

ASSISTANT/ ASSOCIATE PROVOST & DIRECTOR OF PLANNING & ANALYTIC STUDIES

Lewis & Clark College

This half-time position is responsible for providing leadership, oversight and assistance with all forms of planning, research, and evaluation: to the faculty within academic departments, divisions, programs, and units; to individual administrative offices; to committees, councils and other groups within the institution and its constituent parts; and to the President and Provost/Executive Vice President. Responsibilities include: coordination of the personnel and work in those offices which perform functions directly related to the above duties, serving as the deputy of the Provost/Executive Vice President and, as requested, assisting in all areas of the Provost/Executive Vice President's responsibilities. Salary range \$35,000-\$45,000 full time rate. Qualifications: Doctorate required, minimum of 3 years administrative experience at the level of chair of a department or above, in an academic institution; skill and experience in research design and measurement and in quantitative data analysis; proven ability to work effectively with faculty and administrators. Applications including a cover letter, curriculum vitae and list of references should be directed to:

Provost/Executive
Vice President
Lewis & Clark College
Portland, OR 97219

Application deadline September 20th at 5:00 p.m.

Equal Opportunity Employer

JOBS Trade Magazine
288-0020 or 288-0033

ELECTRICIAN SUPERVISOR A \$2178 - \$2401 MONTHLY

THE OREGON DEPARTMENT OF TRANSPORTATION IS ACCEPTING APPLICATIONS FOR THE ABOVE POSITION LOCATED IN PORTLAND. YOU MUST HAVE EXPERIENCE AS A JOURNEY LEVEL ELECTRICIAN AND POSSESS A VALID GENERAL SUPERVISING ELECTRICIAN'S LICENSE ISSUED BY THE OREGON DEPARTMENT OF COMMERCE.

CONTACT ODOT PERSONNEL, 419 TRANSPORTATION BLDG., SALEM, OR 97310, (503) 378-6281 FOR EMPLOYMENT APPLICATION AND RECRUITING ANNOUNCEMENT. APPLICATIONS WILL BE ACCEPTED UNTIL 5:00 P.M. SEPTEMBER 4, 1987.

The Oregon Department
of Transportation

An EEO/AA Employer



WAREHOUSE ATTENDANT

Part-time position available for individual to handle receiving and shipping, inventory, and distribution of supplies and equipment. Must have ability to drive a 2-ton truck, have a valid drivers license and good driving record. Position is physically strenuous, must be able to lift a minimum of 50 pounds. Requires good oral and written communication skills, basic arithmetic. Apply in person no later than August 24, 1987 at:

American Red Cross
3131 N. Vancouver
Portland, OR 97227

Equal Opportunity Employer

EXECUTIVE ADMIN ASSISTANT & OFFICE MANAGER

Secretary to President and managers. Requires accomplished secretarial skills. Media background and management experience preferred. Resumes only to:

Personnel Department
P.O. Box 49
Portland, OR 97207

Equal Opportunity Employer

SECRETARY

We have opportunity for individual with excellent secretarial skills and the ability to work independently. Qualifications include a minimum of two years secretarial experience, typing speed of 80 wpm and Samna word processing experience. Knowledge of Lotus applications is preferred.

CRT OPERATOR

Position available for individual with CRT experience. Responsible for input, production and distribution of reports and office filing. Skill requirements include typing speed of 50 wpm, 10-key adding machine by touch and a minimum of one year experience in CRT operation. Entry level position, will be cross-trained in other areas.

We offer an excellent benefits program and a highly competitive salary commensurate with experience. Qualified applicants should submit their application and salary requirements to the Personnel department.

Oregon Bank
Personnel Department
1001 S.W. Fifth Ave.
Third Floor
P.O. Box 3066
Portland, Oregon 97208
222-7558

Applicant hours, 9 AM to 1 PM, M-F.

Equal Opportunity Employer

FIELD WORKER/ COORDINATOR

Religious Pacifist sought by Oregon Fellowship of Reconciliation for a statewide field worker/coordinator position. \$850 a month plus medical benefits. F.O.R. is an affirmative action organization. Apply to:

Oregon F.O.R.
1838 S.W. Jefferson St.
Portland, OR 97201
(503) 222-7293

by September 1, 1987.