

St. Herman's Theological Seminary is now accepting applications for the 1993-1994 school year. There is still campus housing available for married and single students.

St. Herman's offers two programs in Orthodox Theology. Students can enroll in the four year Bachelor of Sacred Theology degree program or the two year Associate of Arts in Theological Studies program. Students who successfully complete the first year of studies earn a Reader's Certificate. Alcohol counseling courses are required to complete the degree programs and can lead to state certification.

Registration is September 2 and classes begin September 7.

Funding is available from AVCP, BIA, BBNA and other native corporations. Students are also eligible to receive the Alaska Student Loan.

Anyone interested in attending Seminary should contact the Seminary at 486-3524 before August 30, 1993.

BUSINESS DIRECTORY

Jon Buchholdt
Attorney at Law

900 Hyder Street
Anchorage, Alaska 99501
(907) 279-8591
Fax: (907) 276-0621

LORETTA G. CIEUTAT
Personal Injury Lawyer

Serving Alaska's Bush Communities With Pride

Free Consultation

345-7519 or 344-2839

TUNDRA TIMES Classified/Legal Advertisements

All Advertising Departments can be reached by calling:

(907) 274-2512

or by writing to:

Advertising Department
Tundra Times
P.O. Box 92247
Anchorage, Alaska 99509-2247

FOR SALE

LAKE HOOD FRONTAGE
HANGAR, FUEL SYSTEM
Key Metered fuel system, Gas Boy dual pump and key system with single pumps. Call 248-3081 or 248-3539

Zero Down
Sale by Owner
1.60 acres, Krik Road, Wasilla
Gas, Phone, Electric
\$30,000 financed, \$28,000 cash
344-7728

GARAGE SALES

New In Town?
Need New/Used Furnishings?
CHARLIE'S GARAGE SALE
For Garage Sales Every Day, Not Twice A Week. We can SAVE YOU MONEY. Come in and see us at 3350 Commercial Drive or call 278-0460.

HELP WANTED

Alaska Village Electric Cooperative is accepting applications for Assistant Manager, Operations & Maintenance. Minimum qualifications include journeyman level diesel mechanic or power generation technician, high school graduate or equivalent with eight years professional diesel electric power generation maintenance experience, and two years increased supervisory experience. This position may require extensive travel in the Alaskan bush villages. Only qualified persons need apply. Copy of job description available upon request. Submit resumes and complete application to Alaska Village Electric Cooperative, Inc., 4831 Eagle Street, Anchorage, Alaska 99503. Application deadline, September 3, 1993. EOE
Pub: 8/25/93

CIRCULATION TECHNICIAN Part-Time

Tundra Times, a bi-weekly tabloid newspaper, seeks mature, self-motivated individual to assume major responsibility for statewide circulation. Duties include data-entry, database maintenance, bulk mailing procedures, promotional efforts and fulfillment of subscriber requests.

This is a part-time position involving 15-25 hours per week. Qualifications include:

- High school diploma or equivalent;
- Demonstrated basic familiarity with IBM and Apple computers and software;
- Demonstrated ability both to work independently, and to follow a variety of critical guidelines and instructions;
- Three positive references from previous employers (within the last five years);
- Previous newspaper circulation experience desired but not required;
- Native hire preferred

Interested applicants should write to: *Tundra Times*, Attn: Anna Pickett, P.O. Box 92247, Anchorage, AK 99509.
Tundra Times is an EEO employer.

Great Pay! Homeworkers Needed! Rush \$1 & self-addressed stamped envelope to Astroid Co., Dept. 4A 117 Branham Lane #311, San Jose, CA 95118
Pub: 8/11, 25, 9/8/93

The Dept. of Education is recruiting a permanent, full-time position for a Fine Arts Administrator in Anchorage, AK. The minimum monthly salary is \$3499.

Minimum Qualifications: Training: Bachelor of Arts degree in anthropology, fine arts, sociology, Native and/or women studies which includes or is supplemented by at least 12 credit hours in any combination of the following: folklore, cultural anthropology, ethnomusicology, tribal arts, native studies, or closely related classes; **AND** **Experience:** Two years of art/folklore or art/folklore field work among cross-cultural groups.

Special Requirement: Frequent travel is required, including that to rural areas by small planes.

Preference will be given for field work experience among Alaskan Native or American Indian groups.

HOW TO APPLY Application must be made

on an official State of Alaska Employment Application form (Form 02-250) available from most State offices, any Alaska Employment Service office, or Division of Personnel/OEEO office. Recruitment is restricted to Alaska residents. If applicable, be sure to include transcripts with your application. **RESUMES WILL NOT BE ACCEPTED.** For more information, contact Shannon Plansch on at 279-1558. Applications must be mailed to the specific address below and received or postmarked no later than **SEPTEMBER 7, 1993.** Department of Administration, Division of Personnel/OEEO, P.O. Box 110201, Juneau, AK 99811-0201.

The State of Alaska complies with Title I of the Americans with Disabilities Act (ADA). Individuals with disabilities who require special accommodations, auxiliary aides or services, or alternative communication formats call (907) 465-4430 V/465-3461 TTY or correspond with the Juneau Division of Personnel/OEEO office at the address above. Please provide sufficient notice in order for the Department of Administration to accommodate your needs by the closing date. **THE STATE OF ALASKA IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.**

TUTORS

Minority Student Services, UAA, seeks tutors (P/T, Temporary) to tutor minority students in Math, English, Chemistry, Applied and Business Statistics, and Accounting. Requires knowledge in the subjects to be tutored with previous experience in working with minorities (African American, Alaska Native, American Indian, Asian, Hispanic, Pacific Islander). Previous tutoring or similar experience preferred. \$8.00 - \$10.00/hr. DOE. Submit resume and three letters of recommendation to: Karleen Lautenburger, Minority Student Services, University of Alaska Anchorage, 3211 Providence Drive, BEB 106, Anchorage, AK 99506 (907) 786-4070. UAA is an AAEO Employer and Educational Institution. Must be eligible for employment under the Immigration Reform and Control Act of 1986.

CITY OF MTN. VILLAGE

The City of Mtn. Village is seeking a city manager to begin work as soon as possible. Mtn. Village is a second class city located on the lower Yukon River. Qualification: BA degree preferred, public administration, business, city administration or related field, experience in Alaska local government administration, grants manage-

ment, and public utility operation. Salary: D.O.E., housing available. Closing date: Until filled. Send resume and minimum of four references to: City Manager Position, City of Mtn. Village, P.O. Box 32085, Mtn. Village, AK 99632. Pub: 8/25/93

POSITION ANNOUNCEMENT

Executive Director, Institute of Alaska Native Arts, starting October 1993. Salary DOE. Benefits. Responsibilities are management of non-profit organization for multicultural and statewide Alaska Native art programs and services: financial accountability; grants writing; fundraising; staff development; and advocacy. Requires: knowledge of Alaska Native art and culture and ability to manage a 3-5 person staff office in Fairbanks, Alaska. Preferred: Master's level of education, or equivalent, in arts or Alaska Native studies, and/or arts or business management experience. Submit a letter of interest, current resume, and names of three professional references including address and phone numbers to: Audrey Armstrong, Institute of Alaska Native Arts, P.O. Box 80563, Fairbanks, Alaska 99708. Applications due by October 1, 1993. Pub: 8/25/93

GENERAL MANAGER Barrow Utilities and Electric Cooperative, Inc. Barrow, Alaska

The Board of Directors of a unique cooperative utility is seeking qualified candidates for the position of General Manager. BUECO is a multi-service utility providing electric generation and distribution, natural gas distribution, wastewater services and potable water production and distribution provided through a utility system.

Candidates should have a strong background in management including planning, budgeting, finance and operations. Excellent human relations and communications skills are necessary in order to work effectively with board members, consumers, employees and public officials. Experience in a multi-utility environment is highly desirable.

The cooperative has 50 employees, 1992 revenues of \$9 million, and a total plant of approximately \$7 million.

The cooperative offers a generous benefits package which includes the NRECA health and retirement programs. Send resume, with salary history and three references by Sept 30 to:

John M. Mashaw
Manager, Management Search
NRECA Western Area Office
3333 Quebec Street, Suite 8100
Denver, CO 80207
Equal Opportunity Employer
Pub: 8/25/93

EXECUTIVE DIRECTOR Legislative Affairs Agency Location: Juneau

The Alaska State Legislature is seeking an executive level administrator to serve as Executive Director of the Legislative Affairs Agency.

The Executive Director is responsible for management and support of 300+ employees in three major divisions - Administrative Services, Legal Services, and Public Services - in addition to 60 legislators and their staffs. Responsible for all management functions including budget preparation, contracting, and oversight of data processing, print shop and general services for the legislature.

The position is totally exempt and serves at the direction and pleasure of the Legislative Council. Salary range 72k to 86k DOE plus benefits.

Resumes and statements of interest must be received or postmarked by August 27, 1993. Send to: Senator Tim Kelly, 716 W. 4th, Suite 400, Anchorage, AK 99501-2133

AN EQUAL OPPORTUNITY EMPLOYER

KAWERAK RECRUITMENT NOTICE

Kawerak Inc. is recruiting for the position of Tribal Law Specialist. Salary: \$17.65 - \$21.46/hr. DOE. Closing date: September 10, 1993 or until filled.

For additional information or an application contact:

Kawerak, Inc.
PO Box 948
Nome, AK 99762
Phone: 443-5231
Pub: 8/25, 9/8/93

Continued on page 11