



Classifieds/Bids

Employment

Professional 205

Portland State University
Telefund Services Manager
 PSU Office of University Development seeks an enthusiastic, motivated, creative, self-directed team member to be responsible for all aspects of the PSU Telefund operations. This position reports directly to the Associate Director of the Fund for PSU, and works closely with the Development Team to further goals of philanthropic support for PSU.

Qualifications: One to three years of experience in telemarketing, preferably in higher education. Strong organizational and communication skills. Ability to manage multiple tasks in a fast-paced environment. Managing and meeting funding goals and budgets. Ability to supervise and work well with a diverse and multi-cultural staff. Ability to enthusiastically motivate, inspire and educate a staff of 15-20. Knowledge of fundraising principle and practices. Experience with computer, databases - preferably Campus Call and Benefactor. Evening and some weekend hours required.

Salary range: \$22,000-25,000 and excellent benefits.
 Send/fax: resume, cover letter and three professional references to: Office of University Development
 Portland State University
 PO Box 751 - DEV
 Portland, OR 97207-4499
 Fax: 503-725-4499
 Review of applications will begin immediately. Position open until filled. PSU is an AA/EO Institution.

Comp/Tech 210

Portland State University
School of Extended Studies (SES)
Webmaster

This position will be a member of the SES Publication Team maintaining, coordinating the planning for, and management of the SES website. Required: web development experience; advanced proficiency with HTML; ability to program forms and implement scripts; knowledge of software such as PageMaker; time, organizational and project management skills; knowledge of network security procedures; communication skills, ability to coordinate multiple tasks; ability to work as a team member and to work independently; BA/BS required, MA/MS preferred. Twelve-month, fixed-term, unclassified, 1.0 FTE position. Start date June 30, 2000. Review of applications begins immediately. Position will remain open until filled. For detailed job description, call 725-4875 or see www.hrc.pdx.edu. PSU is an Affirmative Action/Equal Opportunity employer.

General 235



Parking Facility Operator

Immediate opening for full and part-time lot attendants with Portland's leading parking Co. We are seeking dependable individuals with a neat appearance and a positive attitude.

\$7.50+ starting wage
 Huge overtime potential
 Advancement opportunities
 Medical, Dental, 401k available
 Applicants must submit to drug test and background check.
 Apply in person daily between 12-1 PM, Monday - Friday.
 130 SW Stark Portland, OR

Employment

General 235

Assistant Director of Student of Color Recruitment

The Assistant Director of Student of Color Recruitment will coordinate outreach efforts to students of color. Responsibilities include: coordinating programs and activities that promote enrollment, especially the recruitment of students of color to Portland State; serving on university committees and community organizations that are relevant to the support of students of color; and representing Portland State University on the OUS High School Visitation program, high school and community college visits, college fairs and nights, and other student recruitment events. Minimum qualifications for the position include a Bachelors degree; at least three years of successful and progressively responsible experience in student services at the college level; experience effectively recruiting students of color; excellent written and oral communication skills; strong interpersonal, presentation and organizational skills; creative problem-solving ability and customer-service orientation. Preferred: Master's degree in a related field. This position is a full-time, fixed term 12-month renewable appointment, effective July 1, benefits package. Review of applications will begin on June 30, 2000. To apply: Submit a letter of application, resume, one-page recruitment plan describing your best practices for recruiting students of color, and three professional references to: Heather Gallup
 Office of Admissions and Records
 Portland State University
 P.O. Box 751
 Portland, OR 97207-0751
 (503) 725-3404
 Portland State University is an Affirmative Action/Equal Opportunity Institution.

General 235

Manufacturing

Northwest pulp and paper manufacturer is recruiting for current and future manufacturing/production positions. Duties may include, receive/warehouse finishing supplies, deliver finishing supplies to paper machine production areas, industrial cleanup, handle chemical for machines, keep finishing supply inventories, participate in shutdowns, operate forklift and grab truck and other tasks as assigned while following all mill safety procedures and wearing personal protective equipment. Must possess the ability to prioritize multiple requests for assistance. Requires ability to pick up and move up to 50 pounds occasionally and work around machinery. Pre-employment drug screen and background check.

We work 12-hour rotating shifts in a 24-hour/day, seven-(7) day a week operation. Please register in person at the Oregon Employment Department, 506 High St., Oregon City, OR 97045. Indicate preference for Blue Heron Paper Company. No Phone Calls To the Mill Please.

Competitive wages. Benefits package includes medical, dental, vision, life, AD&D and disability insurance, pension, 401 (k), profit sharing, participation in an employee stock ownership plan, educational reimbursement.
 Blue Heron Paper Company
 EOEM/F/D/V

Employment

Employment

General 235

Washington County

Associate Planner
 \$3,380-\$4,110/mo.
 Closes June 23, 2000

Evidence Officer I
 \$2,308-\$2,810/mo.
 Closes June 23, 2000

Evidence Officer II
 \$2,609-\$3,175/mo.
 Closes June 23, 2000

Planning Assistant
 \$2,393-\$2,907/mo.
 Closes June 23, 2000

Probation & Parole Officer II
 \$3,243-\$3,941
 June 16, 2000

Residential Counselor (Bilingual and Non-Bilingual)
 \$2,708-\$3,290
 Closes June 16, 2000

Call (503) 846-8606/TTY (503) 846-4898 for information. County application and supplemental application forms required. Women, minorities, and people with disabilities are encouraged to apply.
 Apply To:
 Washington County Human Resources Division
 155 N. First Avenue, Suite 320
 Hillsboro, OR 97124

General 235

The Multnomah County Health Department is currently recruiting for the following positions:

- Health Services Specialist (HIV Services Planning Council)
- Program Development Technician - (Business Services)
- Pharmacist
- Senior Fiscal Specialist
- Medical Records Technician (ART)
- Laboratory Specialist
- Program Development Specialist (Part-Time)
- Health Information Specialist II (Outreach Worker)
- Clinical Laboratory Technician
- Psychiatric Mental Health Nurse Practitioner (Mid-Level Provider)

Application materials and formal job announcements are available at: www.co.multnomah.or.us/jobs/, in person or by mailing a self-addressed stamped envelope requesting application forms to: Multnomah County Human Resources Division, 1120 SW 5th Avenue, First Floor Lobby, PO Box 14700. Portland OR, 97293-0700. Assisted access to Multnomah County job information and web site is available at Multnomah County Libraries.

Multnomah County Health Department is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Bilingual/bicultural candidates are encouraged to apply. An Equal Opportunity Employer

General 235

Groundskeeper at Catlin Gabel School. Landscape & horticulture maintenance on 52 acre campus. Bus driving secondary focus. Opportunity to earn CDL Full-time with benefits. To review job description, download an application see www.catlin.edu or call 203-5107.

Employment

General 235

Facility & Equipment specialist I
 PT position. Duties include facility repair work, preventative maintenance, coordinating facility and vehicle repair and safety oversight. \$10.50 - \$12.00 entry wage. Apply at Portland Impact, 4707 SE Hawthorne Blvd. Questions call 988-6000. EOE/AA

Short Term Intervention specialist
 PT position. Duties include info & referral, advocacy and problem solving assistance. \$10.50 - \$12.00 entry wage. Apply at Portland Impact, 4707 SE Hawthorne Blvd. Questions call 988-6000. EOE/AA

Employment

General 235

Housing Management Director for Housing Our Families. Major duties: supervise on-site managers & maintenance personnel, prepare & monitor annual property budgets, conduct inspections of properties to assess physical condition & determine repair/replacement & capital improvement needs, act as HOF's primary contact for HUD, ensure required reports are submitted timely & accurately, keep financial records, oversee tenant screening, & monitoring contracts with other property management firms. Salary range is \$33,279 to \$40,927 (negotiable based on qualifications). Benefits include medical, life insurance & retirement plan. Women & people of color encouraged to apply. HOF is an Affirmative Action/Equal Opportunity Employer. Send cover letter, resume, including salary information & 3 references to: 3987 N. Mississippi, Portland 97227. (503) 335-0947. Closes June 21, 2000.

General 235

Technical Trainee
 Mechanical, welding, electronics, etc. No experience required. We will train. Salary, benefits, tools provided. Ages 17-34. H.S. diploma and be willing to relocate. Call 1-800-914-8536.

Witnesses Needed: If you witnessed protestors being shot by Portland city police between 8:15 p.m. and 9:00 p.m. on August 17, 1998 in the area of NE Martin Luther King Boulevard and Prescott Street, please contact Stephens & Russell law office at (503) 282-7999. Video especially helpful.

LOOK Want A House!!!

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 503-397-9769 Home

and/or

Roberta Robinson G.R.I.
 Century 21 Elite
 503-241-2711 x141 Office
 503-366-3168 Pager
 503-397-5267 Home
 P. O. Box 242
 St. Helen, OR 97051

FREE!

AUTO SALES INFORMATION SEMINAR

June 19th,
 6:00 PM
Thinking of a career in Auto Sales?
This is your chance to be informed about every aspect of professional auto sales without applying for a job!
LEARN THE ANSWERS...

- How much money can I make?
- Can I sell part time?
- Can I be honest and still succeed?
- Must I work weekends?
- Do I earn a salary or commissions or both?
- What's the difference in dealerships?
- What's the future?
- Is there job security?
- How do I select a good dealer?
- No experience necessary.

Bring your questions and get straight answers from Mike Lang, one of the most experienced professionals in the Northwest!
This is a free seminar and there is Nothing to buy or sign up for, but seating is limited. Call Tammy for reservations, 722-4927, Mon. June 19th, or Tues. June 20th, 9 a.m. - 5 p.m.

WHO SHOULD ATTEND?

- Anyone interested in a career change.
 - Anyone considering auto sales.
 - Experienced auto salespeople who desire to explore the options available.
 - Someone who wants more than a job.
- 19375 SE McLoughlin Blvd.
 Sponsored by the most respected dealer group in Portland...
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RATES

\$11.50.....	per column inch
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\$14.00.....	RFP/Bids
\$90.00.....	Sub-Bids (2 column by 3") each additional inch = \$10.00

DEADLINE

All Classified Ads and Bids will be accepted up until 5 p.m., Friday.
 Via Post, e-mail, facsimile or in person at 4747 N.E. MLK Blvd