

EDUCATION OPPORTUNITIES

George Fox University online/hybrid program

George Fox University is planning to launch a Management and Organizational Leadership hybrid bachelor's degree-completion program which is set to begin January 2010. The hybrid program only requires 3 on-campus weekends (Fri. / Sat.) at the Portland campus with the rest of the 16-month program being online. This program will meet the needs of students who find it difficult to attend classes. You can discover more about the hybrid at www.georgefox.edu/sps/undergrad/online-mol.html.

For those that prefer face to face we offer Management and Organizational Leadership / Social & Behavioral Sciences / Management & Business Information Systems classes beginning in January as well. Application deadline for January is Monday, Nov. 23.

For more information, contact Jeremy Stephens, Admissions Recruiter, 503-554-6168.

Basic skills lab

When: Every Wednesday from 1 to 4 p.m./open entry.

Where: Education Building/computer lab.

Computer skills, keyboarding, resume writing, math and writing.

Who: Joanne Carr, 503-879-2282 or joanne.carr@grandronde.org.

Why: It will be easier to get a job! You'll have a resume! You'll be better on the computer! You'll be happier! ■

Portland Fire and Rescue Internship Opportunity

INTERN POSITION DESCRIPTION

This is a work-study position designed to provide professional experience in public safety governmental operations. Within PF&R, the position is assigned to MSD. MSD provides administrative support to PF&R's other divisions and customer service to the public. Administrative support includes development of PF&R's five-year strategic plan document, ongoing monitoring of strategic plan implementation, and managing the bureau's professional accreditation process. Customer service includes directing all phone calls and distributing mail and fax messages to the appropriate person or department in a professional, friendly, courteous and timely manner. The MSD Intern will learn by assisting MSD in the performance of these services.

Position: Part-Time MSD Intern

Reports to: Planning & Customer Services Manager

Duties: Assist with activities and tasks related to PF&R's professional accreditation process. Perform research on a variety of subjects related to PF&R. Assist the Planning & Customer Service Section and other bureau staff with various projects. Provide other administrative support duties as necessary.

Requirements: Undergraduate student or graduate student. Strong computer and software skills with knowledge of Microsoft Office Suite and Outlook. Knowledge of office administrative practices and procedures. Ability to communicate clearly and effectively both orally and in writing — including spelling, grammar and punctuation. Ability to learn quickly. Strong independent performer with the ability to work in a team environment. Ability to work well with all ranks of authority at PF&R.

Start date: Late November/December 2009

Time Commitment: 1 year

Hours: 20 hours per week not to exceed 860 hours in a calendar year; PF&R will work with student school schedules.

Pay: \$13.49 per hour. Position does not qualify for City of Portland benefits.

Application process: Please submit your resume and cover letter specifically focused on your qualifications for the position described in the Duties and Requirements sections above via mail, fax or e-mail to the contact listed below. There is a 2 page maximum for both resume and cover letter.

Successful passage of a criminal background investigation is required for employment with Portland Fire & Rescue.

Deadline for cover letter and resume: Friday, Nov. 6, 2009, 4 p.m.

Contact: Cindy Gaulke, Planning & Customer Services Manager, Portland Fire & Rescue, 55 SW Ash Street, Portland, OR 97204. Phone: 503.823.3793. Fax #: 503.823.3710. cindy.gaulke@fire.ci.portland.or.us.

Free online learning source

The information includes:

- Everyday Life
- Math and Money
- Computer Training
- Online Classes

-Work and career information and much more!

Check it out at www.gcflearnfree.org

Native American Energy Auditor Level II Training Course

When: Jan. 4 to May 21.

Where: United Tribes Technical College — Bismarck, N.D.

What: The Office of Indian Energy & Economic Development, United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada and United Tribes Technical College have entered into a partnership to deliver Energy Auditor Level II Training. They are seeking Native Americans who are unemployed or under-employed for an 18-week course that will train them to be an Energy Auditor.

For more information or to sign up, contact:

Jim West, Manpower Development Specialist

Office of Indian Energy & Economic Development

Division of Workforce Development

Phone: 202-208-6310

Fax: 202-208-4564

JimR.West@bia.gov

INTERNSHIP OPPORTUNITY

SYNOPSIS: The sponsor offers undergraduate and beginning graduate students an opportunity to gain hands-on experience in the fields of environmental research and education. This program enables students to work on specific projects under the direction of the sponsor's professional staff and is tailored to provide the maximum educational benefit to each participant.

Deadlines: Nov. 15, 2009 — Feb. 1, 2010 — June 1, 2010

DEADLINE NOTE: The Nov. 15 deadline is for spring positions (January to May). The deadline for summer positions (May to August) is Feb. 1. The deadline for fall appointments is June 1.

Link to full program description is www.infoed.org/new_spin/spin_prog.asp?08925 or www.infoed.org/new_spin/spin_prog.asp?08925.

For more information, contact Jim Woods, Senior Tribal Policy Adviser, U.S. Environmental Protection Agency, Region 10, 1200 Sixth Ave., Suite 900, RA-140 Seattle, WA 98101-3140. Phone: 206-553-1234. E-mail: woods.james@epa.gov.



LIBRARY HOURS:

Monday — Friday: 9 A.M. — 6 P.M.
(closed Monday - Friday: noon — 1 P.M.)
Saturday: 10 A.M. — 2 P.M.

'Tiny Tots' program calendar

■ Monday, Nov. 2 — Felt books

■ Monday, Dec. 7 — Simple games

Sessions are held from noon - 1 p.m. in the library

For moms, dads, caretakers and baby ages 0-2.

Please join in the fun!