

CLASSIFIEDS

■ Advertising
■ Employment
■ Bids/Sub-Bids

Education

SCHOOL OF EXTENDED STUDIES PORTLAND STATE UNIVERSITY ASSISTANT DEAN

The Assistant Dean will act as the second person in rank and authority in the School, and will assist the dean in fostering the development of continuing education and summer session programs both on and off campus. This position will focus on activities in support of program development throughout Extended Studies as distinguished from internal operations which are supervised by the Assistant to the Dean; in addition four programs will report to this position.

QUALIFICATIONS: Experience in a higher education setting; strong communication skills; experience and/or background in adult and continuing education/summer session; experience in developing programs; experience in an entrepreneurial setting is preferred; minimum of Master's degree required.

Salary is commensurate with education and experience. Continued employment is contingent upon funding and satisfactory performance. Position begins as close as possible to September 1, 1991. Applications must be postmarked by Friday, August 9, 1991. Applicants should be submit a curriculum vitae and letter of interest highlighting qualifications and reasons for interest in the position and the names, addresses and phone numbers of four individuals who can provide recommendations. Send to: Rod Diman, Chairperson Assistant Dean Search Portland State University School of Extended Studies PO Box 1491 Portland, OR 97207 503-725-3105

Portland State University is an Equal Opportunity and Affirmative Action employer and is committed to the concept of diversity in its workforce. Women, minorities, and other protected groups are encouraged to apply.

EDUCATION

TECHNICAL ASSISTANT

RURAL EDUCATION PROGRAM
Duties: Collect, analyze and tabulate fiscal, demographic and performance data for special studies of rural schools and communities; review and abstract research literature, prepare graphic and narrative depictions of research findings, assist with drafting/editing of reports, conduct telephone interviews, and research studies.

Qualifications: B.A. in education or related field, formal coursework in statistics and research methods, 6 mos exp in research activities, exp conducting literature reviews & use of automated info retrieval systems and databases. Good oral & written communication skills; exp with MS DOS computer applications incl. Windows for Word, Excel, Statgraphics, Ethnograph & PC Tools, Good interpersonal skills, professional presence and ability to work on variety of tasks w/short timelines under minimal supervision.

Salary: \$23,353 to \$24,646 per annum plus excellent benefits. Send letter of application and resume to arrive by 3:00 p.m., 7/31/91. In letter, specify you are applying for above position. Apply to:

Personnel Office
Northwest Regional
Educational Laboratory
101 S.W. Main St., Suite 500
Portland, OR 97204
Equal Opportunity Employer

Attendants

ACE PARKING MANAGEMENT, INC.

Dynamic, customer service oriented Parking Attendants needed for many locations. Applications will be accepted and interviews conducted 7/23 thru 7/26, 9am-4pm. To apply, bring your valid OR Driver's license and current DMV printout. Proof of eligibility to work in U.S. will be required at time of hire. Apply in person to: Employment Division, 19421 S.E. Stark, Gresham, OR. EOE

This ad has been paid for by Ace Parking.

Teacher

EDUCATIONAL ASSISTANT (MALE) - BEGINS 8/26/91

To assist the teacher in activities as planned and scheduled by the classroom teacher required for male high school students (includes personal hygiene assistance and training) Salary \$9.91/hr pending negotiated settlement. Application Deadline: 5:00 pm, 8/2/91

Requires:
High school graduate or equivalent.
At least 18 years of age.
Ability to relate well with children and adults in a supportive role.
Aptitude in following directions and in carrying through effectively with assigned tasks.
Emotional and physical stamina to perform duties as required by the designated task.

Ability to lift up to 60 lbs.
Six months experience in a professional setting working with mentally retarded students or Six months training in instructing mentally retarded students.

Required MESD applications can be obtained in person at MESD's Recruitment Office, 11611 N.E. Ainsworth Circle, (Airport Way), hours are 8:00-5:00, Monday thru Friday. To receive the application materials by mail, please send a self-addressed, stamped envelope to Multnomah Education Service District, Attn. Recruitment Office, P.O. Box 301029, Portland, Oregon 97230-9039.

An Equal Opportunity Employer & Drug Free Work Place

ATTORNEY

LAWYER REFERRAL PRO BOND ADMINISTRATOR

(Part-Time 20 hrs/wk .5 FTE) OREGON STATE BAR
This part-time position within the Member Services Division administers both Lawyer Referral and Pro Bono Programs of the bar, linking members of the public in need of legal services with attorneys willing to provide those services. Administrator provides technical assistance to local volunteer attorney programs and supervises staff, maintains data base for program support and handles marketing and advertising for related programs. Position provides occasional legal advice to client callers as needed.

Skills needed: Knowledge of program administration, including supervision, budgeting, program planning and evaluation. Ability to maintain computer data base, and excellent interpersonal skills.

Requires graduation from a four (4) year college or university; graduation from an accredited school of law; member of a state bar, preferably Oregon.

Salary Range at: \$1298 to \$1752 per month. Exc benefits included. Apply immediately, send resume and cover letter to Personnel Officer, Attn: LRA, 5200 SW Meadows Road, Lake Oswego, Oregon 97035-0889. Deadline for application is July 31, 1991. Equal Opportunity Employer

TRAINER

INSERVICE COORDINATOR

\$2455 - \$3272
The Senior and Disabled Services Division is recruiting to fill a current vacancy in Wilsonville. Develops and conducts orientation, staff development and training in federal policies and procedures. Assists Manager in orienting, in-servicing, training and supervising the survey activities. You must have four years of staff technical or professional level experience surveying and analyzing or advising/instructing the public concerning specific programs or processes, monitoring a health program, or performing participant reviews. Two years of experience must have been comparable to a Program Representative I which involves monitoring, representing and reviewing programs.

Preference may be given to applicants with an RN license. For complete application instructions call (503) 378-8554, TDD (503) 378-4728. Closes August 2.

AA/EOE

JOB ANNOUNCEMENT

The Private Industry Council is a private nonprofit organization dedicated to employment and training for economically disadvantaged youth and adults in Washington and Multnomah Counties.

GRANTS MANAGEMENT COORDINATOR

Responsibilities: Responsible for developing and managing The Private Industry Council's grants and associated revenues, and coordinating their impact throughout the organization. Maintains official grants files; tracks and monitors revenues and obligations; distributes information to affected parties; assists in development of grant proposal packages and responds or coordinates responses; coordinates grant modifications; reviews performance.

Preferred qualifications: Two year's relevant work experience in contracts/grants development including financial budget development, program design, project development and evaluation. Experience in financial analysis, Demonstrated interpersonal skills for negotiations and internal/external presentations. Computer literacy including Lotus 123 and Word Perfect. Degree in Public Administration, Business, Economics, Planning or a related field. Qualifying experience may be substituted for education.

Salary range: \$22,478 to \$34,428 plus excellent benefit package
Closing date: 5 pm Tuesday, July 30, 1991.

Application packets available at The Private Industry Council, 520 SW 6th Ave., Suite 400, Portland, OR 97204. An Affirmative Action/Equal Opportunity Employer.

Teacher

BREAK ASSISTANT/SPECIAL EDUCATION

(Work schedule between 9:00 am - 2:30 pm - 3.75 hrs day 5 days week- Monday-Friday)

To provide break coverage for classroom staff as scheduled by the supervisor.

Call 257-1510 (24 hr job information) for requirements, salary & closing dates. Required MESD applications can be obtained in person at MESD's Recruitment Office, 11611 N.E. Ainsworth Circle, (Airport Way), hours are 8:00-5:00, Monday thru Friday. To receive the application materials by mail, please send a self-addressed, stamped envelope to Multnomah Education Service District, Attn. Recruitment Office, P.O. Box 301029, Portland, Oregon 97230-9039.

An Equal Opportunity Employer & Drug Free Work Place

AUDIOMETRIST

105 days (9/9/91-3/31/92)

Perform audiometric screening of school-age children

Requires: Previous training or experience in using audiometric equipment, previous experience in following through on assignments, working independently, and in effectively directing groups of children or adolescents; a valid driver's license, and vehicle for use on the job.

Salary: \$9.49/hr - application deadline 5pm 8/2/91

Required MESD applications can be obtained in person at MESD's Recruitment Office, 11611 N.E. Ainsworth Circle, (Airport Way), hours are 8:00-5:00, Monday thru Friday. To receive the application materials by mail, please send a self-addressed, stamped envelope to Multnomah Education Service District, Attn. Recruitment Office, P.O. Box 301029, Portland, Oregon 97230-9039.

An Equal Opportunity Employer & Drug Free Work Place

Loose Endz Hair Salon

Needs:
(1) Hair Stylist
(1) Nail Technician
Lease opportunity or commission available
Can help with clientele
For more information contact Linda at: 234-4971.

SCALEHOUSE CLERK

CLASS NO. 013-0791
\$8.38 - \$11.79/hr

METRO is recruiting for the position of Scalehouse Clerk to perform manual and clerical duties associated with solid waste collection, including: estimating load volumes, accepting and receiving cash, preparing deposits, collecting data and preparing reports, and operating a computerized weighing system. Requires education and/or experience equivalent to high school diploma or GED and one year experience in a position involving heavy public contact. Position closes 5:00 p.m., Friday, August 2, 1991. Applications and supplemental requirements available from:

Metro Personnel Office
2000 S.W. First Ave.
Portland, Oregon 97201
Resumes not accepted
EEO/AA Employer

METRO

Market Development Program Manager

Solid Waste Dept. - Waste Reduction Division
\$36,253 - \$52,852 annually

Metro is recruiting for a Market Development Program Manager to supervise professional staff and implement recycling market development programs, including institutional purchasing program. Other duties include setting up of "buy recycled" conference, preparation of quarterly newsletter, database management and market research. Requires knowledge of solid waste and recycling issues and education/experience equivalent to Bachelor's degree in economics, marketing, public administration or a related field and a minimum of four years experience supervising the work of professional staff. Recruitment closes Monday, August 12, 1991. Resumes not accepted. Applications/supplemental requirements available from:

Metro Personnel Office
2000 S.W. First Ave.
Portland, Oregon 97201
(503) 221-1646
EEO/AA Employer

METRO

Senior Regional Planner

Planning and Development
\$31-304 - \$44,054

Metro is recruiting for a Senior Regional Planner to work with other Metro staff to coordinate housing programs with urban growth management and economic development programs of the Planning and Development Department. Duties include designing continuation of regional housing program involving land use and transportation linkages, urban infill and redevelopment policies and urban reserve measures, and other related duties. Requires education/experience equivalent to bachelor's degree in urban planning, public administration, economics or a related field and a minimum of three years experience in planning, economic development or a related field. Recruitment closes 5:00 p.m., Monday, July 29, 1991. Applications and supplemental requirements are available at:

Metro Personnel Office
2000 S.W. First Avenue
Portland, Oregon 97201
Resumes not accepted
AA/EEO Employer

METRO

Personal

Sharon F. McFadden

You may be eligible for relocation benefits when you lived at 5265 NE Cleveland. Please contact the Portland Development Commission at 1120 SW 5th Ave, Suite 1100, Portland, Oregon, 97204, or contact Jim Crolley at (503) 823-3233 from 8-5pm.

Secretary (.75 FTE)

Council Office
\$7.98 to \$11.23 per hour
Metro is recruiting for 3/4 time Secretary to provide staff support in the Council Office. This position performs a variety of Clerical support functions including making photocopies, processing mailing lists, meeting room set-up, typing, filing, answering telephones, food preparation and other related duties. Requires education/experience equivalent to a high school diploma or GED and a minimum of two years of secretarial experience. Position closes Monday, July 29, 1991.

Metro Personnel Office
2000 S.W. First Avenue
Portland, Oregon 97201
Resumes not Accepted.
EEO/AA Employer

METRO

HOUSING DEVELOPMENT OFFICER

The Oregon Housing & Community Services Department is recruiting for two Housing Development Officers (Program Rep. 2; \$2,456-\$3,273 mo.). These positions are on the Department's Partnership Housing Team, and provide program information and technical assistance to housing interests around the state to expand and improve affordable housing for low and moderate income households. Application deadline: August 5, 1991 at 5:00 p.m. For minimum qualification information, job announcement, and application please contact Jo Smedsrud, Oregon Housing & Community Services Department, 1600 State St. #100, Salem, OR 97310, 378-3453. Equal Opportunity Employer

SUPERVISOR SURVEY SUPERVISOR

\$2367 - \$3333
The Senior and Disabled Services Division is recruiting to fill two vacancies in Wilsonville. Supervises teams of Client Care Surveyors. Schedules teams to survey long term care facilities, etc. Must have the equivalent of five years of experience in Leadwork or Supervision; or five years of steadily increasing responsibility in staff technical or professional level work related to programs of the Senior and Disabled Services Division. For complete application instructions call (503) 378-8554, TDD (503) 378-4728. Closes August 2, 1991
AA/EOE

DIRECTOR OF DEVELOPMENT/PROJ. COORDINATOR

\$19,531
DUTIES: Demonstrate technical expertise in the development area; evaluate services; grant writing; plan & coordinate all project activities; development of organizational handbook and manuals; Fundraising techniques. Must work with diverse group of people. Good oral, written, communication & interpersonal skills. Bachelor's Degree in Management or two year experience in the area of development and project coordination.
Closing date 7/30/91 at 5:00 P.M. For more info., application; AMA 1425 N.E. Dekum.

COUNSELOR III FAMILY COUNSELOR

Starting salary \$1232-\$1300 mo + benefits. CODA Inc. seeks expr'd Counselor for Family Services Program to diagnose, evaluate & treat caseload of clients, conduct individual group & family counseling, develop & conduct structured educational groups, consult & coordinate with CSD, participate in other program activities. Position works Mon-Fri w-2 daytime & 3 eve shifts. To qualify: BA/BS in Human Services discipline & 2 yrs supervised relevant exp req'd. Exp & treatment of chemically dependent women strongly preferred. Application materials available at CODA Inc., 210 NE 20th, Portland, OR 97232. Equal opportunity/affirmative action employer.

DIRECTOR OF MARKETING AND DEVELOPMENT

The Urban League, a premier social service and civil rights organization is seeking a dynamic individual for the position, director of marketing and development. This individual must possess a proven track record in marketing and fund raising. Duties include editing and publishing quarterly newsletter, writing information on agency activities. Planning and coordinating fundraising and special events. Qualifications: B.A./B.S. degree and four or more years experience in Journalism, Marketing, fundraising or related field(s). Salary Range: 27-30K. Must have car and insurance. Resume, three letters of reference, a writing sample and a list of successful fundraising events must be received by the Urban League, 10 N. Russell Street, Portland, Oregon 97227 Attn: Brenda Sherman-Sanders, by July 30, 1991. We are an equal opportunity employer.

NURSE CONSULTANT SALEM

At SAIF Corporation, we are moving ahead with new ideas and challenges every day. We are currently looking for a self-motivated, professional nurse who is interested in working in a fast paced office environment.

Nurse Consultant at SAIF Corporation utilize their nursing knowledge, skills and abilities in a variety of ways in our corporate setting. These may include the following: acting as a liaison to the medical community, facilitating home health services; participating in the claims management process and providing ongoing medical education to colleagues.

Candidates must have a current Oregon RN license with at least three years of clinical experience and a valid Oregon drivers license. Preference will be given to candidates who possess excellent communication skills and a B.S.N.

In addition to a competitive compensation plan, we have an excellent benefits program. If you are ready for this challenge, please refer to AD# OR-157 and call our message phone (503) 1-373-8047 to receive an Application and a Job Posting then send to:

SAIF CORPORATION
Personnel Division
P.O. Box 988
Salem, OR 97308-0988
FAX # (503) 373-8628

All applications must be received by Wednesday, July 24, 1991. Equal Opportunity Employer

ADVISOR - Residential Adviser REWARDING CAREER!

Springdale Job Corps Center is accepting applications for persons to work with young adults ages 16-24 in a dormitory setting. 40 hrs. per week. Bachelor's Degree required. Call Linda Kadoun, 695-2245, M-F after 5 p.m.

E.O.E.
M/F/V/H

PROGRAMMER/ANALYST

Pendleton Woolen Mills has an immediate opening for a qualified Programmer/Analyst. Candidates should have 5 years of experience in manufacturing, accounting and customer service systems in a DOS/VSE environment running CICS, COBOL, DLI AND VSAM.

Excellent verbal and written communication skills a must. Send resume including salary history in confidence to:

Pendleton Woolen Mills
P.O. Box 3030
Portland, OR 97208-3030
An Equal Opportunity Employer

TEACHER WANTED

We need a teacher for a class of four year olds. (ECE)
You must have early childhood education training.
For more information, contact: Betty Smith at the Jeanette Fagan School, 606 N.E. Fremont, Portland, Oregon 97212. Phone: 287-5656.