



**Job title:** Associate

**Location:** Downers Grove, 100 yards from Belmont Train Station

**Type:** Part-time / Full-time

**Salary:** Starting at \$8.25/hour

**The Company:**

At AutonomyWorks, we believe in the unique talents and abilities of individuals with autism and others with similar abilities to deliver high-quality, cost-competitive business Process Execution services to companies of all sizes.

**The Opportunity:**

As an Associate, you play a critical role in helping the company scale and succeed by delivering quality work to our clients. Working on computers, Associates follow detailed instructions to produce reports, powerpoint presentations and other deliverables using our proprietary tools and software. Successful Associates are those with: computer skills, attention to detail, the ability to follow step by step written directions and the maturity required to work in a professional setting.

**Position Specifics:**

All Associates work a minimum, 4 hour shift, one to five days each week

- Associates may work between 12-38 hours per week
- Schedules are determined weekly, based on the individual and needs of the business

**Skills and Knowledge:**

- **Technology**
  - Comfort and familiarity with computer functionality (using a keyboard and mouse, ability to navigate computer interface, ability to access and store files)
  - Regular use of Microsoft Software (Excel, Word, Powerpoint, etc.)
  - Familiarity with web-based tools (browsing the internet, playing games online, using Google or other tools to search) and use of email
  - Ability and willingness to learn new technology-based concepts
- **Communication**
  - Responds to Supervisors and peers effectively
  - Able to manage emotions without disrupting tasks or peers
  - Ability to articulate questions and ask for clarification when necessary
  - Ability to recognize and communicate issues in client work and processes



**AutonomyWorks**

- **Professional Skills**

- Ability to advocate for help when needed
- Able to sit for long periods of time and maintain focus independently while doing repetitive tasks
- Able to respond to change
- Shows a willingness to work, learn new skills and do quality work
- Able to work and function independently
- Able to learn new tasks, procedures and processes
- Helps, respects and supports others
- Shares knowledge to help others learn and grow

- **Produces Quality Work**

- Meets appropriate benchmarks for productivity
- Meets appropriate benchmarks for accuracy

**Qualifications and Experience:**

- High School diploma or advanced degree
- Regular use of computers, including 1 or more Microsoft Products, email, web browsers
- Some prior work experience preferred
- Demonstrate social maturity, aptitude to work independently and desire to acquire new skills.

*AutonomyWorks is an Equal Opportunity Employer that values the strength diversity brings to our workplace.*