UIC UNIVERSITY OF ILLINOIS AT CHICAGO

DIVISION OF SPECIALIZED CARE FOR CHILDREN

Customer Service Assistant

The University of Illinois at Chicago, Division of Specialized Care for Children has an opening for a Customer Service Assistant in our Olney Regional Office, 1102A South West Street, Olney, IL 62450.

Minimum Qualifications for Customer Service Assistant:

1. High school graduate or equivalent,
2. 18 months responsible work experience in customer service, public relations, office administration, business and financial operations, healthcare administration or college course as measured by the following table;
   30 semester hours equals 1 year (12months)
   60 semester hours equals 2 years (24 months)

Additional information about DSCC and instructions to apply can be found at: http://dscc.uic.edu/who-we-are/employment-opportunities/. For additional information, please contact Brenda Solomon at 800-322-3722 or bsolomon@uic.edu.

UIC is an EOE/AA/M/F/Disabled/Veteran