

ADVERTISEMENT FOR BID

Sealed bids for the Withycombe Hall Room 303 Fume Hood project will be received by the Oregon State Board of Higher Education until 2:00 PM, PST, December 8, 1987.

Additional information may be obtained by contacting the:

OSU Physical Plant
606 SW 15th Street
Corvallis, OR 97331
or telephone 503-754-4921



AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS & ADMISSIONS OFFICERS EXECUTIVE DIRECTOR

The American Association of Collegiate Registrars & Admissions Officers is a professional organization for college admissions, registration and records, international education, financial aid, and institutional research personnel. It has over 2300 member institutions of higher education and 8000 individual members. The office is located at One Dupont Circle, NW, in Washington, DC.

Duties and Responsibilities

1. Serves as the chief operations officer of the Association for the management of the Washington office.
2. Provides approved services to the membership and others.
3. Communicates and coordinates activities with other associations and governmental agencies.
4. Provides leadership in professional development activities related to the Association.
5. Manages day-to-day affairs of the Association.
6. Negotiates and administers contracts and grants.
7. Maintains policies and procedures of the Association
8. Serves as a resource to the Executive Committee in all of its activities.
9. Advises and informs the Executive Committee on issues which permit the Association to take consistent and effective action.
10. Reports to the Executive Committee.

Qualifications

1. Master's required, doctorate preferred.
2. Demonstrated competence in office management.
3. Well-developed interpersonal skills.
4. Ability to relate to diverse membership.
5. 10 years of increasingly responsible experience with evidence of leadership.
6. Demonstrated knowledge of automated office systems.
7. Excellent communication skills in formal and informal settings.
8. Demonstrated proficiency in financial management.
9. Active participation in AACRAO and/or its regional associations.

Preferred Qualifications

1. Familiarity with grant and contract writing.
2. Experience in developing and directing professional development activities.

Annual Salary Range: \$65,000-\$75,000.

Application Deadline

Must be postmarked by November 13, 1987.

Appointment Schedule: July 1, 1988.

Application Process

Applicants must submit a letter describing how their qualifications relate to the position; names, addresses and telephone numbers of three references; and a current resume.

Mail to:

Mary Elisabeth Randall
Past President, AACRAO
University of Maine at Augusta
University Heights
Augusta, ME 04330

AACRAO is an Equal Opportunity/
Affirmative Action Employer.

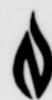
Veterans Administration Leads in Hiring "Handi-capable"

The Veterans Administration is one of the Federal Government's leaders in hiring the handi-capped, according to the Equal Opportunity Commission's draft report to the Congress for FY 1986. Of all employees with severe disabilities who were hired government-wide in that period, 16.4 percent were hired by the Veterans Administration.

"The fact that we are leaders in hiring the handi-capable should be a surprise to no one," said Jerry G. McRae, Director of the Portland Veterans Administration Regional Office. "Locally we employ 29 disabled people in various roles. For example, Brian Green, who works as a counseling psychologist, was our nominee as the Outstanding Handicapped Federal Employee of the Year in 1987. After seeing him work it seems inappropriate to call him handi-capped."

The Veterans Administration has special programs for unemployed and/or disabled veterans and salary assistance programs for employers who will train a Korean Conflict or Vietnam Era veteran for a permanent job. For further information, please call 221-2431 or 1-800-452-7276.

Job Information Line (503) 220-2434



A direct dial number for
employment information at

NORTHWEST NATURAL GAS

STOP

A comprehensive OSHA consultation includes appraisal of mechanical and environmental hazards and physical work practices, present job safety and health problems, a conference with management on findings, a written report of recommendations and agreements, and training and technical assistance to implement recommendations, according to a fact sheet of the Occupational Safety and Health Administration of the U.S. Labor Department.