

RECEPTIONIST

Responsible for initial contact with clients and general public, plus a variety of clerical tasks. Requires ability to communicate effectively and work well w/others, work under pressure, organize and prioritize work, assist with typing/clerical tasks as needed and be familiar w/computer data entry. Minimal qualifications: 2 yrs. work exper. as receptionist w/1 yr. in Health Care setting, computer exper. preferred. Starting salary \$9,375 - \$1,196 w/excel. benefits. Send resume to

John Rift, Business Manager
Mt. Hood Community
Mental Health Center
620 NE 2nd
Gresham, OR 97030
by 5 p.m., November 13, 1984
*An Affirmative Action/
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SECRETARY

Administrative Secretary - Assessment and Evaluation Program. Qualifications: 3 years secretarial experience including administrative responsibilities; 60 wpm typing, training and experience on word processing equipment in manuscript and report formatting; experience maintaining accurate records documenting services provided; exc spelling, grammar and punctuation skills; strong interpersonal skills; ability to organize work and set priorities while working alone and with others. Starting salary: \$12,930-\$13,500 depending on background. Letters of application and resumes must be received in the personnel office, by 5 pm, November 13, 1984. In letter of application, indicate that you are applying for the Assessment and Evaluation program. Apply to:

NW Regional Educational Lab.
300 SW 6th
Portland, OR 97204
Equal Opportunity Employer

MENTAL HEALTH

Residential Counselor to provide nurturing supervision in coed group home with adolescents. 2 1/2-day live-in shift. \$9,100 annual salary plus benefits. Call A. Weisbard or J. Koehn at Janis Youth Programs 233-6090

EDUCATION

Research Associate, Research on Evaluation Program. Qualifications: Doctoral degree in education, psychology, sociology, or related social science discipline with emphasis on methodology of educational research and knowledge of use of microcomputers in evaluation and education; broad methodological background (education and training in measurement, statistics, study design and data analysis using computers; experience in conducting field research and evaluative studies; excellent conceptual, organizational and writing skills; high interpersonal skills requisite to working with diverse educational groups; experience with use of cost analysis methods desirable; experience working with state and local education agency evaluation unit personnel and management; experience as staff member and local or state education agency desirable; ability to travel. Starting salary: \$27,571-\$29,500 depending on background. Resumes and letters of application must be received in the personnel office by 5 pm, November 26, 1984. In letter of application, indicate that you are applying for the Research Associate position. Additional information available from the personnel office. Apply to:

Personnel Office
NW Regional Educational Lab.
300 SW 6th
Portland, OR 97204
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SALES**

The *Portland Observer* needs professional salespersons to handle accounts already established as well as new accounts. Applicant must have good written and communication skills. Please send letter of application and resume to:

Portland Observer

Advertising Manager

P.O. Box 3137

Portland, OR 97208

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SECRETARY**30 HOURS PER WEEK**

Dissemination Services Program
Qualifications: 3 yrs. secretarial experience or graduation from 2-year business college; 60 wpm typing; Wang word processing experience preferred; ability to prioritize multiple assignments and work efficiently; experience in establishing and maintaining filing systems; excellent spelling, grammar, punctuation and proofreading skills; ability to work with a variety of people. Starting salary \$11,649 - \$12,000 per annum (\$9,319 to \$9,600 prorated for 30 hours per week) depending on training and experience. Letters of application and resumes must be received in the personnel office by 5 pm, November 14, 1984. In letter of application, please state that you are applying for the part-time secretarial position. Apply to:

Personnel Office
NW Regional Educational Lab.
300 SW 6th
Portland, OR 97204
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JOBS**Jobs**

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