

RECEPTIONIST/ WORD PROCESSING

Seeking bright, enthusiastic individual with excellent telephone, word processing, computer entry and general office skills to work as part of the clerical team supporting PDC housing assistance programs. Requires minimum of 2 years office experience. Starting salary \$1,200.

SECRETARY

Require experienced secretary who can handle busy telephones, production typing on wordperfect, making travel and meeting arrangements, providing clerical support to a busy team of professionals involved in development projects throughout the city. Starting salary \$1,400-\$1,500.

We provide a stimulating, professional office environment, regular raises, excellent benefits. If you feel you can qualify for one of these positions, fill in an application at our offices at:

1120 S.W. Fifth Ave.
11th Floor
Portland, OR

No applications by mail, must come into the office.

PORTLAND DEVELOPMENT COMMISSION

An Equal Opportunity &
Affirmative Action Employer

POSITION WANTED

Reporter

Ambitious reporter with one year of experience at The Daily Tidings in Ashland, seeks new position. Covered three school districts and a four-year college as the education reporter. Also covered nine months of hotly contested teacher contract dispute. Has further experience at The Olympian, Olympia, WA, and The Cooper Point Journal, Olympia, WA. Seeking weekly or daily reporting position. Contact: Joseph Follansbee, 1565 Oregon Street, Ashland, OR 97520.

ENGINEERING MSTIP MANAGER

\$3364-\$4150/Mo. Responsible for planning and mgmt of the Major Street Transportation Improvement Program including engineering, surveying and road construction. Req. college-level training in the field of transportation, urban planning or engineering; graduate-level training desirable, and increasingly responsible exp. in the mgmt of public work capital improvement programs. County applications required, resumes NOT accepted. Apply by May 22, 1987 to:

Washington County Personnel
150 N First Ave., Room B-2
Hillsboro, Or 97124

An E.O.E.

ELECTRICIAN

JOURNEYMAN ELECTRICIAN

We have two immediate openings for full-time electricians. Require State of Oregon Electrician License; must have previous experience in AC/DC controls, solid state drives, MG sets and industrial electrical trouble shooting. Eventual shift assignment to swing or graveyard. Apply in person, 8 a.m. to 11 a.m., prior to May 22, 1987:

James River Corp.
3400 N. Marine Dr.
Portland, OR 97217

Equal Opportunity Employer

JAMES RIVER CORPORATION

HELP WANTED

LARGE EXPANDING Central-Oregon Moulding Co. looking for career-minded individuals. \$5.85 to \$7.50/hourly depending on work history. Average wage \$9/hourly. Excellent benefits, profit-sharing, bonuses. Mail resumes:

I-O
P.O. Box 108B
Dallas, OR 97338

DIRECTOR OF ALUMNI AFFAIRS Portland State University

Portland State University is seeking qualified applicants for the position of Director of Alumni Affairs. The Director will be responsible to the Vice President for Development and will serve as the University's liaison with alumni, plan and administer programs and activities to enhance the Institution, and create a positive life-long relationship with alumni. The Director will be responsible for developing and implementing a comprehensive program of alumni activities and services, stimulate alumni support for the University, and manage resources generated by alumni programs.

Candidates are required to hold a bachelor's degree and present a minimum of three years professional experience in alumni relations, development, admissions, communications, marketing or public relations. In addition, candidates must demonstrate the ability to successfully articulate the mission of the University to external publics and possess excellent interpersonal, organizational, oral, marketing, and written communication skills.

Salary range is \$31,000-\$35,000 dependent upon experience and qualifications. Position is available from July 1, 1987; however, starting date is negotiable. A letter of application, resume, and three references must be sent postmarked no later than May 22, 1987 to:

Alumni Affairs
Search Committee
Office of Student Affairs
Portland State University
P.O. Box 751-OSA
Portland, OR 97207

Portland State University is an equal opportunity, affirmative action employer. Qualified minorities, women, and members of other protected groups are encouraged to apply.