

# CLASSIFIEDS / BIDS

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**Portland State University Continuing Education/School of Education Office Manager**

Primary responsibilities include: departmental fiscal responsibilities and supervision of support staff. The successful candidate will have: organizational skills in multi-tasked environment; accounting/budgeting, computer, and supervisory experience; strong communication skills. Twelve-month, fixed term, renewable 1.0 FTE unranked academic position, projected start date March 15. For detailed job description, see [www.hrc.pdx.edu/openings/unclassified/index.htm](http://www.hrc.pdx.edu/openings/unclassified/index.htm), or call 503-725-8279. To apply send letter of application, resume, & 3 professional references by mail to Search Committee, CEED/GSE, PO Box 751, Ptd, OR 97207, by fax to 503-725-5599, or by email to [dudleyc@pdx.edu](mailto:dudleyc@pdx.edu). Review will begin 2/21 & continue until finalists are identified. PSU is an AA/EQ institution and, in keeping with the President's diversity initiative, welcomes applications from diverse candidates and candidates who support diversity.

**Oregon Education Association,** a prof'l labor organization, is seeking FT sec for its Portland offc. Required: type 55 wpm, advanced MicroSoft Word for Windows, Access & Excel, w/ an aptitude & willingness to learn new programs, strong math skills w/attn. To detail, able to operate various offc equipment, excellent grammar & punctuation skills. Need a self-starter who can help employer meet deadlines with heavy workload demands while maintaining prof'l attitude. Starting range: \$29,453 - \$35,169. Benefits: paid vacation, FF medical, dental & vision, retirement, etc. Send resume by February 4 to: Karyl Gothe, OEA, 6900 SW Atlanta St., Portland, OR 97223, or fax to 503-495-2143. Visit our web site at [www.oregoned.org](http://www.oregoned.org).


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Interested applicants may submit resumes with cover letters via e-mail at: [hr@lifeworksnw.org](mailto:hr@lifeworksnw.org); fax: 503-690-9605 or mail to: LifeWorks NW, 14600 NW Cornell Rd, Portland, OR 97229 Attn: Human Resources. Please include in your cover letter the position for which you are applying. To learn more about LifeWorks NW please visit our web site at [www.lifeworksnw.org](http://www.lifeworksnw.org).

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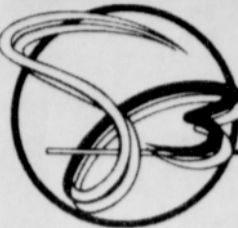
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