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HELP WANTED

The University of Alaska, Fairbanks, is seeking applications for the position of full-time Personnel Secretary for the Center for Field Programs in the Bristol Bay Region. The successful applicant will reside and work in the field center in Dillingham under the supervision of the field faculty member. Primary responsibilities include: Receives incoming calls; schedules appointments; typing; makes travel arrangements; maintains office files and records; maintains communicative channels with UAF Center for Field Programs and local agencies.

Qualifications include: a combination of education and experience sufficient to perform the responsibilities of the position and to have acquired the necessary knowledge, skills, and abilities. Desired: logistics of communication and travel in

rural Alaska; experience in and knowledge of the Bristol Bay Region

Minimum salary is \$12.58 per hour. The contract period will start on date of hire and will end May 27, 1988. Send applications to:

Rick Caulfield
Rural Development Program
Box 384
Dillingham, Alaska 99576
Telephone: (907) 842-5801

THE UNIVERSITY OF ALASKA IS AN EOEEO
EMPLOYER & EDUCATION INSTITUTION

Your application for employment with the University of Alaska may be subject to Public Disclosure if you are selected as a finalist.

Publsh 6/22/87(12906)c

HOUSEKEEPER/WEEKEND POSITION

Responsible for housekeeping and food preparation for small child-care facility. High school diploma or equivalent. Experience in food preparation necessary. Child-care background desirable. Applications accepted at INTERMISSION.

3745 Community Park Loop, Suite 101
Anchorage, AK 99508
EOE 274-2400

Publsh 6/22/87(12912)c

JOB ANNOUNCEMENT

Housing Rehabilitation Construction Coordinator
Hydaburg, Alaska

CONSTRUCTION COORDINATOR for HUD financed program to rehabilitate homes located at Hydaburg, Alaska. Employee is responsible to local IRA President. Coordinates accounting function with Tlingit Haida Central Council.

Must be able to perform a high level of construction planning, estimating and purchasing of supplies, hiring and supervising construction workers, and monitoring construction standards and volume to meet financial and regulatory restrictions. Must be in excellent health, willing to live in a rural community, able to communicate with a variety of social groups under varied conditions.

Applicant should review complete job description available from T-H Central Council, 320 W. Willoughby, Suite 300, Juneau, AK 99801, telephone 586-1432, attention Judy George, in order to furnish adequate credentials. Submit application to Central Council at foregoing address, screening and selection by Hydaburg IRA.

Salary \$3,000/month. Application period closed 7/3/87.

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