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CLASSIFIEDS

Portland Observer

Madvertising **Employment Bids/Sub-Bids**

Education Director of Multicultural Affairs **Oregon State University**

Oregon State University invites nominations and applications for the position of Director of Multicultural Affairs. This office has been established to meet the needs of American Indians, Alaskan Natives, Asians, Pacific Islanders, Blacks, and Hispanics. The Director reports directly to the President.

The Director is expected to foster diversity and cultural sensitivity in the university community, participate in university-wide training in diversity and crosscultural awareness, promote student retention, assist in recruiting students, seek funds for programs to promote multicultural awareness and diversity and establish linkages with communities of color.

Minimum qualifications are an earned Master's Degree, strong .communication skills, and two years of administrative experience. Salary is negotiable and commensurate with the candidate's qualifications and experience, a complete vita, and two letters of reference, and the names, address, and telephone numbers of three additional references

Oregon State University is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973. The university is responsive to the needs of dual career couples.

The position is available July 1, 1992.

Please send applications by November 15, 1991 to:

Carroll W. DeKock Chair, Search Committee Department of Chemistry Oregon State University Gilbert Hall 153 Corvallis, OR 97331-4003

Customer Service



Administrative **Specialist 2** Recycling/Waste Mgmt. Coordinator

\$1762 - \$2344 The Oregon Department of Forestry currently has an opening in Salem for an Administrative Specialist 2, Recycling/Waste Management Coordinator. This announcement is to fill the currentvacancy. Submit an application now if you wish to be considered for this job classification. The Recycling/Waste Management Coordinator provides assistance to the Contracts Coordinator by planning and condinating the recyclable program for the Department of Forestry. Prepares services contracts for recycling. Provides inventory control and storage coordination statewide for recycling. Qualifications are: two years of experience as an administrative specialist or executive support specialist which included administrative support for a project, program or operation. Administrative support includes those duties beyond clerical/secretarial such as interpretation of laws, rules, and regulations; administrative data collection and analysis; and evaluation of projects, processes, and operation. NOTE: One year of postsecondary education may be substituted for up to one year of the experience. Announcement closes October 4. 1991. Contact Department of Forestry Personnel Section, 2600 State Street, Salem OR 97310, (503) 378-2565 for job announcement, test questions, and appli-

Portland **Community College Employment Specialist -**Portland Employment Program Job #6-91/92 (P)

cation.

Bachelor's degree in education or related field with emphasis in the area of special education req. Two years exp. working with MR/ DD adults in the area of supported employment req. One yer of exp. coordinating the daily activities of other employees, organizing and monitoring operational activities req. Closing date: 9/26/91 Job Developer/Placement Specialist - Steps to Success North Job #7-91/92 (P) Bachelor's degree in business or liberal arts req. Two years of exp. in a combination of the following req: employment interviewing, job placement recruitment, development and implementation of job search and related workshops. One year exp. working with disadvantaged minorities and other at risk populations req. Closing date: 9/20/91 Contact Staff Employment, 049 SW Porter, Room A-1, 273-2823 for a complete listing of qualifications, job duties and an application packet. As an AA/EEO Institution, PCC continues to promote staff diversity. Minorities, women and the physically challenged are encouraged to apply.

Senior Public Affairs Specialist

\$2,609 - \$3,805/Mo. METRO is recruiting for the position of Senior Public Affairs Specialist for the Public Affairs Department to perform a variety of highly complex public affairs activities, including writing speeches; answering constituent inquiries; developing and implementing community relations programs; assisting with media relations program; writing press releases fact sheets, brochures and newletters; and developing and maintaining a network of contacts for the dissemination of information. Education/experience equivalent to Bachelors degree in communications, public relations, government relations or a related field and a minimum of three years experience in public

relations. Position closes 5:00 p.m., Friday, September 20, 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

Portland Public Schools **Community Resource**

Professionals Biologists, geologists, chemists, physicists, engineers, mathematicians, computer experts, writers, journalists, language specialists and others. Share your work, business and professional expertise with Talented and Gifted elementary and/or middle school students. Part time. Possible 2-16 hours per week beginning late October. \$15.00 per contact hour. Interested individuals must complete an application and submit a current resume. Applications accepted through September 20. For information call 280-6198. Apply in person at Personnel Services, 501 North Dixon, Portland, OR. Equal Opportunity/Affirmative

Machinists

We have several opening for Specialist Radial Drill Operators and Journeymen Level Manual/CNC Mill and Lathe Operators. If you have your own tools, read blueprints and can work all shifts, we may have the opportunity you are looking for.

Starting wages are \$7.70 per hour for Specialists and \$10.65 per hour for Journeymen. Our comprehensive benefit package includes Medical, Dental, Vision and Union Pension Plans.

Applications accepted Monday through Friday, 7:30 a.m. - 4:30

p.m. Wagner Mining and **Construction Equipment** Company 4424 N.E. 158th Ave. Portland, OR 97230 E.O.E.

Employment Specialist

Oregon Steel Mills, Inc., a world class producer of steel plate and pipe products, has a need for an Employment Specialist.

The position is responsible for recruiting and assisting in the selection of production and administrative staff, developing and maintaining the company's written Affirmative Action Plan, reviewing and resolving discrimination complaints.

The successful candidate will have demonstrated skills in staff selection and administration of Equal Employment and Affirmative Action Programs. Must have a college degree or equivalent, excellent interpersonal and communication skills and a very strong work ethic.

The company offers a competitive salary and excellent benefits including employee ownership in the firm. No telephone calls please. Send resume to:

Employment Manager Oregon Steel Mills, Inc. P. O. Box 2760 Portland, OR 97208

An Equal Opportunity Employer

Counselor III Family Counselor

Starting salary \$1232 - \$1300 mo + benefits, CODA Inc. seeks experid Counselor for Family Services Program to diagnose, evaluate &

Marketing Research And Support Specialist

The Port of Portland has an opening for a Marketing Research and Support Specialist in the Real Estate Management and Development Division.

The successful candidate will be responsible for:

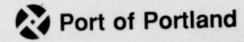
- Conducting general and market research and analysis
- Providing marketing support
- Project management
- Writing marketing proposals

Preferred Skills and Qualifications

- Course work or experience equivalent to a degree in business, research, marketing, or similar discipline
- Two years progressive, independent work experience in marketing, market research, or marketing support
- · Excellent oral and written communication skills
- Computer literacy with spreadsheets and databases

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 NE Multnomah, 14th floor. Applicants residing outside the Portland metropolitan area and physically disabled applicants may request application materials by calling (503) 731-7400. Preemployment drug screening is required. All applications must be received by 5 p.m., Friday, September 20, 1991.

The Port is an Equal Opportunity Employer.



General Aviation Property And Leasing Manager Aviation Department

The Port of Portland has an immediate opening in the Aviation Department for a Manager of Aviation Properties and Leasing to:

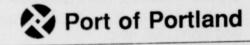
- Negotiate leases for land and/or facilities at the Ports three general aviation airports
- Develop and implement real estate marketing program to attract aviation related tenants and to market land to industrial users
- Manage and enforce contract terms in excess of 100 active contracts

Education and Experience Preferred:

- Real estate marketing and sales experience
- Experience in planning project development, and project manage ment
- Ability to prepare financial analysis of real estate transactions
- Demonstrated writing and research abilities
- Ability to analyze complicated lease documents and to develop negotiating strategies
- Excellent verbal and written communication skills
- Ability to analyze and resolve real estate problems

The Port of Portland offers a comprehensive benefits 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 Portland metropolitan area and physically disabled applicants may request application materials by calling (503) 731-7400. Preemployment drug screening is required. All applications must be received by 5 p.m., Friday, September 13, 1991.



PARAGON CABLE

Part Time, On Call **Customer Service** Representative \$7.15/hour

Looking for a way to make some extra money? Assist our customer service team by providing back-up telephone answering for special events and promotions. Hours available are 10 a.m. to 2 p.m. M-F or 4 to 8 p.m., M-F. Work schedule will vary considerably. Previous customer contact experience preferred. Keyboarding and 10-key experience preferred.

Please apply to: Paragon Cable 3075 NE Sandy Blvd Portland, OR 97232 Equal Opportunity Employer



PARAGON CABLE

Direct Sales Representative Are you interested in a career in Cable TV Sales? Well, HERE is a good place to start. Right now we are accepting applications for Residential Sales Reps. Part-time and Full-time positions available. We offer good commissions, excellent benefits, and a guarantee vs. commission. You need to have reliable transportation, and a CAN DO attitude. Call now for an interview. Your future starts right now! Call Rick or Dave at 230-2099, ext. 205. Paragon offers a drug/free workplace Equal Opportunity Employer

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Accounting Clerk

The Southland Corporation is now accepting applications for accounting clerks. This position requires 10-key by touch, good math aptitude and detail oriented. Company benefits including medical and paid vacation. Starting salary \$7/hr. Please apply or send resume: 10220 SW Greenburg Rd, Suite 100, Portland, OR 97223, between 8:30-4:00pm Mon-Fri. No phone calls please. Women & Minorities encouraged to apply. Equal Opportunity Employer M/F/H/V

Volunteer

Looking for something new...become a Project Linkage volunteer. By providing transportation, grocery shopping, minor home repairs or a friendly visit to a senior, you can help the elderly in Northeast Portland remain independent in their own home. Call Project Linkage, a division of Metropolitan Family Service, at 249-8215 Joy Young for more details.



Action Employer

City of Gresham Employee Development Analyst \$2,529 - \$3,227/Month

Seeking qualified training professionals to fill newly created Employee Development Analyst position. Responsible for planning, implementing and maintaining the city's Employee Development programs which include citywide training, educational assistance, employee recognition and morale and a wellness-fitness program. Must have a bachelor's degree in public or personnel administration or closely related field plus at least two years of professional experience in employee development. A preemployment physical examination and drug screen are required. Submit a completed city application and supplemental questionnaire to the Human Resources Division, 501 NE Hood Ave., Suite 230, Gresham, OR 97030. (503) 669-2309. TTD (503) 665-8519. Applications must be received by 5:00 p.m., October 11, 1991 or they will not be considered. City of Gresham is an Equal Opportunity/Affirmative Action Employer

Heavy Equipment Assembly Mechanics

We have several opportunities in our Final Assembly Department. We modify and assemble mechanical, hydraulic and electrical systems. If you have experience in these areas, have your own tools and can read prints, you may be qualified. Starting wages are Specialists \$7.70 per hour and Journeymen \$10.65 per hour. Additional \$.20 for Swing Shift.

Applications accepted Monday through Friday, 7:30 a.m. - 4:30

p.m Wagner Mining and **Construction Equipment** Company 4424 N.E. 158th Ave. Portland, OR 97230 E.O.E.

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.

Vinyl Siding Installed on Your Home by Experts Call ABS Inc. 283-0348 BB#9291 **Financing Available**

"Social Services/ **Residential Treatment** Services"

Seeking exp. supervisor to ensure safe, secure, therapeutic milieu. Prefer exp. in one or more of the following area: chemical dependency, residential programs, criminal justice programs. Resume to Barb Sussex, 200 SE 7th, Portland, OR 97214. Deadline 9/21/ 91. EOE

HELP WANTED Teacher

Must be dedicated, love children, up personality and have training and experience in Early Childhood Education.

Cook & Housekeeper Must be agile, good spirited, like children and dependable. Call Jeannette Fegan School, 287-5656.

Data Processing

Senior Systems Programmer

Blue Cross Blue Shield of Oregon, a major health insurance company, is seeking a Senior Systems Programmer to assist in the technical support of an MVS/ESA operating system environment.

The Senior Systems Programmer should have extensive experience with all aspects of systems generation and maintenance of software products contained in a large IBM MVS/ESA environment as well as the ability to handle other duties which include:

- Analyzing complex system problems and applying appropriate fixes
- Maintaining a PR/SM environment
- Installing, maintaining, testing and documenting software program products
- · Designing, implementing and maintaining new procedures which enhance the effectiveness of the mainframe environment
- · Leading large technical projects as well as contributing as a team member on other projects
- Provide technical advice for a wide range of data processing projects
- Developing and supporting security interfaces between ACF2 and numerous software projects

To qualify, applicants must have a thorough knowledge of the MVS/ESA operating system with a minimum of 5 years of systems programming experience. Solid SMP/E experience, good debugging skills, excellent communication skills and a good working knowledge of ASSEMBLER is essential. A college degree is desired, but equivalent work experience may be substituted.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad 208 at the top of your resume or in your cover letter. Send resume to:

> Blue Cross **Blue Shield** Of Oregon Human Resources Dept. 5th Floor 100 S.W. Market Portland, Oregon 97201

Exhibition Line Cook

Multnomah Athletic Club has a current full time position available for an Exhibition Line Cook. Position does require 3 yrs exp in the culinary field. This will be an excellent opportunity for an individual who is interested in expanding their culinary skills while working with our professional team. We offer an excellent benefits package. Call 223-8748 for an appt.

Rape Victim Advocates

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Rape Victim Advocates needed as on-call volunteers with the Multnomah County District Attorney's Victims Assistance Program. Evening training (six sessions) begins october 8, 1991. Must be 18 yrs. old and have transportation. Call 248-3222 for more information.