



**Internships/Part Time/Full  
Time Non-Degree Job  
Vacancies  
For: MAY 2005**

**UNIVERSITY OF ST. FRANCIS**

Career Development Center  
(815) 740-3365 E-mail: [careerdev@stfrancis.edu](mailto:careerdev@stfrancis.edu)  
Web site: <http://stfrancis.edu/cardev>

<p><b>CAMBRIDGE EDUCATIONAL SERVICES</b> 2720 S River Rd. Suite 36 Des Plaines, Il. 60018 Please send letters and resumes to: Kathy Waldherr Human Resources Director Fax : 847-299-2933 <a href="mailto:walder@comcast.net">walder@comcast.net</a> <a href="http://www.cambridge.com">www.cambridge.com</a></p>	<p>Cambridge is seeking applicants for a position in our <b>marketing and sales departments</b>. Support/Maintain existing business, distribute press releases, coordinate direct mail campaigns, coordinate trade shows, manage newsletter and brochure development, coordinate e-commerce from our website, and meet key educators to sell our educational products and services. The ideal candidates are bright, outgoing multi-taskers. This position may include flexible work hours the opportunity for internship credit and potential for advancement in this fast-paced, high-growth company.</p>
<p><b>CAMBRIDGE EDUCATIONAL SERVICES</b> 2720 S River Rd. Suite 36 Des Plaines, Il. 60018 Please send letters and resumes to: Kathy Waldherr Human Resources Director Fax : 847-299-2933 <a href="mailto:walder@comcast.net">walder@comcast.net</a> <a href="http://www.cambridge.com">www.cambridge.com</a></p>	<p>Cambridge is seeking applicants for a <b>summer internship in our Accounting Department</b>. In this internship, the student will support the accounting manager with various cost-analysis projects, accounts payable, and vendor and customer support services. The Ideal candidate will be a bright, outgoing multi-tasker who has completed basic accounting coursework.</p>
<p><b>HARRAHS</b> Joliet casino Hotel Interested candidates should apply online at: <a href="http://www.harrahs.com">www.harrahs.com</a> or apply in person at Harrah's employment center(151 N. Joliet St. Joliet, Il. 60432) Mon. or Tues. between the hours of 9 &amp; 3</p>	<p><b>Valet Parker Part Time and Full Time</b> Receives vehicle from guest and parks vehicle. Retrieves car from parking area and returns keys to guest. High School Diploma, Operational valid driver's license with a clean driving record. Be able to drive a stick shift.</p>
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<p><b>HARRAHS</b> Joliet casino Hotel Interested candidates should apply online at: <a href="http://www.harrahs.com">www.harrahs.com</a></p>	<p><b>Server Full and part time</b> Creates and ensures a fun and exciting environment where the execution of fast and flawless service is paramount.</p>

<p>or apply in person at Harrah's employment center(151 N. Joliet St. Joliet, Il. 60432) Mon. or Tues. between the hours of 9 &amp; 3</p>	<p>High school diploma or equivalent required</p>
<p><b>HARRAHS</b> Joliet casino Hotel Interested candidates should apply online at: <a href="http://www.harrah.com">www.harrah.com</a> or apply in person at Harrah's employment center(151 N. Joliet St. Joliet, Il. 60432) Mon. or Tues. between the hours of 9 &amp; 3</p>	<p><b>Part time Retail cashier</b> Immediately welcomes guests and assists customers in purchasing merchandise. Performs cashier functions. High school diploma or equivalent is required. Previous cashiering and customer service.</p>
<p><b>HARRAHS</b> Joliet casino Hotel Interested candidates should apply online at: <a href="http://www.harrah.com">www.harrah.com</a> or apply in person at Harrah's employment center(151 N. Joliet St. Joliet, Il. 60432) Mon. or Tues. between the hours of 9 &amp; 3</p>	<p><b>Bell person Full Time</b> Acknowledges and greets each guest with enthusiasm and prescribed terminology immediately upon the guest's arrival. Creates an excitement through guest interaction and conversation. Executes four-star service by accurately transporting guests luggage to the room assigned after the registration process is completed. Assist guests with room changes and maintains room key security. Follows and ensures compliance with all established safety and security guidelines. High school diploma or equivalent required. Prior experience in a hotel or customer service environment preferred.</p>
<p><b>PETERSON MANUFACTURING MARKETING INTERNSHIP</b> Contact information: Fax your resume to 815-436-2863 Jennifer Virgl Human Resources 815-436-9201 ext. 132 Cell : 815-383-4325</p>	<p>Local Plainfield co. which considers our main product line as structural steel racks. However, we also are looking to find new accounts for contact manufacturing (steel fabrication). The person in this position will use methods for finding and delivering new accounts including internet advertising bulk direct mail and e-mail telemarketing and limited ads in other media outlets. Requires: Sales and marketing skills. 30-40 hours per week. UNPAID HOWEVER COMMISSION MAY BE AVAILABLE.</p>
<p><b>AMERICORPS</b> You may apply to become an americorps member online through a national website, <a href="http://www.americorps.org">www.americorps.org</a> . It is free and easy to register. You will need to identify that you are applying for the American Red Cross Safe Families Program (which can be done by entering in the program ID 94ASCIL0140101-0 or by searching by program name.) Your online application will be sent directly to a program staff person who will contact you for more information or to set up an interview. For more information please contact Matthew Baetke by phone at 312-729-6120 or by e-mailing at <a href="mailto:baetkem@usa.redcross.org">baetkem@usa.redcross.org</a></p>	<p>Position Title: Americorps Member 05/11/05 Start date: 9/1/05 End date: 8/31/06 Positions available in the following locations: Alton, Arlington Heights, Chicago, Decatur, Fairview Heights, Hillside, Kewanee, Moline, Peoria, Quincy, Rockford, Romeoville. Teach and help coordinate American Red Cross health, safety, and disaster education courses in the community. Develops community capacity to meet needs for red cross courses. Provide regular reports and analysis and facilitates local evaluation of the program. Will teach the following: First aid/CPR, HIV/AIDS Education, Community Disaster Education, Baby sitter's Training, Kids safety classes, Together we prepare, Family Care giving. Conduct needs assessment and develops events to</p>

	<p>assist in providing health, safety and disaster education to underserved population.  Recruit, Train, develop; assist in coordinating safety and health volunteer instructors with emphasis on increasing diversity and providing service in underserved areas. Establish and maintain relationships in area.  Work Requirements: High School Diploma or equivalent . Become a Red Cross Member within 60days. Must be willing to teach classes evenings and weekends.  As a fulltime member you earn a stipend of 10,600, an education award of 4,725, health insurance, and childcare. The education award may be used to pay for future schooling or to repay students loans.</p>
<p><b>1st Choice May 13-2005</b></p> <p>If you are interested in the above opening, please apply at:  2020 W. Jefferson St.  Marycrest Shopping Center /Joliet  Fax (815) 741-0402</p>	<p><b>Loan Processor Needed</b></p> <p>Joliet company needs a loan processor for 30-90 Day assignment. Will also be answering phones &amp; Performing general clerical duties.  Job Requirements:  -3-5 years loan processing experience  -clerical experience  -Word &amp; Excel knowledge- this will be tested  - solid, verifiable work history</p>
<p><b>SEARS</b>  Fox Valley Center  Aurora, Il. 60505  <a href="http://www.sears.com/apply">www.sears.com/apply</a></p>	<p><b>Full time and Part time 5/16/05</b>  Automotive customer service advisor, Cashier, Consultative selling Associates, Mechanic/Technical (Automotive Technician) Full Time, Soft lines Merchandising Lead Full Time, Tire and Battery Installer Full Time.</p>
<p><b>Pridestaff</b></p> <p>Call 815-730-3762 for an appointment  Fax Resume 815-730-3763  Apply online <a href="http://www.pridestaff.com/joliet">www.pridestaff.com/joliet</a></p>	<p><b>Packers:</b> \$8+ 2<sup>nd</sup> and 3<sup>rd</sup> shifts in Romeoville  <b>Forklift Operator:</b> \$10+ 2<sup>nd</sup> and 3<sup>rd</sup> shifts in Joliet &amp; Elwood  <b>General Labor:</b> \$8+ All Shifts in Joliet and surrounding areas  <b>Assembly:</b> \$9+ 1<sup>st</sup> shift in Tinley Park  <b>Machine Operators:</b> \$10+ 3<sup>rd</sup> shift in Romeoville  *All light industrial candidates must have at least 6 months experience.  *Background check and/or drug test may be required for employment.</p>
<p><b>Cambridge Educational Services</b></p> <p>If you are interested in any of these internships, please email or fax a resume (including current GPA and SAT or ACT score) and cover letter outlining your work experience, goals, and desired schedule to:</p> <p>Kathy Waldherr  Human Resources Director  Cambridge Educational Services</p>	<p><b>Accounting Internship:</b> In this internship, the student will support the accounting manager with various cost-analysis projects, accounts payable, and vendor and customer support services. The ideal candidate will be bright, outgoing multi-tasker who has completed basic accounting coursework.</p> <p><b>Marketing and Sales Internship:</b> Support/maintain existing business, distribute press releases, coordinate direct mail campaigns, coordinate trade shows, manage newsletter and brochure</p>

<p>2720 S. River Road, Suite 36 Des Plaines, IL 60018</p> <p>Fax: 847-299-2933 <a href="mailto:Waldherr@comcast.net">Waldherr@comcast.net</a> <a href="http://www.CambridgeEd.com">www.CambridgeEd.com</a></p>	<p>development, coordinate e-commerce from our website, and meet key educators to sell our educational products and services. The ideal candidates are bright, outgoing multi-taskers. Sales and marketing experience is preferred.</p> <p><b>Graphics/Design Internship:</b> Seeking applicants for an internship in our Publishing Department. In this internship, the student will work with the Publishing Director to coordinate the graphical overhaul of all of our textbooks. The ideal candidate will be a creative individual with an eye for visual expression. Related coursework is preferred. The ideal candidate will have experience with Adobe InDesign, Illustrator, and Photoshop, Microsoft Word and Excel. This is a <b>paid internship</b>.</p> <p><b>Communications Internship:</b> Job duties include: Supporting the Communications Coordinator by assisting in the creation of catalogs and direct mail pieces; Serving as a member of our in-house publishing department as a graphic designer responsible for the look and feel of each book; Maintaining the company web site; Aiding in the creation and coordination of email marketing messages; Assisting in marketing research. Classes in marketing, communications, graphic design, or related field are preferred. Applicant should know Adobe InDesign, Illustrator, and Photoshop, Microsoft Word and Excel, and have a good understanding of HTML coding. The ideal candidate is a bright problem solver and quick learner. This is a salaried, full time position and includes benefits, travel opportunities, and potential for advancement in this fast-paced, high growth company.</p> <p><b>Accounting Assistant:</b> Seeking applicants for a summer internship in our Accounting Department. In this internship, the student will support the accounting manager with various cost-analysis projects, accounts payable, and vendor and customer support services. The ideal candidate will be a bright, outgoing multi-tasker who has completed basic accounting course work.</p>
<p><b>Joliet Area Historical Museum May 27-2005</b></p> <p>Susan English Executive Director 204 N. Ottawa ST. Joliet, Illinois 60432 815 723-5201 ext.222 <a href="http://www.jolietmuseum.org">www.jolietmuseum.org</a> Fax cover letter and resume to JAHM 815 723-9039</p>	<p><b>Weekend Staff Assistant</b></p> <p>Museum seeks dependable person to assist staff on weekends. Serve as primary administrative and operational contact to the public. Conduct educational programming, assist gift shop manager, oversee volunteer staff, and other tasks as assigned. Requires Bachelor's Degree in history, education or related field preferred. Must have experience dealing with the public, teaching experience preferred.</p>

	Computer literate. Must work well with people of all ages, exercise good judgment, have good organizational and communication skills and be flexible. 12 hours per week.
<b>GAYLE McCLOSKEY</b> gaylemccloskey@pol.net	Nursing student job May 31, 2005 Assisting the doctors, taking patient histories, rooming patients, assisting in surgical procedures for biopsies, skin surgeries, assisting with cosmetic surgeries including botox, collagen, restlline, laser surgery for acne, hair removal, wrinkles, tattoo removal. No prior experience necessary, will train in everything. Hours very flexible, evening and weekend hours also. Work as much or as little as you would like, so there is no specific requirements.
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