



Job Opportunities Newsletter

November
2009

A Cover Letter Tip Sheet

- Use good paper and the proper business letter format.
- A three line block in the top right or left corner of the page containing: your home street address; city, state and ZIP code; and the date. (Separate the date from the block by one line.)
- Another three line block, flush left, one space below the date and one space above the greeting. This block contains the addressee's full name and address, including city, state and ZIP code.
- Use a personalized salutation (not, for example, "To Whom It May Concern"). Make an effort to find out who will be receiving your letter. If necessary, telephone the company and ask. If you do not find a specific name, address the letter to "Hiring Manager," "Human Resources Manager," or simply "Manager." Use a colon after the greeting, not a comma. The greeting should address a specific person in a formal manner, "Dear Ms. Jones" not "Dear Mary:"
- Paragraphs should be separated by a line of space without indentation.
- The closing should read "Sincerely," followed by your signature underneath, then your full name in print underneath that. Always leave enough room for your signature between the closing and your name when you print your cover letter.

In addition, you should always:

- Use a thesaurus (judiciously). A little variety in your vocabulary can go a long way.
- Check your spelling. Can't stress this enough as childish as it may sound.
- Proofread carefully. And don't rely solely on spell check—it's not perfect. It won't catch words that are spelled correctly but are mistyped or used improperly (i.e. from/form, see/sea, your/you're).
- Have a friend read it. A new pair of eyes can see things you might be missing because you're so familiar with the text.

This may sound like a pretty big fuss for such a short letter, but a great cover letter can be the difference between you getting the job or continuing on your search.

(Retrieved from College Central Network 10/2009. Log on at: www.collegecentral.com/lloc)

APPRENTICESHIPS

Job ID: 1741422

School Job ID: SprinklerFit

Expires: open applications

Job Title: Sprinkler Fitters Apprenticeship Program

Company: Local 669 JATC

Job Type: Apprenticeship, Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: The Local 669 Joint Apprenticeship and Training Committee (JATC) is conducting a recruitment for Sprinkler Fitters who are piping mechanics specializing in Fire Protection. Excellent insurance, pension and education plans. EOE.

Contact: Local 669 Sprinkler Fitters Apprentice

Address: Springfield, IL

Phone:

Application Instructions: Applications must be completed 45 days prior to interview date. Pick-up applications at the following: Davis Mechanical -1800 Taylor Ave., E.L. Pruitt Co.- P.O. Box 3306., F.J. Murphy & Sons -1800 Factory Ave.

INTERNSHIPS

Job ID: 1773667

School Job ID: Park Guide

Expires: 11/15/2009

Job Title: Seasonal Park Guide, GS-04

Company: Lincoln Home National Historic Site

Job Type: Co-op, Full Time, Internship, Part Time, Seasonal, Student Employment

Degrees Wanted: Diploma

Majors Wanted: History

Location: Illinois

Salary: \$13.18/hour

Job Description: Lincoln Home National Historic Site is recruiting additional full time and part time Park Guides. Lincoln Home features guided tours, lectures by guest speakers, and a wide range of presentations that highlight the life and accomplishments of Abraham Lincoln. Student may qualify for the Student Temporary Employment Program (STEP). Students must be enrolled in at least 8 hours of coursework, be working on a degree in History, or a related field, and be in good academic standing. Employment will begin approximately January 1, 2010 or later.

Location: Lincoln Home National Historic Site, Springfield, IL. Outdoor work is required; standing for long periods is typical. This is a wonderful opportunity to earn valuable work experience, meet some great people, and be a part of Lincoln history. Employees perform a variety of duties that focus on providing timely and accurate information to park visitors: Presents talks and leads tours of the Lincoln Home and historic neighborhood. Programs and tours are given to audiences of various ages and backgrounds, and include large organized groups. Employees operate visitor contact stations, including the Lincoln Home Visitor Center and the Great Western Depot. Distributes tour tickets, provides safety messages, and responds to questions in person and by telephone. Wears living history costumes and participates in living history demonstrations, vignettes and other types of living history programs. Questions may be addressed to Nancy Rime or Laura Gundrum at 217-391-3215.

Contact: Nancy Rime

Address: 413 South Eighth Street, Springfield, IL 62701

Phone: 217-391-3244

E-mail: Nancy_Rime@nps.gov

Application Instructions: The deadline to apply is November 15, 2009. Application should include: 1) a resume, 2) copy of transcripts, and 3) a detailed description of any paid, academic or volunteer experiences that demonstrate your ability to: 1. Present interpretive programs on historical themes. 2. Provide effective visitor services in crowded & stressful situations. 3. Communicate effectively orally.

INTERNSHIPS

Job ID: 1704429

School Job ID: coi

Expires: 01/01/2010

Job Title: Campaign Organizer Intern

Company: Planned Parenthood Illinois Action

Job Type: Internship, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Planned Parenthood Illinois Action (PPIA) is the political arm of the Planned Parenthood of Illinois. PPIA's goal is to help elect pro-choice candidates and educate our supporters about the importance of reproductive health in politics. By supporting pro-choice candidates we will bring the voice of the Illinois pro-choice majority into the voting booths. As a part of this work, PPIA offers a grassroots campaign organizer training and internship program for those interested in direct action organizing for social change. Job Description: Participants will work either on the campaigns of PPIA-endorsed pro-choice candidates or with PPIA voter mobilization projects. PPIA will offer comprehensive, hands-on training on campaign organizing that will include: participating in, hosting and coordinating phone banks, canvasses, and visibility events; recruiting, training and mobilizing campaign volunteers. The hands-on training activities will last 6 - 8 weeks, followed either by deployment to a targeted campaign or to a PPIA lead pro-choice voter-mobilization project. Participants will be required to work on the assigned campaign in Illinois for 12 - 15 weeks. Interns will be placed in a campaign near their home. Specific Duties: attend a series of training sessions and activities, including both lectures and hands-on direct action days and activities; occasional day travel throughout Illinois may be required during the training session in order to meet with various experts in campaign organizing; actively work on campaigns of endorsed pro-choice candidates / on pro-choice voter mobilization projects; identify a pre-determined number of pro-choice voters in assigned district, working with local activists and using various organizing tactics; attend outreach events and collect support for PPIA's legislative initiatives; engage new activists in campaign organizing; maintain regular contact with PPIA supervisor; other duties as needed.

Contact: Mandy Hughett

Address: 107 W. Cook St. Ste. F, Springfield, IL 62704

Phone: (217) 522-6776 ext. 24

Fax: (217) 522-7055

E-mail: mandyh@ppil.org

Application Instructions: Fax, mail, or email cover letter & resume to Mandy:
mandyh@ppil.org Fax: 217.522.7055 107 W. Cook St. Ste. F Springfield, IL 62704

PART TIME SEASONAL EMPLOYMENT

Job ID: 1779301

School Job ID: PTClerk

Expires: 11/15/2009

Job Title: PT Temporary Evening Scanning Clerk

Company: Springfield Service Corporation

Job Type: Part Time, Seasonal

Degrees Wanted: Diploma

Majors Wanted: Any Major

Location: Illinois

Job Description: Springfield Service Corporation is hiring for a Part-time Temporary Evening Scanning Clerk - runs through August/beginning of September. Hours are: Monday - Thursday, 5:00 - 9:00 p.m. This position entails creating images of documents for further processing within defined time-frame. Duties include: operate scanning equipment; prepare documents for scanning; and other duties as assigned.

Contact: Nancy Sweet

Address: 2960 Professional Drive, Springfield, IL 62703

Phone: 217-541-1810

Fax: 217-753-5593

Application Instructions: Apply online at: www.s-s-c.com.

Job ID: 1787211

School Job ID: PT Sales

Expires: 11/27/2009

Job Title: Part-time Sales Associates

Company: American Eagle

Job Type: Part Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: American Eagle is seeking part-time holiday sales associates. Various shifts available and willing to work around class schedules.

Contact: American Eagle

Address: 2501 W Wabash, Springfield, IL 62704

Phone: 217-698-3088

Application Instructions: Apply in store. Paper applications available on rack outside Career Development Services office in Menard Hall.

PART TIME SEASONAL EMPLOYMENT

Job ID: 1774130

School Job ID: various

Expires: 12/07/2009

Job Title: Various retail positions available

Company: Best Buy

Job Type: Full Time, Part Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Best Buy is hiring for retail positions in various departments within the store. Many positions are available. Seasonal with the possibility of post-seasonal employment. Flexible hours.

Contact: Best Buy

Address: 3193 South Veterans Parkway, Springfield, IL 60188

Apply Online: <http://www.careers.bestbuy.com>

Application Instructions: Apply with a manager in store or apply online.

Job ID: 1774156

School Job ID: hiring

Expires: 12/07/2009

Job Title: Various retail positions available

Company: Toys R Us

Job Type: Full Time, Part Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Toys R Us is NOW HIRING Seasonal Sales Team Members, Cashiers, Receiving, Stocking, and Assemblers. Day, evening and overnight shifts available. Competitive starting rates. Benefits available. Team member discount.

Contact: Toys R Us

Address: 2701 S. Veteran's Parkway, Springfield, IL 62704

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

Application Instructions: Apply online.

PART TIME SEASONAL EMPLOYMENT

Job ID: 1774163

School Job ID: Seasonal Jobs

Expires: 12/07/2009

Job Title: Now Hiring for Seasonal Jobs

Company: Macy's

Job Type: Full Time, Part Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Macy's is now hiring for Seasonal positions. A variety of openings in various departments.

Contact: Macy's

Address: White Oaks Mall, Springfield, IL 62704

Application Instructions: Apply at Macy's Customer Service in store or online at www.macysjobs.com.

PART TIME EMPLOYMENT

Job ID: 1778881

School Job ID: CNA

Expires: 11/14/2009

Job Title: Home Health Aide (CNA)

Company: First Care Healthcare

Job Type: Full Time, Part Time

Degrees Wanted: Certificate

Majors Wanted: Nursing

Location: Illinois

Salary: Negotiable

Job Description: DESCRIPTION Home Health Aide services shall be under the supervision of a Registered Nurse in accordance with the plan of treatment. The Home Health Aide is assigned to a particular patient by a registered nurse. A Registered Nurse or the appropriate therapy prepares written instructions for patient care. DUTIES / RESPONSIBILITIES 1. The performance of simple procedures as an extension of therapeutic services. 2. Personal care. 3. Ambulation and exercise of the patient. 4. Household services essential to health care at home. 5. Assistant with medications that are ordinarily self-administered 6. Reporting changes in the patient's condition and needs to the registered nurse or the appropriate therapist. 7. Completion of appropriate records. QUALIFICATIONS 1. Must be a current Certified Nursing Assistant in the State of Illinois. 2. Must have an "active" status with the Nurse Aide Registry.

Contact: John Cameron

Address: 924 Clocktower Drive Suite B, Springfield, IL 62704

Phone: (217) 718-4889

Fax: (217) 679-2076

E-mail: john.cameron@firstcareusa.com

Application Instructions: Email your resume, give us a call, or just stop by our office. Business hours: M-F 8am-5pm.

PART TIME EMPLOYMENT

Job ID: 1778904

School Job ID: OTA

Expires: 11/14/2009

Job Title: Occupational Therapy Assistant

Company: First Care Healthcare

Job Type: Full Time, Part Time

Degrees Wanted: Associates

Majors Wanted: Occupational Therapy Assistant

Location: Illinois

Job Description: DESCRIPTION Assists the occupational therapist in providing medically prescribed occupational therapy in the home environment under supervision of the licensed therapist and in accordance with the physician's plan of care and company policies. The COTA position coordinates therapy services with other health care team members to provide quality of care for FIRST CARE HEALTHCARE INC. patients. On-site supervision by a licensed occupational therapist to take place every four to six visits. DUTIES / RESPONSIBILITIES 1. Assist patients under direction of Occupational Therapist to maximize their potential in areas of self-care, meal time skills, and manipulation skills. 2. Carry out observations and assists OT in administering formal evaluations. 3. Maintain written reports and records on interventions. 4. Construct adaptive equipment, self-help devices as recommended by OT. 5. Participate in staffing meetings, annual reviews, patient/therapist conferences and make patient/therapist contacts as necessary; communicate with team members regarding the patient's programming. 6. Engage in public awareness activities. 7. Report any and all violations of rules and regulations to Supervisor/Coordinator. 8. Other duties as assigned.

Contact: John Cameron

Address: 924 Clocktower Drive Suite B, Springfield, IL 62704

Phone: (217) 718-4889

Fax: (217) 679-2076

E-mail: john.cameron@firstcareusa.com

Application Instructions: Email your resume, give us a call, or just stop by our office. Office Hours: M-F 8am-5pm.

PART TIME EMPLOYMENT

Job ID: 1778934

School Job ID: LPN

Expires: 11/14/2009

Job Title: Licensed Practical Nurse (LPN)

Company: First Care Healthcare

Job Type: Full Time, Part Time

Degrees Wanted: License

Majors Wanted: Nursing

Location: Illinois

Job Description: LICENSED PRACTICAL NURSE (LPN) The Licensed Practical Nurse position supervises no staff. This position reports to the Supervising Nurse and is supervised by the Registered Nurse / Case Manager for each client case. **QUALIFICATION** The person will be a graduate of a nursing program and have been licensed to practice as a practical nurse under the direction of a registered professional nurse in the state of Illinois.

Contact: John Cameron

Address: 924 Clocktower Drive Suite B, Springfield, IL 62704

Phone: (217) 718-4889

Fax: (217) 679-2076

E-mail: john.cameron@firstcareusa.com

Application Instructions: Email your resume, give us a call, or just stop by our office. Office Hours: M-F 8am-5pm.

PART TIME EMPLOYMENT

Job ID: 1778944

School Job ID: RN

Expires: 11/14/2009

Job Title: Registered Nurse (RN)

Company: First Care Healthcare

Job Type: Full Time, Part Time

Degrees Wanted: Associates, Bachelors

Majors Wanted: Nursing

Location: Illinois

Job Description: Registered Nurse (RN) The Skilled Nurse position supervises LPN and Home Health Aides. This position reports to the Supervising Nurse. DESCRIPTION The Registered Nurse has clinical nursing knowledge, physical assessment, teaching and procedural skills. He/she has the ability to be directly responsible for assessing, planning, providing and documenting nursing care for a designated group of patients in accordance with the physician's plan of care and FIRST CARE HEALTHCARE INC.'s policies and procedures. The provisions of quality care is accomplished by implementing, supervising and coordinating services provided and utilizing division to LPN's, Home Health Aides and completes documentation effectively and timely.

Contact: John Cameron

Address: 924 Clocktower Drive Suite B, Springfield, IL 62704

Phone: (217) 718-4889

Fax: (217) 679-2076

E-mail: john.cameron@firstcareusa.com

Application Instructions: Email your resume, give us a call, or just stop by our office. Office Hours: M-F 8am-5pm.

PART TIME EMPLOYMENT

Job ID: 1781121

School Job ID: PSA

Expires: 11/18/2009

Job Title: Passenger Service Agent

Company: Springfield Airport Authority

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Part time Passenger Service Agent wanted. Must be available to work all shifts and weekends; hold valid driver's license with clean driving record; able to lift 75 pounds; type 30 wpm; display proficiency in math and spelling and be adaptable to changing situations. Customer service experience preferred. The successful applicant must be able to pass a background check, pre-employment physical and drug test.

Contact: Pamela Minder

Address: 1200 Capital Airport Dr, Springfield, IL 62707

Phone: 217-788-9200

Application Instructions: Applications may be obtained at the offices of the Springfield Airport Authority; 1200 Capital Airport Drive, Springfield, IL 62707.

Job ID: 1781588

School Job ID: Sales Rep

Expires: 11/19/2009

Job Title: OUTSIDE SALES REP

Company: EntradaDirect

Job Type: Full Time, Part Time, Student Employment

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$3,500 - \$7,000

Job Description: OUTSIDE SALES WITH GROWING TELECOM COMPANY - Confident, friendly reps needed for in-home demos and sales of Xanadoo's residential Internet and phone services. Earn commissions of \$3500 - \$7000/month plus bonuses and incentives, working afternoons and Saturdays. Part-time or full-time. Commissions paid weekly. Some leads provided through outbound call center and customer referral programs; door-to-door work also required. Leadership advancement potential with EntradaDirect, a national sales organization specializing in customer acquisition for residential telecommunications services.

Contact: Paul Johnson

Address: 814 S 1050 W Suite #2, Payson, UT 84651

Phone: 801-372-6333

E-mail: careers@entrada1.com

Application Instructions: Send resume's to careers@entrada1.com

PART TIME EMPLOYMENT

Job ID: 1782731

School Job ID: various retail

Expires: 11/20/2009

Job Title: Various retail positions available

Company: Kohl's

Job Type: Part Time

Degrees Wanted: Diploma

Majors Wanted: Any Major

Location: Illinois

Job Description: Kohl's is now hiring for a variety of positions including: Sales Floor Associate, Jewelry Associate, Maintenance Associate, and Early Morning Merchandising Associate. Must be able to pass background check.

Contact: Kohl's Store

Address: 2901 S. Veteran's, Springfield, IL 62704

Application Instructions: Apply in person at the Kohl's store.

Job ID: 1788500

School Job ID: Auburn Police

Expires: 11/20/2009

Job Title: Police Officer

Company: Law Enforcement Training Advisory Commission

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: The Auburn Police Department is seeking applications for a full-time police officer and a part-time dispatcher. Interested applicants should contact: Chief Bruce Centko Auburn Police Department 324 W. Jefferson Auburn, IL 62615217-438-3351 Deadline for applications is November 20, 2009

Contact: Ellen L. Petty

Address: 3171 Greenhead Drive Suite B, Springfield, IL 62711

Fax: 217-726-7833

Application Instructions: Interested applicants should contact: Chief Bruce Centko Auburn Police Department 324 W. Jefferson Auburn, IL 62615217-438-3351 Deadline for applications is November 20, 2009

PART TIME EMPLOYMENT

Job ID: 1787268

School Job ID: PT Janitor

Expires: 11/27/2009

Job Title: Part-time Janitor

Company: Alice Campbell Staffing

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Part-time janitor for a large west side church located in Springfield. Temp to hire position begins November 2, 2009. Job duties include basic janitorial (such as cleaning, setting up and preparing rooms, etc.). Individual must pass a criminal background check.

Contact: Alice Campbell Staffing

Address: 2121 West White Oaks Drive, Springfield, IL 62704

Phone: 217-793-5522

Fax: 217-793-5527

E-mail: applications@acstaffing.com

Application Instructions: If interested, email resume to applications@acstaffing or fax 217-793-5527.

Job ID: 1787728

Expires: 11/27/2009

Job Title: PT Teller

Company: Express Employment Professionals

Job Type: Part Time, Student Employment

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$9/hr

Job Description: PT Teller Opening! Gain professional work experience! Start Immediately.

Contact: Rachel Knipfer

Address: unknown, Springfield, IL 62703

Phone: 217-528-3000

Application Instructions: Name: Rachel Knipfer Address: Express Employment Professionals Springfield, IL 62703 Phone: 217-528-3000

PART TIME EMPLOYMENT

Job ID: 1788461

School Job ID: Graphic Arts

Expires: 11/28/2009

Job Title: Graphic Arts Trainee

Company: Monterey Business Products

Job Type: Part Time

Degrees Wanted: Diploma

Majors Wanted: Graphic Design

Location: Illinois

Job Description: Monterey Business Products has a part-time job opportunity on a project by project basis. Intermittent hours. Work from off-site locations. Willing to work with student's schedule. Pay based on experience and project content.

Contact: Monterey Business Products

Address: P.O. Box 9267, Springfield, IL 62791

Phone: 217-625-8289

Fax: 217-625-2920

Application Instructions: Call for an interview.

Job ID: 1788750

School Job ID: PTAdvocate

Expires: 11/29/2009

Job Title: Advocate, part-time

Company: Rural Family Services

Job Type: Part Time, Student Employment

Degrees Wanted: Diploma

Majors Wanted: Any Major

Location: Illinois

Salary: \$10.00/hour

Job Description: Seeking part-time Advocate to support and encourage families in need to solve their own problems, as well as direct them to resources in their community. In this way families raise their sense of self-worth leading to greater, more independent future successes. Flexible hours, willing to work around student schedules. Mileage reimbursement at .35 per mile.

Contact: Shawn Sillings

Address: private, various, IL various

Phone: 217-638-8221

Application Instructions: Call Shawn for more information.

PART TIME EMPLOYMENT

Job ID: 1767776

School Job ID: accounting

Expires: 11/30/2009

Job Title: Accounting/Bookkeeping

Company: Rotherham & Rotherham & Company

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Accounting

Location: Illinois

Job Description: Rotherham & Rotherham & Company needs an individual with knowledge of Quickbooks and Excel spreadsheets to perform accounting/bookkeeping duties.

Contact: Rotherham & Rotherham

Address: 2145 South Sixth Street, Springfield, IL 62703

Phone: 217-523-9334

Fax: 217-523-1144

Application Instructions: Please call 217-523-9334 to apply.

Job ID: 1781101

School Job ID: all positions

Expires: 12/18/2009

Job Title: Mgr. Trainee, FT/PT Sales

Company: Tradehome Shoes

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Tradehome shoes, one of America's fastest growing and most exciting professional shoe companies, is now hiring for all positions, including manager trainee, full and part-time sales. We offer competitive pay along with one of the best benefit packages available. As a manager trainee, you will become involved with learning to run a store from top to bottom for the leading shoe retailer in the Midwest, and rapidly growing in all directions. Individuals who work hard and prove themselves will have outstanding opportunities for growth in Tradehome. In our full and part-time positions you will learn customer service and sales skills that have put Tradehome Shoes number one in the Midwest. We have flexible scheduling and awesome advancement opportunities in management.

Contact: Brett Barnes

Address: Manager, Tradehome Shoes White Oaks Mall, Springfield, IL 62704

Phone: 217-546-5962

Application Instructions: Apply in store or mail resume to address above.

PART TIME EMPLOYMENT

Job ID: 1783675

School Job ID: PTBA

Expires: 01/01/2010

Job Title: Part Time Brand Ambassador - Weekend Retail Promotion

Company: Situ8

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$100 per day

Job Description: Current Springfield, Illinois Openings: Current Openings: Position - Part-Time Brand Ambassadors for an in-store Rewards Card promotion, representing our client, Gander Mountain (www.gandermountain.com) 20 hours per week - \$100/day Friday; 3-9pm; Saturday & Sunday 10-5pm Program runs from May 2009 through January 2010 Detailed Job Description Responsibilities: · Converse with customers of product · Communicate the features & benefits of the card · Make observations of the participants · Answer consumer questions during the interaction · Candidate needs to have good communication skills, and be comfortable speaking about the product · Candidate will need to be comfortable completing online event reports summarizing the days activities · Candidate is responsible for transportation to the store for assigned promotion hours · Promotional hours are typically 6-8 hours per day on Fridays, Saturdays & Sundays. · Candidate will work closely with Project Manager Qualifications: · High school education or equivalent and one to three years' customer service experience or equivalent combination of college, industry training, and experience may substitute · Must be able to pass drug screen & background check · Exceptional customer service background and communications skills with the ability to work well in a high volume environment · Interpersonal Skills: Exceptional verbal/written communication, listening, coaching and presentation skills with attention to detail · Experience establishing, maintaining, and documenting efficient administrative processes · Proven track record of obtaining sales results · Highly self-motivated contributor who works well as an individual and within a team environment · Work well in a fast-paced environment and must be able to stand on feet for up to 7 hours per session.

Contact: Emily Gifford

Address: 420 W. Huron Street, Chicago, IL 60654

Phone: 312.386.7856

E-mail: joinourteam@situ8ideas.com

Application Instructions: Please send resume to joinourteam@situ8ideas.com. Check out our website www.situ8ideas.com

PART TIME EMPLOYMENT

Job ID: 1785747

School Job ID: PhotographerPT

Expires: 11/25/2009

Job Title: Photographer - Part-Time

Company: WICD-TV

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: NewsChannel 15, WICD-TV in Champaign, IL is looking for a terrific part-time video storyteller. The ideal candidate will be able to: * Shoot and edit news stories * Set up news live shots * Maintain vehicles and gear * Must have a solid knowledge of: * Beta and/or DVC-Pro equipment * ENG photography * Creating live shots * Videotape editing * AVID editing This position requires very flexible availability. May be required to work nights, weekends and/or Holidays. Also requires is a valid driver's license with an excellent driving record. If you shoot, edit, and love doing live shots, this is the job for you. Apply online at www.wicd15.com and send tape and resume to: Deena Reece WICD TV 2680 East Cook Street Springfield, IL 62703 No Phone Calls, faxes or E-mails please. WICD-TV/Sinclair Broadcast Group, Inc. is proud to be an equal opportunity employer and drug free workplace. All Applicants MUST apply on- No phone calls, faxes or emails please.

Contact: Tonya Bliss

Address: 250 S. Country Fair Dr., Champaign, IL 61821

Phone: 217-351-8500

Fax: 217-351-6056

Apply Online: <http://www.sbg.net>

Application Instructions: Apply online

FULL TIME OR PART TIME EMPLOYMENT

Job ID: 1616498

School Job ID: OTA2

Expires: 02/01/2010

Job Title: Occupational Therapy Assistant

Company: RehabCare

Job Type: Full Time, Part Time

Degrees Wanted: Associates

Majors Wanted: Occupational Therapy Assistant

Location: California, Colorado, Florida, Georgia, Illinois, Iowa, Kansas, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, New Mexico, New York, North Carolina, Ohio, Oklahoma, Pennsylvania, South Carolina, Tennessee, Texas, Wisconsin

Job Description: RehabCare is committed to the development of future healthcare professionals. With a large network of programs in diverse care settings, exceptional training, competitive compensation and a full range of employee benefits, we offer the new and the aspiring rehabilitation professional limitless opportunities to begin a satisfying and challenging career. We are immediately interviewing Occupational Therapy Assistants for RehabCare opportunities in Illinois & Nationwide! With over 1,200 facilities across the U.S., we are bound to have an opportunity that fits your interest! To learn more about our current open positions, contact Jill FitzGerald or visit our website @ <http://www.rehabcare.com>. We offer: - Mentorship For New Grads! - Outstanding Benefits! - Generous Starting Salaries! - Career Ladders! - Flexible Scheduling! - CEU & Licensure Reimbursements! - Tuition Assistance/Tuition Forgiveness! (for select positions) - Relocation Assistance & Sign-On Bonus! (for select positions)

Contact: Jill FitzGerald

Address: 7733 Forsyth Blvd Suite 2300, St. Louis, MO 63105

Phone: 1-800-677-1202, ext.2625

E-mail: JMFitzGerald@rehabcare.com

Application Instructions: Call Jill FitzGerald today for more information

FULL TIME OR PART TIME EMPLOYMENT

Job ID: 1760249

School Job ID: Consultant

Expires: 09/18/2010

Job Title: Consultant

Company: PartyLite

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Set up display of products (supplied in FREE Starter Kit), present a brief description of our products & employment opportunity, pack up display and enter orders on consultant website. Host coaching; assisting host with reaching optimal attendance at shows, collecting orders before the Show & getting bookings for new shows.

Contact: Laurie Schultz

Address: 46 Coachlight Ct, Springfield, IL 62703

Phone: 217-529-9005

E-mail: candle_elegance@yahoo.com

Application Instructions: No application to fill out!! Just call me to schedule a Show!! Once your Show sales reach \$350 or more you can become a consultant for FREE!! No joke!

FULL TIME OR PART TIME EMPLOYMENT

Job ID: 1778881

School Job ID: CNA

Expires: 11/14/2009

Job Title: Home Health Aide (CNA)

Company: First Care Healthcare

Job Type: Full Time, Part Time

Degrees Wanted: Certificate

Majors Wanted: Nursing

Location: Illinois

Salary: Negotiable

Job Description: DESCRIPTION Home Health Aide services shall be under the supervision of a Registered Nurse in accordance with the plan of treatment. The Home Health Aide is assigned to a particular patient by a registered nurse. A Registered Nurse or the appropriate therapy prepares written instructions for patient care. DUTIES / RESPONSIBILITIES 1. The performance of simple procedures as an extension of therapeutic services. 2. Personal care. 3. Ambulation and exercise of the patient. 4. Household services essential to health care at home. 5. Assistant with medications that are ordinarily self-administered 6. Reporting changes in the patient's condition and needs to the registered nurse or the appropriate therapist. 7. Completion of appropriate records. QUALIFICATIONS 1. Must be a current Certified Nursing Assistant in the State of Illinois. 2. Must have an "active" status with the Nurse Aide Registry.

Contact: John Cameron

Address: 924 Clocktower Drive Suite B, Springfield, IL 62704

Phone: (217) 718-4889

Fax: (217) 679-2076

E-mail: john.cameron@firstcareusa.com

Application Instructions: Email your resume, give us a call, or just stop by our office. Business hours: M-F 8am-5pm.

FULL TIME OR PART TIME EMPLOYMENT

Job ID: 1778904

School Job ID: OTA

Expires: 11/14/2009

Job Title: Occupational Therapy Assistant

Company: First Care Healthcare

Job Type: Full Time, Part Time

Degrees Wanted: Associates

Majors Wanted: Occupational Therapy Assistant

Location: Illinois

Job Description: DESCRIPTION Assists the occupational therapist in providing medically prescribed occupational therapy in the home environment under supervision of the licensed therapist and in accordance with the physician's plan of care and company policies. The COTA position coordinates therapy services with other health care team members to provide quality of care for FIRST CARE HEALTHCARE INC. patients. On-site supervision by a licensed occupational therapist to take place every four to six visits. DUTIES / RESPONSIBILITIES 1. Assist patients under direction of Occupational Therapist to maximize their potential in areas of self-care, meal time skills, and manipulation skills. 2. Carry out observations and assists OT in administering formal evaluations. 3. Maintain written reports and records on interventions. 4. Construct adaptive equipment, self-help devices as recommended by OT. 5. Participate in staffing meetings, annual reviews, patient/therapist conferences and make patient/therapist contacts as necessary; communicate with team members regarding the patient's programming. 6. Engage in public awareness activities. 7. Report any and all violations of rules and regulations to Supervisor/Coordinator. 8. Other duties as assigned.

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Phone: (217) 718-4889

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E-mail: john.cameron@firstcareusa.com

Application Instructions: Email your resume, give us a call, or just stop by our office. Office Hours: M-F 8am-5pm.

FULL TIME OR PART TIME EMPLOYMENT

Job ID: 1778934

School Job ID: LPN

Expires: 11/14/2009

Job Title: Licensed Practical Nurse (LPN)

Company: First Care Healthcare

Job Type: Full Time, Part Time

Degrees Wanted: License

Majors Wanted: Nursing

Location: Illinois

Job Description: LICENSED PRACTICAL NURSE (LPN) The Licensed Practical Nurse position supervises no staff. This position reports to the Supervising Nurse and is supervised by the Registered Nurse / Case Manager for each client case. **QUALIFICATION** The person will be a graduate of a nursing program and have been licensed to practice as a practical nurse under the direction of a registered professional nurse in the state of Illinois.

Contact: John Cameron

Address: 924 Clocktower Drive Suite B, Springfield, IL 62704

Phone: (217) 718-4889

Fax: (217) 679-2076

E-mail: john.cameron@firstcareusa.com

Application Instructions: Email your resume, give us a call, or just stop by our office. Office Hours: M-F 8am-5pm.

FULL TIME OR PART TIME EMPLOYMENT

Job ID: 1778944

School Job ID: RN

Expires: 11/14/2009

Job Title: Registered Nurse (RN)

Company: First Care Healthcare

Job Type: Full Time, Part Time

Degrees Wanted: Associates, Bachelors

Majors Wanted: Nursing

Location: Illinois

Job Description: Registered Nurse (RN) The Skilled Nurse position supervises LPN and Home Health Aides. This position reports to the Supervising Nurse. DESCRIPTION The Registered Nurse has clinical nursing knowledge, physical assessment, teaching and procedural skills. He/she has the ability to be directly responsible for assessing, planning, providing and documenting nursing care for a designated group of patients in accordance with the physician's plan of care and FIRST CARE HEALTHCARE INC.'s policies and procedures. The provisions of quality care is accomplished by implementing, supervising and coordinating services provided and utilizing division to LPN's, Home Health Aides and completes documentation effectively and timely.

Contact: John Cameron

Address: 924 Clocktower Drive Suite B, Springfield, IL 62704

Phone: (217) 718-4889

Fax: (217) 679-2076

E-mail: john.cameron@firstcareusa.com

Application Instructions: Email your resume, give us a call, or just stop by our office. Office Hours: M-F 8am-5pm.

FULL TIME OR PART TIME EMPLOYMENT

Job ID: 1781588

School Job ID: Sales Rep

Expires: 11/19/2009

Job Title: OUTSIDE SALES REP

Company: EntradaDirect

Job Type: Full Time, Part Time, Student Employment

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$3,500 - \$7,000

Job Description: OUTSIDE SALES WITH GROWING TELECOM COMPANY - Confident, friendly reps needed for in-home demos and sales of Xanadoo's residential Internet and phone services. Earn commissions of \$3500 - \$7000/month plus bonuses and incentives, working afternoons and Saturdays. Part-time or full-time. Commissions paid weekly. Some leads provided through outbound call center and customer referral programs; door-to-door work also required. Leadership advancement potential with EntradaDirect, a national sales organization specializing in customer acquisition for residential telecommunications services.

Contact: Paul Johnson

Address: 814 S 1050 W Suite #2, Payson, UT 84651

Phone: 801-372-6333

E-mail: careers@entrada1.com

Application Instructions: Send resume's to careers@entrada1.com

FULL TIME OR PART TIME EMPLOYMENT

Job ID: 1788500

School Job ID: Auburn Police

Expires: 11/20/2009

Job Title: Police Officer

Company: Law Enforcement Training Advisory Commission

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: The Auburn Police Department is seeking applications for a full-time police officer and a part-time dispatcher. Interested applicants should contact: Chief Bruce Centko Auburn Police Department 324 W. Jefferson Auburn, IL 62615217-438-3351 Deadline for applications is November 20, 2009

Contact: Ellen L. Petty

Address: 3171 Greenhead Drive Suite B, Springfield, IL 62711

Fax: 217-726-7833

Application Instructions: Interested applicants should contact: Chief Bruce Centko Auburn Police Department 324 W. Jefferson Auburn, IL 62615217-438-3351 Deadline for applications is November 20, 2009

Job ID: 1781101

School Job ID: all positions

Expires: 12/18/2009

Job Title: Mgr. Trainee, FT/PT Sales

Company: Tradehome Shoes

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Tradehome shoes, one of America's fastest growing and most exciting professional shoe companies, is now hiring for all positions, including manager trainee, full and part-time sales. We offer competitive pay along with one of the best benefit packages available. As a manager trainee, you will become involved with learning to run a store from top to bottom for the leading shoe retailer in the Midwest, and rapidly growing in all directions. Individuals who work hard and prove themselves will have outstanding opportunities for growth in Tradehome. In our full and part-time positions you will learn customer service and sales skills that have put Tradehome Shoes number one in the Midwest. We have flexible scheduling and awesome advancement opportunities in management.

Contact: Brett Barnes

Address: Manager, Tradehome Shoes White Oaks Mall, Springfield, IL 62704

Phone: 217-546-5962

Application Instructions: Apply in store or mail resume to address above.

FULL TIME EMPLOYMENT

Job ID: 1788507

School Job ID: Divernon Police

Expires: 11/13/2009

Job Title: Divernon Police Officer

Company: Law Enforcement Training Advisory Commission

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: DIVERNON POLICE DEPARTMENT SEEKING FULL TIME POLICE OFFICER Applications packets can be picked up at the front desk of the Divernon Village Hall 50 East Brown Divernon, IL. Deadline for application is November 13, 2009

Contact: Ellen L. Petty

Address: 3171 Greenhead Drive Suite B, Springfield, IL 62711

Fax: 217-726-7833

Application Instructions: Applications packets can be picked up at the front desk of the Divernon Village Hall 50 East Brown Divernon, IL. Deadline for application is November 13, 2009.

Job ID: 1781027

School Job ID: COTA1

Expires: 11/18/2009

Job Title: COTA

Company: Orthopedic Center of Illinois

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Occupational Therapy Assistant

Location: Illinois

Job Description: Under the direction of a licensed Occupational Therapist, provides and assists to provide rehabilitative needs in scope of occupational therapy for patients with neuro and musculoskeletal dysfunction and other medical diagnoses. Candidate assists in the design and implements appropriate patient treatment plan in order to achieve maximum functional potential.

Contact: Tulsi Srinivasan

Address: 1301 S. Koke Mill Rd, Springfield, IL 62711

Phone: 217-547-9131

E-mail: employment@orthocenter.net

Application Instructions: Send resume and cover letter to employment@orthocenter.net.

FULL TIME EMPLOYMENT

Job ID: 1785739

School Job ID: AccExec

Expires: 11/25/2009

Job Title: Account Executive--New Business Development

Company: WICD-TV

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: WICD ABC NewsChannel 15 is seeking an enthusiastic, highly motivated Account Executive to sell commercial advertising time to local businesses and advertising agencies. Your responsibilities will include: handle outside calls; prospect customers and lead generation; attract and close advertisers to sell products and services via TV; provide input on sales promotion ideas to sales management; retain current business and develop new business contacts; present marketing/advertising ideas to area businesses; sell commercial advertising time and other station products to local advertisers; attain budgeted revenue goals through effective solicitations, promotions and service; understand the business objectives and advertising strategies of clients and find ways to help them achieve their objectives through effective advertising.

Contact: Tonya Bliss

Address: 250 South Country Fair Drive, Champaign, IL 61821

Apply Online: <http://www.sbgnet.net>

Application Instructions: Candidates must apply online to be considered. Apply at www.sbgnet.net.

FULL TIME EMPLOYMENT

Job ID: 1785744

School Job ID: Photographer

Expires: 11/25/2009

Job Title: Photographer - Full Time

Company: WICD-TV

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: NewsChannel 15, WICD-TV in Champaign, IL is looking for a terrific video storyteller. The ideal candidate will be able to: * Shoot and edit news stories * Set up news live shots * Maintain vehicles and gear * Must have a solid knowledge of: * Beta and/or DVC-Pro equipment * ENG photography * Creating live shots * Videotape editing * AVID editing This position requires very flexible availability. May be required to work nights, weekends and/or Holidays. Also requires is a valid driver's license with an excellent driving record. If you shoot, edit, and love doing live shots, this is the job for you. Apply online at www.wicd15.com and send tape and resume to: Deena Reece WICD TV 2680 East Cook Street Springfield, IL 62703 No Phone Calls, faxes or E-mails please. WICD-TV/Sinclair Broadcast Group, Inc. is proud to be an equal opportunity employer and drug free workplace. All Applicants MUST apply on- No phone calls, faxes or emails please.

Contact: Tonya Bliss

Address: 250 S. Country Fair Dr., Champaign, IL 61821

Phone: 217-351-8500

Fax: 217-351-6056

Apply Online: <http://www.sbg.net>

Application Instructions: Apply online

FULL TIME EMPLOYMENT

Job ID: 1787746

School Job ID: Case Mgr.

Expires: 11/27/2009

Job Title: Case Manager

Company: TASC, Inc.

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Criminal Justice, Psychology, Sociology, Women's Studies

Location: Illinois

Salary: 25000-28000

Job Description: Assists women released from Lincoln Correctional Center with re-entry into the community. Provides support and referrals. Conduct homevisits in Central Illinois.

Contact: Lori Kolanowski

Address: 3 W. Old State Capitol Plaza Suite 8, Springfield, IL 62701

Fax: 217-544-0847

E-mail: lkolanowski@tasc-il.org

Application Instructions: No phone calls please, send resumes by fax or e-mail.

Job ID: 1788474

Expires: 11/28/2009

Job Title: Principal Consultant, Inventory # 1005

Company: Illinois State Board of Education

Job Type: Full Time

Degrees Wanted: Bachelors, Masters

Majors Wanted: Any Major

Location: Illinois

Salary: \$3,946

Job Description: Reporting to the Division Administrator of Educator Certification is responsible for the evaluation of applications for teacher, administrator, and school service personnel certificates and endorsements.

Contact: Illinois State Board of Education

Address: 100 North First Street, Springfield, IL 62777-0001

Phone: 217-782-6434

Apply Online: <http://www.isbe.net/hr/Default.htm>

Application Instructions: Name: Illinois State Board of Education Address: 100 North First Street Springfield, IL 62777-0001 Phone: 217-782-6434 Apply Online

FULL TIME EMPLOYMENT

Job ID: 1615746

School Job ID: OTAs

Expires: 01/07/2010

Job Title: Occupational Therapy Assistants

Company: Rosewood Therapy Services Inc.

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Occupational Therapy Assistant

Location: Illinois

Salary: neg+Bonus

Job Description: Rosewood Therapy Services Inc. We are currently adding positions at our facilities. COTA's - Full Time - Illinois Top Pay / Stability / Support New Grads are encouraged to apply! Illinois - (Peoria, Moline, Elgin, Rockford, Alton, Edwardsville, Inverness, Joliet, Swansea, Northbrook, St Charles, + more. Just as a picture is worth a thousand words, a visit to Rosewood Care Center will show you a clean, friendly and therapeutic environment that sets us apart from all others. Our hallmark is in the excellence of professional care administered with the utmost gentleness, dignity and respect. Everyone at Rosewood works together as a team which helps to not only improve functional capacity but even more importantly, accelerates recovery. Because of this, most of our admissions to Rosewood Care Center are able to return home safely. Our teamwork effort helps fulfill our philosophy of Get more than Good Nursing Care... Get Better! For more information, please contact Danny Christgau, Corporate Staffing Manager Toll free at 1-800-973-2619 E-mail: danc5@cox.net Positions also available in : California, Arizona, Utah, Washington, Hawaii, Indiana, Florida, Texas, Georgia, Ohio & more! Visit our open positions on line at : www.medjobworld.com Associate Degree plus Certification or Certification eligible. Licensed in the State of Illinois or Licensure eligible.

Contact: Danny Christgau

Address: unknown, Various, IL unknown

Phone: 1-800-973-2619

Apply Online: <http://info@medjobworld.com>

EMPLOYMENT AGENCIES

Agency	Phone Number (all 217 area code)
Adecco Employment Services www.adecco.com 3001 Springmill Drive Springfield, IL 62704	787-2333
Adecco Employment Services www.adecco.com 330 E. Morton Avenue Jacksonville, IL	479-0045
Alice Campbell Staffing www.acstaffing.com 2121 West White Oaks Drive, Suite D Springfield, IL 62704	793-5522
Express Employment Professionals www.expresspros.com 3000 Professional Drive Springfield, IL 62703	528-3000
Kelly Services www.kellyservices.com 3001 Montvale Drive, Suite B Springfield, IL 62704	793-1226

Agency	Phone Number
Labor Ready www.laborready.com 2427 Stevenson Dr. Springfield, IL 62703	744-7107
Manpower www.manpower.com 2719 W. Monroe Springfield, IL 62704	528-2323
Unique Personnel Consultants www.uniquepers.com 2501 Chatham Road, Suite 310 Springfield, IL 62704	787-9400

Internet Links

Job Search engines



<http://www.americasjobexchange.com>



<http://www.careerbuilder.com>

CentralIllinoisHelpWanted.com

<http://www.helpwantedspringfield.com>

City of

Springfield, Illinois

Home of President Abraham Lincoln

<http://www.springfield.il.us>



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

Craigslist

<http://www.craigslist.com>

Dice

The Career Hub for Tech Insiders™

<http://www.dice.com>

Got*A*Job.com

<http://www.gotajob.com>



<http://www.job.com>

Horace Mann

<http://www.horacemann.com>

THE ILLINOIS DEPARTMENT OF
EMPLOYMENT SECURITY

<http://www.ides.state.il.us>

<http://www.illinoisillnessmatch.com>



<http://www.indeed.com>

JOBcentral

<http://www.jobcentral.com>



Job Search Guide

from your local public library

<http://www.jobstar.org>



<http://www.jobweb.com>

LinkedIn®

www.linkedin.com

Memorial Medical Center

<https://www.memorialmedical.com/CareerCenter/>

monster

Your calling is calling™

<http://www.monster.com>

NATIONJOB

<http://www.nationjob.com>

Net-Temps

<http://www.net-temp.com>

Pathfinders
Follow your talent Reach your potential

<http://www.pathfinders.org>

simplyhired

job search made simple

<http://www.simplyhired.com>

Southern Illinois University
School of Medicine

<http://www.siumed.edu>

snagajob.com

THE #1 SOURCE FOR HOURLY EMPLOYMENT

<http://www.snagajob.com>

 **sj-r.com**

The State Journal-Register • Springfield, IL • The Oldest Newspaper In Illinois

<http://www.sj-r.com/classifieds>

St. John's Hospital

<http://www.st-johns.org/sjhcareers/>



<http://www.work.illinois.gov>



<http://www.hotjobs.yahoo.com>