

Please see the Education Job Postings below:

- Please be sure to examine each listing carefully
- Watch for application deadlines

Good luck with your search.

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Training Specialist		Date Posted: 11.16.2011
Salary: Not Specified	Location: Brookfield, IL	
Employer/Organization: Chicago Zoological Society	Type: Not Specified	
	Program: Business Education Psychology	
Requirements/ Qualifications:		
<p><i>Requirements:</i> Bachelor's degree in educational development and training, organizational psychology, business, or related field or the equivalent combination of training and experience required. Master's degree in instructional design, instructional technology or educational technology preferred by not required. Minimum 1-3 years of experience in a position with increasing responsibility in an instructional designer or comparable training professional role. A proven track record of working successfully and comfortable in diverse training roles (course designer/developer, instructor/facilitator, e-learning, training support and administration). Excellent verbal/platform presentation skills. Excellent written communication skills. Well organized with an eye for detail and accuracy. Able to work independently and a proven track record/ability to be flexible in creating effective learning solutions with internal customers. Proven track record in facilitating groups learning and development. Ability to interact professionally with a wide range of people and demonstrate cultural sensitivity by recognizing the needs of a diverse audience. Strong project management skills. Passion for and commitment to conservation, environmental sustainability and making a social impact highly preferred. Knowledge of the fundamental concepts, practices, and procedures used in all phases of instructional design and e-learning development. Computer literate. Proficiency in basic computer software (Intranet, email, work processing, spreadsheets, etc). Working knowledge of design and media development tools such as Illustrator, Photoshop, PowerPoint, Dreamweaver, Flash, Captivate, Premier, etc. required. Thorough understanding of the latest industry technology tools and trends in online education and instructional media. Experience with designing and developing highly interactive e-learning courseware using software such as RoboHelp, Articulate, Captivate, Trivantis, and/or Lectora, or comparable software required. Valid driver's license required for Illinois residents within 90 days of hire; valid out-of-state license required for out-of-state residents.</p>		

Experience and/or ability to interact effectively with a diverse, multicultural audience required. Spanish fluency a plus, but not required.

Job Description

Requisition ID# 938SD

This position contributes to the success of the Chicago Zoological Society by partnering with staff, business unit leaders, and the organization as a whole, to help facilitate change and increase organizational performance and employee engagement by designing, delivering, and coordinating high-quality learning experiences via instructor-led and on-line delivery of custom training.

Responsibilities: Assess, develop, deliver, and evaluate a broad spectrum of instructor-led, e-learning and blended learning training programs using proven adult learning and sound instructional design principles to increase organizational performance. Incorporates appropriate blended learning experience in instructor-led and e-learning training programs, including role plays, simulations, team exercises, interactions, group discussions, and lectures. Interfaces with business units and subject matter experts as necessary to complete the development of programs and ensure team collaboration and appropriate input from other departments. Performs training needs assessments with various business units to determine training objectives and determines developmental solutions and programs. Researches, designs, and develops training materials for classroom and computer-based training, incorporating input from business unit groups and subject matter experts and utilizing adult learning theory and instructional design principles. Makes recommendations for the best application of technology, in the design, development, delivery, and evaluation of training programs. Keeps abreast of the best industry technology tools and trends in online education and instructional media. Delivers and facilitates training sessions and webinars as needed. Evaluates the effectiveness of training programs and provides reports and data as needed. Manages projects for multiple, high-impact programs from start to finish under tight deadlines and limited budgets. With the Director of Staff Training and development and the Director of Creative Services, develops marketing and University branded materials consistent with CZS overall branding standards and protocols. Administers training programs, coordinates and administers training program registrations, communications, and maintains all training records, ensuring participant and employer compliance with stated objectives. Performs other related duties as assigned to assure successful achievement of training goals and objectives.

Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A

To Apply

If you would like to be considered for a current open position with Chicago Zoological Society, email your cover letter and resume noting the Full Position Title and Requisition ID# in the subject line to: greatjobs@czs.org.

Application Deadline: N/A

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Teacher Assistant		Date Posted: 11.16.2011
Salary: \$9.25 - \$13.47 per hour	Location: Not Specified	
Employer/Organization: Kennedy King College	Type: Part Time	
	Program: Education	
Requirements/ Qualifications: Associate's degree or equivalent credit hours in related field of study from an accredited college or university; or a Certificate in the related field of study with years of related experience. Work experience in a teaching environment preferred. Ability to promote cooperation between students and educational personnel; to carry out verbal and written instructions and to provide proper assistance to the instructor; to multitask and adapt to new tasks with little notice, to work with a diverse population; and to operate		

related tools and equipment of assigned class.

Job Description

Assists instructor in strengthening concepts presented in the classroom, laboratory or trade shop area. Assists instructor in supervising students in classroom/laboratory/trade shop area to ensure students are following class rules and safety procedures. Assists students in understanding the lesson plans and project objectives. Provides effective feedback to students. Prepares, maintains, distributes and collects equipment and other supply materials required to meet lesson objectives. Supervises the cleaning and trash removal from training/shop area. Works with the instructor to create a purposeful, orderly, and supportive learning environment. Informs the instructor of any problems promptly. Maintains student's attendance records and other records as required. Participates in weekly staff meetings, classroom team planning sessions and other meetings as scheduled. Adheres to policies and procedures established by the instructor. Performs other duties as assigned. All CCC employees are required to adhere to CCC Customer Service Excellence standards.

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

For consideration, all interested candidates, including current CCC employees, must submit their resumes, a legible copy of your college transcripts, if a degree is required (Unofficial transcripts initially accepted, official transcripts must be provided at a later day), and letters of interest in MS Word or PDF format by electronic mail only to: HR Administrator kkjobs@ccc.edu or www.ccc.edu

Application Deadline: November 17, 2011

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School Age Group Worker

Date Posted:

11.16.2011

Salary: \$11.00-\$13.00

Location: Chicago

Employer/Organization:

Type: Not Specified

Onward Neighborhood House

Program: Counseling | Education

Requirements/ Qualifications:

- AA/AS degree with 6 semester hours in child development or elementary education; BA preferred.
- A minimum of one year experience with school age children under qualified supervision required; two to three years preferred.
- Bilingual (English/Spanish/Ukrainian/Polish) preferred.

Hours: 30 hours per week (with some 8 hour days during the school year); during the summer months 40 hours per week

Job Description

Hourly Range: \$11.00-\$13.00 with good benefits (i.e., health, life and disability insurance, vacation, pension, etc.)

Contact: N/A

Phone: N/A

Email: gmalave@onwardhouse.org

Fax: N/A

Website: www.onwardhouse.org

To Apply

Application details: Please send cover letter and resume to Onward Neighborhood House is an Equal Opportunity Employer Accredited by NAEYC Application details: Please send cover letter and resume to Gladys Malave, Human Resources Director
Onward Neighborhood House
600 N. Leavitt Street
Chicago, Illinois 60612
Fax: (312) 666-6735

Application Deadline: N/A

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Family Care Coordinator		Date Posted: 11.16.2011
Salary: Not Specified	Location: Not Specified	
Employer/Organization: Rush Prenatal Center's Child and Family Connections	Type: Not Specified	
	Program: Education Counseling Psychology	
Requirements/ Qualifications: This position requires a Bachelors of Science degree in one of the following fields: Human Services Field - Early Childhood Special Education, Social Work or Psychology. MS degree in same fields preferred. Must meet requirements to obtain Illinois Dept of Human Services - Part C Early Intervention Services Coordination Credential. Completion of State - sponsored Service Coordinator, Systems Overview and Cornerstone training required - must obtain within 90 days of hire. Knowledge of the developmental, physical, psychosocial and cognitive development of children 0-3 years is preferred. Physically able to be active and travel with use of personal car required for home visits. (mileage reimbursed). Physically able to be active and travel with use of personal car. (mileage reimbursed)		
Job Description		
Full-Time Opportunities with Benefits The Family Care Coordinator with the Rush Prenatal Center's Child and Family Connections program assists in determining eligibility for designated services and enables families to receive their rights, procedural safeguards, and services that are authorized under the state's early intervention program. The Family Care Coordinator builds relationships that include providing information to families on the early intervention system in the state and local area, including their rights and availability of services. This position will assist families in identifying available service options, including the availability of advocacy services. Gathers all pertinent medical, developmental and social information for the child and family and coordinates the performance of evaluations and assessments in a timely manner. Interpersonal skills are integral to the position and the ability to coordinate activities with many disciplines toward one goal is essential. Good time management skills and the ability to work independently are required. The ability to work with different cultures and provide assistance to family with various barriers to care is essential.		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
Apply ONLINE at www.rush.edu		
Application Deadline: N/A		

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Note Taker		Date Posted: 11.16.2011
Salary: \$9.00 - \$13.18 per hour	Location: Not Specified	
Employer/Organization: Kennedy King College	Type: Part Time	
	Program: Education	
Requirements/ Qualifications: High school diploma, or equivalent, with a minimum of one year post secondary educational experience. Must possess an understanding of the basic issues pertinent to communication with students who have disabilities. Ability to take thorough and organized notes utilizing available technology from information presented verbally in classrooms. Must have legible hand writing, accurate spelling, use of acceptable grammar, and proficiency in use of computers. Must possess good organizational skills. Excellent written and verbal communication skills.		
Job Description		

Development jobs@ccc.edu or www.ccc.edu

Application Deadline: Saturday, December 31, 2011

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Volunteer Programs Coordinator

Date Posted:
11.1.2011

Salary: Not Specified

Location: Not Specified

Employer/Organization:

Type: Full Time

Museum of Science and Industry

Program: Education

Requirements/ Qualifications:

Bachelor's degree and experience in training others on new programs or concepts
Background in improv or science
Excellent writing, communication, and presentation skill.
Strong research and organizational skills
Proficient in Microsoft Office software, i.e., Excel, Power Point, Access, Outlook and Internet Explorer
Ability to work independently
High energy and strong interpersonal skills
Available for a rotating schedule based on 5-day week including weekends and occasional evening events

Job Description

The Volunteer Programs Coordinator will work with the Manager of Guest Facing Volunteer Programs to recruit, train and provide consistent coaching to the institution's guest facing volunteers. This position will also assist in the development and implementation of new volunteers programs that inspire children to achieve their full potential in the fields of science, technology, engineering and medicine. The Volunteer Programs Coordinator will also collaborate with Guest Facing Volunteer Captains in the creation of team communication and recognition efforts.

Facilitates new guest facing volunteer trainings

Assists in the training and floor coaching of guest facing volunteers

Assists in the training and mentoring of Guest Facing Team Captains

Generates monthly guest facing reports

Implement the yearly Teens Teach Tech program

Assists with the development and implementation of new guest facing volunteer programs

Assists Guest Facing Team Captain with the planning of team recognition events

Assist in training volunteer in the Museum's Mission, Ideology, Vision and Strategic priorities and our important guest focused culture

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

<http://www.msichicago.org/about-the-museum/jobs/opportunities/fulltime/volunteer-programs-coordinator/>

Application Deadline: N/A

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ECE Teacher

Date Posted:
11.1.2011

Salary: Not Specified

Location: Chicago, IL

Employer/Organization:

Type: Not Specified

YMCA

Program: Education

Requirements/ Qualifications:

Teacher Requirements: Bachelor's Degree or higher in CD/ECE or related field w/18 credit hours in ECE.
1-3 years of work experience with 3-5 year olds in child care or classroom setting. Must have first Aid,

CPR and a Food Service Sanitation certification, or the willingness to obtain it immediately.
 Assistant Teacher Requirements: AA in Child Development/ ECE, EIDE, EC Special Education; must have 1-3 years experience working in a child care program preferably with children 6 weeks - 5 years old. (this requirement may be fulfilled through a practicum or student teaching); excellent oral and written communication skills; must demonstrate basic reading, writing, and communication skills at a level consistent with entry into college training programs.

Job Description

Chicago employment@ymcachicago.org ECE Teacher CB025951 YMCA – Bilingual candidates needed! Include transcripts.
 YMCA hiring Early Childhood Education Teachers & Assistant Teachers. Multiple positions throughout the City of Chicago are available. Bi-lingual candidates in English and Spanish are encouraged to apply!

Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A

To Apply

Submit resume online at: <https://careers-ymcachicago.icims.com/jobs/intro> and also send transcripts to:
 Garfield YMCA
 7 North Homan AVE
 Chicago, IL 60624

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Application Deadline: N/A

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Admissions Specialist

Date Posted:
10.24.2011

Salary: Not Specified	Location: Not Specified
Employer/Organization: Rush University College of Nursing	Type: Part Time
	Program: Education Public Health

Requirements/ Qualifications:

Requirements include:
 Bachelor's degree
 Experience in an academic department or program
 Excellent working knowledge and experience with MS Office and Excel
 Excellent knowledge of social media and current educational marketing trends
 Ability to periodically travel out of state and overnight
 Ability to work occasional evenings and weekends
 Valid driver's license and own transportation

Job Description

Job Number: 2011-1515
 The Admissions Specialist, under the general supervision of the Associate Dean for Admissions and Recruitment, participates in recruitment, advising and admission activities with the purpose of meeting enrollment goals of the academic programs of the Rush University College of Nursing. Collaborate in the development of a yearly recruitment plan to meet college enrollment objectives. Develop and implement online and offline recruitment tactics appropriate to targeted enrollments and diversity goals. Track target enrollments and composition of current student body to measure alignment with college goals. Assist Program Director in program management. Retrieve reporting information, create and run reports, and use the communication management options in the student information system.

Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A

To Apply

Apply ONLINE at www.reshealth.org

Application Deadline: N/A

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Administrative Aide

Date Posted:
10.3.2011

Salary: Not Specified

Location: Chicago, IL

Employer/Organization:

Type: Full-time

YMCA of Metropolitan Chicago

Program: Education, Counseling, Business

Requirements/ Qualifications:

High school or equivalent plus specialized training/education experience; have related clerical skills and experience working in an office environment; must have excellent verbal, written, and computer skills; ability to work with a diverse group of individuals.

Job Description

Under the direct supervision of the Program Director, the Administrative Aide performs typing, clerical, medical, and dental tracking duties for the child care program.

Primary responsibilities: establish and maintain systems for filing, requisitions, check requests, bill payments, etc.; process all approved billings for medical/dental services, mental health, and disability service billings; assess the health status and special needs for children and their families including assisting with referrals and counseling services, in indicated; assess timely completion of medical and dental services to children; maintain accurate and confidential child care health/dental records and submits case records as directed; record and track medical/dental statistics and other reports as directed; handle routine typing, copying, and filing duties and maintain copies of all work completed; answer telephone and take messages accordingly; sort and distribute mail; other duties as assigned.

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

<http://www.indeed.com/viewjob?jk=ebe36677187cdddc&q=YMCA&l=chicago&tk=16afhmai006ag78r&from=ja&alid=326bd0f70f861499&jva=1>

Application Deadline: N/A

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Assistant Teacher

Date Posted:
10.3.2011

Salary: Not Specified

Location: N. Lawndale, IL

Employer/Organization:

Type: Full-time

YMCA of Metropolitan Chicago

Program: Education

Requirements/ Qualifications:

AA in Child Development/ ECE, EIDE, EC Special Education; must have 1-3 years experience working in a child care program preferably with children 6 weeks - 5 years old. (this requirement may be fulfilled through a practicum or student teaching); excellent oral and written communication skills; must demonstrate basic reading, writing, and communication skills at a level consistent with entry into college training programs.

Job Description

Under the direct supervision of the Child Care Site Director, the Assistant Teacher assists the Teacher to provide a safe, structure, and nurturing learning environment for each enrolled child.

Primary responsibilities: Assist the Teacher to plan and implement developmentally and educationally appropriate experiences for children based upon individual and group needs, within the guidelines of the

identified curriculum; assist in the evaluation and reporting on each child's progress through observation recordings, early childhood screenings, and developmental assessments; assist in the maintenance of educational records on each child as required; assist in implementing activities and modeling behavior that is reflective of N.A.E.Y.C. and Head Start performance standards; encourage and support parent development through classroom volunteerism, home centered activities, home visits, parent/teacher conferences, and participation in parent development activities and meetings; observe and respect issues of confidentiality, ethics and best practices of the Early Childhood profession, and mandatory reporting guidelines of the Abuse and Neglect Child Reporting Act; maintain required program records in conformance with YMCA procedures, funding source and program performance standards, and applicable licensing and accreditation standards.

Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
http://www.indeed.com/viewjob?jk=b67fabdee22ceb8e&q=YMCA&l=chicago&tk=16afhmai006ag78r&from=ja&alid=326bd0f70f861499&jva=1	
Application Deadline: N/A	

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College President		Date Posted: 9.16.2011
Salary: Not Specified	Location: Chicago	
Employer/Organization: Kennedy King College	Type: Full Time	
	Program: Education	
Requirements/ Qualifications: A Master's degree from an accredited institution is required; an earned Doctorate degree from an accredited institution is preferred. Candidate should possess a proven track record of quantifiable results in either an academic institution or organization of similar scope and complexity. An understanding of the global dimensions of the economy and the role of community colleges in meeting contemporary educational and training needs. Ability to provide effective leadership for the College overall, the College's academic programs and the accreditation process. An understanding of the importance of technology as it relates to innovative instructional techniques, and workforce development needs. Demonstrated ability in formulating policy, and developing and implementing new strategies and procedures which support the mission and the role of the College. Ability to develop financial plans and manage resources. Ability to analyze and interpret financial data. Professional written and verbal communication and interpersonal skills. Ability to communicate and interact with officials at all levels and to work effectively with a wide range of constituencies in a diverse community. Ability to motivate teams and simultaneously manage several projects.		
Job Description		
CCC currently seeks to fill a College President position. The President, is the chief executive of the College and is responsible for ensuring that the academic, fiscal and operational activities are conducted in alignment with the strategic plan and priorities of the District. Performs other duties as assigned. All CCC employees are required to adhere to CCC Customer Service Excellence standards.		
Contact: N/A		
Phone: N/A	Email: jobs@ccc.edu	
Fax: N/A	Website: www.ccc.edu	
To Apply		
Position will be posted until filled. For consideration, all interested candidates, including current CCC employees, must submit their resumes, a legible copy of your college transcripts, if a degree is required (Unofficial transcripts initially accepted, official transcripts must be provided at a later day), and letters of interest in MS Word format by electronic mail only to: Vice Chancellor Human Resources & Staff		

Development jobs@ccc.edu or www.ccc.edu

Application Deadline: December 31, 2011

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Corrections Vocational Instructor

Date Posted:
9.9.2011

Salary: \$4,173.00 - \$5,602.00 monthly

Location: St. Charles, IL

Employer/Organization:

Type: Full-Time

IL Department of Juvenile Justice

Program: Education & Criminal Justice

Requirements/ Qualifications:

Requires two (2) years of practical journeyman experience in the Computer Applications area; requires extensive knowledge of the practices, methods, tools and materials of the Computer Applications area; requires ability to maintain disciplines, safety, and an effective learning environment, requires ability to use the tools, materials and equipment associated with the Computer Applications area and instruct others in their proper and skillful use. Position number: 09879-27-10-409- 11-03

Job Description

Description of Duties/Essential Functions Benefits Supplemental Questions Under general Supervision of the Educational Facility Admin. (PSA), provides systematic courses of instruction (beginning, intermediate and advanced) in a multitude of subject areas utilizing the computer-based education system; utilizes diagnostic test instruments to determine individual student's abilities and needs; assigns each student computer lesson plans designed to meet their educational goals; completes and forwards necessary reports for compliance and recognition; provides developmental, corrective and supportive guidance.

Contact: N/A

Phone: N/A

Email: Work4Illinois@Illinois.gov

Fax: N/A

Website: N/A

To Apply

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

Application Deadline: N/A

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Administrative Assistant 1

Date Posted:
9.2.2011

Salary: Not Specified

Location: Not Specified

Employer/Organization:

Type: Part-time

Rush University

Program: Education & Business

Requirements/ Qualifications:

Associate's degree preferred and 2 years minimum experience in a higher education setting (such as a registrar's office, student services, enrollment management) preferred. Proficiency in Microsoft Office applications, specifically Excel, Word, and Access; ability to interact comfortably and appropriately with all students and university personnel seeking assistance from the Office of the Registrar; customer-service orientation and philosophy to support and interpret student inquiries and needs; team oriented individual necessary to provide support in a seasonally busy, small-staffed office. Discretion is vital as most information and data handled is of confidential nature. E-mail is a primary method of contact with students, and thus good e-mail "etiquette" is required. Ability to work on multiple projects simultaneously. Must be comfortable with not completing tasks in a linear fashion. Excellent interpersonal skills, including the ability to defuse confrontational incidents. Must

enjoy working with students and faculty.

Job Description

Under the direction of the Office of the Registrar's management team, this position serves as a Student Records Specialist focusing on the responsibilities listed below. All staff members in the Office of the Registrar are involved in the activities surrounding the annual commencement ceremony, including being required to work the weekend of Commencement. The successful candidate must exemplify the Rush mission, vision and values and acts in accordance with Rush policies and procedures. Along with other peer staff, performs basic reception duties such as answering telephone inquiries, and addressing in-person visitors. Assists other Student Services offices with phone/office coverage on an as-needed basis. In the absence of the Registration Coordinator, answers questions for students and faculty regarding registration, add/drop, grading, etc. In the absence of the Coordinator of University Scheduling, schedules classrooms for university-related use. In the absence of the Credentials Coordinators, processes degree verifications and licensing paperwork for Rush University alumni. Completes other duties as assigned by the management team.

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

Apply at www.rush.edu

Application Deadline: N/A

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Clinical Psychologists/Consultants

Date Posted:

8.16.2011

Salary: Not Specified

Location: N/A

Employer/Organization:

Alexis Lybrook Taubert, Ph.D, Ltd.

Type: Not Specified

Requirements/ Qualifications:

Bilingual, African-American and multicultural consultants are preferred due to the need for the consultants to reflect the population and to be able to communicate in the language of the parents/children being served. (i.e. Spanish or other non-English languages).

This opportunity represents flexible hours and the hourly fee is based on years of education and experience with a minimum of \$25 per hour.

Job Description

Looking for graduate students or graduates in Psychology, Social Work or Early Childhood education or related field to provide Mental Health Consultation services on hourly contractual basis to Head Start and Early Head Start Programs (for children ages 0-5). Services include: Teacher and Parent Training workshops, General Classroom Observations, Individual Observations; Parent Consultation and Crisis Counseling, under the supervision of Dr. Taubert, as per the guidelines of Chicago Family Support Services.

In addition, as a part of another contract for Community Support Services (curriculum based mental health training on therapy objectives at home, school and/or in the community) with children/adolescents in Behavioral Health and Clinical Services program may also be provided.

Contact: Dr. Taubert

Phone: 773-227-7597

Email: ataubert@ameritech.net

Fax: N/A

Website: N/A

To Apply

If interested, please call Dr. Taubert at 773-227-7597 or email to ataubert@ameritech.net.

Application Deadline: N/A

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