

Admissions Counselor

Permanent 12 month, Admissions Counselor position. Will market WSU Vancouver to prospective undergraduate transfer and graduate students including production of recruitment publications. Start Date: ASAP after December 15, 1999 Salary Range: \$27,000-30,000

Minimum Qualifications;

BS/BA from accredited institution
Publications exp.

Excellent Verbal and Written Communication Skills
Computer skills including Desktop Publishing
Public Relations and/or marketing Experience

Preferred Qualifications:

Advertising exp.

Advanced Computer Skills (including web production/maintenance)
Higher Education Experience (Admissions, Advising and/or Student Services)

Experience with Diverse Populations

Applications must be received by November 12, 1999. Submit current resume, letter of application and three current letters of recommendation.

Application materials may be submitted electronically to adsearch@vancouver.wsu.edu or mailed to:

Jean Lang, Chair
Admissions Counselor Search Committee
Washington State University Vancouver
14204 NE Salmon Creek Ave.
Vancouver, WA 98686-9600
WSU is an EEO/AA employer.

Advertisement For Bids

Columbia Villa ADA Improvements

Job NO. CV-01-02-99

9423/9425 N. Woolsey Court and 9350/9352 N. Woolsey Avenue

Portland, OR 97203

Sealed bids will be received at the Housing Authority of Portland (HAP), 8910 N. Woolsey Avenue, Portland, Oregon 97203, until 2:00 p.m., Thursday, November 18, 1999 for labor and materials to make American with Disabilities Act Improvements to residential units at Columbia Villa.

Shortly thereafter, bids will be opened and publicly read. No bidder may withdraw their bid after the hour set for opening until after the lapse of sixty (60) days from the bid opening.

The basic work consists of site work, concrete, metal railings, carpentry, gypsum board, bathroom and kitchen remodel, vinyl flooring, ceramic tile work, cabinetry, electrical, mechanical plumbing work.

Bid Documents are available at the HAP Office noted above. A \$50 (fifty) deposit for one set and \$20 (twenty) for each additional set is refundable when documents are returned within 10 days after bid opening.

Attendance of bidders is mandatory at a pre-bid tour of the project commencing at the HSP Maintenance Office, address above, at 10:00 a.m., Tuesday, November 2, 1999. Questions posed during the tour, not addressed in the documents, will be answered by addendum.

The Housing Authority of Portland may reject any bid not in compliance with the prescribed bidding procedures and requirements and may reject any or all bids and waive all informalities if, in the judgment of HAP, it is in the public interest to do so. Questions regarding this project should be directed to H. David Walter at 735-4210.

Housing Authority Of Portland

H. David Walter

Assistant Director, Housing Operations



Cabinet Maker/Lead Person

Neil Kelly Company, a Portland residential remodeling contractor and cabinet manufacturer, is seeking a Cabinet Maker/Lead Person with solid cabinet making and supervisory experience. The position requires an understanding of 32 mm. Cabinet systems. Must have strong interpersonal and communication skills. Must be able to work with a team. One of Oregon Business Magazine's 100 Best Companies to Work For. Send resume and cover letter to Diane Stark, Human Resources Dept., Neil Kelly Company, 804 North Alberta St., Portland, OR 97217. May respond to: dstark@neilkelly.com.

Temporary/Substitute On Call Positions

Substitutes Urgently Needed to establish substitute pools for 1999-2000 school year for the following programs:

Substitute Day Care Provider
Helensview High School
4-8 Hour Days On A As Needed
Basis Salary: \$7.54/hour

Substitute Classroom Assistants
5-7 Hour Days On A As Needed
Basis Salary: \$9.43/hour

Substitute School Health Assistants
4- Hours Days On A As Needed
Basis Salary: \$9.43/hour

Send self-addressed stamped envelope (\$64) for fingerprint packet and application materials - or come to 11611 NE Ainsworth Circle Portland Oregon to pick up packet.

An Equal Opportunity Employer & Drug Free Work Place

Census Jobs

Hiring from the community is important for creating a culturally diverse work force. The Census Bureau is actively seeking bilingual recruits to staff facilities and conduct the census. Full time and part-time positions are available. Field positions starting pay rate: \$10.50/hr plus mileage. Office positions starting pay \$8.50/hr. Call (503) 808-4160 for information.

Check out the Census Bureau's homepage at: <http://www.census.gov>.

Development Director position at Warner Pacific College

lets you become part of WPC's exciting new growth.

The Development Director

will: lead in developing new revenues for the College; Initiate and maintain positive relations with donors, potential donors, grantors, and alumni; develop and implement fund raising plans and strategies; and prepare promotional material.

Requires: excellent leadership, management, communications, and marketing skills; Bachelor's degree; 3 years experience in advancement; and supervisory experience.

Warner Pacific College is a fully accredited, Christian liberal arts college with a rich 60-year history, serving over 700 students. Review of applications underway, continuing until position filled.

Send cover letter, resume, and personal statement of faith to: Human Resources Director, Warner Pacific College, 2219 SE 68th Ave. Portland, 97215; fax: 517-1350.

e-mail hrdonmat@warnerpacific.edu
An Equal Opportunity Employer.

Wildlife Jobs to \$21.60/HR
Inc. Benefits. Game Wardens, Security, Maintenance, Park Rangers. No Exp Needed. For APP. And Exam Info Call 1.800.813.3585. EXT 6605
SAM - 7PM, 7 Days fds inc

Metro

Providing regional services *
Creating livable communities
Event Services Secretary (Oregon Convention Center) - \$11.93 - \$15.25, FT,
Deadline 10/25/99. Performs a wide variety of responsible secretarial and clerical duties.
Required application materials available at: Metro Human Resources, 600 NE Grand Avenue, Portland, OR 97232. Resumes are not accepted. Please call (503) 797-1570 if you would like application materials mailed to you. Web address: www.metro-region.org
AA/EEO Employer

Metro

Providing regional services *
Creating livable communities
Event Custodian (Portland Expo Center) \$9.35 - 10.25/hour, 6 part-time positions, Deadline 10/25/99. Performs pre-event, during and post-event maintenance. Assures that rest rooms, lobbies, open floor spaces and other public/non-public areas are clean, orderly, and properly maintained.
Required application materials available at: Metro Human Resources, 600 NE Grand Avenue, Portland, OR 97232. Resumes are not accepted. Please call (503) 797-1570 if you would like application materials mailed to you. Web address: www.metro-region.org
AA/EEO Employer

Assistant Managing Chef...Busy SE Alaska Hotel Restaurant

Must have excellent work references. High energy, great attitude and the ability to direct and work well with others. This is a year round full time salaried position in the \$40,000+ range, includes insurance, vacation, sick leave, 401K plan, education reimbursement and transportation. Good opportunity for advancement. Submit resume and application to PO Box 6814 Ketchikan, AK 99901 or fax to (907) 225-6900.

Secretary/Support

Two full-time secretarial support positions providing assistance for Directors. Must have experience with multi-line systems, requires strong computer skills, and must be highly skilled in organizing and maintaining filing systems. Requires high school diploma or equivalent and one-year related secretary/support experience including word processing and/or data entry experience, type at 60 words per minute and prefer dictation at 80 words per minute. One position is located at 2508 NE Everett in Portland. If interested and qualified, submit a cover letter of interest and resume to: **Human Resources**

31224 E. Historic Columbia River Hwy.
Troutdale, OR 97060

RESPONSES MUST BE RECEIVED NO LATER THAN MONDAY, OCT. 25, 1999

As an affirmative action employer, we are seeking qualified minority, female, veteran and disabled applicants; however, all qualified applicants will be considered.

Cars From \$500!

Police impounds & tax repo's
For listings call 1-800-319-3323 ext. A603.

Pet Lovers!

Do you enjoy talking with people?
Would you enjoy educating pet owners about pet products?
National Co. seeks outgoing positive people to demonstrate our produces in pet stores. Start at \$10 an hour, make up to \$12/hr. Work as little as 4 hours or as much as 19 hours a week. Flexible schedule including weekends. Training is provided. For more information please call toll free: *****(800) 289-4738 #260*****

Great jobs, for goodness sake!
Job Fair!
Seasonal Sales & Sales Support
Full and part-time
• Generous merchandise discounts up to 25%
• Great starting salaries
• Flexible schedules
• On the spot interviewing and hiring for all PDX locations
October 26th, Downtown Store, 10th Floor, 11 am - 7 pm
Smart Park Validated/Return Bus Tickets Offered. EOE.

Meier & Frank
This Is Where It Gets Good

G.I. JOE'S
THE SPORTS AUTO STORE
SALES
G.I. Joe's is seeking positive, knowledgeable and enthusiastic persons who specialize in customer service to join our sales team
• FT/PT Sales In Most Depts:
• Athletics, Apparel, Hunting/
• Fishing & Auto Parts
• FT/PT Cashiers
• FT Day Merch./Receiving Crew
Application accepted:
AT ALL G.I. Joe's Stores
G.I. Joe's offers: competitive wage & benefit package; store bonus program; HMO health/dental/Rx plan; 401(k) plans, group insurance and more.
We are a drug-free, smoke-free and an equal opportunity employer. For a complete listing of available job opportunity visit our website at www.gijoes.com

Portland Development Commission Shared Appreciation Mortgage (SAM) Request For Proposals RFP 99-34

PDC is seeking proposals for the sale of newly developed homeownership units to first-time homebuyers with incomes below 80% of median family income and utilizing a shared appreciation second mortgage. Approximately \$250,000 is available to be loaned directly to the purchaser of properties selected through this RFP. Proposals are due by 4:00 p.m. on November 8, 1999 at the Portland Development Commission offices located at 1900 SW 4th Avenue, Suite 7000, Portland, OR 97201. For information please contact Shelly Bird at 823-3269

Request For Bids Metro Regional Parks And Greenspaces RFB# 99B-39-PKS Pre-Manufactured Vault Toilet Buildings

The Metro Regional Parks and Greenspaces Department, a service of Metro, the regional government providing services in Multnomah, Clackamas and Washington Counties is requesting bids for two manufactured precast concrete double vault toilet buildings. Buildings are to be delivered and installed at Oxbow Regional Park located at 3010 Oxbow Parkway, Gresham, OR., 97080. Bids are due no later than 3:00 p.m., Thursday, October 26, 1999 at the reception desk of Metro Regional Parks and Greenspaces offices, Attn. Dan Kromer, 600 NE Grand Avenue, Portland, Oregon 97232. Bids received after this time will not be considered. Copies of the RFB may be obtained by contacting Dan Kromer, Regional Parks and Greenspaces at the address listed above or by calling (503) 797-1844. This is a public works project. All bidders must certify that they will comply with the requirements of ORS 279.350, requiring payment of prevailing wage rates effective at the time of this advertisement and payment fee as required by BOLI. Contractors must be registered with the Oregon Construction Board pursuant to ORS 671.350. Bids must conform to the RFB format and be complete including the use of any forms. Metro may accept or reject any or all proposals, in whole or in part, or waive irregularities not affecting substantial rights if such action is deemed in the public interest. Metro and its contractors will not discriminate against any person(s) based on race, color, national origin, sex, sexual orientation, age, religion, physical handicap, political affiliation or marital status. Metro extends equal opportunity to all persons and specifically encourages minority and women-owned businesses to access and participate in this and all Metro projects, programs and services.

OREGON STATE UNIVERSITY ORCHARD COURT FAMILY HOUSING EXPANSION

Request for Proposals

Oregon State University (OSU) is preparing to construct approximately 10-12 apartments to provide student family housing. The project will be located on the southeast corner of Jackson Street and 35th Street, Corvallis, Oregon, adjacent to the Oregon State University campus. The wood frame structures will have a 2-story configuration. The lower floors will house at least 6 units of ADA-accessible apartments. Specifications for site clearing and grubbing will be required. Site improvements associated with the project include, but are not limited to, an ADA playground, expansion of the Community Center with the addition of an office and storage spaces, and ADA upgrade to the entryways of the existing Orchard Court Complex, and central mailboxes for the entire Orchard Court complex. The building type will be classified R-3, 1-hr, per the UBC 1997 edition.

This Request for Proposal is the first step in a two-step process to obtain a design consultant to accomplish the design of this project. The first step will result in development of a short-list of consultants, who will be invited to interview as the second step. The result of those interviews will be the selection of a firm to accomplish the design.

OSU is seeking a professional design team headed by an Architectural firm experienced in Higher Education work. The team should include members experienced in residential collegiate design, working with other qualified consultants to complete the goals of this project.

Primary Architectural Firms interested in assembling a design team should respond in writing before close of business, Friday, November 3, 1999. Mail your request for information to Jerry Watson, University Architect Emeritus, Oregon State University, 100 Adams Hall, Corvallis, Oregon, 97331-2001. Fax requests will be accepted at (541) 737-3724.

Ms B's Potting Plants

• Our service provides plants, potting, soil, fertilizer, plant string, plant sticks.
• We take your overgrown plant out of its old soil, clip, snip, or trim the leaves.
• Repot the plant into a small, medium, or large, X-large potting and water to set the plant into place.
• We re-visit in thirty days to see how the plants are surviving.

\$20/hour • Evening and weekend appointments welcomed

References if needed

Just one call does it all (503) 735-9970

GIFT CERTIFICATES AVAILABLE TOO!

SUB-BIDS REQUESTED

Beltline Highway
Lane County
West 11th Ave. - N.C.L. (Eugene) Stage 2 Section
Class of Project: ACNH-S069(6)
Grading, Structures, Paving, Signing, Illumination,
Signals and Roadside Development
Bid Date: October 28, 1999 - 9:00 a.m.

Kiewit Pacific Co.
P.O. Box 1769
Vancouver, WA 98668
(360)693-5582

We are an Equal Opportunity Employer and request sub-bids from all subcontractors and suppliers including Minority and Women-Owned Businesses, Disadvantaged, Disabled Veterans, and Emerging Small Business Enterprises.

Sub-bids requested for

lead Building Renovation

Portland, Oregon

Bid Date: October 26, 1999
4:00 p.m.



EMERICK

P.O. Box 66100 Portland, Oregon 97290-6100
(503) 777-5531 Fax (503) 771-2933 - CCB #10723
We are an equal opportunity employer and request sub-bids from minority, women, disadvantaged or emerging small business enterprises.

Visit Us On The Web! @

<http://www.portlandobserver.net>
or e-mail us at PDXOBSERV.com

Teacher

Volunteers of America of Oregon, Inc.

Part time Assistant Teacher

Infant & toddler classroom working with children in parent-child interactive groups. Responsible for set-up of classroom & assisting teacher with children. HS diploma/GED required, bi-lingual preferred. \$6.00/hour. Reply to Volunteers of America of Oregon (CB) 537 SE Alder, Portland, OR 97214. Equal opportunity employer.

Wanted

Direct Care Workers who want to learn and move up in our company. Work with MR/DD clients and make a difference, pay starting \$7.25-\$8.10. No experience necessary, paid training. Insurance/sick/vacation after 90 days. Call (503) 669-6622.

Social Services

Caring Community Coordinator
We are seeking job applicants for a PT coordinator position working with the Franklin HS Community. Applications available at Portland Impact, 4707 SE Hawthorne Blvd. Open until filled.