

ADMISSIONS COUNSELOR

Portland State University is seeking to fill the position of Admissions Counselor. This is a renewable fixed term appointment and reports directly to the Director of Admissions. Salary range is \$18,000 to \$20,000. Qualifications include Baccalaureate degree, experience in higher education or post secondary admissions fields with demonstrated knowledge of admissions procedures and practices. Ability to meet and counsel students, parents and others. Ability to organize and communicate orally and in writing, ability to work with faculty and academic departments, evidence of initiative and innovation and possession of a valid license and appropriate insurance to operate a motor vehicle. Responsibilities include: advising students, potential students and interested others regarding academic programs at PSU, admissions and financial aid. Assist with making follow-up telephone calls, preparing mailings, leading campus tours,

assist in recruiting which involves travel both in state and out of state which begins in September and continues through July and includes Saturdays and Sundays and assist in special orientation and advising programs. Conditions are daily hours which must be flexible between 8:30 am and 6:30 pm, night and Saturday work is required. Interested applicants should send a current resume, a letter of application and arrange to have 3 letters of recommendation sent directly to:

Eileen M. Rose
Director of Admissions
P.O. Box 751
Portland, OR 97207

and must be received in the Office of Admissions no later than September 4, 1987. A copy of the position description is available upon request. Portland State University is an Affirmative Action, Equal Opportunity Employer. Members of minority groups, women and other protected class individuals are encouraged to apply.

POSITION WANTED

Advertising Sales

Recent University of Oregon graduate with bachelor's degree in advertising/journalism seeks position. Has background in general journalism courses. Contact: Shawn Pague, 6505 S.W. 90th, Portland, OR 97223; (503) 292-3187.

POSITION WANTED

Circulation Manager

Two years experience as circulation manager. Started as district manager working with carriers. Moved up to circulation manager promoting and increasing circulation as well as supervising district managers, clerks and the mailroom. Contact: Garry Sadler, 110-1/2 Taft Blvd., Fostoria, Ohio 44830; (419) 435-5136.

POSITION OPEN

Editor

Experienced editor needed for two Portland area publications. Photographic experience a plus but not necessary; layout skills also helpful. Please send cover letter with resume to: Attn: Publisher, High Point Communications, P.O. Box 8279, Portland, OR 97207.

ASSISTANT FIRE CHIEF STRUCTURAL SAFETY

Supervises Structural Safety Division which is responsible for fire prevention, code enforcement, building permits, plans reviews and inspections, and development of hazardous materials preparedness and response program. Minimum AA degree in fire prevention or related field and three years experience at Captain or above required. Fire command experience required. Must obtain State Building Official certification within one year. Salary: \$2527 - \$3072 plus excellent benefits. Application deadline: 4 p.m., September 18, 1987. Send resume and letter of application to:

City of Milwaukie
10722 SE Main
Milwaukie, OR 97222

BUILDING SUPERVISOR

Part-time, on-call position to work evenings or weekends at Milwaukie Senior Center. Responsible for light janitorial work and supervising building and equipment. Must be able to set up heavy tables and furniture and work with limited advance notice. Salary: \$4.62 - \$5.63 per hour. City application required. Application deadline: 4 p.m., Friday, August 28, 1987. Apply to:

City of Milwaukie
10722 SE Main
Milwaukie, OR 97222



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