

CLASSIFIEDS / BIDS

RN for 12 hour shifts, contact Donna Coburn, RN, DNS at 503-288-5967, Fernhill Estates, LLC.

ASSISTANT DIRECTOR OF ACADEMIC INITIATIVES FOR UNIVERSITY HOUSING
Register Guard and Chronicle Advertisement

The University of Oregon Housing Department invites applications for an Assistant Director of Academic Initiatives. This position is a twelve-month, fixed term, full-time renewable appointment as an Officer of Administration. This position is expected to teach at the University of Oregon; therefore a reduction of salary will occur when teaching. The Assistant Director of Academic Initiatives is responsible for fostering intellectual stimulation in the residence halls by drawing upon the academic resources offered by the faculty and that of the research university and the larger community. The Assistant Director works with the Residence Life staff and students to organize community conversation panels six times throughout the term in the Hamilton and Walton Complexes. The Assistant Director co-supervises an Officer of Administration position with the other Assistant Director of Residence Life. The Assistant Director, along with the Program Coordinator, co-advises the Hamilton Think Tank (HTT) and Walton Advisory Board (WAB), which are groups of students who are committed to stimulating intellectual curiosity. The HTT and WAB work with residence life staff to develop and sponsor other programs. The Assistant Director is supervised by the Director of Residence Life. The Assistant Director is a key member of the Residence Life staff.

Qualifications: PhD required; teaching experience at the college level with evidence of superior teaching evaluations; experience in organizing programs; familiarity with residence hall living; and demonstrated ability to work with students, faculty members, and staff from diverse groups.

Compensation: Annual salary range \$50,000 - \$54,000 with a highly competitive benefits package. Priority screening will begin on January 15, 2008, and position will be open until filled. To apply, send cover letter; resume; the names, addresses, and phone numbers of three references to (e-mail submissions acceptable):

Lou Vijayakar
Assistant Director of Residence Life
lvijayak@uoregon.edu
University Housing
University of Oregon
1220 University Housing
Eugene, OR 97403

An equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act.

TRADES

OREGON DEPARTMENT OF TRANSPORTATION (ODOT)

ODOT People drive Oregon's Department of Transportation. If great benefits, a professional work environment, job innovation, and career growth opportunity drive you, then come to ODOT. Current recruitments include:

ENGINEERING/ENVIRONMENTAL
• **Geotechnical Designer**
\$3,287 - \$4,932/month
Announcement #OCDD7411A
Salem

MANAGEMENT/PROFESSIONAL
• **Night Crew Maintenance Manager**
\$3,735 - \$5,772/month
Announcement #OCDD7632
East Portland

TRADES

• **Highway Maintenance Specialist**
\$2,388 - \$3,437/month
Announcement #OCDD3530
Milwaukie

ODOT...

Building Careers, Bridging the Future. Detailed job announcements include qualifications, requirements, and instructions on how to apply for these jobs. To apply on-line go to: www.odotjobs.com. Or to request information by mail, call 503-986-4030, [TTY 503-986-3854, 1-800-993-8898]. Announcements will be made available in alternate format upon request. ODOT is proud to operate as an equal opportunity, affirmative action employer.

NURSING

More than you ever expected ... in a place you never expected.

If your career wish list includes things like real autonomy, true camaraderie, more flexibility, greater clinical environment, less physical demands, lower diagnostic acuity, and the opportunity to work side-by-side with doctors and PAs, you've come to the right place. And that place is at Wexford Health Sources - a nationally recognized leader in contracted medical services for correctional facilities. Please join our team as:

- RNs - FT & PRN Day & Night Shifts
- Psych NP - PT

Clark County Jail
Vancouver, WA

Come to think of it, you'll also enjoy a very attractive salary, great benefits, and lots of promotional opportunities. For full consideration, contact: Nina Dow, Staffing Consultant
Phone: 800-903-3616;
Fax: 412-937-8874;
ndow@wexfordhealth.com

An Equal Opportunity Employer M/F/D/V



ASSOCIATE DIRECTOR OF RESIDENCE LIFE FOR RESIDENT EDUCATION UNIVERSITY HOUSING

The University of Oregon Housing Department invites applications for an Associate Director of Residence Life for Resident Education. This position is a twelve-month, fixed term, renewable appointment as an Officer of Administration. The Associate Director of Residence Life for Resident Education is responsible for the day-to-day operations of six residence hall complexes; co-advising of RHA; recruiting, hiring, training, and evaluation of Officers of Administration (Complex Directors); on-going professional staff development; and the development of the Resident Assistant (RA) class during spring term. The Associate Director reports to the Director of Residence Life and at times takes direction from the Director of Housing.

Qualifications:

- Master's degree required
- Demonstrated knowledge of student affairs and housing.
- Demonstrated professional experience that shows progressive responsibility and ability to work effectively in a 3000+ bed system.
- Demonstrated cultural competency that encompasses multicultural awareness, knowledge, and skills.
- Demonstrated experience supervising Housing professional staff.
- Demonstrated leadership and motivational skills.
- Demonstrated experience establishing residential communities that contribute to student engagement in learning and community involvement.
- Ability to work effectively with students, parents, co-workers, supervisor, department staff, and University staff from diverse backgrounds.
- Ability to gain the cooperation of others through earned respect.

Preferred Qualifications:

- Preference will be given to candidates with 5 or more years of mid-level or higher in Residence Life management experience.
- Preference will be given to candidates who have 3 or more years of live-in experience as a complex director, area director, or equivalent experience.
- Preference will be given to candidates who have a master's degree in College Student Personnel Administration, Higher Education Administration, Counseling and Guidance, Business Administration, and Supervision and Management.
- Preference will be given to candidates with higher education experience.

Compensation: Annual salary range \$52,000 - \$59,000 based on qualifications; highly competitive benefits package.

Priority deadline for consideration is February 15, 2008 but applications will continue to be accepted until position is filled.

To apply, send cover letter; resume; the names, addresses, and phone numbers of three references to:

Sheri Donahoe
Associate Director of Residence Life for Administration and Family Housing
University Housing
University of Oregon
1220 University Housing
Eugene, OR 97403

An equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act.

C.N.A.'s needed evening and night shifts. Contact Donna Coburn, RN, DNS at 503-288-5967. Fernhill Estates, LLC

Diet Aide/Cook part time, must be available for weekends and evenings. Great for students! Contact 503-288-5967, Fernhill Estates, LLC.

COMPLEX DIRECTOR UNIVERSITY HOUSING

University Housing at the University of Oregon is now accepting applications for the position of Complex Director. This is a full-time, live-in, 12-month, Officer of Administration position. The starting date for the position is flexible beginning July 1, 2008. The Complex Director is responsible for the overall administration of a residence hall complex consisting of 375-800 residents. The Complex Director is also responsible for the selection, supervision and training of 9-20 residence life student staff and is expected to lead the student staff in the goal setting process, coordinate the student conduct process, support residence hall learning communities, exhibit a commitment to work with a diverse student population and create a culturally-inclusive living community, participate in an on-call rotation and respond to emergency situations, facilitate programming and community development, and advise student government. The successful candidate should demonstrate solid administrative skills and leadership experiences as well as the ability to work effectively with students, parents, co-workers, supervisor, department staff, and University staff from diverse backgrounds. The Complex Director may also supervise a full-time Assistant Complex Director. The Complex Director reports to the Associate Director of Residence Life for Resident Education.

Qualifications:

- A Master's Degree or a Bachelor's Degree and 2 years of full-time, professional experience in Student Affairs is required

Preferred Qualifications:

- Preference will be given to candidates with degrees in Higher Education or related fields.
- Preference will be given to candidates with full-time experience in housing or group living environments

Compensation: The remuneration for the position is based on qualifications and expertise and ranges from \$29,000 to \$35,000 plus a furnished apartment, meal plan during the time the halls are open, and Officer of Administration benefits, including medical insurance, retirement, and reduced tuition.

To apply, please send resume, cover letter, and list of three references to:

John Hollan
Interim Associate Director of Residence Life
University Housing
1220 University of Oregon
Eugene, OR 97403

Applications accepted until all positions are filled, with priority given to applications arriving on or before February 5, 2008.

Call (541) 346-4063 with questions or email jhollan@uoregon.edu. This publication and related information will be made available in accessible formats upon request. For more information about the University of Oregon and University Housing, please visit <http://www.uoregon.edu>.

The University of Oregon is an EO/AA/ADA institution committed to cultural diversity.

For contracting opportunities with the City of Portland and for valuable information on how to do business with the City, please log on to the Bureau of Purchases Web Page:

www.portlandonline.com/omf/purchasing



City of Portland
Bureau of Purchases

1120 SW Fifth Ave. Room 750, Portland OR 97204
503-823-6855

PORT OF PORTLAND
CAREER OPPORTUNITIES

The Port of Portland is a regional government operating airports, marine terminals and industrial parks in the greater Portland metropolitan area, to fulfill its mission of providing competitive cargo and passenger access to world markets while enhancing the region's quality of life.

To view current job openings and to access the application form, visit the Port's website at www.portofportland.com or call (503) 944-7400.

The Port of Portland is an AA/EEO employer committed to workforce diversity and affirmative action.

To Place Your Classified Advertisement

Contact: Kathy Linder
Phone: 503-288-0033
Fax: 503-288-0015

Contracts Supervisor Multnomah County Recruitment #9361-42 Closes 12/21/07

For full job posting site: Visit our website at: www.multcojobs.org or our jobs center located at 1120 SW 5th Ave., 1st floor lobby downtown Portland.



Management

OREGON ADVOCACY COMMISSIONS OFFICE

PRINCIPAL EXECUTIVE/MANAGER C

The Oregon Advocacy Commissions Office (OACO) is recruiting for an Administrator with solid leadership, management and budget experience to lead the Oregon Advocacy Commissions Office. This is an executive service position, appointed by and reporting to a board consisting of the chairpersons of the commissions served by the office and the Commissioner of the Bureau of Labor and Industries. **This position is currently located in Salem. However, it is anticipated that within the year, the office will be moved to Portland.** Salary is \$3,735 - \$5,772/month. For more information and application for Announcement #ES131007 please visit www.oregonjobs.org. Close Date is December 14, 2007. AA/EEO

Drafter - Single Family Residential

Neil Kelly, a design/build residential remodeler and custom home builder, has an immediate opening in its Portland office for an architectural CAD drafter. The successful candidate will have necessary education and several years experience drafting single family residential structural work, and will be able to demonstrate by way of portfolio and references. Drafting for remodeling work is preferred. This position interfaces with our interiors and kitchen/bath design staff and with engineers and architects. The person who fills this position is expected to understand and apply all applicable codes, be able to complete projects following the prescriptive path, be able to bring information provided by engineers and architects and others into the drawings accurately and effectively. The successful candidate will be organized and efficient, have good interpersonal communication skills, and be a team player. Potential for advancement for the right candidate with supervisory ability. The position involves jobsite visits as well as computer work. Drug-free workplace; DMV and background check will be required. Must have current license and good driving record, flexible transportation plan available. Full-time, hourly position, 40 +/- hours per week, M-F, benefits.

For immediate consideration, send resume and brief letter describing your interest and experience aligned to this position.

Neil Kelly Company
Attn: HR Coordinator
804 N. Alberta St.
Portland, OR 97217
FAX: 503-288-7464
hr2@neilkelly.com

SUB BIDS REQUESTED

The Nines: A Luxury Collection Hotel
Bid Package #5 - Food Service Equipment

Bids Due: December 17, 2007 at 2:00pm
Bid Documents - Ford Graphics (503/227-3424) or www.bxwa.com



Hoffman Construction
Company of Oregon

Phone: (503) 221-8811 - Bid Fax: (503) 221-8888

805 SW Broadway, Suite 2100 - Portland, OR 97205 - CCB LIC# 28417
We are an equal opportunity employer and request sub bids from all interested firms including disadvantaged, minority, women, disabled veterans and emerging small business enterprises.
Other Subcontracting Opportunities - Internet <http://www.hoffmancorp.com>



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TTY: 503-988-5170

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www.multcojobs.org

MULTNOMAH COUNTY ANNOUNCES A COMPETITIVE RECRUITMENT FOR OFFICE ASSISTANT 2
RECRUITMENT NO.: 6001-33
SALARY: \$13.90 - \$17.08 per hour
CLOSING DATE: December 14, 2007

ACCEPTING APPLICATIONS ONLINE ONLY

Multnomah County is actively recruiting persons from diverse backgrounds to enhance service delivery to our diverse community. Our commitment to exceptional customer service relies upon a team-oriented workplace and a continuous quality improvement environment.

The duties for Office Assistant 2's vary from office to office, however, typical duties commonly performed include word processing documents and correspondence; inputting and retrieving data from and maintaining databases; working with the public in person or over the phone; explaining services, laws, rules, and regulations; reception work; receiving money, giving receipts, and balancing transactions; copying and filing, etc. Successful candidates must be able to communicate and interact effectively and professionally with people from cultural backgrounds different than their own.

PLEASE NOTE: This recruitment is to determine placement on a civil service eligibility list. Vacancies may or not be open at this time. Placement on the eligibility list will be based on the application, responses to the supplemental questions, results from a skills-based computer test and/or any additional information obtained.

For complete information and/or to apply, visit www.multcojobs.org