JOBS/CLASSIFIED ADVERTISING

COORDINATOR, CON-TINUING EDUCATION AND CONFERENCE SERVICES

The College of Forestry at Oregon State University invites applications for the position of coordinator of its continuing education service office. The purpose of this position is to coordinate the planning, organizing, and marketing of the College's extensive outreach program of instructional workshops, research conferences, and professional institutes. Bachelor's degree in forestry, natural resources, or adult education preferred, with three years' demonstrated experience in the design and implementation of instructional workshops. Master's degree may substitute for experience. To apply, send a cover letter, curriculum vitae, and three current letters of reference to: Pam Henderson, College of Forestry, Oregon State University, Peavy Hall 104, Corvallis, OR 973315710. Oregon State University is an Affirmative Action Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973. Applications from women and minorities are encouraged. Oregon State University has a policy of being responsive to the needs of dual-career couples.

Equal Opportunity Employer.

Manufacturing Converting Shift Supervisor

James River Corporation, a major pulp and paper manufacturer, is looking for a Shift Supervisor for its Paper Converting Plant. This person supervises the daily operation to insure quality and production/waste standards are achieved in a safe, cost-effective way. Responsibilities also include coordinating equipment repairs with maintenance departments, and participating in off-shift task groups and special assignments. Ideal candidate should have a technical degree (Engineering, Paper Science), and five years supervisory experience, plus good communication and organization skills. The Wauna Mill is located on Oregon Highway 30, midway between Longview and Astoria. Address resumes to: Shelley Prouty, Rt. 2 Box 2185, Clatskanie, OR 97016.

Equal Opportunity Employer. **James River Corporation**

GEOLOGIST 2

Engineering Geologist) \$2000-\$2705 Monthly)

The Oregon Department of Transportation, Highway Division, is accepting applications for the above

position located throughout the state. There is currently a vacancy in Portland. Major duties include: gather geologic data and prepare reports; technical supervision of drill crews; inspects and interprets cross sections and soils. Contact ODOT Personnel,

120 Transportation Bldg., Salem, OR 97310, (503) 378-6281, for employment ap-

plication and recruiting announcement. APPLY NOW, this recruitment will close April 20, 1990.

AN AA/EEO EMPLOYER

COUNSELOR

UPWARD BOUND PROGRAM MIN. B.A., RECRUITMENT/COUN-SELING EXPERIENCE WITH AT-RISK SECONDARY STUDENTS NEC-ESSARY.

SALARY: \$20,664-21,000. POSITION CONTINGENT UPON FUNDING. AP-PLICATION AVAILABLE IN SHAT-TUCK HALL, ROOM 239, OR CALL

APPLICATION DEADLINE: APRIL 30, 1990, 5:00PM.

PSU is an Equal Opportunity/Affirmative Action Employer. Minorities, women, and members of other pro-

tected groups are encouraged to apply.

AN AA/EEO EMPLOYER

MENTAL HEALTH C-IV FAMILY

COUNSELOR \$1,393-\$1,450 Month

Plus Excellent Benefits CODA INC. seeks family counselor in the family services program. Responsibilities include assist in development and operation of outpatient family programs, possibly supervise some staff, conduct parent training, family assessment and treatment in individual, group and family therapy. Perform consultation, coordination and liaison with CSD schools and medical providers. Develop, implement and monitor program policies and procedures.

TO QUALIFY: A Master's degree in a human services discipline is required. 2 years supervised human services experience strongly desired, preferred candidate will have knowledge of chemical dependency issues, family treatment and supervi-

TO APPLY: Submit standard CODA application form and screening question responses to the address below. Application materials available at CODA, INC., 210 NE 20th, Portland, OR 97232. Phone 239-

> An Affirmative Action/ Equal Opportunity Employer

PHYSICAL THERAPIST SUMMER SCHOOL

31 Days (5/hrs.-day - 5/days week) To assess fine motor/functional skills; to develop prescriptive programs; to provide instruction and/or therapy as indicated. Appl. Deadline: OPEN UNTIL FILLED. 4/20/90 by 2pm for first screening Call 257-1501 Jeaneen, for Multnomah Education Service District application form and additional information or come to

Multnomah Education Service District Recruitment Office, 11611 N.E. Ainsworth Circle, Portland, OR.

An Equal Opportunity Employer

OCCUPATIONAL THERAPIST SUMMER **SCHOOL**

31 Days (5/hrs.-day - 5/days week) To assess fine motor/functional skills; to develop prescriptive programs; to provide instruction and/or therapy as indicated. Appl. Deadline: OPEN UNTIL FILLED. 4/20/90 by 2pm for first screening Call 257-1501 Jeaneen, for Mulnomah Education Service District application form and additional information or come to

Multnomah Education Service District Recruitment Office, 11611 N.E. Ainsworth Circle, Portland, OR. An Equal Opportunity Employer

EXECUTIVE SECRETARY

Major non-profit organization seeks wellorganized individual for responsible position reporting directly to the President. Will provide administrative support to the Executive Division with a high degree of skill, accuracy and confidentiality. Individual will provide telephone support, arrange for Board of Directors and other volunteer meetings and prepare meeting minutes. Must have five or more years experience in office procedures. Typing 70wpm and shorthand or dictaphone experience required. Competency with DisplayWrite 4 and/or Lotus 1-2-3 and ability to work quickly and accurately. Demonstrated strong communication, interpersonal and decision making abilities and experience in handling sensitive and confidential information. Salary minimum \$17,000 plus excellent benefits. Send resume by April 18 to: Carolyn Lewis United Way/Columbia-Willamette 718 West Burnside Portland, Oregon 97209 228-9131

Equal Opportunity Employer.

TEAM LEADER GROW **OPPORTUNITIES** WITH THE (That's what we call **HOME** our managers) of the WINNER! **Exciting advancement** opportunities for exceptional team leaders in our rapidly AVAILABLE expanding company. We stress team building and leadership; this is why our management carry the title Team Leader. We are a company that has shown steady growth and success within the Greater Portland area since 1972 and are continuing to grow through expansion. We are dedicated to being the best. If you are also, build you career with us. We need energetic ASSISTANT TEAM LEADERS AND RESTAURANT TEAM LEADERS who work to highest standards and are prepared to accept more responsibilities. Excellent references required. Our salary and benefits package is outstanding. Send resume or come by and apply at: Restaurant Management Northwest, Inc. Attention 1410 SW Jefferson We Are An Equal Opportunity Employer

ADMINISTRATIVE

COORDINATOR The Port of Portland has an immediate opening for an Administrative Coordinator for Public Relations to provide administrative services to the Public Affairs program, which includes Gevernment Relations, Publice Information, and Community Relations. The successful candidate will: 1. Provide complete administrative support to entire department. 2. Keep informed and upto-date on Port business and sensitive issues, responding to public and media in a timely and professional manner. 3. Be responsible for complete coordination, development, progress, and follow through on a broad scope of Public Affairs profects. 4. Assist Community Relations staff in the community education program. 5. Coordinate and track legislation to facilitate the Government Relations program. 6. Respond to telephone and written requests for Port information on a variety of subjects. 7. Arrange the printing and sorting and supervise distribution of news releases, brochures, and publications. Preferred qualifications include: Course work in filing, typing, office procedures, and business correspondence, or equivalent experience. Ability to handle situations under deadline conditions and work well with details. -Ability to organize and follow through with projects and to speak before groups. In addition to a starting salary range of \$17,502 to \$19,711 per year, commensurate with experience,

the Port offers a comprehensive benefit package. If interested and qualified, apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah, 14th Floor. Applicants residing outside the tri-county, Portland metropolitan area, Clark County, and physically disabled applicants may request application materials by calling (503) 231-5000,

All applications must be received by Friday, April 13, 1990 at 5:00p.m. The Port is an equal opportunity employer.

extension 700.

PROGRAM DEVELOP-MENT SPECIALIST FOR CONTINUING EDUCATION

The Specialist will design, develop, market, implement, and manage programs in collaboration with faculty and other MENTAL HEALTH academic units and establish programs for new and existing markets. Also, the Specialist will advise and counsel students with regard to University processes, requirements, and programs. QUALIFICATIONS: Evidence of success in program development; experience advising students; strong communication skills; Master's degree required. Applications for either of these two Program Development Specialist positions are due April 27, 1990. Send curriculum vitae, four references, and letter of interest highlighting qualifications and perspective on the role of continuing education within an urban university. For complete job descriptions, contact: Barbara Scott, Chairperson, Program Specialist Searches Portland State University PO Box 1491, Portland OR 97207 (503) 725-4800 Portland State University is an Equal Opportunity and Affirmative Action employer. Women, minorities, and other protected groups are encouraged to apply.

CORRECTIONAL **OFFICER**

Supervise and control inmates in an adult correctional institution. Beginning salary \$1677 per month plus liberal benefits. Current positions in Baker, City, North Bend, Pendleton and Salem. Future positions in Portland and Ontario. Exams will be held in Portland on April 28, May 12, May 16, plus additional dates in Salem, Ontario, and Pendleton.

Applications available at Urban League of Portland, Employment Division offices, or contact: Department of Correction Personnel 2575 Center Street NE Salem, OR 97310 503/ 378-2497

INSURANCE

SR. Medical Underwriter I Blue Cross and Blue Shield of Oregon is accepting applications for a Senior Medical Underwriter. The Sr. Medical Underwriter will perform the following duties: -Determine underwriting risk on new non-group enrollment -Review health statements to determine enrollment eligibility -Analyze medical data to eliminate risk Qualified applicants will have a minimun of three years experience in underwritin individual health and/or life insurance with a strong medical background or a degree in Nursing, and will possess excellent demonstrated communication skills. Leadership and problem solving background and the ability to handle daily stressful situations in a professional manner is a must. Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flextime work hours, and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place as #178 at the top of your resume or in your cover

Send resume to: Blue Cross and Blue Shield of Oregon Human Resources Dept., Fifth Floor 100 SW Market Portland, OR 97201

Equal Opportunity Employer

MENTAL HEALTH

C-III Family Counselor

\$1232-\$1300 month plus excellent benefits. CODA INC. seeks counselor in the family services program to provide structured intensive outpatient treatment to adults referred by the Childers Services Division. Responsibilities include diagnosis, evaluation, and treatment to clients including individual, group and family counseling. Conduct of structured educational groups, consultation, coordination and liaison with CSD. Shift requires some evening work. To qualify: Bachelor's degree in a human services discipline and two years supervised human services experience are required. Knowledge of chemical dependency and experience in the treatment of chemical dependent women very strongly desired. To apply submit standard CODA application form and screening question responses to the address below.

Application materials available at CODA INC. 210 NE 20th, Portland, OR 97232. Phone 239-8400

C-IV Drug Treatment Services

2 Positions Open Starting salary \$1393-\$1450 plus excellent benefits. CODA Inc. seeks qualified counselors in the Drug Treatment Services program to provide structured intensive outpatient treatment to complex cases including pregnant women. Responsibilities include diagnosis, evaluation and treatment including individual, group and family counseling. Complex cases requiring advance clinical expertise. Consultation, coordination and liaison with community health officials, assistance in clinical supervision of the program. Preferred applicant will have graduate training in human services and two years supervised human services experience. To apply submit standard CODA application form with screening question responses to address below. Application materials available at CODA INC. 210 NE 20th, Portland, OR 97232. Phone

Equal Opportunity/Affirmative Action Employer

COUNSELOR

PORTLAND STATE UNIVERSITY STUDENT AFFAIRS, ACCESS AND DEVELOPMENT PROGRAM MI-NORITY STUDENT RECRUITER POSITION 0.50 fte 12 MONTH Min.

BA/BS, experience in higher education admissions or related field with demonstrated knowledge of admissions procedures and practices generally followed in post-secondary education. Ability to recruit and counsel ethnic minority students is necessary. Position announcement and position description available

Shattuck Hall Room 329, or call 725-4457. Application deadline is 04/19/ 1990 at 5:00 pm.

Christian injured worker,

went back to school, received BS in HC Administration.

Have excellent past track work history, looking for management position.

Please call Tony Washington at

The Portland Observer, 288-0033.

SPECIAL EDUCATION -SUMMER SCHOOL TREAT-ABLE MENTALLY RETARDED PROGRAM OTHER HEALTH IMPAIRED PROGRAM

TEACHER

(4 hrs. day - 5 days week) (4 1/2

hrs. days - 5 days week) To provide direct instruction to students. QUALIFICATIONS: Valid Oregon Teaching Certificate. Handicapped Learner of Severly Handicapped Learner Endorsement preferred. APPL. DEADLINE: Open Until Filled 4/20/90 by 2pm for first screening. Call

257-2501 Jeaneen, for Multnomah

Education Service District application

form and additional information or come

to Personnel 11611 N.E. Ainsworth Circle, Port-

land, Oregon. **An Equal Opportunity Employer**

COUNSELING

Case Mgr., New Directions beginning

salary \$1109-\$1200 mo. plus excellent benefits CODA INC. seeks qualified Case Manager at New Directions Transitional Adult Treatment Facility. Duties include diagnoses and treatment to a caseload of clients, individual and group counseling and therapy, therapeutic activities for clients, client records. Typical work week is Mon-Fri, swing and day shift. Associates degree in health services related field or CCDC certification and one year of supervised human services experience are required. To apply submit CODA application and screening question responses to address below. Application materials available at CODA INC. 210 NE 20th, Portland, OR 97232. Phone 239-8400

Equal Opportunity/Affirmative Action Employer

ASSISTANT PROFESSOR FOR-EST RESOURCES AND FOR-ESTRY MEDIA CENTER ORE-GON STATE UNIVERSITY

Position opening for an Assistant Professor of Forest Biology who also can serve as Director of the Forestry Media Center. The incumbent will teach undergraduates in Forest Biology, Dendrology, and related courses; coordinate activities of the Silviculture Institute; and direct activities of the Forestry Media Center. Instructional assignment is 50%, with the remaining 50% split between the two other activities. PH.D. in teaching, experience in instructional design, experience in supervising employees, and experience in program planning and administration required. Position available July 1, 1990. Application deadline May 25, 1990. Send letter, curriculum vitae, university transcripts, and three letters of reference to Perry J. Brown, Dept. of Forest Resources, Oregon State University, Corvallis, OR 97331-5703. Oregon State University is an Affirmative Action Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973.

Applications from women and minorities are encouraged. Oregon State University has a policy of being responsive to the needs of dual-career couples.

Equal Opportunity/Affirmative Action ' Employer

FOOD SERVICES

PORTLAND PUBLIC SCHOOLS Nutrition Services Dept Snack Bar Manager Pantry/cashier position in cafeteria-style restaurant/catering dept. 1 year exp. or equiv. training. 12 mo., 8 hrs. M-F; \$6.61/hr., excel. benefits fully paid. Applications accepted through 4/13/90. Apply Personnel Services, Blanchard Education Service Center, 501 N. Dixon,

Equal opportunity - affirmative action employer

ART DIRECTOR.

This creative, take-charge position requires minimum two years experience as a broadcast artist. Must have extensive knowledge of graphic layout for print commensurate with ability and experience. Send resumes to Dennis Updegraff, V.P. Programming and Operations, KPDX-TV, P.O. Box 49, Portland, OR 97207. No phone calls.

MENTAL HEALTH

C-IV FAMILY COUNSELOR

\$1393-\$1450 month plus excellent benefits. CODA INC. seeks family counselor in the family services program. Responsibilities include assist in development and operation of outpatient family programs, possibly supervise some staff, conduct parent training, family assessment and treatment in individual, group and family therapy. Perform consultation, coordination and liaison with CSD schools and medical providers. Develop, implement and monitor program policies and procedures. To qualify - a Master's degree in a human services discipline is required. Two years supervised human services experience strongly desired, preferred candidate will have knowledge of chemical dependency issues, family treatment and supervision. To apply submit standard CODA application form and screening question responses to the address below. Application materials available at CODA INC. 210 NE 20th, Portland, OR 97232. Phone 239-8400

Equal Opportunity/Affirmative **Action Employer**

PORTLAND STATE UNIVERSITY DIVISION OF CONTINUING EDUCATION AND SUMMER SESSION - ASSISTANT DEAN

The Assistant Dean works with the Dean to foster the development of Continuing **Education and Summer Session programs** on- and off-campus, to build alliances with other academic unity, to enable the effective leadership of DCE/SS staff, and to initiate new programs in specific academic areas. QUALIFICATIONS: Administrative experience in fiscally selfsupporting programs is essential; evidence of success in program development; strong communication skills; record of scholarly research or professional activities; Master's degree required, doctorate preferred. Applications due May 4, 1990. Send curriculum vitae, four references, and letter of interest highlighting qualifications and perspective on the role of continuing education within an urban university. For complete job description, contact:

Marlis R. Miller, Chairperson, Assistant Dean Search Portland State University PO Box 1491, Portland, OR 97207 (503) 725-4800

Equal Opportunity/Affirmative **Action Employer**

ICES DIVISION (AFS)

SALARY (\$3050-\$4298 MONTHLY) Excellent Benefit Package State of Oregon, AFS needs an energetic and innovative person with quality management skills for the Assistant Western Region Manager position in the Western Region office in Salem, Oregon. QUALIFICA-TIONS: ...three years of management experience in a public or private organizaion which included responsibility for development of program rules and policies, long and short range plans, program evaluation and budget preparation. Graduate level coursework in management may be substituted for up to one year of the required experience. Your experience and training must clearly demonstrate how you have gained the knowledge and skills identified in Announcement #OC900355 from

Personnel Center, 775 Court Street, Salem, Oregon 97310.

APPLY AS SOON AS POSSIBLE, APPLICATIONS MUST BE POST-MARKED BY APRIL 24, 1990 TO BE ACCEPTED. FOLLOW THE DE-TAILED INSTRUCTIONS ON THE

ANNOUNCEMENT.

AN EQUAL OPPORTUNITY EM-PLOYER

GENERAL OFFICE

Colonial Pacific Leasing, a Pitney Bowes Company, is recruiting for several positions requiring general office and customer service skills. If you possess strong clerical skills and/or experience in a customer service position, please forward your resume to: Manager, Human Resources - OB P.O.

Box 1100, Tualatin, OR 97062. Colonial Pacific Leasing is an affirmative action/eqaul opportunity employer.

Holladay Park Medical Center



1225 Northeast 2nd Avenue (503) 233-4567

Committed to Career Opportunity For All Americans

24-Hour Job Line 239-3116

An Equal Opportunity Employer

A Legacy Member