

**Jobs****Classifieds****Jobs****Classifieds****EDUCATION**

**Director of Curriculum  
Portland Public Schools  
Portland, Oregon**

Reporting to the superintendent, the individual will direct the instructional program in the NW's largest, most progressive school district. Successful candidate will have a Master's (Doctorate desirable) in curriculum or supervision, and experience (urban schools preferred) in directing curriculum development. Salary to be determined based on experience, preparation. Send applications or inquiries to:

**Aletha Chavis, Director of Personnel**  
Portland Public Schools  
P.O. Box 3107  
Portland, OR 97208  
or call Mrs. Chavis, 249-2000 ext. 557  
Application deadline 5 p.m., May 31, 1985  
*Equal Opportunity Employer*

**INTERNAL AUDITS**

**Supervisor A**

**\$2,114 - \$2,698 Monthly**

This position is with the Oregon Department of Transportation, located in Salem. Duties involve conducting independent and complex audits and supervising work of other auditors. To be considered, applicants must have three years progressively responsible audit experience, including one year experience in audit of governmental agencies and one year in supervising professional accountants or auditors; AND a Bachelor's degree or three more years professional accounting or auditing experience. Contact

**ODOT Personnel**

at (503)373-7663

for further details and application.

*An Equal Opportunity/  
Affirmative Action Employer*

**Portland Public School**

**Food Department**

**Head Assistant Service Cafeteria**

Maximum 3 year experience in Restaurant or commercial food service operation with extensive experience in food preparation. 12 month position, 8 hr. day. Begin hourly rate \$6.26 plus full benefits. Apply:

**Blanchard Education Service Center**

501 N. Dixon

Portland, Oregon

Application extended through May 18.

For information call 249-2000, ext. 397

*Equal Opportunity Employer*

**INSTRUCTOR**

**Writing Lab Coordinator**

Nine-month (Sept. 16, 1985-June 15, 1986) full-time fixed term position with possible renewal. Communication Skills Center, Oregon State University. M.A. in English required; experience teaching writing and/or working in a writing lab at the university level preferred. To apply send letter of application, vitae, and three letters of reference by June 19, 1985 to:

**Lisa Ede**

Director Communication Skills Center

Oregon State University

Corvallis, OR 97331

(754-2930 or 754-3244)

*Oregon State University is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973.*

**PERSONNEL**

**Benefits Coordinator**

Blue Cross and Blue Shield of Oregon is currently accepting applications in the Personnel Department for a Benefits Coordinator. The incumbent will perform the following duties:

- Research, write, update, coordinate, and administer all employee benefit programs to ensure consistent application
- Indoctrinate all new employees who have completed 90-day probationary period to the employee benefits package
- Write and update procedures
- Perform special projects as assigned by the Supervisor, Personnel Systems and Records
- Disseminate benefit information in group presentations; maintain highly confidential information.

Qualified applicants will have:

- Previous personnel experience, preferably in the employee benefits area
- Excellent skills, allowing effective oral and verbal communication
- High school and/or college courses in personnel administration or employee benefits desirable
- Typing ability of 45-50 WPM and calculator skills

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Please apply or send resume to:

**Blue Cross and**

**Blue Shield of Oregon**

Personnel Department, 5th Floor

100 S.W. Market

Portland, OR 97201

*Equal Opportunity Employer*

**MENTAL HEALTH**

**Child Specialist**

Christie School, residential treatment center for emotionally disabled children. Overnight, 10 hours 3 nights per week. Contact:

**Craig Opperman**

635-3416

**ODOT**

AN EQUAL OPPORTUNITY EMPLOYER

**LAND USE SPECIALIST**

**\$1,743 - \$2,230 Monthly**

The Oregon Department of Transportation, Highway Division, is currently recruiting for a Land Use Specialist (Environmental Specialist 2) located in Salem. Minimum qualifications include a Bachelor's degree with major coursework in environmental or physical science, one of the natural sciences, engineering or other closely related field and two years in environmental land use planning, resource management or comparable program. For information, contact ODOT Personnel, 419 Transportation Bldg., Salem, OR 97310, (503) 373-7663. Apply before 6-30-85.

The Oregon Department  
of Transportation

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Phone (503)666-7423, ask for Cathy