

Spring term classes

The Tribal Education Division in collaboration with Chemeketa Community College have established Spring Term 1997 classes to be offered in the Grand Ronde Tribal Education Center. **Classes will begin March 31 and conclude June 13, 1997.**

Additionally course offerings will expand to include CTV which will carry Chemeketa Community College "Cable Access" courses as well as **Tele-Course** offerings.

Classes to be conducted on site are:

— **MONDAYS** —

❑ **English Comp. Writing 121-123;** 5:30 to 8:30 p.m., 3 credit hours, \$102.00.

— **MONDAY AND WEDNESDAYS** —

❑ **Art 131, Introduction to Drawing;** 5:30 to 8:30 p.m., 3 credit hours, \$102.00.

— **TUESDAYS AND THURSDAYS** —

❑ **Mathematics, Intro to Algebra and Geometry, Ele. Algebra, Intermed. Algebra, Math 052,060,070, 095;** 5:30 to 7:30 p.m., 3 credit hours, \$102.00; 4 credit hours, \$136.00.

❑ **GED/ABE Instruction;** 4 to 7 p.m.,

— **WEDNESDAYS** —

❑ **Speech 114, Interpersonal Comm.;** 5:30 to 8:30 p.m., 3 credit hours, \$102.00.

To be offered as TELECOURSE:

❑ **Psychology 202, Gen. Psych.;** Video on site, 3 credit hours, \$102.00 (requires orientation).

To be offered on CTV - CABLE ACCESS:

— **MONDAY, WEDNESDAY, FRIDAY** —

❑ **History of U.S., HST 203;** 11:30 a.m. to 12:20 p.m., 3 credit hours, \$102.00.

Additional classes to be offered during weekdays (schedule and times to be announced; **Medical Terminology II, Telecourse** (video on site), and **Accounting** (course to be announced). For more information regarding class sign up and registration contact Hollie Larsen at 879-2275.

February Computer Training

MONDAYS from 9 to 11:30 a.m.

Feb. 24: Beginning Computer/Windows

TUESDAYS from 9 to 11:30 a.m.

Feb. 25: Spread Sheets for Small Business

WEDNESDAYS from 9 to 11:30 a.m.

Feb. 19 or 26: Advanced GroupWise

THURSDAYS from 9 to 11:30 a.m.

Feb. 20: Print Shop

Feb. 27: Business Presentation Software

FRIDAYS from 9 to 11:30 a.m.

Feb. 21: Beginning Computer/Windows

Feb. 28: Beginning Internet and E-Mail

FREE to tribal members and staff. \$10 for non-tribal.

You must pre-register for classes.

Contact Doug Hampton at 879-2484

or Barbara Lake at 879-2476.

Small Business Development is located at
28840 Salmon River Highway in Grand Ronde.

ONABEN Classes

The Oregon Native American Business and Entrepreneurial Network (ONABEN) will offer the following upcoming classes pertaining to tribally-owned businesses:

YOU & YOUR BUSINESS IDEA

This short class focuses on helping you understand the requirements for success. You will discover the benefits and obligations of business ownership and uncover your personal goals. This class lays the foundation for *Starting A Successful Business*. The tuition is \$10. (This \$10 fee will apply to the cost of *Starting A Successful Business*, should you choose to continue.)

Portland in April (to be announced) 6:30 to 9:30 p.m.

STARTING A SUCCESSFUL BUSINESS

This class helps avoid the costly potential mistakes of business start-up. It provides the framework for successful business start-up by assisting you in planning and writing a bankable business plan. This invaluable training in how to prepare a successful application for financing. The class is held weekly for ten weeks. Northwest Indian College credit is available. The tuition is \$100, and provides five college credits through NIC.

First class meeting and locations:

Grand Ronde on February 18 from 6 to 9 p.m.

Portland in April (to be announced) from 6:30 to 9:30 p.m.

For more details, call Barbara Lake at Small Business at 879-2476 or 1-800-422-0232.



SPIRIT MOUNTAIN CASINO

Now **screening** tribal member applicants for part and full time positions in the food and beverage department. Currently creating an applicant list in the areas of:

- **Dish Machine Operator**
- **Busser**
- **Food Runner**
- **Food & Beverage Server**
- **Wait Staff**
- **Host/Hostess**
- **Cashier**

Applicants may also be needed for on-call and temporary work.

For more information and to set up a screening appointment — please call 879-3730 or 1-800-760-7977, and ask for Sarah Harvey at ext. 3835 or Camille Mercier at ext. 3838.

Human Resources Division Manager

POSITION #: 97-14

CLOSING DATE: Monday, March 3, 1997

PURPOSE OF POSITION: To strive to make the Confederated Tribes of Grand Ronde an employer of choice by managing the Human Resources Division in a professional manner and to a standard comparable to other employers in our competitive region. In addition, to manage the entire operations of the Division under the guidance of the Executive Officer and tribal ordinances and policy manual, to manage a comprehensive compensation program, provide career counseling and training programs to employees which give them the opportunity to be self-supporting as individuals and teams, thus contributing to the Tribe's mission of building and enhancing a tribal community rich in healthy families and capable people with strong cultural values.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Human Resources Management, social science, psychology or related field. Must possess a minimum of 5 years of work experience in an increasingly responsible management position in a human resources department with a minimum of three years at the exempt level.

Wellness Facility Maintenance Secretary

POSITION #: 97-13

SALARY: \$1475 - \$1720 per mo.

DIVISION: Health and Human Services

POSITION REPORTS TO:

Support Services Coordinator

DEPARTMENT: Wellness/Facility Maintenance

CLOSING DATE: Monday, March 3, 1997

PURPOSE OF POSITION: To contribute to the Tribe's mission of building and enhancing a tribal Community rich in health families and capable people with strong cultural values by providing clerical and receptionist support for Facility Maintenance and Wellness staff to ensure efficient, timely and accurate delivery of program services to clients.

MINIMUM QUALIFICATIONS, EXPERIENCE & TRAINING: The lowest level of formal academic training and the most common or typical level of preparation for this position possessed by qualified persons would be 6 to 18 months of post high school specialized job skill training. College courses in communication, personal computer programs, office equipment, human relations and business are examples of course work completed as preparation for this position.

The work performed by this position requires the incumbent to possess over 1 year and up to 3 years of work experience in secretarial or clerical positions working with multiple executives.

SPECIAL LICENSING AND OTHER REQUIREMENTS: First Aid and CPR Certification. Native American employees preferred, knowledge of Native American culture required.

TO REQUEST AN APPLICATION:
call the **JOB LINE** at 879-2257.

RETURN APPLICATIONS TO:
Cindy Martin-Butler
Confederated Tribes of Grand Ronde
9615 Grand Ronde Rd.
Grand Ronde, OR 97347