

PERSONNEL DIRECTOR

Lewis and Clark College
Portland, Oregon

The College seeks a Personnel Director responsible for all personnel functions including personnel policy review, personnel records, recruitment, classification and wage reviews, EEO, benefit package administration, and laborer relations. The director reports to the executive vice president. A bachelor's degree and two years personnel experience is preferred. Experience in higher education is an asset. The starting salary range is \$25,000 to \$27,500, depending on experience and education. To apply: submit a letter of application, resume and names, addresses and phone numbers of three references to: Richard A. Sorenson, Executive Vice President for Administration,

Lewis and Clark College
0615 S.W. Palatine Hill Road
Portland, OR 97219

For further information call (503) 293-2658. Lewis and Clark is an equal opportunity employer.

Multnomah County Property Appraiser

\$10.12 per hour; appraises the value of real and personal property for tax assessment purposes; requires Oregon appraiser certification.

Regional Park Supervisor

\$10.26 per hour; responsible for the operation, maintenance and security of Oxbow park; requires two years of responsible park maintenance experience and one year of supervisory experience; apply by July 25, 1986.

WHERE TO APPLY

Multnomah County
Courthouse
Room 134
1021 Fourth Avenue
Portland, OR 97204

An Equal Opportunity Employer

Portland Public Schools

NUTRITION EDUCATION ASSISTANT

Works with students and teachers to promote Nutrition Education; Manages special projects for School Meal Program, health promotion activities and PR for the Nutrition Services Department. Minimum qualifications: Registered Dietician, Bachelor's Degree with training in Nutrition and Education. Salary \$11,000-\$12,000 for half time, 210-day work year. Must complete PPS application; Submit current resume/3 letters of reference. Apply:

Personnel Department
Blanchard Education
Service Center
501 N. Dixon
Portland, OR

Closing Date: August 1, 1986

Equal Opportunity/
Affirmative Action Employer

YOUTH WORKER

Agency Youth Worker for inner city young school children. Inner city area resident preferred. Part time, afternoon, early evening. \$4.50 an hour. Call Billie at 224-7800.

JOBS

Magazine

288-0033

PERSONALS

Enlightment intensive weekend, July 4th thru 7th. Stop putting it off. This meditation does change everyone. For information, call (503) 947-4595.

►LISA'S RECORDED LOVE STORIES

1-976-4848
\$2.00 Toll

RECEPTIONIST/SECRETARY

Level 3, Part-time (.67 FTE — 12 Noon to 5pm, office of the Associate Director).

The Receptionist/Secretary will be responsible to the Associate Director of the laboratory with general supervision by the Management Assistant of the office of the Associate Director.

Receptionist duties include: operating the laboratory's main switchboard; greeting laboratory clients, visitors & others; dispensing airline tickets; assisting with laboratory personnel office activities.

QUALIFICATIONS:

- Previous receptionist experience with strong telephone presence.
- Previous experience in operating a FOCUS switchboard system preferred.
- Strong interpersonal skills.
- Demonstrated ability to interact with a variety of staff & clients.
- Strong professional personal appearance/presence.
- Ability to maintain strict confidentiality of information and materials.
- Ability to type 60 wpm with accuracy.
- Ability to maintain composure under pressure.

BEGINNING SALARY: \$8377-\$8442 for .67 FTE (\$12,503-\$12,600 per annum), depending on background and experience.

APPLICATION: Letters of application & resumes must be received in the Personnel Office by 5:00pm, Fri, Aug 8, 1986. In letter of application, indicate position for which you are applying.

APPLY TO:

Personnel Office
Northwest Regional
Educational Laboratory
300 S.W. Sixth Ave.
Portland, OR 97204

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