03/01/2018

Job ID: 5336846

School Job ID: SOC SCI

Job Title: Clinical Research Associate

Company: Consultants In Neurology Ltd.

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Health Care; Science - Clinical/Medical Laboratory

Location: IL

Salary:

Job Description: Clinical Research Associate Position Location: Northbrook, IL, US Overview: This position is ideal for new college graduates with science background looking to pursue a career in clinical research. Previous clinical research experience is desired but not required. We are looking for motivated, hardworking, bright, and loyal individuals to learn, grow, and advance in our company. Company: Consultants in Neurology, Ltd is located in north suburbs of Chicago and has been in practice for over 50 years. We conduct multiple clinical research studies with main focus on Multiple Sclerosis (MS). We are a private practice, MS center, and a clinical research facility under the leadership of Dr. Daniel Wynn and Dr. Neil Allen. Responsibilities:

Provides quality hands on clinical research support by leading the laboratory work and under GCP : processes and ships human research subject samples in a laboratory; maintains and calibrates equipment; performs inventory and ordering of medical and laboratory supplies. Assists with completion a processing of various regulatory documentation for Institutional Review Boards (IRBs), sponsors, Clinical Research Organizations (CROs), vendors and other third parties. Performs administrative and regulatory duties related to the study and practice. Maintains human research subject documentation, updates study documents, and follows GCP. Sets up research visits and study assessments. Enters clinical research data into electronic data bases. Assists with scheduling recruitment, study advertising, and invoice submissions. Reads study protocols and creates source documentations. Prospect and Training: Additional on job training will be provided to gain skills and knowledge which will enable the candidate to advance to Clinical Research Coordinator (CRC) position. CRCs are trained to independently coordinate complex (i.e. interventional, therapeutic) clinical research protocols under supervision of principal investigator. They are responsible for overall integrity of a research project with humans and have significant roles in these clinical study activities: protocol development, obtaining participant informed consent, collection of clinical research data, medication dispensing, and more. Qualifications: Some college courses are required. Experience in laboratory setting is desirable . No clinical research experience is required. License or Certification: No requirement. Certified Clinical Research Professional (CCRP) certificate is attainable after time on the job. Compensation Detail: Education, experience, and professional goal will be considered when determining pay rate. This is a full time position with eligibility to benefits. To APPLY: Please send your resume/CV and cover letter either to research @cinltd.com or mail to Cathy Meyer, Consultants in Neurology Ltd, 1535 Lake Cook Road Suite 601, Northbrook, IL 60062. For questions please email or call 847-373-1944.

Contact: Cathy Meyer

Address: 1535 Lake Cook Rd. 601, Northbrook, IL 60062

Phone: 8475090270

Email: research@cinltd.com

Expires: 03/01/2018

Job ID: 5337932

School Job ID: SOC SCI

Job Title: Armed Security Officer - Gary - Mornings & Evenings

Company: Titan Security Group

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Gary, IN 46402

Salary: US\$8 - US\$9 per hour

Job Description: Job Title: Armed Security Officer - Gary - Mornings & Evenings ISM Security is currently recruiting for 1 Full Time and 1 Part Time Armed Security Officer(s) to work a medical facility located in Gary Indiana. Started in 1974, ISM Security is one of the largest privately-held security services providers in the Northwest Indiana area and we are growing! Join a leading company in one of the fastest growing industries. Armed Security Officer responsibilities include, but are not limited to: * Train and qualify to work assigned post. Understands the specific and general post instructions for that assigned post. Maintain practical knowledge of all additional and emergency post instructions that are called for by the client. * Maintain access control procedures set by building management. * Effectively utilize access control systems, visitor management systems and CCTV systems as needed. * Identify all patients, employees and/or visitors upon arrival. * Ensure visitors and vendors are properly signed in prior to accessing the building. * Observe departing personnel to guard against theft of tenant or building property. * Monitor security cameras that are

within the facility. * Respond to incidents including property emergencies. * Conduct general patrols of the entire property during various hours, if required, including numerous flights of stairs and frequent patrols of the exterior in any weather conditions. * Ability to stand/sit/walk for extended periods of time. * Assist with directions and general business information. * Clearly and accurately record data such as property damage, unusual occurrences, and malfunctioning of equipment, to building and ISM management. * Maintain clear, accurate logs pertaining to people or property. * Provide Excellent Customer Service to all parties encountered while on duty. * Respond to unusual or emergency situations at client's site using the appropriate escalation of force level up to and including armed response by following established protocol only when necessary and within ISM policy guidelines. * Maintains proficiency in the use of all assigned protective equipment, restraint devices and weapons. * Pass any State-required training or other qualifications for licensing. * Other duties as assigned. Education and/or Experience: High School diploma or general education degree (GED) and 1 year prior satisfactory employment of as a security officer or directly related experience. Must be at least 21 years of age. Certificates, Licenses, Registrations: State drivers license or State ID, Indiana Permit to Carry. Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus. Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you. Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather. Salary & Benefits: Compensation is between \$8.00 and \$9.00 per hour based on experience, plus paid time off. Skills-enhancing training and opportunities for career growth and promotion. EOE/M/F/D/V Salary: US\$8 - US\$9 per hour

Application Instructions: Application URL:

<http://www.aplitrak.com/?adid=VGluYS45NzIwNy43ODk2QHRzc2kuYXBsaXRyYWsuY29t>

Contact:

Email: Tina.97207.7896@tssi.aplitrak.com

Apply Online: <http://www.aplitrak.com/?adid=VGluYS45NzIwNy43ODk2QHRzc2kuYXBsaXRyYWsuY29t>

Expires: 03/03/2018

Job ID: 5341226

School Job ID: EMPS

Job Title: Repair Technician

Company: Ametek Powervar

Job Type: Full Time

Degrees Wanted: Associates, Certificate

Majors Wanted: Electrical/Electronic Maintenance, Electronics Engineering Technology

Job Target: Engineering - Electrical/Electronics; Technician - Electrical and Electronic Engineering; Technician - Electromechanical and Instrumentation

Location: Waukegan, IL 60085

Salary:

Job Description: General AMETEK Powervar is a global provider of power management and facility automation solutions, headquartered in Waukegan, Illinois, with international sales and service offices in the United Kingdom, Canada, Mexico, Brazil and Germany. AMETEK Powervar is the first choice in power protection and energy management. Every piece of electronic equipment in the world works better and more dependably when it's protected from spikes, blackouts, electrical noise, common-mode voltage and other power protection challenges. That's why AMETEK POWERVAR builds power solutions for virtually every place on earth. Job Summary The Service/Repair Tech II is responsible for servicing customers through in

house and on-site evaluation, troubleshooting, and repair efforts on a variety power conditioning and uninterruptible power supply systems and related products. The tasks associated with this function include following work instructions, understanding schematics and bills of materials; conduct final quality inspections and testing of products; engaging in telephone technical support; issuing Return Material Authorizations to customers; evaluate returned products for nonconformance's and report observations. Qualifications Ability to understand a variety of instructions in written and or oral form Must be able to work with minimal supervision Demonstrate a mechanical aptitude and manual dexterity Ability to effectively speak, write, and read English Must be able to lift up to 50 lbs Experience with a variety of typical electronics test equipment as well as hand operated and hand held power tools. Ability to read and interpret mechanical/electrical drawings, schematics, bills of material, as well as follow work instructions and test procedures Experience working with voltages above 120 VAC Microsoft software knowledge Specific Responsibilities Troubleshoot and evaluate returned manufactured and distributed products and applicable electronic circuitry Travel to customer sites for service as required and on occasion with less than 24 hours' notice, or for extended periods of time Identify and summarize failure modes for quality and engineering purposes Perform telephone technical support and issue return authorization when necessary Documents actions by completing production and service forms Meets service repair goals on a daily, weekly and monthly basis Must be able to work overtime when warranted Education/Experience Two-year Associate Degree in Electronics, or equivalent training and/or on the job experience Physical Requirements Medium work: Exerting up to 50 pounds of force and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles. Crouching: Bending the body downward and forward by bending leg and spine. Reaching: Extending hand(s) and arm(s) in any direction. Standing: Particularly for sustained periods of time. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling. Grasping: Applying pressure to an object with the fingers and palm. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. Hearing: Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound. Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. This job description in no way states or implies that the duties and responsibilities are the only duties and responsibilities to be performed by the individual(s) with this job description. The individual(s) maybe called upon and required to follow other instructions or perform other duties/responsibilities requested by his/her manager, consistent with the purpose of the position, department and/or company objectives.

Application Instructions: Please email resume.

Contact: Aderonke Adedapo

Address: 1450 S. Lakeside Drive, Waukegan, IL 60085

Fax: 614-410-6184

Email: aderonke.adedapo@ametek.com

Expires: 03/03/2018

Job ID: 5341241

School Job ID: EMPS

Job Title: Three Phase Production Supervisor

Company: Ametek Powervar

Job Type: Full Time

Degrees Wanted: Associates, Certificate

Majors Wanted: Electronics Engineering Technology, Engineering Technology

Job Target: Engineering - Electrical/Electronics; Manufacturing Management; Technician - Electrical and Electronic Engineering

Location: Waukegan, IL 60085

Salary:

Job Description: 3-Phase Production Supervisor **PURPOSE AND FUNCTION:** The 3-Phase Production Supervisor is responsible for scheduling production the range of all 3-phase products, ensuring that customer shipment requirements are met on time. The supervisor will work closely with the shipping department and the Inventory Control team to ensure there is adequate raw material stock so orders will be shipped on time and in full. The supervisor is responsible for training new/existing employees to current assembly practices, assure correct assembly procedures are followed, ensure general housekeeping and safety practices are being followed, while monitoring and continuing to improve efficiency, quality, and safety. The supervisor will be responsible for helping document all builds and will participate on occasional CI teams and/or the EHS committee. The supervisor will enforce all company policies, schedule overtime of their team as needed, and work overtime as warranted. **ESSENTIAL SKILLS , DUTIES and RESPONSIBILITIES:** * Excellent communication, interpersonal, and organizational skills * Maintain accurate attendance, training, and test data documentation * Supervise and motivate production employees to meet quality and efficiency goals - drive continuous improvement initiatives i.e. 5S * Hire, train, and develop 3-phase production employees and administer performance evaluations, training, and disciplinary actions * Utilize Oracle/Apex for confirming customer ship dates and developing production schedule * Interpret, document, and follow work order processes * Handle multiple tasks and prioritize work schedule * Promote workplace safety and general housekeeping * Assist in the development of assembly drawings, BOM's, assembly procedures and testing specifications. * Assist in identifying, developing and documenting "process improvement" activities * Participate in all in-house training * Ability to effectively read and write English * Communicate with Customer Service, Sales, etc. regarding specific delivery issues and stocking level requirements **TECHNICAL SKILLS** * General knowledge of manufacturing process and safety issues * Understand and interpret applicable electrical schematics * Ability to work both independently and collaboratively with others toward mutual objectives * Experience with oscilloscopes, AC/DC multimeters, soldering, hand tools, etc. **highly recommended EDUCATION/EXPERIENCE** * Associate Degree in a technical discipline or comparable work experience * Experience leading others in a fast-paced dynamic environment desired * Technical experience in troubleshooting electrical and mechanical systems

Application Instructions: Please email resume.

Contact: Aderonke Adedapo

Address: 1450 S. Lakeside Drive, Waukegan, IL 60085

Fax: 614-410-6184

Email: aderonke.adedapo@ametek.com

Expires: 03/03/2018

Job ID: 5341640

School Job ID: EMPS

Job Title: Maintenance Mechanic

Company: Woodland Foods

Job Type: Full Time

Degrees Wanted: Diploma

Majors Wanted: Any Major

Job Target: Maintenance and Repair - Motor Vehicles

Location: WI

Salary:

Job Description: JOB PURPOSE: The Maintenance Mechanic has the primary duty of working with the Maintenance Department on building/grounds maintenance, as well as installing, maintaining and troubleshooting plant equipment while ensuring the daily reduction of downtime. Essential duties and responsibilities * Perform installation, inspection, and repair of plant equipment such as Metal detectors, Baggers, Sealers and Scales * Assist employees with diagnosing malfunctions in machinery, equipment or work processes * Interpret instructions, specifications, blueprints for equipment installation, operation and repairs * Recommend measures to improve operations and condition of equipment * Ensure work is completed efficiently and timely * Make sure correct material, equipment, and supplies are used * Ensure all safety, housekeeping and environmental rules and guidelines are followed * Ensure all pertinent data related to maintenance activities are correct and documented accordingly to company and regulatory regulations * Provide training to employees on quality standards and safe performance of equipment and tools * Adhere to all current SOP's, procedures, and quality requirements * Perform electrical work, welding and other job-related duties and responsibilities as assigned Qualifications/Requirements * Previous Industrial Maintenance Experience specifically with Metal detectors, Baggers, Sealers and Scales preferred * Strong knowledge of plant maintenance operations (including production equipment), material handling equipment, electrical PLCs, AC/DC motors and controls, mechanical power transmissions, gear drives and speed ratios * Ability to read, analyze and interpret written instructions * Thorough working knowledge of all tools, procedures and methods utilized in an industrial maintenance environment * Thorough working knowledge of all electrical, mechanical systems and electronic applications in an industrial environment * Experience with metalworking and fabrication equipment * Able to troubleshoot on mechanical and electrical systems * Food Production, Manufacturing and/or Warehouse experience required * Must be flexible with hours, possibility for OT * Frequently required to lift and/or push up to 55lbs * Possession of a current and valid driver's license Skills/Abilities * Ability to prioritize and learn quickly * Good verbal and written communication skills * Ability to multi-task * Strong attention to detail * Strong organizational skills. * Analytical and Mechanically inclined * Ability to use percentages, add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals * Computer literacy * Bilingual English/Spanish a plus. Educational/Training Experience * High School Degree Required * Associates Degree Preferred * PLC programming certification Preferred * Electrical/Mechanical certification Preferred 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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Regularly required to sit, stand, walk and frequently bend and move about the facility. Must be able to climb ladders and maneuver in small spaces Personal Protective Equipment The performance of this position requires exposure to the manufacturing and warehouse areas that under certain conditions may require the use of personal protective equipment and chemical safety 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. * Works in a manufacturing environment * Exposure to dust, odors and noise * Use of cleaning chemicals This document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Contact: Mayerly Reyes

Address: 3751 Sunset Ave, WAUKEGAN, IL 60087

Phone: 8476937541

Fax: Woodland Foods

Expires: 03/04/2018

Job ID: 5340809

School Job ID: EMPS

Job Title: Master Electrical Technician

Company: TMA (The Technology & Manufacturing Association)

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Carol Stream, IL 60188

Salary: Hourly

Job Description: Frain Industries is a leading, single-source provider of new and like new, certified pre-owned packaging and processing equipment and machinery. Frain Industries is seeking a Master Electrical Technician to join our team in Carol Stream, IL. The Master Electrical Technician conducts, maintains, tests and repairs electrical/electronic, mechanical, hydraulic and pneumatic systems and components. Applies knowledge of electrical, electronic and mechanical principles in determining equipment malfunctions and applies skills in restoring equipment to operation. Provides skilled mechanical and electrical/electronic support to all areas of Manufacturing. Responsibilities This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time. Manage projects from inception to completion and take ownership of project management to complete on time and on budget. PLC programming knowledge and the ability to travel as needed. Diagnosis rebuilds and repairs packaging and processing equipment. Prepare and maintain ongoing project records and reports. Design, Wire, Electrical/ Program troubleshooting capability in both aspects. Knowledge of mechanical design and electrical systems. Troubleshoot and repair mechanical, hydraulic, pneumatic and electrical/electronic equipment including but not limited to programmable controls, numeral controls, power supplies, drives, gages and test equipment. Plan and perform work requiring a thorough knowledge of electrical/electronic and mechanical theories and principles, writing specifications, local and national electrical codes, properties of various materials, and principles of operation and application of electronic equipment. Installs, starts up and shuts down equipment in accordance with company safety procedures for machine activation and shutdown and in line with OSHA requirements. Advise operators and line mechanics of operation procedures and requirements for working safely with electrical/electronic and mechanical equipment and components. Inform appropriate management and line mechanics of potential electrical/mechanical problems and inherent dangers involved. Maintain company-required performance and maintenance records for identified equipment Perform preventive maintenance functions as directed. Willing to work overtime and weekends Perform other duties as required. Strong background in industrial electricity and knowledge of schematics, AC/DC systems & PLCs. Requirements High school diploma or its equivalent required. Two-year technical degree or accredited apprenticeship program or the equivalent in a technical field is required. 3-5 years of proven experience in the electrical/electronics, mechanical, hydraulic and pneumatic fields are required and the ability to demonstrate high proficiency in these areas. A thorough knowledge of electrical/ electronic components and equipment including the use of special instruments for diagnostic purposes is required For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website. <https://tma.prevueaps.com/jobs/60684-5129.html>

Application Instructions: For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website. <https://tma.prevueaps.com/jobs/60684-5129.html>

Contact: Patsy Svare

Address: 1651 Wilkening Road, Schaumburg, IL 60173

Phone: 8474124872

Apply Online: <https://tma.prevueaps.com/jobs/60684-5129.html>

Expires: 03/05/2018

Job ID: 5342095

School Job ID: EMPS

Job Title: Engineering Technician - Materials

Company: Coilcraft

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Cary, IL 60013

Salary:

Job Description: Coilcraft, Inc., founded in 1945, is an established worldwide organization specializing in the manufacturing of magnetic components including high performance RF chip inductors, power magnetics and filters with headquarters located in Cary, Illinois. We are seeking an individual to join our materials team as an engineering technician. This position may be ideal for you if you are creative, like working with people and technology and want to work for a company that has a worldwide reputation for quality. **Job Responsibilities:** Assist in experimentation of new materials and compounds for use in electromagnetic products, which includes sample preparation and analysis. Collect and interpret data to assist engineers in developing, troubleshooting and improving new and existing materials. **General maintenance of lab equipment** **Job Requirements:** An Associate's Degree in electronics or material sciences is preferred or relevant experience. 0-5 years previous work experience working with microscopes, handling of powders, liquids and adhesives. Exceptional creative problem solving skills. Strong written and oral technical communication skills. Attention to detail with strong documenting skills. Ability to work independently as well as collaborate with others.

EOE/Minorities/Females/Veterans/Disabled This position may require compliance with ITAR export regulations, applicants must be U.S. citizens or have permanent resident status. For more information, or to apply now, you must go to the website below. Please **DO NOT** email your resume to us as we only accept applications through our website. <https://www.applicantpro.com/j/700264-72325>

Job Requirements: 2 Year Degree

Application Instructions: For more information, or to apply now, you must go to the website below. Please **DO NOT** email your resume to us as we only accept applications through our website.

<https://www.applicantpro.com/j/700264-72325>

Contact: Amy Zorica

Address: 1102 Silver Lake Drive, Cary, IL 60013

Phone: 847-516-5540

Fax: 847-639-3701

Apply Online: <https://www.applicantpro.com/j/700264-72325>

Expires: 03/06/2018

Job ID: 5344145

School Job ID: BUS

Job Title: Team Member

Company: Soft Serve Smiles dba Menchies

Job Type: Part Time

Degrees Wanted: Diploma

Majors Wanted: Any Major

Job Target: Food Service/Restaurant Management

Location: Deerfield, IL 60015

Salary: \$10.00 to 12.00 hour

Job Description: As a Menchie's Team Member you maybe be responsible for informing our guests on the Menchie's frozen yogurt concept, cutting fruit, filling topping bar, cashiering, general clean-up, maintaining yogurt machines, inventory and most importantly making our guest smile.

Job Requirements: Please apply if you meet these requirements: * Fun outgoing personality * Committed to excellent guest service * Team Player * Enjoy family environment (serving guest of all ages) * Great work ethic * Flexible availability What we have to offer you: * Great work environment which is committed to excellence and lots of fun * Top Notch work experience * Flexible work schedule * Development for growth opportunities

Contact: Linda Berlin

Address: 775 Waukegan Road Suite 170A, Deerfield, IL 60015

Phone: 630-887-8171

Email: men442@menchiesfroyo.com

Apply Online: <http://menchies.com/careers>

Expires: 03/16/2018

Job ID: 5341401

School Job ID: BUS

Job Title: Human Resources Generalist

Company: Navy Exchange

Job Type: Full Time

Degrees Wanted: Associates, Bachelors

Majors Wanted: Business Administration, Business Management

Job Target: Human Resource Management

Location: Great Lakes, IL 60088

Salary: \$33731 to \$52,106

Job Description: Job Summary: Serves as the Human Resources Generalist with responsibility for providing Human Resources support to a large local store/store complex in an isolated location with limited higher level on site HR support and direction. Work is coordinated and reviewed by the District Human Resources Manager, Assistant District Human Resources Manager. Duties and Responsibilities: * Oversees the maintenance of official Human resources records; compiles data and generates reports as required. Responsible for the current and accurate maintenance of associates' electronic HR records and jackets. Ensures privacy of data contained therein. * Regularly assigned to perform HR projects and assignments in the area of communication, facilitation, planning, and development of employment competencies. * Assists District Human Resources Manager in maintaining adequate staffing by developing and implementing a recruitment plan that identifies recruitment sources that are supportive of local and district recruitment needs and workforce diversity requirements. * Ensures the efficient utilization of activity personnel and recommends the selection, retention, reassignment, and promotion of associates. * Participates in Compensation Program Administration, including participation in periodic wage surveys; maintains salary and wage schedules. * Identifies and coordinates with designated manager, onsite training sessions for managers by providing information and guidance in the area of Human Resources policies and procedures. * Provides support and guidance to managers regarding employee relations issues. Assists with counseling associates and attempts to resolve problems informally. Researches and does initial preparation of disciplinary actions and the resolution of grievances and complaints. * Oversees and ensures consistent new hire orientation training to include exchange policies, benefit eligibility and processing, and DOD mandatory training requirements. * Coordinates Award nominations, selections, and presentations. * Maintains a library of educational and training resources

and references. * Conducts training needs analysis and assists management in defining training requirements, identifying candidates and planning curriculum. * Conducts, trains instructors or assists, as necessary, in conducting specially designated training courses for exempt and non-exempt employees. * Assists management in the creation of Individual Development Plans for non-exempt associates. * Plans and schedules daily work assignments of the Human Resources office. Supervises and evaluates the performance of assigned associates. * Performs other related duties as assigned

Application Instructions: Apply online at www.navyexchange.jobs Job number 1800000B

Contact: Rita Marksteiner

Address: 3012 Mississippi Street Bldg. 3212A, Great Lakes, IL 60088

Phone: 847-578-6106

Fax: 847-578-6301

Apply Online: <https://www.mynavyexchange.com/nex/work-for-us>

Expires: 03/30/2018

Job ID: 5338904

School Job ID: BIO

Job Title: Aquatic Plant Maintenance Seasonal

Company: Chicago Botanic Garden

Job Type: Full Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Environmental Health & Safety, Sustainability Programs

Job Target: Biological and Environmental Sciences

Location: Glencoe, IL 60022

Salary: \$13.30/hour

Job Description: Located 25 miles north of downtown Chicago, the Garden's 385-acre campus includes 81 acres of lakes, streams, and wetlands. Over the past 17 years, 1½-million native aquatic and shoreline plants have been added along 4½ miles of our lakeshore. These shoreline plantings have been highly effective in stabilizing eroding shoreline soils and enhancing aquatic habitat, and they now serve as a research site for scientific study and documentation. Most recently, the award-winning North Lake Shoreline Restoration Project added 120,000 new plants to our shoreline - visit <http://cbgshoreline.org/> for more information. The Aquatic Plant Maintenance seasonal staff will work closely with the Associate Ecologist, Lakes and the Garden's Director of Restoration Ecology to maintain these new shoreline plantings. Typical work responsibilities for this position include removal of weedy/invasive plant and algae species, replanting due to plant mortality or herbivory, and other maintenance activities to support robust plant communities and aesthetic shoreline conditions. Staff in this position are provided with an exceptional opportunity to learn identification of over 200 taxa of native wetland plants while gaining a better understanding of lake shoreline erosion control strategies and shoreline ecology. Compensation: The 2018 employment term for these positions begins in April/May and continues through at least August, with several workers' schedules expected to extend until mid-December. The compensation rate is \$13.30 per hour. The normal work schedule is Monday through Friday, 6:30 am - 3:00 pm. Paid holidays and one personal day per four months of employment are provided; health insurance benefits may be available for employees scheduled to work longer than six months.

Job Requirements: Qualifications: Candidates for this position should have coursework and/or work experience in botany, environmental studies, aquatic horticulture, or closely related fields. Candidates must have a strong work ethic, function well in both team and individual work assignments, and possess a high comfort level being in and around water and an ability to swim should the need arise in an emergency. Employees must be able to operate row boats and trolling motors, be able to walk across uneven terrain and

bend over for extended periods of time (e.g., pulling weeds), and have an ability to lift and carry approximately 45 pounds.

Application Instructions: To be considered for this position, please email an introduction letter and detailed resume to Peter Nagle at the Chicago Botanic Garden: pnagle@chicagobotanic.org. No telephone calls, please. Applicants are encouraged to submit their materials by February 5, 2018.

Contact: Peter Nagle

Address: 1000 Lake Cook Rd, Glencoe, IL 60022

Phone: 8478356843

Fax: 8478356843

Email: pnagle@chicagobotanic.org

Expires: 04/01/2018

Job ID: 5337934

School Job ID: SOC SCI

Job Title: Armed Security Officer -Munster - Day Shift

Company: Titan Security Group

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Munster, IN 46321

Salary: \$7.5 - US\$8 per hour

Job Description: ISM Security is currently recruiting for Full Time Armed Security Officers to work at financial site located in Northwest area of Indiana. Started in 1974, ISM Security is one of the largest privately-held security services providers in Northwest Indiana area and we are growing! Join a leading company in one of the fastest growing industries. Armed Security Officer responsibilities include, but are not limited to: * Train and qualify to work assigned post. Understands the specific and general post instructions for that assigned post. Maintain practical knowledge of all additional and emergency post instructions that are called for by the client. * Maintain access control procedures set by building management. * Effectively utilize access control systems, visitor management systems and CCTV systems as needed. * Identify all visitors and/or guests upon arrival. * Ensure visitors and vendors are properly signed in prior to accessing the building. * Observe departing personnel to guard against theft on property. * Monitor security cameras that may be within the facility. * Respond to incidents including property emergencies. * Conduct general patrols of the entire property during various hours, if required, including numerous flights of stairs and frequent patrols of the exterior in any weather conditions. * Ability to stand/sit/walk for extended periods of time. * Assist vendors and/or visitors with directions and general business information. * Clearly and accurately record data such as property damage, unusual occurrences, and malfunctioning of equipment, to building and ISM management. * Maintain clear, accurate logs pertaining to people or property. * Provide Customer Service to all parties encountered while on duty. * Respond to unusual or emergency situations at client's site using the appropriate escalation of force level up to and including armed response by following established protocol only when necessary and within ISM's policy guidelines. * Maintains proficiency in the use of all assigned protective equipment, restraint devices and weapons. * Pass any State-required training or other qualifications for licensing. * Other duties as assigned. Education and/or Experience: High School diploma or general education degree (GED) and 1 year prior satisfactory employment of as a security officer or directly related experience. Must be at least 21 years of age. Certificates, Licenses, Registrations: Valid Indiana Concealed Carry Permit, maintain a valid state ID or drivers license. Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus. Other Qualifications: Ability to pass pre-

employment drug screen and criminal background check. Must maintain a working telephone number though which we can contact you. Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather. Salary & Benefits: Compensation is between \$8.00 and \$8.50 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion. EOE/M/F/D/V Salary: US\$7.5 - US\$8 per hour

Application Instructions: Application URL:

<http://www.aplitrak.com/?adid=VGluYS4zOTg0Ny43ODk2QHRzc2kuYXBsaXRyYWsuY29t>

Contact:

Email: Tina.39847.7896@tssi.aplitrak.com

Apply Online: <http://www.aplitrak.com/?adid=VGluYS4zOTg0Ny43ODk2QHRzc2kuYXBsaXRyYWsuY29t>

Expires: 05/11/2018

Job ID: 5345321

School Job ID: EMPS

Job Title: Trainee, Field Service

Company: Sysmex America, Inc.

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: IL

Salary:

Job Description: POSITION SUMMARY: The Field Service Trainee (FST) is responsible for developing the knowledge and expertise needed to move into a Field Service Representative (FSR) position and service the Sysmex product lines. The FST will undergo extensive training to prepare for open FSR positions as they become available. During the training period, which will last approximately 9 months, the FST will travel frequently throughout the U.S., when not attending formal training classes. Upon completion of the training program, the FST will be utilized to supplement existing territories, support emerging territories and other field needs for up to six months until they assume a permanent assignment in a U.S. service district. The FST is expected to move into an open FSR position in a service district as they become available. Essential Duties and Responsibilities: 1. Successfully complete all training to perform the duties of a Field Service Representative (FSR) 2. During training program, travel to various U.S. service districts to work with a mentor or assist with FSR related tasks 3. Upon successful completion of the training program, work as an FSR in various service districts as needed for periods up to six months 4. Travel during the training period may be up to 90% within the United States 5. Accept an FSR or related position after the successful completion of program 6. Demonstrate the ability to perform FSR duties and responsibilities after training * Install, maintain, and repair Sysmex instruments and systems, including: * Identifying and analyzing instrument problems * Repairing to meet specifications * Performing pre-installation site surveys, installations, scheduled maintenance, and approved modifications in accordance with Sysmex policies * Scheduling modifications as indicated in the Technical Service Bulletin (TSB) and Engineering Change Request (ECR) processes * Monitor and respond to communication devices during all scheduled times 7. Properly document all service related activities in a timely and professional manner including inventory, service orders, expense reports, and all other required records. * Perform duties within defined service standards, including but not limited to on-time and within labor hour goals for scheduled maintenance, demand service events, installations, and first-visit repair rates *

Support and provide ownership of technical issues at existing customer sites. * Work cross-functionally with other Sysmex Associates to ensure total customer resolution and maximize very satisfied customer base. * Miscellaneous duties include: * Maintain expenses within guidelines * Maintain high level of customer account management and organization skills * Maintain control of parts inventory and all company property * Perform duties in such a manner as to develop confidence, promote goodwill, and maintain or improve credibility with regard to quality of products and customer service 8. Promote effective, positive and productive communication and teamwork between all Sysmex personnel

QUALIFICATIONS & COMPETENCIES: COMPETENCY BASIC DESCRIPTION MINIMUM QUALIFICATIONS: Education/Knowledge Required Certificates, Licenses, Registrations Other Qualifications OTHER

REQUIRED SKILLS AND ABILITIES: Language Skills: Computer Skills: Other Skills/Abilities: Associates or equivalent in electronics, or military service and training in electronics or equivalent Electronics and/or laboratory science. Completion of Sysmex-certified instrument training. 0-3 Years Experience Must be willing to relocate to any of our service districts throughout the U.S. Excellent command of English, both verbal and written; second language desirable (Spanish, French or Portuguese) General computer knowledge in a Windows environment is required. Basic knowledge of LIS systems and interfacing principles desirable. Demonstrated ability to explain in simple and understandable terms complex technical information associated with Sysmex instrument systems Outstanding listening skills, patience and understanding Demonstrated presentation and influence skills Team orientation; demonstrated facilitation skills. Maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organization. Ability to maintain a high energy level and positive attitude.

Contact: Jason Johnson

Address: 577 Aptakisic Rd, Lincolnshire, IL 60069

Phone: (224) 543-9616

Expires: 05/11/2018

Job ID: 5345326

School Job ID: EMPS

Job Title: Engineer I, Service Center

Company: Sysmex America, Inc.

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: IL

Salary:

Job Description: POSITION SUMMARY: The Service Engineer I is an entry level Field Service position responsible for servicing Sysmex product lines in an assigned territory, with frequent travel within a specific geographic district. The position may require support to other districts as necessary. The SE I is a continuous learning position and is expected to independently service the majority of Sysmex equipment while rotating between classroom training and field mentoring. The SE I works under close supervision of the DSM, SE III, SE Lead, and training group. This position is responsible for ensuring and maximizing customer satisfaction with Sysmex product lines through technical excellence and direct customer communications. This position is also responsible for ensuring that all units and systems continue to operate to specifications. This is accomplished primarily by regular and complete scheduled maintenance and repair services. Essential Duties and Responsibilities: 1. Install, maintain, and repair Sysmex instruments and systems, including: * Identifying and analyzing instrument problems, * Repairing to meet specifications, * Escalating exceptional issues to minimize customer down-time. * Performing pre-installation site surveys, installations, scheduled

maintenance, and approved modifications in accordance with Sysmex policies. * Scheduling modifications as indicated in the Technical Service Bulletin (TSB) and Engineering Change Request (ECR) processes. * Monitor and respond to communication devices during all scheduled times 2. Support and provide ownership of technical issues at existing customer sites. 3. Work cross-functionally with other Sysmex Associates (SE/TC/HSAM/TIS) to ensure total customer resolution and maximize very satisfied customer base. 4. Properly document all service related activities in a timely and professional manner including inventory, service orders, expense reports, and all other required records. 5. Perform duties within defined service standards, including but not limited to on-time and within labor hour goals for scheduled maintenance, demand service events, installations, and first-visit repair rates. 6. Miscellaneous duties include: * Maintain expenses within guidelines * Maintain high level of customer account management and organization skills * Maintain control of parts inventory and all company property

Job Requirements: MINIMUM QUALIFICATIONS: Education/Knowledge Required Associates degree or equivalent years required experience in electronics, laboratory or biomedical technology, including Armed Forces experience in technical field. * Direct experience with Sysmex Hematology instruments in a service, applications, technical support, or other capacity would be desirable. * Prior field service or laboratory experience is preferred. * 0 to 4 Years of experience working on Sysmex equipment * Electronics, biomedical or laboratory science * Completion of Sysmex-certified instrument training Language Skills: Excellent command of English, both verbal and written; second language desirable (Spanish, French or Portuguese) Computer Skills: General computer knowledge in a Windows environment is required. Basic knowledge of LIS systems and interfacing principles desirable. Other Skills/Abilities: * Demonstrated ability to explain in simple and understandable terms complex technical information associated with Sysmex instrument systems * Outstanding listening skills, patience and understanding * Demonstrated presentation and influence skills * Team orientation; demonstrated facilitation skills. * Maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organization. * Ability to maintain a high energy level and positive attitude.

Contact: Jason Johnson

Address: 577 Aptakisic Rd, Lincolnshire, IL 60069

Phone: (224) 543-9616

Expires: 05/11/2018

Job ID: 5346264

School Job ID: ADULT ED

Job Title: Cooks

Company: Atria

Job Type: Full Time, Part Time

Degrees Wanted: Certificate

Majors Wanted: Food Service

Job Target: Culinary Arts

Location: Deer Park, IL 60010

Salary:

Job Description: Principle Duties and Responsibilities: The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation. * Provide a high level of culinary customer service and promote a restaurant style dining atmosphere. * Work closely with the Director of Culinary Services and/or Executive Director to keep residents satisfied with food and dining programs. * Assist with the preparation and execution of the Art of Atria Dining enhancement programs. * Maintain kitchen and food storage and preparation areas in a clean, safe, and sanitary condition at all times. * Responsible for the opening and/or closing of the kitchen. * Adhere to cleaning schedules as assigned. * Ensures that all food is received, stored, and prepared according to Company standards. * Estimate daily or

weekly needs of food and supplies and communicates needs to Director of Culinary Services or assistant Director of Culinary Services. * Participate in preparing and cooking meals according to established recipes and approved menus. * Document temperatures of food prior to service, refrigeration and freezer. * Prepare and ensure snacks and beverages are available to residents at all times. * Keep kitchen floors clean (sweeps and mops) and trash emptied. * Assist with the transportation and storage of food and supplies. * Adhere to Quality Enhancement standards and standard food safety practices. * Assist with preparation and execution of special events, banquets, and theme meals. * Will attend pre-meal stand up in kitchen prior to meal service. * May perform other duties as needed and/or assigned.

Application Instructions: Apply online: www.atriaseniorliving.com/careers Call to schedule interview with hiring manager 847-438-8200

Contact: Challen Eigenhauser

Address: 21840 W. Lake Cook Rd, Deer Park, IL 60010

Phone: 847-438-8200

Expires: 05/11/2018

Job ID: 5346265

School Job ID: ADULT ED

Job Title: Waitstaff

Company: Atria

Job Type: Full Time, Part Time

Degrees Wanted: Certificate

Majors Wanted: Any Major

Job Target: Customer Service

Location: Deer Park, IL 60010

Salary:

Job Description: Principle Duties and Responsibilities: The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation. * Provide a high level of customer service and promote a restaurant style dining atmosphere. * Work closely with the culinary service director and/or executive director to keep residents satisfied with food and dining programs. * Set tables in accordance to Atria standards. * Serve residents and guest's beverages as requested. * Review daily menu with residents. * Takes and delivers accurate meal orders to residents and guests. * Remove used or soiled plates, utensils, glasses, linen from the dining room as needed. * Assist with preparation and execution of the Art of Atria Dining enhancement programs. * Adhere to Quality Enhancement standards and standard food safety practices. * Assist with preparation and execution of special events, banquets, and theme meals. * When applicable acquaint new residents with menus, seating, and dining options and hours. * Clean and sanitize carpet, tables, chairs, condiment containers, and equipment used in the dining room. * Communicate resident likes and dislikes to Director of Culinary Services and/or Restaurant Manager for menu planning purposes and resident satisfaction. * Create a strong sense of team work and cooperation among all staff. * Attend Pre-Meal stand up held for all dining and kitchen staff. * May perform other duties as needed and/or assigned.

Job Requirements: *some customer experience required

Application Instructions: Apply online: www.atriaseniorliving.com/careers Call to schedule interview with hiring manager 847-438-8200

Contact: Challen Eigenhauser

Address: 21840 W. Lake Cook Rd, Deer Park, IL 60010

Phone: 847-438-8200

Expires: 05/11/2018

Job ID: 5346301

School Job ID: BUS

Job Title: IT Specialist - (Non-Profit)

Company: Community Action Partnership of Lake County(Non-Profit)

Job Type: Internship

Degrees Wanted: Associates, Bachelors

Majors Wanted: Any Major

Job Target: Information Systems

Location: Waukegan, IL 60085

Salary: unpaid

Job Description: Is responsible for all aspects of the coordination, development and maintenance of the database intake system to be utilized throughout the agency and technical support

Application Instructions: To Internship please contact: Theresa Barnes Human Resources Coordinator 847-249-4330 or email at theresa.barnes@caplakecounty.org

Contact: Theresa Barnes

Address: 2424 Washington Street Suite 207, Waukegan, IL 60085

Phone: 8472494330

Email: Theresa.barnes@caplakecounty.org

Expires: 05/13/2018

Job ID: 5336729

School Job ID: Joyce

Job Title: Marketing Intern

Company: The Lentz Leadership Institute LLC

Job Type: Internship

Degrees Wanted: Associates, Diploma

Majors Wanted: Graphic Design

Job Target: Marketing

Location: Grayslake, IL 60030

Salary: 10.00 hr.

Job Description: Our company is looking to expand the academic award winning series: The Refractive Thinker www.RefractiveThinker.com into universities and colleges around the world. The goal is to (a) increase our social media presence on a regular basis and to (b) contact local university bookstores and academic programs to feature this series in its education curriculum. Ready to learn from an award winning publisher who just moved back to the Midwest?

Job Requirements: Understanding of social media a requirement. Knowledge of higher education a bonus.

Application Instructions: Please email a letter of intent to tell us why you should work with us as well as your current resume. Let me invite you to do your homework about us. www.LentzLeadership.com and www.RefractiveThinker.com

Contact:

Phone: 702 719 9214

Email: drcheryllentz@gmail.com

Expires: 05/13/2018

Job ID: 5339203

School Job ID: JOYCE

Job Title: Summer Intern

Company: First Bank of Highland Park

Job Type: Internship

Degrees Wanted: None Required

Majors Wanted: Accounting, Business Administration, Business Management, Network Administration and Security, Web Development

Job Target: Accounting; Business; Marketing

Location: Northbrook, IL 60062

Salary: 14.00 hr

Job Description: Interested in Banking? ACCEPTING APPLICATIONS UNTIL MARCH 1, 2018 The Summer Intern Program at First Bank of Highland Park will get you fully immersed in community banking - both retail and commercial banking. While you will be assigned to a specific role in a department, our program will give you exposure to all areas of the bank. Positions are available in the following departments: Human Resources, Finance, Teller Operations, Loan Operations, Commercial Real Estate, and Deposit Operations. Regular "Lunch & Learns", meeting observations, job shadowing and field trips are just a few of the ways we get you involved. Our paid internship program is full-time and last 10-12 weeks. Start dates in late May/early June. We are looking for college students with sophomore or junior standing majoring in: * Business * Accounting * Finance * Economics * IT * Human Resources Knowledge of Microsoft Office desirable.

Application Instructions: To Apply: Send email with attached resume to careers@firstbankhp.com. Please refer to Job Posting 2018 - 01 (Summer Interns).

Contact: Nicole DiVito

Address: 633 Skokie Blvd., Northbrook, IL 60062

Phone: (847) 897-7583

Fax: (847) 897-7666

Email: Careers@firstbankhp.com

Expires: 05/13/2018

Job ID: 5339552

School Job ID: LARRY

Job Title: Mechanical Engineer Co-op/Intern

Company: Brake Parts Inc

Job Type: Internship

Degrees Wanted: None Required

Majors Wanted: Mechanical Engineering Technology

Job Target: Engineering - Mechanical

Location: McHenry, IL 60050

Salary: \$15.00

Job Description: Must be able to work Full-Time Jan. through June 2018. Responsible for the analysis and creation of new product designs for Manufacturing or Sourcing in the global brake automotive aftermarket.

Contact: Lisa Bakewell

Address: 4400 Prime Parkway, McHenry, IL 60050

Phone: 8157597351

Fax: 8157597351

Email: lisa.bakewell@brakepartsinc.com

Expires: 05/13/2018

Job ID: 5339964

School Job ID: JOYCE

Job Title: Administrative Office Support - Intern

Company: Southwire Company

Job Type: Internship

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Business

Location: Waukegan, IL 60085

Salary: \$12/hour

Job Description: Southwire Company based in Waukegan, IL is looking for a part-time intern. The candidate will be responsible for various day-to-day administrative tasks. Requirements: * Excellent written and verbal communication skills . Attention to detail * Proficient with MS Office, excellent knowledge of Excel * Ability to work 18-25 hours per week, with a minimum of 4 hours/day * Ideally, pursuing a business, international business or supply chain degree is preferred, but not required.

Contact: Trish Cook

Address: 1530 Shields Drive, Waukegan, IL 60085

Phone: 847-672-2336

Fax: 847-689-8741

Email: trish.cook@southwire.com

Apply Online: <http://www.applytosouthwire.com>

Expires: 05/13/2018

Job ID: 5342381

School Job ID: LARRY

Job Title: Lee Teng Summer Internship in Accelerator Science and Engine

Company: Fermilab

Job Type: Internship

Degrees Wanted: Associates

Majors Wanted: Engineering Technology

Job Target: Engineering

Location: IL

Salary:

Job Description: Description The Lee Teng Internship in Accelerator Science and Engineering is an exciting education and research opportunity for students majoring in physics, engineering or computer science at U.S. universities/colleges. Students must have junior standing at the time of application. Outstanding sophomores may also be considered. During the eleven-week summer internship program (May 29 - August 10, 2018) each student works closely with a Fermilab or Argonne National Laboratory mentor. The program includes a full

scholarship to attend the two-week U.S. Particle Accelerator School sponsored by Michigan State University in East Lansing, Michigan. Additionally, interns are paid an hourly wage, as well as receive travel and lodging allowances. All applications are received by Fermilab. Interns are placed at either Fermilab or Argonne National Laboratory, as determined by their interests and qualifications. Internship support includes: Hourly wage based on a 40-hour work-week: U.S. Particle Accelerator School - paid full tuition Shared housing Shared use of a rental car (for Fermilab interns only) Paid airfare and ground transportation to/from the Laboratory (for students outside Chicagoland) Qualifications 18 years of age by the program start date - May 29, 2018. Junior academic standing and enrollment in university/college in the United States at the time of application. Outstanding sophomores at the time of application, may also apply. Note Accepted program participants must: submit an Official university transcript. have medical insurance while at Fermilab. provide identification, as well as evidence of authorization to work in the United States. respect, understand and value individual differences that embody the principles of diversity. abide by all environment, safety, and health regulations. Foreign nationals who are not US citizens and were born in, are citizens of, or represent or have ongoing affiliations with Iran, Sudan and Syria must provide additional information to be considered for access to Fermilab. Advanced federal review and approval is required before an individual may visit or receive an identification badge for unescorted access at a Department Of Energy (DOE) facility; this process can take many months and possibly longer than a year. Application Instructions Interested candidates should submit via Academic Jobs Online: 1) Curriculum Vitae, 2) Unofficial University Transcript, and 3) Two Reference Letters (to be submitted by the reference writers at the AJO site) <https://academicjobsonline.org/ajo/jobs/10319> . For further information and to apply see: www.illinoisacceleratorinstitute.org. For general information about this position, please contact Dr. Peter Garbincius - peterg@fnal.gov. Diverse people. Diverse jobs. Great science. Fermilab and Argonne National Laboratory are Equal Opportunity Employers. Minorities/Women/Disabled/Veterans are encouraged to apply.

Contact: Mario Lucero

Address: P.O.BOX 500, Batavia, IL 60510-5011

Phone: 630 840 4630

Expires: 05/13/2018

Job ID: 5342400

School Job ID: LARRY

Job Title: VetTech Internship Program

Company: Fermilab

Job Type: Internship

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: IL

Salary: PAID

Job Description: Job Description Open Date: 12/12/2017 Close Date: 2/18/2018 Only apply using Google Chrome We Are: Fermilab is America's premier laboratory for particle physics and accelerator research, funded by the U.S. Department of Energy. We support discovery science experiments in Illinois and at locations around the world, including deep underground mines in South Dakota and Canada, mountaintops in Arizona and Chile, and the South Pole. We are strategic risk takers, innovators and collaborators. We are engineers, scientists, technicians, administrative professionals. We are 1,800 employees advancing knowledge for the benefit of humankind. Fermilab has been at the forefront of particle physics for more than 40 years. We build world-leading accelerators and detectors to conduct some of the most advanced particle physics experiments possible. We collect and analyze the data from those experiments with some of the most powerful computers in the world. We conduct this research on a 6,800-acre prairie, 35 miles outside Chicago, a treasure

that has been designated a National Environmental Research Park. Fermilab's VetTech Internship Program seeks military veterans to intern as a technician to provide routine technical support for an assigned experiment or support group, working under the direct supervision of a Fermilab employee. You will: Commit to participating in a 10-week, 40-hour per week internship beginning June 4 through August 10, 2018. Depending on the area of assignment: Fabricate, set-up, calibrate, operate, test, repair and modify a variety of electrical-electronic and/or mechanical equipment, systems and devices; or perform ESH&Q duties including environmental surveys, waste disposal, and radiological surveys; or work in information technology Work in information technology or perform environmental, safety and health duties, including environmental, waste water disposal and radiological surveys. We Are Looking For: Military Veteran. Apprenticeship level technical expertise, general military experience and/or knowledge based on academic study. Ability to work independently, exercising a high degree of self-motivation, resourcefulness, independent judgement, problem-solving and time management skills. Strong written and oral communication skills. Ability to interact professionally and effectively with all levels of lab employees. Ability to abide by all environment, safety and health regulations. Willingness to respect, understand and value individual differences that embody laboratory principles of diversity and inclusion.

Job Requirements: Physical Activity and Work Requirements Human Factors: Mental Concentration, Sitting, Tight Work Schedules, Visually Demanding. Closing Diverse people. Diverse jobs. Great science. Fermilab is an Equal Opportunity Employer. Minorities/Women/Individuals with Disabilities/Veterans are encouraged to apply.

Contact: Mario Lucero

Address: P.O.BOX 500, Batavia, IL 60510-5011

Phone: 630 840 4630

Expires: 05/13/2018

Job ID: 5342430

School Job ID: LARRY

Job Title: Automotive Technician Intern

Company: Advanced Vehicle Technology Services, Inc. (Advanced VTech)

Job Type: Internship

Degrees Wanted: Diploma

Majors Wanted: Automotive Technology

Job Target: Vocational Trades

Location: Buffalo Grove, IL 60089

Salary: Paid -DOE

Job Description: Advanced VTech is looking for an Internship position for an Automotive Service Technician. A detailed description of the kind types of skills and qualifications sought will be provided to potential candidates. The company's focus is on fleet services and alternative fuels. A successful candidate will have the opportunity to learn about propane and natural gas vehicle installations as well as traditional automotive repair and maintenance.

Job Requirements: Automotive repair experience.

Application Instructions: Prospective candidates can contact either of the business owners, Ron Sheble or David Hagopian

Contact: David Hagopian

Address: 320 Lexington Drive, Buffalo Grove, IL 60089

Phone: 8477775000

Expires: 05/13/2018

Job ID: 5342439

School Job ID: JOYCE

Job Title: Biotech Summer Internship (Lake County, IL)

Company: Aerotek

Job Type: Internship

Degrees Wanted: Associates

Majors Wanted: Any Major

Job Target: Biological and Environmental Sciences

Location: IL

Salary: paid-DOE

Job Description: Job Summary We currently have an opportunity for a Regulatory Affairs Labeling Intern to join the Global Regulatory Affairs (GRA) team in our Research and Development function. Responsibilities - Provide support for Regulatory Labeling professionals. -Perform research (guidance, best practices, competitive analysis etc.) -Assist in authoring global regulatory submissions. -Review product labeling for compliance to applicable regulatory requirements and accuracy. -Attend regulatory meetings. Qualifications Currently enrolled as a student at an accredited college or university program, in a degree program with a scientific discipline (chemistry, biology) or quality/regulatory program. Knowledge of basic computer programs including Word, Excel, PowerPoint and Adobe Acrobat. Strong written and oral communication skills. Biotech Summer Internship (Lake County, IL): A client is looking for a Summer Intern in their Regulator Affairs group. Qualified candidates will be students in the Life Science field (Chemistry, Biology, Biomedical, Pharmacy) entering their Junior or Senior year in their Bachelor's program.

Contact: Sara Stubbs

Address: 9 Parkway North Suite 100, Deerfield, IL 60015

Phone: 8475802831

Expires: 05/13/2018

Job ID: 5342535

School Job ID: LARRY

Job Title: Automotive Technician Intern

Company: Advanced Vehicle Technology Services, Inc. (Advanced VTech)

Job Type: Internship

Degrees Wanted: Diploma

Majors Wanted: Automotive Technology

Job Target: Vocational Trades

Location: Buffalo Grove, IL 60089

Salary: Paid -DOE

Job Description: Advanced VTech is looking for an Internship position for an Automotive Service Technician. A detailed description of the kind types of skills and qualifications sought will be provided to potential candidates. The company's focus is on fleet services and alternative fuels. A successful candidate will have the opportunity to learn about propane and natural gas vehicle installations as well as traditional automotive repair and maintenance.

Job Requirements: Automotive repair experience.

Application Instructions: Prospective candidates can contact either of the business owners, Ron Sheble or David Hagopian

Contact: David Hagopian

Address: 320 Lexington Drive, Buffalo Grove, IL 60089

Phone: 8477775000

Expires: 05/13/2018

Job ID: 5342537

School Job ID: LARRY

Job Title: Automotive Technician Intern

Company: Advanced Vehicle Technology Services, Inc. (Advanced VTech)

Job Type: Internship

Degrees Wanted: Diploma

Majors Wanted: Automotive Technology

Job Target: Vocational Trades

Location: Buffalo Grove, IL 60089

Salary: Paid -DOE

Job Description: Advanced VTech is looking for an Internship position for an Automotive Service Technician. A detailed description of the kind types of skills and qualifications sought will be provided to potential candidates. The company's focus is on fleet services and alternative fuels. A successful candidate will have the opportunity to learn about propane and natural gas vehicle installations as well as traditional automotive repair and maintenance.

Job Requirements: Automotive repair experience.

Application Instructions: Prospective candidates can contact either of the business owners, Ron Sheble or David Hagopian

Contact: David Hagopian

Address: 320 Lexington Drive, Buffalo Grove, IL 60089

Phone: 8477775000

Expires: 05/13/2018

Job ID: 5342541

School Job ID: LARRY

Job Title: Biotech Summer Internship (Lake County, IL)

Company: Aerotek

Job Type: Internship

Degrees Wanted: Associates

Majors Wanted: Any Major

Job Target: Any Job Target

Location: IL

Salary: paid-DOE

Job Description: Job Summary We currently have an opportunity for a Regulatory Affairs Labeling Intern to join the Global Regulatory Affairs (GRA) team in our Research and Development function. Responsibilities - Provide support for Regulatory Labeling professionals. -Perform research (guidance, best practices, competitive analysis etc.) -Assist in authoring global regulatory submissions. -Review product labeling for compliance to applicable regulatory requirements and accuracy. -Attend regulatory meetings. Qualifications Currently enrolled as a student at an accredited college or university program, in a degree program with a

scientific discipline (chemistry, biology) or quality/regulatory program. Knowledge of basic computer programs including Word, Excel, PowerPoint and Adobe Acrobat. Strong written and oral communication skills. Biotech Summer Internship (Lake County, IL): A client is looking for a Summer Intern in their Regulator Affairs group. Qualified candidates will be students in the Life Science field (Chemistry, Biology, Biomedical, Pharmacy) entering their Junior or Senior year in their Bachelor's program.

Contact: Sara Stubbs

Address: 9 Parkway North Suite 100, Deerfield, IL 60015

Phone: 8475802831

Expires: 05/13/2018

Job ID: 5342546

School Job ID: LARRY

Job Title: Safety Intern

Company: Aldridge Electric

Job Type: Internship

Degrees Wanted: Diploma

Majors Wanted: Any Major

Job Target: Law Enforcement/Safety/Security

Location: Libertyville, IL 60048

Salary: \$16.00

Job Description: JOB PURPOSE: To assist the Safety Department in maintaining the company safety programs for each assigned company Division through the training and education of all personnel with regard to all OSHA and ANSI standards as they relate to the construction industry. ESSENTIAL JOB RESPONSIBILITIES: * Monitor and enforce all company safety policies and procedures. * Work with Division Manager and Project Managers to address specific Division safety needs. * Conduct daily jobsite inspections. * Reporting/recordkeeping on job audits. * Conduct toolbox talks. * Liaison between our company and General and Subcontractors. * Assist in accident/incident/near-miss investigations. * Orientation of new employees. * Prepare and/or conduct appropriate divisional training as needed and maintain training documentation. * Maintain PPE order forms and stock. * Manage light duty employees. * Gather materials to combat OSHA violations. * Review safety policies and procedures as requirements change. * Assist in the preparation of the monthly safety committee meetings. JOB QUALIFICATIONS: * Working towards Degree in Occupational Safety and Health. * General knowledge of Construction Standards -CFR 1926. * Basic computer skills- Word, Excel, Power Point. * Ability to relate to a diverse group of individuals throughout the organization. * Good customer relation skills. * Ability to handle pressure and adapt to a variety of field conditions. * People oriented personality to "sell" safety programs to the field.

Contact: Emily Timmons

Address: 844 E. Rockland Road, Libertyville, IL 60048

Phone: 847-247-6409

Expires: 05/13/2018

Job ID: 5342551

School Job ID: JOYCE

Job Title: Hospitality Manager- Paid Summer Internship

Company: Alpine Country Club

Job Type: Internship

Degrees Wanted: None Required

Majors Wanted: Hospitality and Culinary Management

Job Target: Culinary Arts; Hospitality Management and Tourism

Location: Round Lake, IL 60073

Salary: \$11-\$13/hour

Job Description: Use the great skills and training you've acquired in CLC's Hospitality Program and come work for us to gain real life experience in restaurant and hotel management. The manager must be able to manage the staff and ensure the smooth operation of the Alpine Country Club overseeing our House Services which includes dining room, bar, and overnight accommodations. We're looking for people with enthusiasm, a positive attitude, ability to work well with others, reliability, and attention to detail.

Application Instructions: If you are interested in this internship please email us your contact information and resume.

Contact: Regina Conti

Address: 10 West Washington St., Round Lake, IL 60073

Email: alpinecountryclub1@gmail.com

Expires: 05/13/2018

Job ID: 5342552

School Job ID: JOYCE

Job Title: 2017 Fall Co-op/Internship - Software Development Engineer

Company: Amazon

Job Type: Internship

Degrees Wanted: Bachelors, Masters

Majors Wanted: Computer Information Systems

Job Target: Any Job Target

Location: WA, WI

Salary: Competitive

Job Description: Must apply to Amazon.jobs: <https://www.amazon.jobs/en/jobs/516841> *Must be enrolled at a university that has a formal co-op or off-cycle internship program. Otherwise, please apply to the 2018 Summer Internship posting that will be available August 2017* We will begin reviewing resumes on a rolling basis and begin reach-outs for interviews around May 1, 2017. Amazon University Recruiting is hiring innovative minded Software Development Engineer interns into our technical development teams throughout the US and Canada. We are headquartered in Seattle, WA, but also have exciting opportunities at our offices in: Austin, TX; Phoenix, AZ; Boston, MA; New York, NY; Los Angeles, CA; Irvine, CA; San Luis Obispo, CA; Santa Cruz, CA; Bay Area, CA; Madison, WI; Herndon, VA In Canada, we have exciting opportunities in Vancouver, BC, Toronto, ON, Ottawa, ON, and Winnipeg, MB! Our interns and co-ops write real software and partner with a select group of experienced software development engineers, who both help and challenge them as they work on projects that matter to our customers. You'll be given the opportunity to have direct impact on the evolution of Amazon's technologies and lead mission critical projects early in your career. Your design, code and raw smarts will contribute to solving some of the most complex technical challenges in the areas of distributed systems, data mining, optimization, scalability, and security-- just to name a few. Many of our technologies overlap--you'd be hard pressed to find a team that isn't using Amazon Web Services (AWS), touching the catalogue, or iterating services to better personalize for the customer. Below is a small snapshot of potential work content provided to give you some of big ideas you could work with at Amazon. Retail The software we write and the systems we own enable over 50 million customers worldwide to order anything from a pin to a piano with the click of a mouse! Every aspect of our business interacts with our systems. We're the

hub of Amazon's massive, worldwide service-oriented architecture. Devices Amazon has produced groundbreaking devices like Fire tablets, Fire TV, Kindles, and the Amazon Echo. What will you help us create? You will engage with an experienced cross-disciplinary staff to conceive, design, and bring to market innovative devices and services. We work with an internal interdisciplinary team and outside partners to drive key aspects of product definition, execution and test. AWS AWS is a unique place where you can design and build innovative technologies in a very large distributed computing environment and help lead fundamental changes in the industry. We build distributed storage, index and query systems that are scalable, fault-tolerant, low cost, and easy to manage and use. We're looking for developers with a passion for solving difficult problems in distributed systems, high performance storage systems, and database internals - experience with parallel query processing, distributed caching, or transaction processing are all big pluses. Recommendations Amazon tailors customer recommendations through a variety of machine learning and heuristic based algorithms that you can help shape. Not only will you be exposed to the cutting edge of machine learning research, you'll also be creating services to run these predictions on distributed systems at incredible scale and speed. You will spend your time as a hands-on engineer. You will play a key role in building software products and features from the ground up. You will use a wide range of technologies, programming languages and systems. Your responsibilities will include all aspects of software development. Fulfillment and Operations Fulfillment is at the heart of the Amazon experience. We deliver millions of products to hundreds of countries worldwide. With more than 123 Fulfillment Centers globally, Amazon Fulfillment is growing at a pace that requires the best and brightest talent to be brought in to our company to help us continue to make history. We manage the software and infrastructure which powers Amazon's world-class fulfillment engine. We work on automation, machine vision, robotics, and machine learning. Our data and services support Amazon catalog, inventory and labor management systems. These systems constitute the backbone of Amazon ranging from the tens of millions of items in the catalog, hundreds of millions of items of inventory to billions of transactions a year! Every item that comes into the fulfillment center and is delivered to a customer moves through our platform. We take ownership for what we do - whether we're developing a new technology in-house or launching a new Fulfillment Center. New Projects and Expansions New countries, new products, new teams. Amazon is always innovating on behalf of our customers. By joining a team within this group, your code would add value to the next frontier of Pioneering at Amazon. BASIC QUALIFICATIONS Â· Currently enrolled in a Bachelor's or Master's degree program in Computer Science, Computer Engineering, or related technical discipline with a focus on software development Â· Currently enrolled in university and plan to return for additional school terms prior to graduating Â· Must be enrolled at a university that has a formal co-op or off-cycle internship program (would not interfere or delay your academic schedule) Â· Able to work full-time (40 hrs/week) for 12 weeks between Aug 2017 - Dec 2017 PREFERRED QUALIFICATIONS Â· Preferred graduation date between December 2017 and September 2018 Â· Strong understanding of object-oriented design, data structures, and algorithms Â· Proficient in one or more object-orientated programming languages (Java, C, C++, etc.) Â· Ability to effectively articulate technical challenges and solutions Â· Adept at handling ambiguous or undefined challenges through strong problem solving abilities and effective communication Amazon is an Equal Opportunity-Affirmative Action Employer - Minority / Female / Disability / Veteran / Gender Identity / Sexual Orientation

Contact: Krishna Chaitanya

Address: 440 Terry Ave N, Seattle, WA 98109

Phone: 2062661000

Expires: 05/13/2018

Job ID: 5342554

School Job ID: JOYCE

Job Title: Social Media Internship

Company: AMS Elite Solutions, Inc

Job Type: Internship

Degrees Wanted: Diploma

Majors Wanted: Any Major

Job Target: Any Job Target

Location: IL

Salary:

Job Description: AMS Earth Mover, Inc. is searching for a college student that is excited to work in a fun and fast paced environment to develop our social media presence.

Job Requirements: About us AMS Earth Movers, Inc. is an innovator in the construction industry, , whose mission is to provide quality service through creative solutions. About You The ideal applicant is creative, organized, and driven. Experience with social media, photography and writing is a plus.

Application Instructions: June - August 2017 Application due May 26, 2017 Unpaid - 10-15 hours week - Looks Great on your Resume Excited to apply? Send resume and cover letter to: talt@ams-earthmovers.com

Contact: Julie Savitt

Address: 39555 N Hwy 83, Lake Villa, IL 60046

Phone: 8478389501

Fax: 8472390410

Expires: 05/13/2018

Job ID: 5342555

School Job ID: JOYCE

Job Title: 2017 SUMMER INTERN

Company: Beacon Place NFP

Job Type: Internship

Degrees Wanted: None Required

Majors Wanted: Early Childhood Education, Teaching English to Speakers of Other Languages

Job Target: Education - Elementary School; Education - Middle School; Education - Pre-K/Elementary

Location: Waukegan, IL 60085

Salary: Unpaid

Job Description: *SUMMER LUNCH and BEACON BACKPACK CENTER SUPERVISORS* The Summer Lunch program provides lunch and afternoon "day camp" activities to children aged 4 -18 on Mondays and Thursdays throughout the summer. This program ensures nutritional consistency during the summer for those children who rely on subsidized meals during the school year. Each Thursday, all participants of the Summer Lunch program receive a back pack filled with nutritional food for the weekend and school supplies on the last day. Interns are needed to develop, implement and supervisor several of our activity centers during these program. A few examples would be an arts and crafts center, reading center, sports center, music center, technology center, etc. Activities may also include supervising the backpack delivery process each Thursday.

SUMMER TUTORING PROGRAM This summer program prepares children for the upcoming school year and aims to prevent early academic performance problems, particularly in math and reading. A healthy breakfast is provided prior to the start of tutoring to over 50 students. Interns are needed to assist in the development of our tutoring curriculum, tutor our participants in either one-on-one or in small group settings, record and analyze progress reports. . All materials are provided for math and reading comprehension.

MOMS AND TOTS PROGRAM This summer program helps moms and tots learn to interact together and develop early childhood motor skills. A healthy meal is provided prior to the start of the program. Interns are needed to assist in the development of our pre-school activities and parent/child interactions and supervise the activities. Materials and curriculum guides are available for this program.

Job Requirements: We are currently looking for several interns who are interested in an unpaid, for school credit internship working with children ages 4-18. Each internship would be 10-15 hours per week for a 10 week period, mid-May through Mid-August.

Application Instructions: If you are interested in any of these summer internships, please send your resume to Barbara LaFasto, Executive Director at b.lafasto@beacon-place.org

Contact: Barbara LaFasto

Address: 603 S. McAlister, Waukegan, IL 60085

Phone: 847-497-5787

Email: b.lafasto@beacon-place.org

Expires: 05/13/2018

Job ID: 5342561

School Job ID: JOYCE

Job Title: Culinary Intern

Company: Briarwood Country Club

Job Type: Internship

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Culinary Arts

Location: Deerfield, IL 60015

Salary: 10.00

Job Description: Culinary Intern As an intern at Briarwood Country Club you will be exposed to and assist in all areas of our operation from a la carte to private events and preparation in our well equipped all scratch kitchen. We provide the highest levels of quality and service to our members and as a part of our team you have the chance to learn your craft, practice good method and technique as well as gain exposure to a wide array of food production.

Job Requirements: Sanitation Certificate and current food code training are preferred.

Application Instructions: Please e-mail a current resume with contact information and a short cover letter.

Contact: Aaron Walters

Address: 355 Deerfield Rd., Deerfield, IL 60090

Phone: 8475801133

Fax: 8475801133

Email: chef@briarwoodcountryclub.com

Expires: 05/13/2018

Job ID: 5343644

School Job ID: BIO

Job Title: Landscape Designer I and II Internship

Company: Stonewood Design Group, Inc.

Job Type: Internship

Degrees Wanted: None Required

Majors Wanted: Architectural Technology, Civil and Environmental Technology, Horticulture

Job Target: Design - Environmental Design; Horticulture; Landscape Architecture

Location: Lake in the Hills, IL 60156

Salary: \$25,000-\$45,000

Job Description: New lead interviews/meetings Drafting contracts using MS Word On-site research, measuring, surveying, photographing Drawing and rendering to scale (either manually or computer -aided) Creation of proposals using Excel Presentation of plans/proposal to client, closing sale Installation quality control, placing plants Final walk-through with client, billing, and follow-up Other tasks as needed

Job Requirements: Basic horticultural knowledge/Plant ID Knowledge of basic landscape construction is a plus The ability to draft, read and interpret scaled drawings (engineering and architectural) Knowledge of design principals Working knowledge of Microsoft Word and Excel Strong interpersonal and written communications skills Effective listening skills Problem solving ability --think both "in and outside the box" Flexibility is a must (some evening and weekend work may be required) Extremely reliable with an excellent work ethic and highly-developed sense of responsibility

Contact: Mary Robbins

Address: 9225 Trinity Drive Unit F, Lake in the Hills, IL 60156

Phone: 847-489-5302

Fax: 847-829-4580

Email: mary.stonewooddg@gmail.com

Expires: 12/09/2018

Job ID: 5345926

School Job ID: BUS

Job Title: Regional Manager

Company: Great Lakes Credit Union

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Bannockburn, IL 60015

Salary:

Job Description: GLCU is looking for a Regional Manager to join our team! Department Days/Hours: Monday-Friday 8:30am to 5:00pm This position oversees Branch Managers and ensures effectiveness of branch operations. Demonstrates and reinforces a sense of urgency and commitment to providing excellent products and services to members in fulfillment of GLCU corporate goals. Develops staff to improve sales and service skills. Maintains a work environment conducive to teamwork and a high level of performance and productivity. Demonstrates and encourages cooperation among the departments of GLCU and positive working relationships among employees. Essential duties and responsibilities: Oversees Branch Operations. Assists in determining appropriate sales goals/incentives. Holds periodic meetings with assigned personnel to discuss areas needing improvement, changes in procedures, and new developments. Presents general information and provides direction. Organizes subordinate personnel into effective, efficient work groups. Ensures that direct reports are granted proper authority and responsibility to carry out assigned functions. Reviews work systems to reduce duplication of effort and necessary work. Provides input to marketing on new promotional ideas and timing of rollouts. Researches, develops, and recommends new products and services. Maintains and manages favorable relations with outside vendors. Assists the auditors with their examinations, ensuring information is available. Complies with federal and state regulations and internal controls and expectations in compliance with GLCU's policies and procedures. Exercises discretion/ independent judgment in interpreting policies/procedures; makes decisions/exceptions. Performs duties of a Loan Officer as required. Ensures that employees have the necessary tools, materials, and training to successfully perform in their positions. Ensures development and maintenance of procedure and training manuals. Assigns work and

reviews, observes and/or audits work as necessary to assess department and employee performance. Recognizes and rewards employees who provide exceptional member service and/or exceptional support for managers and staff in the branches and departments. Ensures that employees adhere to all GLCU Guidelines, policies and procedures. Takes appropriate disciplinary actions as needed. Ensures that employees remain in compliance with all applicable federal and state laws, rules, and regulations. Develops and maintains department budgets. Monitors expenditures to ensure that budget maximizes efficiency of the department and ultimately contributes to GLCU's vision and goals. Actively participates in meetings, activities, and other interactions to be aware of credit union functions and operations. Actively participates in training/education activities to maintain and enhance professional and technical skills relative to industry standards, trends, GLCU departments and operations, Federal and state laws, rules and regulations, communication, technology, and leadership. Develops and maintains collaborative relationships among the management team. Creates and revises job descriptions for positions within the department. Assists with interviews for vacant positions and makes hiring decisions. Knowledge, skills and abilities: High School diploma, GED or equivalent, supplemented with continuing education preferred. Minimum of five (5) years of experience in Operations of a financial institution with increasing levels of responsibility preferred. Minimum of two (2) years of experience conducting training in operational areas, e.g., tellers, new accounts, etc. Thorough knowledge of the fundamentals of the financial industry, including an understanding of the Federal Reserve System, the check clearing process, and the legal theory of negotiable instruments. Thorough knowledge of federal and state laws and regulations relating to the financial industry. Must have a valid driver's license and personal vehicle available for business use. Excellent written and verbal communication skills and presentation skills. Ability to work with a high level of focus, concentration and attention to detail. Ability to collect, organize and analyze information, and prepare management reports and recommendations. Proficiency with Outlook, Word, Excel, Publisher, and other software programs For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website.
<https://www.applicantpro.com/j/701646-81361>

Application Instructions: For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website.
<https://www.applicantpro.com/j/701646-81361>

Contact: Sabrina Mitchell

Address: 2111 Waukegan Rd, Bannockburn, IL 60015

Phone: (847) 578-7088

Apply Online: <https://www.applicantpro.com/j/701646-81361>

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

<https://www.collegecentral.com/clcillinois>