

Metro/Classifieds

Education

Oregon State University Career Advisor

A twelve-month fixed term Career Advisor position for the Centralized Career Services at Oregon State University. Provides career advising to students, design and maintain WEB services, and coordinates Career Fairs. Masters degree in Counseling. College Student Personnel Admin or related area; 12 month of experience in a university career center; expertise working with students throughout career development process. Competitive salary; excellent benefit package. To Apply: Send letter of interest relating qualifications to job responsibilities, current vitae, and names, addresses and phone numbers of three references to Mike Mays, Career Advisor Search Committee, B008 Kerr Administration Building, Oregon State University, Corvallis, OR 97331. Phone: 541-737-0520. OSU is an AA/EEO employer. Applications accepted through November 8, 2001.

Distance Learning Instructional Designer

The School of Extended Studies at Portland State University seeks candidates for the position of Distance Learning Instructional Designer. Work with faculty, staff and others to design and develop high quality credit and non-credit courses and other educational programs for delivery through distance education media. Master's degree in education or related field and experience in distance learning course development required. Master's degree or higher in instructional technology or related field, two years of experience designing distance learning instructional materials in higher education preferred. Send resume and cover letter to Andie Karinen, Distance Learning Search Committee Secretary, School of Extended Studies, PO Box 1491, Portland, OR 97207-1491. Email karinena@pdx.edu

Portland State University is an Affirmative Action/Equal Opportunity Institution.

Clackamas County



An Equal Opportunity Employer

Diversity Manager

\$3773-\$5094/mo. + benefits Clackamas County is seeking a dynamic, resilient and experienced professional to guide the County's Diversity and Affirmative Action Programs. Must have expertise in training design and delivery, diversity programs, EEO/AAP, and organizational change. The Diversity Manager will assist Departments in sustaining a diverse and respectful workplace. Application deadline is October 26, 2001. Obtain application packet from: Finder Pros. LLC, Attn: Lolita Burnette, 4000 SE 82nd Avenue, Suite 1000 #199, Portland, Oregon 97266 or email burnette@finderpros.com.

Medical Claims Billing From Your Home!

No Experience Necessary! FT/PT! -Data Entry For Local Doctors -Full Training & Certification Provided -Computer Required -1-800-518-9328 DEPT. 1378

Mechanic

Salem Area Mass Transit District is seeking a Full-Time Mechanic position to maintain and repair our transit buses, automobiles and associated equipment. Considerable knowledge of automobile and/or diesel powered vehicular equipment is required. A good driving record and ability to obtain OR CDL are required. Starting wage is \$15.14 per hour. Excellent benefits. Come in or call 503-588-2424 to obtain official application form and detailed recruitment announcement. Visit our web site at: www.cherriotts.org. Send completed application form to Salem Area Mass Transit District, 555 Court St., NE, Suite 5230, Salem, OR 97301-3736. Official District application form must be completed and received at District by 4:30 p.m. November 2, 2001. An Equal Opportunity Employer.



Clark County, Washington Job Opportunities

We are seeking qualified candidates to be part of our dynamic public service organization.

Legal Secretary I \$12.23-\$15.59/hr. DOQ

Managing Accountant \$3,918-\$5,535.mo. DOQ

Job information, applications, and benefits information are available from:

Clark County Human Resources
1013 Franklin St,
Vancouver WA

Job Hotline: (360) 397-6018
TDD: (360) 397-6032
www.co.clark.wa.us

EQUAL OPPORTUNITY EMPLOYER

Computer

Oregon Legislature Media Supervisor (Limited Duration) \$2,697-\$3,981

- Supervise Media Team and coordinates requests for services
- Supervises and Assists Media Team in completing tasks
- Participates as a member of the Legislative Administration Leadership Team.
- Must have Supervisory and Media experience

For application information contact:

Karen Hupp
900 Court St NE
Room 140-B
Salem OR 97301
(503) 986-1373
<http://www.leg.state.or.us>

Deadline for application: **November 1, 2001**



PARKING FACILITY OPERATOR

Immediate opening for full and part-time attendants with Portland's leading parking company. We are seeking dependable individuals with a neat appearance and a Positive attitude. \$8.00+ 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, Monday - Friday. 130 SW STARK Portland, OR

Tri-Met is now hiring MAINTENANCE HELPERS

As a Maintenance Helper you will be responsible for cleaning and servicing buses, rail cars, garages and stations. Duties involve, but are not limited to, fueling, monitoring fluid levels and recording vehicle data, washing, sweeping, vacuuming, dusting, and moving vehicles. Maintenance Helpers have excellent career advancement opportunities with our apprenticeship programs: Bus and Light Rail Mechanics, Rail Maintenance-of-Way Technicians.

Successful candidates will have one year of experience in maintenance, janitorial, or related field. A solid work record and excellent driving record are required. The application process involves a basic skills test (math and reading). A study guide is available with the applications.

Tri-Met offers:

- Starting salary of \$10.89 per hour, with regular increases every 6 months until the top rate of \$19.46 per hour
- Fully paid medical/dental benefits for employee and family
- Education reimbursement
- Transit pass
- On-site fitness centers

Application materials (including study guide) and a detailed job description are available at Tri-Met's Human Resources Office, 1st floor, 4012 SE 17th Avenue, Portland OR 97202. Fax applications accepted at (503) 962-7440. Applicants residing outside the Portland Metropolitan area or who are physically disabled may request application materials by calling (503) 962-7635 or visit our website at www.tri-met.org for more detailed information.

Applications received after 5:00 p.m. on Friday, October 19, 2001 will not be accepted



How we get there matters. Tri-Met is an equal opportunity employer

Accounting Clerk

Full-time accounting clerk needed to perform a variety of routine accounts payable, payroll and/or accounting duties. Requires a high-school diploma or equivalent and one-year varied and responsible accounts payable, accounting or bookkeeping experience. Academic training in bookkeeping, accounting or payroll preferred. Automated accounting system experience preferred. Send cover letter and resume to:

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

RESPONSES MUST BE RECEIVED NO LATER THAN FRIDAY, OCT. 19, 2001

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

Recession Proof Income Full Training
1-800-731-1071
www.eamcash101.com



Washington County Accounting Assistant II

\$2,373-\$2,885/month
Closes October 26, 2001
Call (503) 846-8606/TTY (503) 846-4898 for information or see our website: www.co.washington.or.us. 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

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

PHARMACY TECHNICIAN ADMINISTRATIVE SECRETARY

COMMUNITY HEALTH SPECIALIST 2-HIV/HEPATITIS C EDUCATION & OUTREACH PROGRAM

COMMUNITY HEALTH NURSE

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 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



Resident Care Services Supervisor, Irvington Village

(Portland), newly constructed 5-story affordable assist liv residence opens Nov '01, 100+ residents. Oversee & train services staff (nursing, activities & dining services), assure quality customer service. Req RN w/ current state lic in good standing. Min 3-yr mangt exp. Geriatric nursing exp desired. Able to perform off-site visits. Req excel interpersonal skills & able to relate to variety of people & personalities. Excel communication, initiative, good judgment & leadership skills req. Strong background in leadership roles in church & community is desirable. Resume to Kathleen Greenidge, 4003 NE Grand Ave. Portland OR 97212; KGreenidge@qwest.net or fax 503-281-1606. EOE

Information and Resource Specialist:

Full-time. Four years experience in social services or a combination of education/experience. Experience in providing effective training and information activities. Experience working with multi ethnic and low income families. Computer experience. Bi-lingual Spanish/English a plus. Application and Job Description available at Albina Head Start 3417 NE 7th Ave. Closing date **October 26, 2001.**

Property Manager

Experienced and creative Property Manager wanted to join growing team at PCRI, a non-profit operator and developer of affordable housing. Leasing, marketing, tenant relations and community development in a fun, collaborative environment. Also coordinate with maintenance, fiscal and program staff. The ideal candidate will enjoy working with a diverse tenant base, will have experience with single family rental housing and with Section 42 low income housing tax credit compliance. Must thrive in an active and multi-tasking environment. 25k to 30k, doe, plus excellent benefits. To request a detailed job description, call 503-288-2923. Fax, email or mail resume and cover letter by **10/24/01** attn: Deputy Director, PCRI, 4829 NE MLK, Portland, 97211. Fax: 503-288-2891, email: martin@pcrhome.org.

Human Resources Assistant

United States Bakery, known locally as Franz, is looking for a Human Resources Assistant for a unionized production facility of 500+employees. Requirements include a minimum of 2 years HR specific experience preferably in unionized environment. AAS preferred. Duties include investigative interviews, worker's comp/safety support, recruitment and new hire processing, project support, committee prep work, general clerical. Must have exceptional written and verbal communication skills; be computer proficient (Word, Excel, HRMS, AS400 or other personnel software); have own vehicle and valid driver's license. Closing: Friday, October 19 at 4:00 pm. \$14 DOE

Applications may be obtained at the State Employment Office located at 30 North Webster, Job Reference # 1116980 or at Franz Bakery, 340 NE 11th Ave, Portland, OR 97232. AAP/EEO

Sheet Metal Workers Union apprenticeship program is accepting applications Nov 5th through Nov. 16th, 2001 Mon-Fri from 9am to 11am & 1pm to 4pm. Apply in person @ 2379 NE 178th Ave., Portland, Or 97230. Copies of your high school transcripts & GED scores (if applicable) are required. For more information call 503-257-1022 or check out our web page @ www.sheetmetal-16.org

Advertise in **Portland Observer**
Call 503-288-0033

Education
Work with the best and brightest minds in education, and make a real difference in education as we know it. Join us in one of the following roles:

Unit Manager
Position #9, Technical Assistance-School Improvement Program. Lead a team consisting of NWREL staff and partner organizations to design, develop, and provide services to school districts, working to become smaller learning communities, including on-site assessment, self-study, and assistance; regional conferences, and topical institutes. Supervise and motivate staff responsible for developing, conducting and evaluating projects, events, institutes, on-site assistance, resource materials, and dissemination activities. Manage federal contract activities to complete deliverables on time, within budget, meeting or exceeding quality assurance criteria, and requiring frequent communication and reporting with funding agencies. Provide training and technical assistance to schools and school districts by writing/editing materials to support training and technical assistance and publications describing school improvement processes and impacts. Requires a Doctorate in education or related field; Master's or Specialist degree with exceptional related experience will be considered; 5 years' experience working with schools, school districts, and/or other non-profit organizations; and demonstrated knowledge of and/or experience in project management, including supervision of both personnel and projects/grants. Position also requires experience preparing persuasive grant proposals, excellent communication skills, and ability to lead a team in a collaborative, constructive, professional manner. Frequent travel. Starting salary \$52,213-\$67,204.

improving education

Secretary/Technical Assistant I
Position #8, School Improvement Program. Produce and proofread written and graphic training materials, correspondence, reports, and proposals using Word, Excel, PowerPoint, Corel Draw, and Quark software programs. Partner with staff to ensure and maintain high quality presentations. Coordinate all travel arrangements; process reimbursements and claims; and organize meeting/conference logistics. Requires a High School diploma, 2 years' business, secretarial/technical training or related college coursework; Associate's degree preferred. Successful administrative experience with similar responsibilities for at least 2 years is ideal. Keyboard 60 wpm with accuracy and proven experience accurately proofreading is essential. Effective interpersonal skills and ability to work with a diverse staff is also required. Off-site travel may be necessary to assist with meetings. Starting salary \$11,744-\$13,444 per hour.

Applications will be accepted until the positions are filled. Send resume referring position # to: **NWREL Human Resources Office, 101 S.W. Main Street, Suite 500, Portland, Oregon 97204; fax (503) 275-0660; e-mail personnel@NWREL.org.** Please submit resume in text format within the body of the e-mail. NWREL is an Equal Opportunity Employer.

For complete job descriptions and to learn more about NWREL, visit us at www.nwrel.org

Retirement Living

- Studio & 1-Bedroom Apartments with Full Kitchens
- Easy access to shopping and bus lines
- Dining Room, Beauty and Barber Shop
- Activities, Clubs, and Garden areas
- Safety, Security, and Companionship
- Federal Rent Subsidies for those that qualify

Westmoreland's Union Manor
6404 SE 23rd Avenue
Portland, Oregon 97202
503-233-5671

Marshall Union Manor
2020 NW Northrup Street
Portland, Oregon 97209
503-225-0677

Kirkland Union Manors
3530 SE 84th Avenue
Portland, Oregon 97266
503-777-8101

www.theunionmanors.org