

THE JOB JOURNAL

December 2011

Career Services

McHenry County College
8900 W. US Hwy 14 – Crystal Lake, IL 60012-2761
Career Services Room A257 – (815) 455-8576

Advertising:

Job ID: 2434870

School Job ID: MCC

Expires: 12/21/2011

Job Title: Advertising Sales Rep

Company: Metro America Radio

Job Type: Full Time, Part Time, Seasonal, Temporary

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois, Wisconsin

Salary: Commission

Job Description: Metro America Radio is seeking 3 ad sales reps for Rock 101, Country USA and Z88 This is a commission only ad sales position and offers unlimited opportunity for you to earn as much as you need You choose what days you want to work, hours are flexible and you may dress as you please Tattoos and piercings are alright too Metro America Radio wants individuals that enjoy sales and meeting business owners We are seeking people that can sell website ads and radio spots to Chicago Metro and Milwaukee Metro businesses We offer an excellent commission payout for our reps This job can be part time, temporary, seasonal or full time - you decide when and where you sell ads (currently Chicago and suburbs and Milwaukee and suburbs) You operate as an independent contractor (we do require job paperwork to be signed) If you are tired of having a boss tell you what to do - now you can be in charge of your day, career and future Call Metro America Radio Marketing Director Norbert at 312-618-5858 to start a new future for yourself Earnings potential for two sales per week of our most popular ad would produce income of over \$3,000 a month

Contact: Norbert Wiggins

Address: P.O. Box 23, Woodstock, IL 60098

Phone: 312-618-5858

Email: NLWiggins1@yahoo.com

Automotive:

Job ID: 2438582

School Job ID: MCC

Expires: 12/25/2011

Job Title: Lube Attendant

Company: Turtle Wax

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Automotive Maintenance Technician, Automotive Technology

Location: Illinois

Salary: \$8.25/Hour

Job Description: Under the direction of the Location Management, or the Lube Supervisor, administer all functions relative to cashiering and perform basic lube services. This would include: · Upper Bay Procedures · Lower Bay Procedures · Perform Lube Extra Services w/ Supervision · Computer Functions · Sales

Contact: Jason Berg

Address: 161 Liberty Rd., Crystal Lake, IL 60014

Phone: 8154551652

Fax: 8154551892

Application Instructions: Apply in person at Turtle Wax.

Child Care:

Job ID: 2435623

Expires: 12/21/2011

Job Title: Nursery Attendant and Child Care Attendant

Company: Redeemer Lutheran Church

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$10/hour

Job Description: Looking for an experienced, mature and reliable person to care for children on Sunday mornings approximately 9:30am-12:30pm. Ages range from 1-year-old thru 10-year-old.

Contact: Mike Willis

Address: 1006 Gillick Street, Park Ridge, IL 60068

Phone: 773-484-8187

Email: redeemeroffice@comcast.net

Communications/Productions Media:

Job ID: 2441857

School Job ID: PSC

Expires: 12/15/2011

Job Title: News Director

Company: Northwest Indiana Public Broadcasting, Inc.

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Any Major

Location: Indiana

Job Description: Station(s): WLPR-FM, WYIN-TV Job Type: fulltime Job Description: The news director runs the news department. The news director assigns stories to reporters on staff, monitors the wire service and is involved with identifying the important news issues within the community. Education Required: Bachelors Degree in Journalism or the equivalent. Experience Required: The preferred candidate will have 5 to 7 years of newsroom and on-air experience. Management experience preferred. Date Available: Immediately

Contact: Lori Ann Coslet

Address: 8625 Indiana Place, Merrillville, IN 46410

Email: lcoslet@lakeshoreptv.com

Application Instructions: Please mail cover letter, statement describing your news philosophy for NW Indiana, resume, and recent work samples by December 15, 2011 to:

lcoslet@lakeshoreptv.com or Lori Ann Coslet 8625 Indiana Place Merrillville, Indiana 46410 No phone calls please. EOE.

Computer Programming/Digital:

Job ID: 2427581

School Job ID: MCC

Expires: 12/14/2011

Job Title: Programmer/Analyst

Company: Township High School District 214

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Computer Information Systems, Computer Programmer

Location: Illinois

Salary: \$69,455 - \$81,957

Job Description: The Programmer Analyst assists with programming and operations of the district computer system. The Programmer Analyst will define, develop, test, analyze, and maintain new software applications. This includes writing, coding, testing, and analyzing software programs and applications. The Programmer Analyst will also research, design, document, and modify software specifications.

Contact:

Email: hresources@d214.org

Apply Online:

<http://www.generalasp.com/D214/onlineapp/jobpostings/view.asp?category=SUPERVISORY>

Application Instructions: In addition to completing an online application, all candidates are required to provide all of the following: A single page cover letter indicating interest in the position; A resume listing education, training and experience; and Three current letters of recommendation.

Job ID: 2437719

School Job ID: PSC

Expires: 12/14/2011

Job Title: CIP Systems Engineer (908851)

Company: NiSource

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Computer Information Systems

Location: Indiana

Job Description: Job Summary: This position will provide technical expertise in support of Windows and Linux based server systems related to the NIPSCO's Electric Management System (EMS), Supervisory Control and Data Acquisition (SCADA) infrastructures including NIPSCO identified Critical Cyber Assets (CCA) systems. The position requires the ability to troubleshoot and resolve system issues; and to constantly work toward improving existing system designs. The CIP System Engineer will ensure the reliability, performance, integrity, and recoverability of the identified Cyber Asset (CA) server hardware, operating system, and associated applications. This position will require all levels of system support including: design, build, implementation, configuration, cross-functional coordination, daily operational maintenance, troubleshooting, usage monitoring, testing, and system upgrades. Where applicable, all supported systems will be implemented and supported in compliance with the requirements of the NERC CIP standards as well as internal corporate policies. Principal Duties and Responsibilities: * Assist in the design and development of System implementations * Perform all required operational maintenance and troubleshooting of supported systems * Develop and implement standards and operating procedures * Perform daily backup and recovery operations for the supported systems * Participate in disaster recovery planning, development, exercises, and actual events * Evaluate and test software changes and updates supplied by vendors, prior to installation * Work with vendors, application developers, database administrators, corporate IT, and other technology

groups to resolve any problems * Conduct routine hardware and software audits of all supported systems to ensure compliance with established standards, policies, procedures, and requirements * Maintain proper change management documentation for all hardware and software modifications * Participate in the Cyber Incident Response Team (CIRT) * Provide reliable 24 x 7 support

Qualifications Knowledge, Skills and Abilities: Required for Selection: * This position will require excellent problem solving and decision making skills, the ability to work with minimal supervision, and the skills necessary to perform duties effectively under emergency situations. * The candidate must possess a competency in three of the following system administration roles: Windows Server 2003 / 2008 administration, VMware Server / vSphere administration, Citrix XenDesktop / XenApp administration, Enterprise SAN administration, Linux administration, Novell administration, Directory server management. * Must have excellent planning, organizational, verbal and written communication skills. * Ability to express complex technical concepts effectively, both verbally and in writing. * Must have the ability to work well with people from varying disciplines with varying degrees of technical experience. * Strong LAN/WAN infrastructure knowledge, technical writing skills, comprehension of technical manuals, software specifications, hardware principles, and general system configuration knowledge. * This position requires a thorough understanding of system hardware / software and the ability to design, maintain, troubleshoot, and upgrade various system components.

Preferred for Selection: * Experience in the Energy or Utility industry * Experience supporting a 24 x 7 real time operations environment * Experience supporting systems subject to regulatory compliance requirements * Experience with FERC, NERC, RFC, or MISO.

Mental and Physical Requirements: * Occasional travel, including air travel, ability to meet pressured deadlines and time constraints * Ability to work overtime and weekends, available for 24 x 7 on-call access * Must have the physical dexterity required to install heavy server equipment

Education Level Education/Work Experience: * A degree in Electrical Engineering, Computer and Information Technology, Computer Science or equivalent (4+) years of relevant System administration experience. * The ideal candidate will possess industry relevant certifications from Microsoft, Novell, RedHat, VMware, (ISC)2, ISACA, or CompTIA.

Other Information NIPSCO is a subsidiary of NiSource Inc., a Fortune 500 energy holding company with headquarters in Merrillville, Ind., only 40 miles outside of Chicago. Sometimes referred to as a suburb of Chicago, Merrillville and the surrounding areas in Northern Indiana offer a diverse set of cultural, environmental, educational and entertainment opportunities. From the Indiana Dunes National Lakeshore to nationally recognized festivals, come see what it has to offer and Tap Into Our Incredible Energy!

Equal Employment Opportunity NiSource companies are Equal Employment Opportunity (EEO) employers and do not discriminate in any employer/employee relations based on race, color, religion, sex, marital status, sexual orientation, national origin, age, disability, veteran status, or other characteristic protected by law. NiSource companies require all employees to adhere strictly to this policy.

Benefits We offer an outstanding total package that includes paid holidays, vacation, medical/rx drugs, dental, vision, life insurance, and 401(k)

Contact:

Apply Online: <http://www.nisource.jobs>

Job ID: 2402471

Expires: 12/17/2011

Job Title: IT Analyst supporting Chicago, IL and Auburn, IN plants

Company: Tower International

Job Type: Full Time

Degrees Wanted: Associates, Bachelors

Majors Wanted: Any Major

Location: Illinois, Indiana

Job Description: Tower International IT Analyst-Supporting Chicago and Auburn Plants
POSITION SUMMARY IT Plant Analyst for our Chicago, ILL and Auburn, IN plants. This position will be based out of Chicago ILL. SUMMARY OF RESPONSIBILITIES: Assist Tower colleagues in the use of the computing and telecommunication resources through one-on-one support, responding to telephone calls, email and personnel requests for technical support, including assisting colleagues with network connectivity issues, Keeping colleagues informed as to the status of open incidents, escalating complex problems to other IT colleagues. Documenting, tracking, and monitoring the problem to ensure a timely resolution; Identifying, researching, and resolving technical problems; resolving problems for individuals and groups in an efficient manner and recognizing the proper course of action to take; providing one-on-one training as needed for any IT resources; The successful candidate will be responsible for both hands on and remote support of desktops, laptops, and peripherals issues for both plants as well as advising customers of preventive maintenance, configuration, operation and environmental factors which may impact product performance or impair customer's IT operation. Provide exceptional customer-focus to the administration of network, server, client workstation, and Windows desktop IT support at assigned Tower Automotive location. Ensure consistent and standardized Tower Automotive desktop and engineering products and technologies and provide direction and encourage use of Tower Services products and philosophies. ADDITIONAL RESPONSIBILITIES: · Ensure audit compliance and documentation requirements meet expected standards. · Provide a technology environment for the location that maximizes investments in IT technology and supports all necessary business processes while remaining easy to use and colleague-friendly while ensuring excellent customer service levels and meeting internal and external customer expectations. · Provide 24x7 administrative support for the local application servers, including upgrades, patches, backups, anti-virus, etc. · Responsible for adhering to all internal and OSHA required safety procedures in performing daily work activities. · Maintain high standards of housekeeping throughout the work area. · Maintain a positive working relationship with all levels of the organization. · Assures compliance with federal, state, local and corporate policies, regulations and laws. · Adherence to all company policies and procedures (ex. Quality Policy Manual, Colleague Handbook, Change Control, Level II Procedures etc.) · Location personnel including, but not limited to production operators, colleagues in skilled trades roles, management, engineering, purchasing, and human resources - provide IT support to all colleagues within assigned Tower Automotive facility(ies). · Corporate office IT.
LEADERSHIP/SUPERVISORY RESPONSIBILITIES · This position does not have formal supervisory responsibility. · Provides model behavior to demonstrate corporate values.
MINIMUM QUALIFICATIONS · Minimum of a 2-year associate's degree in computer-related field, information sciences. · Minimum 3 years experience in IT environment. · Ability to work

in fast-paced, mobile environment supporting many users with disparate levels of knowledge. · Able to manage and prioritize multiple tasks and projects simultaneously. · Has extensive experience using desktop software packages, specifically Microsoft Operating Systems and Microsoft Office, including teaching/demonstrating, troubleshooting, and use of advanced feature sets · Possesses generalist knowledge of networking technologies and basic network troubleshooting skills · Has general working knowledge of common office technologies (fax machines, photocopiers, printers, etc) · Has experience installing, configuring, and supporting Windows 2000 Servers · Where applicable, support and administer the Unix Systems (HP-UX) · Ability to work well with others in a team environment. · Ability to read and write in English and perform mathematical calculations. **PHYSICAL DEMANDS, WORK ENVIRONMENT AND OTHER REQUIREMENTS** Duties include but are not limited to: stand, walk, twist, bend, lift, see, talk and hear, with an ability to travel. Travel may be required on a weekly basis for those providing support to multiple locations. May be exposed to moving mechanical parts, noise, vibration and hazardous materials. The above statements are intended to describe the general nature and level of work being performed by colleagues assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, qualifications, or working conditions. Job Location Chicago, IL, US. Position Type Full-Time/Regular

Contact: Carla Sipiceanu

Address: n/a, Livonia, MI n/a

Phone: n/a

Fax: n/a

Email: sipiceanu.carla@towerautomotive.com

Apply Online: http://https://towerinternational-ats.silkroad.com/epostings/index.cfm?version=1&company_id=15869

Application Instructions: Please apply online; search by reference #3622 and submit resume.

Job ID: 2437623

School Job ID: PSC

Expires: 12/21/2011

Job Title: Manager of Methodology # 908926

Company: NiSource

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Computer Information Systems

Location: Indiana

Job Description: Responsibilities The Manager Methodology keeps the Director PMO and project managers focused on corporate standards for project management and simultaneously remains alert to areas where improvements in process can be made. The role works closely with the Director PMO and project managers to help invoke organizational improvement, including: defining, monitoring the use of, and evaluating the effectiveness of project management methodologies. The Manager Methodology participates in organizational assessments such as

base lining project management maturity and sets up benchmarking processes to identify best practices. The Manager Methodology drives best practices usage within the organization to ensure processes are supported and trained for. Major Responsibilities: * Develops and maintains the organization's approved project management methodology, processes, templates, guidelines, and procedures * Develops repository standards with senior IT leadership * Works closely with IT SOX, Corporate SOX and Internal Auditing to incorporate requirements * Works closely with the Transformation Change Management team to incorporate the appropriate templates and guidelines * Develops training requirements on methods and processes * Evaluates, selects, and maintains process management tools * Serves as a subject matter expert for certain project management processes and tools * Proactively identifies process improvement opportunities; drives continuous process improvements via post-project reviews * Works collaboratively with Quality, Project Estimating and Financial Management and incorporates improvements in the methodology * Coordinates with project managers to ensure that all new projects/processes are developed and optimized according to the company's standard procedures * Maintains repository for project experience and models to ensure accurate and consistent project management processes * Mentors and provides guidance to project teams on formal project methodologies * Works collaboratively across IT Transformation functions to ensure alignment and integration

Qualifications * Bachelor's degree in Computer Science, Engineering, Business Administration or related discipline * Five to seven years project management experience as a member of cross functional project teams; project office experience preferred * Expertise in project management methodology design and management * Experience in the application of methodologies and standards * Proficiency in the use of project management and software development toolsets * Experience mentoring other project managers * Thorough understanding of project management, including control, planning, estimating, resource management, change management, issue/risk management, vendor management, quality assurance and Sarbanes Oxley * Knowledge of project management best practices, benchmarking techniques, and maturity modeling Project Management certification required (PMP, ITIL, PRINCE 2, etc) * Significant experience with Microsoft Desktop Software; Windows, Word, Excel, and PowerPoint * High-level understanding of accounting and finance processes * Exposure to and general understanding of risk management tools and techniques * Familiarity with project control tools and metrics

Contact:

Apply Online: <http://www.nisource.jobs>

Construction:

Job ID: 2444439

School Job ID: MCC

Expires: 12/31/2011

Job Title: Sports Flooring Installer

Company: North American Specialty Flooring

Job Type: Full Time, Part Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: *We are a sports flooring company that installs sports related flooring *Hotel, travel, and per diem is paid for all out of town work *Summers are the busiest time of year for the company since majority of the work is done at schools *We have also completed outdoor running tracks in Belize, South America, Peru, and China *We will train all personnel interest in becoming part of our team *Whether this is a short term venture or long term we look forward to hearing from you

Contact: Mark Roeder

Address: 1258 N. Rose Farm Rd, Woodstock, IL 60098

Phone: 847-217-4003

Email: info@sports-surfacing.com

Application Instructions: Please contact Mark directly by phone or email.

Customer Service:

Job ID: 2409152

Expires: 12/24/2011

Job Title: Customer Service and Collections

Company: National Media Partners, Ltd

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: Hourly plus bonus

Job Description: Call past due accounts, collect, work out payment plan, and resolve any issues.

Contact: Dan Stijovic

Address: 2604 W. Dempster Ave. Ste# 502, Park Ridge, IL 60068

Phone: 847-299-7200

Fax: 847-299-7201

Email: NationalMediaPartners@yahoo.com

Application Instructions: email resume and salary history

Education:

Job ID: 2429299

Expires: 12/15/2011

Job Title: Paraeducator

Company: Elim Christian Services

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$10-14

Job Description: Under the direction of a teacher and or administrator, assists teacher in implementing, supervising and assessing educational programs, providing instruction behavior management, personal care, and supervision/support in the classroom, school, playground and on field trips.

Contact: Brandi Frattini

Address: 13020 S. Central Ave, Palos Heights, IL 60463

Phone: 708-293-3602

Fax: 708-293-2354

Application Instructions: please fill out our online application. it can be found at elimcs.org under the employment section. Thank you for your interest in Elim!

Job ID: 2429310

Expires: 12/15/2011

Job Title: Autism Instructor Assistant for our Adult Services Program

Company: Elim Christian Services

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$10+ depending on experience

Job Description: Assist instructors in the Adult Service day program by working with adults with autism. Assist in implementing individualized vocational, daily living, community and behavior programs through the use of structured teaching, visual prompts and positive behavior reinforcement and adults who have Autism. Driving or sub driving routes as scheduled.

Contact: Brandi Frattini

Address: 13020 S. Central Ave, Palos Heights, IL 60463

Fax: 708-293-2354

Email: hrjobs@elimcs.org

Application Instructions: Please fill out our online application. it can be found at elimcs.org under the employment section. Thank you for your interest in Elim!

Job ID: 2433065

Expires: 12/17/2011

Job Title: Teacher

Company: Chesterfield Tom Thumb Day Care Center & Kindergarten

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Early Childhood Education

Location: Illinois

Salary: \$11.00 per hour

Job Description: Chesterfield Tom Thumb Day Care Center is interested in hiring an individual that has a genuine love for teaching children ages 15 months to 6. A will to teach our students with vigor and dedication. Duties will include assisting our program with implementing lessons plans, conducting written classroom observations, displaying classwork, and working within the context of our monthly themes. We are seeking someone that is eager to accept direction and willing to contribute ideas that would be good for the student, parent, and program. Furthermore, a prospective employee that is ambitious and have a desire to ultimately lead our program as an Assistant Director and subsequently a Director.

Contact: Britt L. Savage

Address: 9208-9214 S. Cottage Grove, Chicago, IL 60619

Phone: 773.874.3985

Fax: 773.483.3483

Email: brittsavage@sbcglobal.net

Application Instructions: Please send your resume to us via email or fax. brittsavage@sbcglobal.net or fax #: 773.483.3483

Job ID: 2436410

School Job ID: MVCC

Expires: 12/22/2011

Job Title: Full Time Teacher's Assistant

Company: Mariah's Learning Center, Inc.

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Looking for a Full Time Teacher's Assistant Year Round Program Friendly Work Environment Call and ask to speak with Darlene or Nicole All applicants must be at least 19 years of age

Contact: Darlene or Nicole

Address: 1301 West Vermont, Calumet Park, IL 60827

Phone: 708-824-1550

Fax: 708-489-5702

Application Instructions: Call and ask to speak with Darlene or Nicole

Job ID: 2381445

Expires: 12/27/2011

Job Title: Director

Company: Safari Childcare

Job Type: Full Time

Degrees Wanted: Bachelors, Doctorate, Masters

Majors Wanted: Accounting, Early Childhood Education

Location: Illinois

Job Description: To provide leadership, guidance, and supervision for infant, toddler, preschool, and pre-kindergarten programs. It is the Center Director's role to ensure center quality, provide excellent customer service, uphold health and safety standards, develop thematic curriculum, supervise and train staff, manage center finances, and make sales and marketing presentations. The Center Director must be flexible, patient, and organized to effectively manage all facets of the childcare center.

Contact: Tiffany Rickelman

Address: 1524 W. Algonquin Road, Palatine, IL 60067

Phone: 8479913090

Fax: 8479913055

Apply Online: <http://http://www.safarichildcare.com/careers.html>

Application Instructions: Please apply online on our website!

Engineering:

Job ID: 2429188

School Job ID: MCC

Expires: 12/15/2011

Job Title: CAD Designer

Company: Eisenmann Corporation

Job Type: Full Time

Degrees Wanted: Associates, Bachelors, Certificate

Majors Wanted: Design Technology, Manufacturing Design Technology

Location: Illinois

Job Description: Eisenmann is looking for a CAD designer to create engineering drawings from engineering staff input. Will perform basic design calculations, prepare design concepts, layouts, and finished manufacturing drawings. 1-5 years in CAD drafting experience; Microstation/AutoCAD 2-D CAD Drafting & documentation experience 3-D CAD modeling skills desirable Proficiency in PC based tools with a focus on all Microsoft office applications Problem solving and decision making abilities

Contact: Robin Baker
Address: 150 East Dartmore Drive, Crystal Lake, IL 60014
Phone: 815-455-4100
Fax: 815-455-1018
Email: robin.baker@eisenmann.com

Job ID: 2432915
Expires: 12/17/2011
Job Title: CAD Designer
Company: Eisenmann
Job Type: Full Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Design Technology
Location: Illinois

Job Description: Eisenmann is looking for a CAD designer to create engineering drawings from engineering staff input. Will perform basic design calculations, prepare design concepts, layouts, and finished manufacturing drawings. 1-5 years in CAD drafting experience; Microstation/AutoCAD 2-D CAD Drafting & documentation experience 3-D CAD modeling skills desirable Proficiency in PC based tools with a focus on all Microsoft office applications Problem solving and decision making abilities

Contact: Robin Baker
Address: 150 East Dartmoor Drive, Crystal Lake, IL 60014
Phone: 815-455-4100
Email: robin.baker@eisenmann.com

Food Service:

Job ID: 2434782
Expires: 12/21/2011
Job Title: Bartender
Company: Hollywood Casino Joliet
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Location: Illinois

Job Description: SUMMARY Perform duties to mix and prepare drink orders. Operate the register at point of sale and perform adequate cash transaction to insure balance with POS reporting. Ensure adequate bar stock. EDUCATION and/or EXPERIENCE High school diploma

or equivalent is required with a thorough knowledge of mixing drinks. 6 months minimum bartending experience is preferred. You must be a least 21 years of age. This position is responsible for providing a high level of customer service and promoting a positive attitude to create a fun and entertaining experience for our guests and cast members. Must understand and speak the English language.

Contact: Diane Christenson

Address: 777 Hollywood Blvd, Joliet, IL 60436

Phone: 815-927-2283

Fax: 815-927-2456

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

Health Occupations:

Job ID: 2338205

School Job ID: MVCC

Expires: 12/16/2011

Job Title: Certified Nursing Assistants/Habilitation Aides

Company: Alden Village

Job Type: Full Time

Degrees Wanted: Certificate

Majors Wanted: Registered Nursing

Location: Illinois

Job Description: These positions require certification as a Nursing Assistant from an accredited Illinois program, or some experience working in long-term care, preferably with people who have Developmental Disabilities or related care needs. Candidates for the position must also be able to speak, read, and write in English and pass a criminal background check.

Contact: Laurie Longo

Address: 267 E. Lake St., Bloomingdale, IL 60108-1109

Phone: 630-529-3350

Fax: 630-529-9866

Application Instructions: Please email cover letter and resume to: vl_administrator@aldengroup.org You may also fax cover letter and resume to: Fax Number: (630) 529-9866.

Job ID: 2435623

Expires: 12/21/2011

Job Title: Nursery Attendant and Child Care Attendant

Company: Redeemer Lutheran Church

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$10/hour

Job Description: Looking for an experienced, mature and reliable person to care for children on Sunday mornings approximately 9:30am-12:30pm. Ages range from 1-year-old thru 10-year-old.

Contact: Mike Willis

Address: 1006 Gillick Street, Park Ridge, IL 60068

Phone: 773-484-8187

Email: redeemeroffice@comcast.net

Job ID: 2436374

Expires: 12/22/2011

Job Title: CNA Certified Nursing Assistant

Company: Bershire Nursing & Rehab Center

Job Type: Full Time, Part Time

Degrees Wanted: Certificate

Majors Wanted: Nurse Assistant

Location: Illinois

Salary: \$9.20 - 10.00

Job Description: Looking for full-time and part-time, All shifts Must be able to lift up to 50 lbs, vacation, sick pay, health insurance included.

Contact: Carmen Cruz

Address: 8200 W. Roosevelt Road, Forest Park, IL 60130

Phone: (708) 488-9850

Fax: (708) 488-9870

Email: hr@berkshirenrc.com

Application Instructions: To apply please come in person.

Job ID: 2437887

Expires: 12/23/2011

Job Title: QA Nurse (PT)

Company: Automated-Health Services

Job Type: Part Time

Degrees Wanted: Bachelors

Majors Wanted: Registered Nursing

Location: Illinois

Job Description: Automated Health Systems seeks motivated and team-oriented professional for traveling position in Chicagoland area. Minimum 3-5 years nursing experience. Previous QA experience and knowledge of QA measurement sets (i.e., AQA ambulatory care starter set and HEDIS) required. QA background (i.e., academic detailing) preferred. Strong PC skills (i.e., Word and Excel) req'd. Current IL R.N. licensure required; BSN preferred. Salary commensurate with experience. Fax resumes to 847-995-1021 or email ilhautomated-health.com

Contact: Dayna Zelniker

Address: 1375 E. Woodfield Rd., Schaumburg, IL 60173

Phone: 847-610-8422x2212

Fax: 847-995-1021

Email: dzelniker@automated-health.com

Application Instructions: Email Resume to ILHR@Automated-Health.Com

Job ID: 2410567

Expires: 12/25/2011

Job Title: CNA

Company: A Abiding Care Inc.

Job Type: Full Time, Part Time

Degrees Wanted: Diploma

Majors Wanted: Marketing Management

Location: Illinois

Salary: competitive salary

Job Description: Patient care, Assist with personal care, Light housekeeping, Meal preparation, Companionship in the clients own home. Must read write and speak English. 2 to 4 day assignments in North and Northwest Chicago and Suburbs.

Contact: Roxanne

Address: 233 N. Northwest Highway, Park ridge, IL 60068

Phone: (847) 698-1400

Fax: (847) 698-1408

Email: hr.a-abidingcare@sbcglobal.net

Application Instructions: please call for applications.

Job ID: 2407551

School Job ID: MCC

Expires: 12/31/2011

Job Title: Staff Nurses (RNs & LPNs)

Company: In Home Personal Services

Job Type: Full Time, Part Time

Degrees Wanted: Associates, Bachelors

Majors Wanted: Any Major

Location: On Campus, Illinois

Salary: Per Diem

Job Description: We're Growing and Hiring! Per Diem for Full Time and Part Time -- Hours Flexible In Home Personal Services and Bowes In Home Care are looking to expand our team. Seeking qualified professional to provide skilled nursing services including treatments, medications, nursing diagnostic and preventative procedures. **RESPONSIBILITIES:** * Plan, implement, evaluate and provide care to patients in their homes in accordance with the physicians' medical treatment plan. * Collaborate with managers, physicians and other clinical disciplines in making decisions regarding patient's care. * Knowledge of Medicare regulations and proficient in Oasis **REQUIREMENTS:** * Must have Valid Driver's license and auto insurance. * Graduate of an accredited nursing school - RN's and LPNs must have a current Illinois license/certification * Current CPR certification **SKILLS NEEDED:** * Professional communicator * Desire to care for the elderly * Computer literacy * Time management, scheduling and good organizational skills Home health experience preferred, but will train the right candidate.

Contact: Anna Kraft

Address: 906 Route 22, Fox River Grove, IL 60021

Phone: 847-829-8716

Fax: 847-829-4835

Email: anna@inhomeservicesinc.com

Application Instructions: For more information, please call Anna Kraft at In Home Personal Services, 847-829-8716. Visit www.inhomeservicesinc.com

Job ID: 2409796

Expires: 12/31/2011

Job Title: Physical Therapy Assistant

Company: Saint Anthony Hospital

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted:

Location: Illinois

Job Description: Take the next step, make that change! Come join our dynamic team at Saint Anthony Hospital. For more than 110 years and still going..... Saint Anthony Hospital (Chicago, IL) is a faith-based community hospital dedicated to offering health, healing and hope to the families of our community. We are currently seeking a Physical Therapy Assistant to provide physical therapy treatments under the supervision of a licensed Physical Therapist in accordance with the plan of care. The ideal candidate will possess: · Must have solid knowledge of principles and practices of physical therapy · Graduate of a two-year college level program approved by the American Physical Therapy Association · Licensed as a Physical Therapy

Assistant with the State of Illinois · Minimum one year experience as a Physical Therapy Assistant Position · Bilingual English/Spanish a plus · Ability to develop good interpersonal relationships with patients, staff and other healthcare providers · Effective written and verbal communication skills · Excellent customer service skills We offer great benefits, competitive salary and a friendly work environment. For more details regarding our hospital, our community or our services and to apply please visit our website at www.saintanthonyhospital.org. EOE M/F/D/V

Contact: Melanie Bentley

Address: 2875 West 19th Street, Chicago, IL 60623

Phone: 773-484-4892

Email: mbentley@saintanthonyhospital.org

Apply Online: <http://saintanthonyhospital.org>

Job ID: 2444949

Expires: 01/01/2012

Job Title: Private Duty CNA

Company: Independence Plus, Inc.

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$11/hr

Job Description: Looking for a Certified Nursing Assistant for One-on-One care with patients in their homes. Multiple shifts days and time available.

Contact: Marc King

Address: 720 Enterprise Dr., Oak Brook, IL 60523

Phone: (708) 366-4500

Fax: (708) 571-6068

Email: mking@independenceplus.com

Application Instructions: To apply please call for an appointment at(708) 366-4500.

Internship:

Job ID: 2437686

School Job ID: PSC

Expires: 12/23/2011

Job Title: Transportation Engineer Intern

Company: Baxter & Woodman, Inc.

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted:

Location: Illinois

Job Description: · Support engineers with the planning and design of transportation facilities which may include the following: · Data entry · Plan Review · CAD Drafting · Quantity Computation · Plan Preparation · Traffic Analysis · Data Collection · Survey · Construction Inspection; · Roadway, traffic signal, parking lot, and bicycle path design, including vertical and horizontal control; · Miscellaneous transportation and drainage studies, reports, and grant applications; · General transportation engineering, municipal client service, and business development. Requirements: This position requires ongoing pursuit of 4-year degree in Civil Engineering with an emphasis in transportation engineering. Ideal candidate will participate in a university accredited co-operative engineering internship program with employment in alternate semesters for a minimum of 3 work terms. In addition, the ability to work in a team environment on engineering and planning tasks and strong written, verbal, computer and organizational skills are required. A minimum grade point average of 3.5/4.0 and a May 2012 starting date is required. The ability to travel throughout the Chicago area to execute assigned tasks is required.

Contact: Baxter & Woodman, Inc.

Address: 8678 Ridgfield Rd., Crystal Lake, IL 60012

Fax: 815-444-3304

Email: Jobs@baxterwoodman.com

Application Instructions: Forward your resume to Jobs@baxterwoodman.com

Job ID: 2381602

Expires: 12/27/2011

Job Title: 2011 Community Engagement Fall Internship

Company: United Way South-Southwest

Job Type: Internship

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: unpaid

Job Description: Student Intern will develop and maintain new data resources and provide project management support to the members of the Southland Human Services Leadership Council and SW Staff.

Contact: Tim White

Address: 560 West Lake St., Chicago, IL 60661

Phone: 312-906-2356

Email: Tim.White@uw-mc.org

Application Instructions: Call and ask for Tim White Tues, Thurs or Fri between 9-4:30pm.

Library:

Job ID: 2439415

School Job ID: MCC

Expires: 12/28/2011

Job Title: Interlibrary Loan Assistant

Company: Barrington Area Library

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$14.62 per hour

Job Description: Receive and process interlibrary loan materials for patrons, retrieve materials and prepare them for lending to other libraries.

Contact: Betty O'Grady

Address: 505 N. Northwest Highway, Barrington, IL 60010

Phone: 847-382-1300

Fax: 847-382-1261

Application Instructions: Applications are available at the library.

Job ID: 2439425

Expires: 12/28/2011

Job Title: Circulation Associate I

Company: Barrington Area Library

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$12.07 per hour

Job Description: Assist patrons with self serve check out, returns and holds; answer and direct telephone calls, register patrons for library cards, collect fees, answer questions about patron accounts, empty book bins

Contact: Betty O'Grady

Address: 505 N. Northwest Highway, Barrington, IL 60010

Phone: 847-382-1300

Fax: 847-382-1261

Application Instructions: Applications available at the Barrington Area Library.

Maintenance:

Job ID: 2442462

Expires: 12/14/2011

Job Title: Maintenance Operator

Company: Village of Wheeling

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Village of Wheeling seeks Maintenance Operator for Building Services Division. H.S. diploma or equivalent. Vocational training in electrical, plumbing, carpentry, heating and air conditioning experience preferable; minimum of one to two years of responsible experience in building and mechanical maintenance or repair desirable; CDL license within six months. Salary is low \$40K + plus excellent benefits. The position is open until 4:30 p.m. on Monday, December 12, 2011. For additional information and application, visit the Village's website at www.wheelingil.gov. Send application, resume plus cover letter to Director of Human Resources, Village of Wheeling, 2 Community Boulevard, Wheeling, IL 60090, email HR@wheelingil.gov, or fax at (847) 459-7008. EOE.

Contact: Human Resources

Address: 2 Community Boulevard, Wheeling, IL 60090

Phone: 847-459-2600

Fax: 847-459-9692

Job ID: 2436563

Expires: 12/22/2011

Job Title: Maintenance Mechanic - (Bolingbrook, IL) - 2nd shift

Company: Peacock Engineering Company, LLC

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: DOE

Job Description: ·PM changeover and/or repairs and maintenance of all plant equipment as needed. ·Ensure critical issues are handled and communicated appropriately prior to leaving shift. ·Suggest creative ways to reduce downtime. ·Maintain strong floor presence at all times. ·Will require excellent troubleshooting capabilities to accomplish tasks. ·Report any quality or safety issues to the shift supervisor and implement corrective and preventive action for these issues where possible. ·Document all repairs in the appropriate logbooks for the other mechanics and managers review. ·Review project management on a daily or weekly basis and perform tasks

as assigned. Communicate with maintenance manager and production supervisors regarding maintenance concerns, providing status reports

Contact: Ismael Zepeda

Address: 1100 Remington Blvd, Bolingbrook, IL 60440

Phone: 630-771-7004

Email: izepeda@peacockeng.com

Application Instructions: Qualified candidates can visit our website at www.peacockeng.com to download the Employment Application or email resume including compensation requirements to izepeda@peacockeng.com

Job ID: 2381448

Expires: 12/27/2011

Job Title: Maintenance

Company: Safari Childcare

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites including carpentry, electrical, plumbing, glazier, masonry, and painting tasks; repairs and treats structures such as floors, showers, sinks, walls, roofs, and carpets; performs minor troubleshooting, repairs, and adjustments of locks on doors, cabinets, desks, closets; repairs door hinges; cleans plugged key slots; changes filters on heating, ventilating and air conditioning units; services appliances, kitchen, and emergency equipment; hooks up appliances; reports mechanical malfunctions to appropriate party for action; moves and assists in moving furniture and equipment at various facilities/sites; sets up and breaks down cubicle partitions; exercises discretion in identifying projects requiring the services of a higher skilled crafts person; assists in obtaining quotes and arranging for services of outside vendors as needed; annotates and updates work logs for specific site requirements; activates and deactivates building alarms and responds to alarm calls during and after regular work hours; maintains clean, safe, and orderly work sites.

Contact: Tiffany Rickelman

Address: 1524 W. Algonquin Road, Palatine, IL 60067

Phone: 8479913090

Fax: 8479913055

Email: tiffanyrickelman@safarichildcare.com

Apply Online: <http://www.safarichildcare.com/careers.html>

Application Instructions: Apply online on our website! www.safarichildcare.com

Manufacturing:

Job ID: 2425690

Expires: 12/10/2011

Job Title: Saw Operator/Material Handler

Company: MEYER TOOL & MFG., INC

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Advanced Computer Skills, Manufacturing Design Technology, Manufacturing Management, Manufacturing Processes

Location: Illinois

Job Description: · Operate forklift, crane and other handling equipment to unload/load and handle and move heavy materials. · Set-up, adjust and operate saw along with other related equipment to fabricate metal stock to print specifications. · Inspect finished material to ensure it is the correct size and shape. · Receive, tag, sort, stage and deliver stock to appropriate job and/or storage locations. · Transact receiving and issuing of materials in ERP system. · Perform cleaning and preventive maintenance tasks on machine and work area daily. · Use hand tools to accomplish general shipping/receiving and assembly tasks including, but not limited to, mechanical polishing, deburring, tapping, cleaning, stamping, material handling, crating and packaging. · Participate in Quality initiatives such as Lean, ISO or 5S. · Proper reporting including developing and maintaining itemized lists of material/inventory including that on pipe racks, sheet stock, rounds, etc. · Follow department standard operating procedures. · Maintain clean, organized and safe work and stock areas. Participate in safe practices using required personal protective equipment. · Perform other duties as assigned.

Contact: Meyer Tool & Mfg., Inc.

Address: 4601 SOUTHWEST HWY, OAK LAWN, IL 60453

Email: jobs@mtm-inc.com

Application Instructions: Please email resume to jobs@mtm-inc.com.

Job ID: 2425723

Expires: 12/10/2011

Job Title: Senior Technician

Company: MEYER TOOL & MFG., INC

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Advanced Computer Skills, Manufacturing Design Technology, Manufacturing Management, Manufacturing Processes

Location: Illinois

Job Description: Inspection Duties: · Demonstrated ability to perform mechanical and portable CMM Arm dimensional inspection. Ability to operate a Faro Arm preferred. · Skill in set up and inspection of large envelope parts (example 36" x 36" x 72") desired. · Demonstrated ability to

perform Level II Dye Penetrant Inspection. · Other non-destructive inspection including but not limited to visual inspection. Testing Duties: · Demonstrated capability to perform vacuum testing including Helium Mass Spectrometer Leak Testing, Pneumatic Pressure Test, Hydrostatic Testing, Electrical Testing, High and Low Voltage & Other non-destructive testing · Maintain proper care and calibration status of inspection, measuring and test equipment. Fabrication and Assembly Duties: · Demonstrated ability to perform Level II soldering of mechanical components. · Demonstrated ability to perform mechanical and electrical assembly. · Demonstrated ability to perform general assembly tasks including, but not limited to, mechanical polishing, deburring, tapping, cleaning, stamping, material handling and packaging.

Contact: Meyer Tool & Mfg., Inc.

Address: 4601 SOUTHWEST HWY, OAK LAWN, IL 60453

Email: jobs@mtm-inc.com

Application Instructions: Please email resume to jobs@mtm-inc.com

Job ID: 2425787

Expires: 12/10/2011

Job Title: Machinist

Company: MEYER TOOL & MFG., INC

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Advanced Computer Skills, Manufacturing Design Technology, Manufacturing Management, Manufacturing Processes

Location: Illinois

Job Description: · Program G-Code. · Set up and operate large Vertical and Horizontal Machining Centers, both CNC and Manual. · Ability and willingness to run multiple machines at the same time when appropriate. · Maintain clean and safe work areas. · Perform other duties as assigned.

Contact: Meyer Tool & Mfg., Inc.

Address: 4601 SOUTHWEST HWY, OAK LAWN, IL 60453

Email: jobs@mtm-inc.com

Application Instructions: Please email resume to jobs@mtm-inc.com.

Job ID: 2425803

Expires: 12/10/2011

Job Title: Junior Technician

Company: MEYER TOOL & MFG., INC

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Advanced Computer Skills, Manufacturing Design Technology,

Manufacturing Management, Manufacturing Processes

Location: Illinois

Salary: \$10/hour

Job Description: · Operate forklift, crane and other handling equipment to unload/load and handle and move heavy materials. · Ability to use air and electrically operated power tools to polish various types of metal parts and surfaces. · Ability to perform washing and cleaning of a wide range of machined components. · Ability to perform other general assembly tasks including, but not limited to, mechanical polishing, deburring, tapping, stamping, material handling and packaging. · Assist Senior Technicians and other shop personnel in job related tasks. · Demonstrate a concern for Quality. · Maintain clean and safe work areas. · Follow all safety policies and procedures. · Demonstrate the proper use of required Personal Protective Equipment (PPE). · Perform other duties as assigned.

Contact: Meyer Tool & Mfg., Inc.

Address: 4601 SOUTHWEST HWY, OAK LAWN, IL 60453

Email: jobs@mtm-inc.com

Application Instructions: Please email resume to jobs@mtm-inc.com.

Job ID: 2426444

Expires: 12/11/2011

Job Title: Inspector

Company: ATF, Inc.

Job Type: Full Time

Degrees Wanted: Associates, Bachelors, Certificate

Majors Wanted: Manufacturing Processes

Location: Illinois

Job Description: ATF, Inc. supplies cold-formed and machined components and assemblies to complex, safety-critical and high-tech applications. We bring innovation to customer applications and our own processes, enabling us to deliver the highest value at the lowest cost. ATF is looking for the right candidate to join our team as an Inspector on our second shift. The Inspector would maintain responsibility for the testing of parts against customer performance, dimensional, mechanical and appearance specifications as well as equipment maintenance. In this role, one would interact with our Chief Inspector to perform gage repeatability and reproducibility studies in addition to accurately completing inspection reports. Qualified candidates will have demonstrated inspection experience, a strong attention to detail along with the ability to use the measuring techniques and instruments required, such as a micrometer and caliper. Ideal candidates would have experience working for a fastener manufacturer. Candidates should have strong knowledge of precision inspection techniques, shop practice as well as elementary mechanical skills. Ideal candidates must possess a high school diploma or the equivalent level, a minimum 2 to 3 years in inspection field preferred and equivalent to 2 to 3 years trades training. Visit our website to learn more about our highly respected company and its dynamic role within the industry at <http://www.atf-inc.com/>

Contact: Jennifer Ortega

Address: 3550 W Pratt, Lincolnwood, IL 60712

Phone: 847-933-8609

Application Instructions: please email jortega@atf-inc.com

Printing:

Job ID: 2433486

Expires: 12/18/2011

Job Title: Press Operator

Company: Sikich

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: A growing manufacturing firm located in the Fox Valley area is looking for a Press Operator. In this role, you will be responsible for running state-of the art, high speed machinery. In order to be successful in this position, you will need: · At least three years of experience running a machine in a fast paced, high volume environment · Experience with computerized setups and checking quality of product · Excellent troubleshooting skills with a demonstrated leadership of machine crews · A positive attitude towards lean manufacturing and continuous improvement A competitive compensation and benefits package is available. For consideration, please send your resume including salary requirements to jlollino@sikich.com.

Contact: Jennifer Lollino

Address: 1415 West Diehl Road Suite 400, Naperville, IL 60563

Phone: 630-566-8483

Email: jlollino@sikich.com

Job ID: 2433522

Expires: 12/18/2011

Job Title: Packaging Designer

Company: Sikich

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: A growing manufacturing firm located in the western suburbs is looking for a Corrugated Packaging Designer. Your responsibilities will be varied and include: · Designing product samples according to specifications and/or samples · Working with customers to develop

packaging solutions · Assisting Production Department in developing efficient manufacturing methods for corrugated die-cut products · Evaluating corrugated sheets to determine compliance to grade standards · Assisting Sales Representatives and Sales Service personnel with packaging design problems communicated from the customer What do you need to be successful? · Structural design background with a minimum of 7 years experience in Industrial Packaging and POP displays · Proven track record of design or graphic solutions in the corrugated industry · Bachelors degree preferred · Proficiency in ArtiosCAD software and TOPS Pro Software · Knowledge of ASTM and ISTA · Ability to work in a team environment · Knowledge of packaging technical development, packaging material and shipping regulations · Strong verbal and written communication skills · Solid technical computer skills A competitive compensation and benefits package is offered. For consideration, please send your resume including salary requirements to jlollino@sikich.com.

Contact: Jennifer Lollino

Address: 1415 West Diehl Road Suite 400, Naperville, IL 60563

Phone: 630-566-8483

Email: jlollino@sikich.com

Job ID: 2435149

Expires: 12/21/2011

Job Title: Pre-Press System Operator (Part-time)

Company: Schwarz Supply Source

Job Type: Part Time

Degrees Wanted: Associates

Majors Wanted:

Location: Illinois

Job Description: The pre-press system operator is responsible for logging client jobs in Schwarz developed job-tracking database, pre-flighting client artwork for missing elements/files, sharpen and color correct supplied images, trapping and proofing artwork files, submitting proofs to clients for approval. This person must also develop and maintain libraries of clients' images and artwork. Some graphic design work such as design, layout and formatting of materials is required. These designs may integrate typographic, photographic, illustrative and graphic elements and proficiency in software applications such as Quark, Adobe Illustrator and Photoshop.

Contact: Human Resources

Address: 8338 Austin Avenue, Morton Grove, IL 60053

Phone: 847-966-2550

Email: jobs@schwarz.com

Application Instructions: If you meet the above qualifications, send your resume along with your salary requirements or history to: Schwarz Supply Source 8338 Austin Avenue Morton Grove, IL 60053 email: jobs@schwarz.com Job Code: Pre-Press Op Schwarz Supply Source is proud to be Equal Opportunity Employer

Job ID: 2438157

School Job ID: PSC

Expires: 12/23/2011

Job Title: Graphic Design / Marketing Assistant

Company: Balmoral Park

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted:

Location: Illinois

Job Description: A sports entertainment facility located in Chicago's southeast suburbs is in search of a Graphic Design / Marketing Assistant. The position requires a detail-oriented individual that is creative, understands and thrives in the creative process, is able to offer creative ideas and works well within a team environment. The individual who fills this position is responsible for all design projects as well as assisting in venue promotions as well. The position is responsible for creative design, development, production and delivery of marketing materials including: online/web materials, (graphics, banner ads, flash ads, e-mail templates, etc.) as well as all other mediums including (but not limited to) print, television and more. Work is typically performed with guidance in relation to overall goals and objectives. At times the graphic designer will execute work after the creative concept has been established while other times they will be asked to conceptualize and create the materials. Ability to adhere to deadlines is tantamount. The position also requires assistance in venue promotions including contests, special event days, staff management and a variety of other marketing / promotion related functions. The position offers a compensation package including a competitive salary, health / dental benefits package, 401k. Work is generally conducted Monday through Friday however nights and weekends are required dictated by the promotional event schedule. Responsibilities: · Responsible for concept, design, development, production and delivery of design projects. · Collaborate with Marketing Director to identify project needs and design finished product to support and identify the brand and message objective. · Demonstrate the ability to make suggestions pertaining to the identification of critical elements and alternatives to implement the most appropriate solution. · Establish priorities for assigned tasks and coordinate phases of work with others. · Performs other related duties and participates in special projects as assigned. · Work nights & weekends as promotional event schedule requires. · Supervise part time and temporary event staff. Required Skills · Must have experience in designing web materials, promotional marketing campaigns, branding collateral, signage, packaging, and POS marketing. · Able to apply strong functional computer knowledge in utilizing Microsoft Windows, MAC, or other technical tools in completing assignments. May require knowledge of or ability to quickly learn specialized software to complete work assignments. · Maintain a keen eye for detail as well as a creative mind. · Able to demonstrate continued expertise in the primary tools or applications used in completing daily work assignments. · Effectively communicate and interact effectively via email, telephone, and in person with a variety of internal/external customers and/or co-workers at level of detail required to resolve issues of moderate complexity. · Possess good communication skills with ability to state messages in a clear manner by using language that is

easy for others to understand. · Be able to proactively listen to others and understand issues and situations. Must be able to clearly articulate business needs to both internal and external customers. · Ability to demonstrate ability to solve problems by analyzing variables and applying appropriate solutions. **QUALIFICATIONS INCLUDE:?** · BA degree in graphic design or related field. · 2-5 years of relevant work experience OR demonstrated ability to meet the job requirements through a comparable number of years of applicable work experience. · Must have knowledge of prepress methods in order to produce printable artwork · Advanced computer graphics programs: o Adobe Photoshop o Adobe Illustrator o Adobe InDesign (CS4 or higher) o Microsoft Office o Proficient in PC and Mac platforms. · Must be well versed on Macintosh platform (OSX) and industry standard applications: o Dreamweaver o Flash o Photoshop o InDesign o Illustrator · Able to take initiative, multi-task, prioritize and organize · Strong concepting skills as well as creative execution · Must have excellent written, verbal and communication skills · Able to take direction and work within a team environment

Contact:

Email: careers@balmoralpark.com

Application Instructions: Applicants should send cover letter along with the following to careers@balmoralpark.com: · Resume w/ salary history · Design samples (online web address or pdf) · Professional references

Office/Secretarial:

Job ID: 2429552

School Job ID: MCC

Expires: 12/15/2011

Job Title: Office Coordinator

Company: Precise Chiropractic

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$10 per hour

Job Description: Busy Chiropractic office seeking a full time office coordinator. Qualifications: -High Energy -both physical and mental (this is not a sit in a chair most of the day job) -Self starter, detail oriented with excellent time management and communication skills -Meticulous work habits and Ability to multi-task is a Must -Minimum two years of customer service experience required -Computer literate -Bilingual Polish/English or Spanish/English a plus, but not required Responsibilities include, but not limited to: · Communicating with and managing patients · Administrative Duties (scheduling, answering phones, routing patients to rooms, etc.) · Managing the flow of the office · Collecting payments **MUST** be available to work the following office hours: Monday 8am-11am and 3pm-7pm Tuesday 3pm-7:30pm Wednesday 8am-11am and 3:30pm-7:30pm Thursday 3pm-7:30pm Friday 8am-11am Saturday 8am-11am *also

available to participate in occasional weekend seminars and marketing events If you cannot fulfill ALL of these requirements please don't apply. If the above qualifications describe you, then please provide a cover letter explaining why you would be a good fit along with your resume to cposition@att.net Pay Rate is \$10 Hourly for administrative/in office time and Hourly PLUS BONUS for Marketing. NO MEDICAL/DENTAL BENEFITS Location: Lake in the Hills

Contact:

Phone: 224-622-2031

Email: cposition@att.net

Application Instructions: Please send resume to cposition@att.net.

Job ID: 2429702

Expires: 12/15/2011

Job Title: Front Office in Human Resources

Company: Hire Excellence

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: This is an opportunity to work with a great company that truly hires from within and has a supportive work environment. This position supports the Human Resources department coordinating interviews, assisting recruiters, and also offers great opportunities for advancement. Looking for sharp, upbeat, and motivated individuals that are looking for move their careers forward. **JOB DUTIES:** 1. Answer and transfer a multi-phone system 2. Greet candidates 3. Maintain office calendar 4. Provide payroll support 5. Projects in Excel 6. Other administrative tasks **REQUIREMENTS:** 1. reliable 2. detailed 3. driven, career oriented 4. experience in Microsoft Excel **PLUS:** 1. desire to become a Recruiter 2. working towards a Bachelor's degree

Contact: Liz Yim

Address: 750 West Lake Cook Rd., Buffalo Grove, IL 60089

Phone: (847)537 ? 2500

Fax: (847) 537 ? 2503

Email: Info@hirex.net

Application Instructions: To apply for this position please send any resumes/questions to info@hirex.net Attention to Liz Yim

Job ID: 2436273

Expires: 12/22/2011

Job Title: Receptionist

Company: The Traveling Taxman, Inc

Job Type: Seasonal

Degrees Wanted: None Required

Majors Wanted:

Location: Illinois

Salary: 10.00 per hour

Job Description: Job Overview: · Must speak English and Spanish. · Attend to visitor and deal with inquires on the phone and face to face. · Supply information regarding the organization to the general public, clients and customers. Job Task and Responsibilities: · Answer telephone, screen and direct calls, take and relay messages, provide information to callers, greet person entering organization, deal with queries from the public and customers, prepare letters and documents, receive and sort mail and deliveries, schedule appointments, organize meetings and tidy and maintain the reception area. Education and Experience: · Must have high school diploma. · 5 years knowledge of administrative and clerical experience. · 5 years knowledge of computers and relevant software applications and great people skills. Key Competencies: · Verbal and written communication skills, professional personal presentation, customer service orientation, information management, organizing and planning, attention to detail, initiative, reliability and stress tolerance.

Contact: The Traveling Taxman Inc.

Address: 21141 Governors Highway Suite 102, Matteson, IL 60443

Email: willie@thetravelingtaxman.com

Job ID: 2440242

School Job ID: MCC

Expires: 12/28/2011

Job Title: Office Assistant

Company: J and M Medical Sales

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: 10.00+

Job Description: Accounts receivables, Account payables, invoicing contact data management, project management, purchasing, sourcing, customer service, vendor relationship

Contact: Annette Handelsman

Address: 1682 Barclay Blvd., Buffalo Grove, IL 60089

Phone: 847-850-5000

Fax: 847-850-5474

Email: annette.handelsman@jandmmedical.com

Application Instructions: Please fax at 847-850-5474 or email resume at annette.handelsman@jandmmedical.com

Research:

Job ID: 2402471

Expires: 12/17/2011

Job Title: IT Analyst supporting Chicago, IL and Auburn, IN plants

Company: Tower International

Job Type: Full Time

Degrees Wanted: Associates, Bachelors

Majors Wanted: Any Major

Location: Illinois, Indiana

Job Description: Tower International IT Analyst-Supporting Chicago and Auburn Plants
POSITION SUMMARY IT Plant Analyst for our Chicago, ILL and Auburn, IN plants. This position will be based out of Chicago ILL. SUMMARY OF RESPONSIBILITIES: Assist Tower colleagues in the use of the computing and telecommunication resources through one-on-one support, responding to telephone calls, email and personnel requests for technical support, including assisting colleagues with network connectivity issues, Keeping colleagues informed as to the status of open incidents, escalating complex problems to other IT colleagues. Documenting, tracking, and monitoring the problem to ensure a timely resolution; Identifying, researching, and resolving technical problems; resolving problems for individuals and groups in an efficient manner and recognizing the proper course of action to take; providing one-on-one training as needed for any IT resources; The successful candidate will be responsible for both hands on and remote support of desktops, laptops, and peripherals issues for both plants as well as advising customers of preventive maintenance, configuration, operation and environmental factors which may impact product performance or impair customer's IT operation. Provide exceptional customer-focus to the administration of network, server, client workstation, and Windows desktop IT support at assigned Tower Automotive location. Ensure consistent and standardized Tower Automotive desktop and engineering products and technologies and provide direction and encourage use of Tower Services products and philosophies. ADDITIONAL RESPONSIBILITIES: · Ensure audit compliance and documentation requirements meet expected standards. · Provide a technology environment for the location that maximizes investments in IT technology and supports all necessary business processes while remaining easy to use and colleague-friendly while ensuring excellent customer service levels and meeting internal and external customer expectations. · Provide 24x7 administrative support for the local application servers, including upgrades, patches, backups, anti-virus, etc. · Responsible for adhering to all internal and OSHA required safety procedures in performing daily work activities. · Maintain high standards of housekeeping throughout the work area. · Maintain a positive working relationship with all levels of the organization. · Assures compliance with federal, state, local and corporate policies, regulations and laws. · Adherence to all company policies and procedures (ex. Quality Policy Manual, Colleague Handbook, Change Control, Level II Procedures etc.) · Location personnel including, but not limited to production operators, colleagues in skilled trades

roles, management, engineering, purchasing, and human resources - provide IT support to all colleagues within assigned Tower Automotive facility(ies). · Corporate office IT.

LEADERSHIP/SUPERVISORY RESPONSIBILITIES · This position does not have formal supervisory responsibility. · Provides model behavior to demonstrate corporate values.

MINIMUM QUALIFICATIONS · Minimum of a 2-year associate's degree in computer-related field, information sciences. · Minimum 3 years experience in IT environment. · Ability to work in fast-paced, mobile environment supporting many users with disparate levels of knowledge. · Able to manage and prioritize multiple tasks and projects simultaneously. · Has extensive experience using desktop software packages, specifically Microsoft Operating Systems and Microsoft Office, including teaching/demonstrating, troubleshooting, and use of advanced feature sets · Possesses generalist knowledge of networking technologies and basic network troubleshooting skills · Has general working knowledge of common office technologies (fax machines, photocopiers, printers, etc) · Has experience installing, configuring, and supporting Windows 2000 Servers · Where applicable, support and administer the Unix Systems (HP-UX) · Ability to work well with others in a team environment. · Ability to read and write in English and perform mathematical calculations. **PHYSICAL DEMANDS, WORK ENVIRONMENT AND OTHER REQUIREMENTS** Duties include but are not limited to: stand, walk, twist, bend, lift, see, talk and hear, with an ability to travel. Travel may be required on a weekly basis for those providing support to multiple locations. May be exposed to moving mechanical parts, noise, vibration and hazardous materials. The above statements are intended to describe the general nature and level of work being performed by colleagues assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, qualifications, or working conditions. Job Location Chicago, IL, US. Position Type Full-Time/Regular

Contact: Carla Sipiceanu

Address: n/a, Livonia, MI n/a

Phone: n/a

Fax: n/a

Email: sipiceanu.carla@towerautomotive.com

Apply Online: http://https://towerinternational-ats.silkroad.com/epostings/index.cfm?version=1&company_id=15869

Application Instructions: Please apply online; search by reference #3622 and submit resume.

Sales/Marketing/Retail:

Job ID: 2432491

Expires: 12/17/2011

Job Title: Advertising sales

Company: Mixed Media Group, Inc.

Job Type: Freelance

Degrees Wanted: None Required

Majors Wanted: Computer Information Systems, Digital Media, Entrepreneurship, Marketing, Professional Selling

Location: Illinois

Salary: Hourly plus commission

Job Description: Creative/sales oriented, energy driven person looking for part-time internship type program that could lead to full time employment. Alumni applicants could apply for full time. Assisted by marketing/research people and owner of company to achieve sales. Hours flexible.

Contact: Denny Orsinger

Address: 1152 Liberty Avenue, Cary, IL 60013

Phone: 847-462-8433

Fax: 847-462-8418

Email: denny@mixedmediaoutdoor.com

Job ID: 2436919

Expires: 12/22/2011

Job Title: District Sales Manager/Store Manager

Company: Ultimate Exposure Tanning Centers

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Business Management, Entrepreneurship, International Business, Manufacturing Supervision, Marketing, Marketing Management, Organizational Leadership, Professional Selling

Location: Illinois

Salary: \$32,000 + bonus & commission

Job Description: Ultimate Exposure Tanning Centers has an opening for a District Sales Manager to oversee our Hoffman Estates, Arlington Heights, and Elk Grove salons. The District Manager will be responsible for managing sales and operations of our salons, and also will have personal sales goals in addition to their team goals. Preferably, we are looking for an individual who has experience in managing multiple retail or salon/spa outlets at one time. The selected candidate must have strong hiring, coaching, and development abilities in addition to being able to excel personally in sales. Our ideal candidate will be able to:

- Leave a lasting impression and have a sales impact on staff.
- Coach, motivate, role play, lead the sales team. Maintain a Whatever-it-takes attitude to achieve sales goals.
- Excel in customer service by providing Customer-first leadership and setting service-oriented examples for all team members to follow.
- Effectively manage their team, including hiring, training, coaching, motivating, leading, reprimanding, and termination.
- Identify and develop our current employees to be the next Traveler, District Manager, Regional Sales Manager, etc.
- Keep the Company needs first and always protect the best interest of the company in all aspects of the position.

Compensation is salary plus bonus and commissions. The base salary for this position is \$32,000 annually. Benefits include Medical, Dental, and Supplemental insurance, as well as Holiday and Sick pay after 90 days of employment. Vacation and 401K is offered after one year. Please view the Job Description in its entirety before applying. Schedule requirements for this position are explained

below and are non-negotiable. In order to be considered for this position, you must complete an application at www.chicagotans.com/careers.html and submit to Human Resources. Resumes will only be accepted if they are accompanied by a completed application. Failure to complete the application and submit will eliminate you from the interview process. **DISTRICT MANAGER JOB DESCRIPTION Responsibilities - Sales -** To consistently achieve all salon sales goals · Achieves all salons Revenue goals · Achieves all salons Membership goals · Achieves all salons goals for all revenue streams · Works to coach and develop team to reach all goals Training, Development, Communication-- To train, develop, communicate, and follow-thru with all salon employees to create a teamwork environment. Training · Policies and Procedures · All training information and training seminars · Image Guidelines · Full operation of the salon · Monthly Sales Manager Meetings · Reports, orders, schedules, payroll, etc · All new employee hires · Emergency situations (i.e. Computer, power, air conditioning, equipment down, injuries, etc.) Communication · To communicate and embrace all company changes, additions, new programs and ideas to all employees. · To communicate and follow-thru with the Regional Sales Manager (successes, updates, ideas, suggestions, discrepancies, complaints, refunds, salon and scheduling needs, etc.) · To communicate and follow-thru with the Corporate Sales Trainer on salon training needs and personal growth. · Communicate and follow-thru with Guest Services for any customer needs or concerns · Communicate questions, professional development needs, self-recognized needs for areas of improvement to Regional Sales Manager Additional Responsibilities -- Participates in offering innovative ideas and suggestions to the company, finding a new way to increase business and eliminate unnecessary costs. Hiring only the best candidates for the Sales Associate positions and terminating inadequate Sales Associates To complete all reports, orders, schedules, payroll and any information as required by the Regional Sales Manager, and submit by due date Submit all supply orders to Corporate Purchasing by due date Implements an organized, and effective weekly schedule for all salons to help increase sales while following company scheduling requirements Handles cash deposits and settlements 3 days per week Maintains and explains cash variances for each salon every week Scheduling Requirements - Attend all Regional meetings, and District Manager Meetings Attend all company functions Be on call seven days a week, 24 hours a day for all salons (All calls must be returned within 15 minutes) Be on-call for "Buddy" District when needed Required to work a minimum of 40 hours per week Minimum of three 8-hour evening shifts (11am-7pm or later) per week Minimum of 21 hours in Management capacity, 19 hours working the desk One Saturday per month Additional nights, weekends, and holidays as needed Open-close on New Year's Eve The work required to meet and exceed sales goals will typically require 60+ hours weekly. Additional Requirements Participate in assisting other District Managers when help is needed. Must have own transportation and able to travel to Corporate or any salon These Requirements and Responsibilities are by no means all-inclusive. The position will continue to evolve to meet the changing needs of the company and other team members. The "District" is subject to change, as locations and regions are adjusted based on the needs of the organization. The ideal candidate will be able to adapt and grow, take on additional responsibilities as needed by the Company.

Contact: Tiffany Kreider

Address: 930 W Huron, Chicago, IL 60642

Phone: 312-666-5327 x318

Fax: 312-666-3117

Email: uejobs@chicagotans.com

Apply Online: <http://www.chicagotans.com/careers.html>

Application Instructions: Resumes without applications will not be accepted. Please visit our website to download the application.

Job ID: 2445652

School Job ID: MCC

Expires: 01/01/2012

Job Title: Sales Associate

Company: Lindows-Plass Appliance, Furniture and Electronics

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: We have an exciting RADIOSHACK sales and merchandising opportunity? We are currently seeking an enthusiastic, career-minded Radio Shack sales and merchandising associate. If you enjoy sales have operational excellence, pay attention to attention to detail and can increase sales and profitability, this could be the position for you! Base pay plus performance bonuses. Experience in Cell Phone Sales a Plus. Completely remodeled, expanded and updated, this full line Radio Shack is located inside Lindow's Appliance & Furniture, a Division of Plass Appliance & Furniture, Inc. in Marengo, IL. Compensation: § We provide a competitive compensation plan including salary and performance bonuses. Incentives: § Special promotions, contests and incentives may be offered periodically to provide additional income opportunities. Please use email address below You may also submit your resume to r a d i o s h a c k @ p l a s s a p p l i a n c e . c o m (spaced to discourage spam robots).

Contact: Tim GeBauer

Address: 20014 E. Grant Highway, Marengo, IL 60152

Phone: 815 568 8848

Email: radioshack@plassappliance.com

Application Instructions: email resume

Security:

Job ID: 2439906

Expires: 12/28/2011

Job Title: Security Officer

Company: Hollywood Casino Joliet

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: SUMMARY Perform duties to monitor the activities of the staff and guests to ensure compliance with organizational policies, regulatory guidelines and safety rules. Take necessary steps to ensure the safety and security of operations. Exercise good judgment to ensure the safety and security of the guests, staff and assets within the limits of standard or accepted policies and procedures. EDUCATION and/or EXPERIENCE Knowledge of general security procedures and 1-2 years in a security related field is required. Must be at least 21 years of age and possess a high school diploma or equivalent. This position is responsible for providing a high level of customer service and promoting a positive attitude to create a fun and entertaining experience for our guests and Cast Members. Must understand and speak the English language. This position is required to drive a company vehicle and adhere to the company MVR policy. Must have a valid Illinois Drivers License.

Contact: Diane Christenson

Address: 777 Hollywood Blvd, Joliet, IL 60436

Phone: 815-927-2283

Fax: 815-927-2456

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

Social Work:

Job ID: 2443737

School Job ID: MCC

Expires: 12/15/2011

Job Title: Community Worker-SNAP Ed

Company: University of Illinois Extension

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: This civil service employee will support the implementation of the U. of IL Extension SNAP-ED (Supplemental Nutrition Assistance Program Education) to work with local residents (youth and adults) to provide basic nutrition, food safety, physical activity and food budgeting education for low-income individuals. This is a security-sensitive position. A comprehensive background check will be conducted.

Contact: Doris Kovalovsky

Address: P.O. Box 1430, Woodstock, IL 60098

Phone: 815-338-3737

Fax: 815-338-4755

Email: kovalovs@illinois.edu

Apply Online: <http://jobs.illinois.edu>

Application Instructions: Apply online and send resume to jereaves@illinois.edu A complete job description can be found at web.extension.illinois.edu/lm

Job ID: 2338217

School Job ID: MVCC

Expires: 12/16/2011

Job Title: Case Manager

Company: Alden Village

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Any Major

Location: Illinois

Job Description: This position requires a Bachelor's Degree in a related human services field and preferably has prior experience with the Developmentally Disabled population.

Contact: Laurie Longo

Address: 267 E. Lake St., Bloomingdale, IL 60108-1109

Phone: 630-529-3350

Fax: 630-529-9866

Application Instructions: Please email cover letter and resume to: vl_administrator@aldengroup.org You may also fax cover letter and resume to: Fax Number: (630) 529-9866.

Job ID: 2375560

School Job ID: MCC

Expires: 12/21/2011

Job Title: non-medical caregiver (home care)

Company: Northern Illinois Home Care, LLC

Job Type: Full Time, Part Time, Temporary

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$10 to \$12

Job Description: You would go to a clients house and assist them with everything from meal preparations, medication reminders, to helping them use the washroom. Hours will vary depending on the individual client.

Contact: Jennifer Zarek

Address: 1735 Rt. 176, Crystal Lake, IL 60014

Phone: 847-750-6442

Application Instructions: email Pete Jablonski at pjablonski@nihc LLC.com requesting an application. Once you receive the application, complete it and return it to Northern Illinois Home Care, LLC. There is a background check mandated by the state workers must first complete prior to hire.



Career Services Room A257



McHenry County College is pleased to announce the addition of a new online job board system as part of its Career Services offerings. This service will help job seekers find full or part-time employment, both locally and nationwide.

This service is offered to all MCC students and community members at no cost to you. You simply need to set up an account to start searching for jobs!

To set up your **STUDENT** account (if you are a current MCC student):

1. Go to www.collegecentral.com/mchenry
2. Click the "Students" icon
3. Click on the link to log in at "Student Central"
4. Create your account by clicking the "Register Now" link to create a username and password and complete the registration form.

To set up your **COMMUNITY MEMBER** account:

1. Go to www.collegecentral.com/mchenry
2. Click the "Community" icon
3. Click on the link to log in at "Alumni Central" (this is for MCC alumni and community members)
4. Create your account by clicking the "Register Now" link to create a username and password and complete the registration form.

With our new online job board, you can search for part-time or full-time positions that local employers have posted exclusively to our school.

You can also search College Central Network's national job board, which has over 100,000 entry-level job postings available nationwide. New jobs are added daily, including entry-level jobs from nearly 150 newspapers. College Central also features over 1,000 career articles written by industry professionals to help guide you in your career exploration.

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

<http://www.collegecentral.com/mchenry>