

*Mark-up*

## Student sibling employment available at Placement Center

By J. Dana Haynes  
Of The Print

Since the beginning of civilization as we know it, students have searched valiantly for their own Holy Grail: employment. Schedule problems, time allotted for homework and extracurricular activities all make gainful work hard to come by, not only for the college-level student, but high school aces as well.

The College's Placement Center was designed to help. Not only can part-and full-time work be found for students, but two lesser known services are provided by the center: summer work and help for younger siblings or children.

Kate Ellis, placement specialist, explains, "We're here to make information available to students at the College who have younger brothers and sisters, or sons and daughters. We have a lot of trouble finding work for that age group. If we can't help them directly, sometimes we can help indirectly."

Ellis and Placement Officer, Marv Thornley keep two bulletin boards on the walls of the Community Center office, with 3x5 cards, listing part-time, full-time and temporary work in the Metro area. The cards explain what is required, who should apply and how much each job will pay.

"We don't just rely on the jobs on the board," Ellis said, "but try to check into the needs of the person."

The boards are not the sole source of employment. "I don't think I've ever said 'Gee, that's all we have'," Ellis said. "We often don't have jobs, but we can direct a student to so-

meone who might."

These are several sources of information on jobs that younger students should know about, and various procedures which come in handy. These include:

### Social Security Numbers:

In order to have a work permit, one must first have a Social Security number. To apply for one, proof of age and identity are required. The nearest Social Security office to the campus is located at 4005 S.E. Naef Rd., Milwaukie.

### Hire a Teen:

This is a referral service for 14 and 15 year olds in the Tri-City area. They can be contacted anytime between June 10 and August 28. 657-2467, or 657-2409.

### CETA Summer Youth Program:

This agency can help only if one is eligible (i.e.: low income or handicapped), and aged 14 to 21. 635-4591.

### Enterprise-Courier:

This Oregon City daily newspaper will run a 15-word plea-for-employment ad, free of charge, for five consecutive days. Anyone interested should contact the E-C anytime after June 1. The ad can be renewed indefinitely.

### Oregon State Employment Service:

The Employment Service has listings of jobs in the greater Metro area for people ages 16

and up. To see the listings, one must apply in person at 506 High St. in Oregon City.

Kate Ellis pointed out that other sources of information include the obvious: classified ads, yellow pages, and that old favorite, hitting the streets.

"The better equipped, more prepared you are, the better your chances," said Ellis. "Keep a log of who you talk to, the date, the time, and when you should call back. Then do call at that time, and explain that you've called before, and who you talked to. In other words, sound prepared."

Most younger people are inadequately informed about job hunting, explained Ellis. "I'm working with one young man who's 14. It's a tough age to find work, but I helped him create a resume. He listed his activities, sports, etc. It should help him find work."

Another lesser known fact is that many employed teenagers can increase their take-home pay by simply claiming exempt status on their W-4 tax forms. If a dependant's anticipated yearly income is below the taxability level (\$3,300 per year, as of 1980), then he or she should list "exempt."

Of course, the Placement Center should not be overlooked when hunting for work. Said Kate, "We're here, we do have jobs. We've just sent out 250 letters to employers in the area, telling them that we have students looking for part-time and full-time work."

"I think we do fairly well," said Ellis, "It's hard to say what percentage of people who come through our office we find employment for, but we place a lot of people."



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## Town Center job placement course labeled successful

Based on the results of a recent pre-employment training program for Clackamas Town Center retailers, Marni Haley has deemed the College programs a success.

Beginning in mid-January, the College's Employee and Management Development office (EMD) began a series of one-week training courses to coincide with the March opening of the 96 Town Center stores. More than 400 persons enrolled in the class.

"Sixty percent of the trainees who sought employment were hired," reported EMD specialist Marni Haley. "At the start of the classes, a number of retailers were skeptical, But

after the first graduates started applying for jobs, stores began contacting us for more applicants."

"The program was very beneficial to us," commented Dana Zinc, Ward's personnel manager. "People completing the training had a basic idea of what to expect in retail sales, which may help us keep our turnover rate low."

Sherry Jones, Town Center marketing manager, has already suggested the class be repeated twice a year for peak season hiring.

"The project was successful for us," Haley observed, "because it made the business

community aware of how quickly we (EMD) can respond to a need once it has been identified."

Other EMD training programs have included the supervisory training program for Safeway employees, a series of seminars on basic human relations, oral communication, stress management, labor and management relations and conflict management.

EMD offers Tektronix employees the first two years of a six-year management training program.

Training programs planned for the future include a series of courses for school custodians.

