

CLASSIFIEDS

ADP
 Information Systems professionals at Automatic Data Processing (ADP) Dealer Services are encouraged to think creatively and take reasonable risks to make the big breakthrough. It's just one reason we're established as North America's leading supplier of computing and data communications services and equipment for automotive and truck dealers. If you share our boldness and innovative vision, join us now for these challenging opportunities.

PROJECT LEADER
 You will manage project schedules and resources and resolve a broad range of design and implementation issues. We require:
 • 4-year degree in Computer Science or equivalent
 • 7-10+ years experience in IS or software product development
 • 3+ years in a project lead role
 • 3+ years experience with UNIX and database products: EMPRESS & CADB
 • Knowledge of structured design methodologies and tools
 • Knowledge of automotive dealership/parts cataloging applications is desirable.

SYSTEMS ANALYST
 You will analyze business requirements, formulate system design and document requirements and specifications. We require:
 • Bachelor's degree in Computer Science, Business, or equivalent
 • 5-7+ years systems analysis experience in a business environment
 • Knowledge of industry standard systems analysis methodologies and tools
 • Proficiency in UNIX and database products: EMPRESS, CADB
 • Automotive dealership and parts cataloging applications is desirable.

PROGRAMMER/ANALYST
 You will be responsible for analyzing, designing, coding, and testing support application software. We require:
 • Bachelor's degree in Computer Science, Math, Business Administration, or the equivalent
 • 3-5+ years programming experience in UNIX, C, X-WINDOWS and/or Motif.
 • Experience with database products: EMPRESS, CADB
 • Experience with industry standard programming and design methodologies

QUALITY ASSURANCE SPECIALIST
 You will develop software quality assurance strategies and test plans and will coordinate with programming staff and analysts. We require:
 • 2-3+ years experience in business applications QA

As an ADP Associate, you will be rewarded with an excellent salary and benefits. To apply, send your resume with salary requirements, stating position of interest, to: AUTOMATIC DATA PROCESSING, INC., Dealer Services Division, Dept. #ENG117, 2525 S.W. First Ave., Suite 450, Portland, OR 97201. An equal opportunity employer m/f/d. We encourage minority and female candidates to apply.

For other employment opportunities, call our Job Hotline at: (503) 221-4055.

WE NEVER FORGET WHAT'S IMPORTANT TO YOU.

Senior Management Analyst
 335-0193-PE
Personnel Division
1 Full-time Position
\$33,679-\$49,089

Metro is recruiting for one full-time Senior Management Analyst to serve as the Labor Relations Officer in performing the following essential job duties: develop negotiation strategy, write contract language, negotiate labor agreements for Metro and MetroERC; provide contract interpretation to managers and supervisors; handle grievances through mediation or arbitration; develop and present labor relations training; and a variety of other personnel related assignments. This position closes on February 10, 1993. Applications and supplemental requirements must be received, or post-marked no later than 5:00 p.m. Wednesday, February 10, 1993. Applications and supplemental requirements can be picked up at:

Metro
 MetroERC and Oregon Convention Center Administration Offices
 The Urban League
 The N.E. Workforce Center
Metro
 2000 S.W. First Ave.
 Portland, OR
Oregon Convention Center
 777 NE Martin Luther King, Jr.
 Portland, OR

Resumes will not be accepted. AA/EEL Employer

METRO

Girls Wanted
 From OR & WA, between 7-19, to compete in this year's 4th annual 1993 Portland Pageants. Over \$20,000.00 in prizes and scholarships. Call today 1-800-PAGEANT-EXT. 2827.
1-800-724-3268

\$2000 per Month
We Train!
 International Firm has various positions available
 • Flexible Hours
 • Paid Weekly
 • Travel Options
 Must have positive attitude call
503/526/1958

Administrative Secretary
Reed College
 The Reed College Office of Computing & Information Systems seeks an exceptionally talented and versatile individual for a full time position as Administrative Secretary. Must have excellent communication and organizational skills, the ability to deal calmly with deadlines and other stressful situations, and a good knowledge of work-processing, database and spreadsheet software, preferably with the Macintosh. Duties include a variety of office management functions such as appointment scheduling, answering phones, maintaining records and preparing financial reports. Send resume with names & phone numbers of two references to Marianne Colgrove, CIS Office, Reed College, 3203 SE Woodstock Blvd., Portland, OR 97202 by January 29, 1993. Reed College is an equal opportunity employer.

Tired of Geriatrics
 CNAS work with young Quadruplegics
 6.25 Per hour
 Good Benefits
 Flexible Hours
 Apply at
 2600 N. Williams
 Phone 249-1765
 CALL 288-0033 or FAX 288-0015 TO
 ADVERTISE OR RESERVE YOUR SPACE

Personnel Representative Trainee
 SAFECO Insurance Company, a FORTUNE 300 company with our Oregon branch located in Lake Oswego, is looking for someone to assist with the Personnel functions. We presently have 290 employees and expect this to grow at a rapid pace in the years to come.
 We are a full service, "generalist" type of Personnel department that is responsible for everything from recruiting to benefits administration to retirement counselling.

Requirements:
 • Four year college degree with respectable GPA
 • Two plus years of professional level work experience, with some degree of supervisory experience a must.
 • Future, not immediate, relocatability out of Oregon required.

Responsibilities:
 • Recruiting and interviewing to fill job openings.
 • Management and employee training.
 • Salary and benefits administration.
 • Being responsible for employee welfare and being an "advocate" for them.

To top off this outstanding job opportunity, we also offer a benefits package that is second to none. Included are: profit sharing cash bonus and retirement plans, a guaranteed retirement plan, a savings plan with company money contributed, major medical and dental and more.

If this sounds like something you have been waiting for, please send your resume with salary requirements to:
 Attn: Personnel
 SAFECO Insurance Company
 4101 SW Kruse Way
 Lake Oswego, OR 97035
 Attn: Mark Zeiger
 Equal Opportunity Employer

Hospital Jobs
 Start \$7.30/hr., your area. No experience necessary.; Must be 18.
 For info, call 1-900-820-8633, ext. 6857. 6am-8pm. 7 days.
 \$12.95 phone fee.

Development Officer
Portland State University
 Portland State University is seeking a Development Officer. The successful candidate will be expected to work closely with the offices of development, alumni affairs, communications, public relations, and publications and will report to the Executive Director for the University Development. Applicants should possess significant event planning and fundraising experience. This position may develop into one of broader responsibilities, based upon performance. Some events may require occasional evening or weekend duties.

Qualifications: Bachelor's degree; two or more years' experience in philanthropy and event planning; demonstrated understanding of fundraising techniques and skill in implementing donor recognition events; ability to plan and manage a budget; excellent communication skills; and a demonstrated commitment to Affirmative Action.

Salary range: \$27,000 to \$30,000
 Applications from under represented groups are especially encouraged. Letters of interest and resumes should be sent to:
 Chair, Development Officer Search Committee
 Portland State University
 Office of University Development
 PO Box 751
 Portland, Oregon 97201
 Application deadline: February 8, 1993. 5:00 pm. Application reviews will begin immediately and continue until the position is filled.
 Portland State University is an AA/EO employer.

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J.B. ASSOCIATES
 Personal, Second Mortgages and Debt Consolidations. Available up to 50K.
1-800-531-0842

Radio Traffic Reporter - for AM/FM, min 1 yr exp. Send resume to Apogee Communications, 4614 SW Kelly, Portland, OR 97201. An Equal Opportunity Employer.

Continuing Education/School of Education
Portland State University
Program Coordinator
 Primary responsibilities are course coordination, marketing/publicity coordination, program design and development, personnel supervision, advisory committee coordination, travel in local and state geographic areas. The successful candidate will have: a Master's degree; administrative experience in education, preferably higher education with experience in staff development or continuing education; strong oral and written communication skills; demonstrated ability to work with people in variety of settings. Experience with distance learning, marketing and technology education preferred. Twelve-month, renewable, fixed term, academic position without rank. Position is available contingent upon funding.

Program Assistant
 Primary responsibilities include maintaining on-going programs, providing assistance with marketing, tracking and assessing enrollments using computer information sources. The successful candidate will have: a Bachelor's degree; computer experience; experience in education, preferably higher education; strong oral and written communication skills; ability to take initiative and follow through. Twelve-month, renewable fixed term, academic position without rank. Submit letter of application, resume, two letters of reference and names and phone numbers of three references (different from letters of reference) no later than February 22, 1993, to Search Committee chair, Continuing Education/School of Education, Portland State University, PO Box 751, Portland, OR 97207.

For copies of complete job descriptions, call 725-4720. Portland State University is an Affirmative Action/Equal Opportunity Employer and Institution. Minorities, women and members of other protected groups are encouraged to apply.

TCI Cablevision of Oregon, Inc.
 TCI CABLEVISION OF OREGON, INC., an Equal Opportunity Employer, currently has a full time opening for the following position:
Draftsperson
 DRUG TEST REQUIRED OF FINAL APPLICANT
 Qualifications: Experience in general or engineering drafting & the ability to draft using ink. Must be artistic, team player, have valid driver's license with good record. Prefer 1 year experience in CATV drafting, associate degree in electronics or equivalent.
 Applications Accepted Until 2/2/93
 Interested parties may submit applications/resumes by mail to:
TCI CABLEVISION OF OREGON, INC.
 3500 SW Bond Street
 Portland OR 97201
 Attn: Jim Warhurst

Family Worker for homeless shelter. Knowledge of domestic violence & local resources req'd. \$6/hr. +benefits. Call VOA, 235-8655, for info. Open until filled. EOE.

Secretary/Receptionist for Community Mental Health Center. Some bookkeeping duties. Accurate typing of at least 65 WPM. Basic word processing & computer skills helpful. Able to work with the psychiatrically disabled. Send resume by March 4, 1993 to: Conquest Center, 5305 N. E. MLK Jr. Blvd, Portland, OR 97211.

From Nike Shoe Store
 3044 N.E. Martin Luther King Blvd.

FEBRUARY IS BLACK HISTORY MONTH
 CALL 288-0033 or FAX 288-0015 TO
 ADVERTISE OR RESERVE YOUR SPACE

Secretarial Executive Secretary
Level 5, Child, Family & Community Program
 Edit, type proofread & format documents using Microsoft Word, & enter * edit information on databases & conduct routine data retrieval & report writing, using DataEase; arrange for conferences & travel & process claims, supervise & coordinate work of other support staff. Qualifications; secretarial experience with similar responsibilities, able to keyboard 70 wpm & sit for long periods of time, expert knowledge of office practices, policies & procedures, able to prioritize, handle multiple tasks, & work with & for a team, excellent written, oral & phone communication skills, strong professional presence & excellent interpersonal skills. Salary \$22,269 per annum, excellent benefits. Letters of application & resumes must be received in the Personnel Office by 3:00 p.m. 1/29/93. In letter of application, indicated the position for which you are applying. Apply to
 Personnel Office
 Northwest Regional Educational Laboratory
 101 S.W. Main, Suite 400
 Portland, OR 97204
 Equal Opportunity Employer

Manager Health Services
 Energetic registered nurse with valid license and bachelor's degree in related field and three years related experience; one of which should be in a supervisory capacity; needed to manage health services. Includes direct coordination of all phases of medical and dental care for students in a fast paced training facility. Respond by sending cover letter of interest and resume no later than 2/6/93 to: Springdale Job Corps Center, ATTN: Human Resources, 31224 E. Crown Point Highway, Troutdale, Oregon 97060
 An Equal Opportunity Employer M/F/D/V

Data Processing Information Security Technical Specialist
 Blue Cross and Blue Shield of Oregon is currently accepting applications for an information Security Technical Specialist in our corporate security department. Qualified candidates must have a minimum of 3 years systems programming experience, including support of the MVS operating system, and knowledge of operations and functions of MVS, structure and interaction of operating system components and their relationship to their systems. Four years prior experience managing technical projects involving multiple participants and departments is required. Also requires the ability to program using Clist, Easytrieve Plus, SAS, Focus, COBOL or Natural. Must have a 4 year degree in computer science or equivalent experience in data/information security. Experience w/Unix, Windows, OS/2, and Novell Netware is highly desired. The successful candidate will:
 • Review and monitor computer operation systems and security systems for adherence to security standards and exposures, and develop methods for correction and/or control of exposures or weaknesses.
 • Propose and develop security standards to provide guidance in the implementation of secure systems.
 • Manage complex projects and provide technical support for departmental projects and functions.
 • Research and develop methods of interfacing security across corporate computing platforms.
 • Provide expertise for trouble-shooting for systems supported by corporate security.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #012 at the top of your resume or in your cover letter. Send resume to:
Blue Cross Blue Shield of Oregon
 Human Resources Dept. 3rd flr
 100 S.W. Market
 Portland, OR 97201
 TDD # 225-6780
 Equal Opportunity Employer

For best results
ADVERTISE IN THE OBSERVER

Data Processing Data Communications Specialist
 Blue Cross and Blue Shield of Oregon is currently accepting applications for a Data Communications Specialist for their information Resources Dept.
 Qualified candidates must have four or more years experience in the communications industry with progressive job responsibilities in maintaining large data communications networks. Knowledge of SNA/SDLC, Token Ring, Ethernet, and LAN protocols is required. Must have working knowledge of breakout boxes, protocol analyzers, and other diagnostic tools to resolve network problems. Knowledge of SNMP is desirable.
 Must be flexible to work variety of hours and weekends due to corporate projects. This position is required to work on-call. The successful candidate will be responsible for the following:
 • Monitor various, SNA/SDLC and LAN networks to ensure service levels are maintained.
 • Diagnose and resolve network problems.
 • Assist in the installation, maintenance and support of corporate data communication systems including all LAN's.
 • Create and maintain procedures and documentation used in support of the network.
 • Provide consulting to other areas of the corporation on network related issues.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours and competitive salary. Pre-employment drug screening required. To assure your resume is processed immediately, place ad #027 at the top of your resume or in your cover letter. Send resume to:
Blue Cross Blue Shield of Oregon
 Human Resources Dept. 3rd flr
 100 S.W. Market
 Portland, OR 97201
 TDD # 225-6780
 Equal Opportunity Employer