

TUNDRA TIMES CLASSIFIED ADS GET RESULTS

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Minimum—2 lines.

ANCHORAGE Hotels - Motels

Roosevelt Hotel
539 H. St. 277-5541
Ave. Sgl. with bath \$15

HELP WANTED

BP Alaska Inc. has an immediate opening in its Anchorage, Alaska office for one

STORES ASSISTANT
(Purchasing Plant & Spares)

Qualifications: Equivalent certification or degree in mechanical engineering with knowledge of national and international engineering standards and a minimum of three years experience in engineering related to the oil industry—following normal engineering training—including workshop and drawing office experience. Buying experience is a distinct advantage but not required.

Duties: Coordinates with user departments in regard to procurement of materials and supplies, prepares purchase inquiries, receives and analyzes quotations, negotiates with suppliers, places orders for plant/equipment and spares.

Salary commensurate with background and experience.

Please reply in confidence with resume and salary requirements to:

Employment and Training Supervisor
BP Alaska Inc.
3111 C Street
Anchorage, Alaska 99503
"An Equal Opportunity Employer"

HELP WANTED

LIBRARIAN/RESEARCH ASSISTANT

BP Alaska Inc., an American subsidiary of the BP Group with substantial interests in Alaska, has a vacancy for a Librarian/Research Assistant in its Anchorage, Alaska office.

Qualifications: Minimum two years of college with emphasis on scientifically oriented subjects preferably including geology.

Experience: Knowledge of the petroleum industry with experience in the natural sciences and environmental matters and ability to do research of published papers and prepare notes. Please reply in confidence with resume, work samples and salary requirements to:

Employment & Training Supervisor
BP Alaska Inc.
3111 C Street
Anchorage, Alaska 99503
"An Equal Opportunity Employer"

SHAKLEE PRODUCTS

offer you organic products for your home, your health, your beauty. Call 479-2770.

HELP WANTED

FIELD TRAINERS required by Rural CAP Head Start program.

Prefer several years experience or education in Early Childhood Development or similar field. Provides training to several village Head Start programs in the areas of education, parent involvement, health, nutrition, volunteers, career development and administration. One position in Nome; one in Anchorage; both require frequent travel. Minimum salary \$10,192 per year. Mail application to Drawer 412CEB, Anchorage, AK 99501, or in person to 1016 E. Fourth Ave., Anchorage, before 12 noon August 16. **EQUAL OPPORTUNITY EMPLOYER.**

The Tanana Chiefs Boarding Home Program is accepting applications for homes for the school year (1974-75).

Anyone sincerely interested in accepting a rural high school student in the family for the school term please phone 452-1746 or come into the office at 102 Lacey Street.

Time is getting short and we need more homes. Students will be in the last week in August.

HELP WANTED

DEPUTY FIELD COORDINATOR

BP Alaska Inc., an American subsidiary of the BP Group with substantial interests in Alaska has a vacancy for a Deputy Field Coordinator for the Prudhoe Bay Field.

QUALIFICATIONS: Minimum high school graduate with good grades in engineering and business related subjects.
EXPERIENCE: Minimum 5 years offfield experience including work as a Drilling or Production Foreman. Experience in Arctic Engineering would be a distinct advantage.

Successful applicant will be based in the Anchorage, Alaska office and will be assigned principally to duties on the Arctic North Slope.

Please reply in confidence with resume and salary requirements to:

Employment and Training Supervisor
BP Alaska Inc.
3111 C Street
Anchorage, Alaska 99503
AN EQUAL OPPORTUNITY EMPLOYER

HELP WANTED

PROJECT DIRECTOR:

Indian Education Act grant to the Greater Sitka Borough School District subcontracted to the Sitka ANB, BA desired but will accept high school graduate with appropriate experience and some college work. Must have administrative experience, knowledgeable about federal programs, ability to relate well with Alaskan Natives, preference will be given Alaskan Natives but will not be limited to them. Must be able to set up a complete program for school year 74-75 in areas of counseling, tutoring, cultural studies, staff and student travel.

COUNSELOR:

Degree desirable but will accept high school graduate with college work and experience. Must have ability to work with federal, state and local agencies also with parents, students and teachers.

SECRETARY-BOOKKEEPER:

Must be able to type between 55-60 wpm and have at least 1 year experience in both bookkeeping and secretarial work.

Send resume and 3 references to Box 1513, Parent Advisory Committee chairman, Sitka, Alaska 99835. Salaries are negotiable depending on qualifications and experience. Deadline for applications due in Sitka by August 7. May meet with the ANB IEA Board and Parent Advisory Committee for interview evening of August 8 and on August 9. Work to begin August 12.

HELP WANTED

Statewide poverty law firm needs **CLERK/STATISTICIAN**. Lite typing, interesting work. Salary dependent upon experience. Call 272-9431 for an appointment. Alaska Legal Services Corporation.

AN EQUAL OPPORTUNITY EMPLOYER

HELP WANTED

Statewide poverty law firm needs **SECRETARY**. Good skills, lite typing, interesting work. Salary dependent upon experience. Call 272-9431 for an appointment. Alaska Legal Services Corporation.

AN EQUAL OPPORTUNITY EMPLOYER

HELP WANTED

The Tanana Chiefs Conference is now accepting applications for the following positions:

1. **Counselor/Director**
Duties: Oversee operation of Nenana Learning Environment, a special group home component of the boarding home program, serving 40 students. Supervise work of 6 counseling staff; plan and develop supplemental educational programs aimed at individualizing instruction, cultural awareness and village involvement. Coordinate efforts with school district, city of Nenana and Tanana Chiefs boarding home program. Prepare and submit required reports.

Qualifications: Degree in counseling, education, social sciences or equivalent work experience in related fields. Knowledge of rural Alaskan lifestyle and educational systems preferred. Ability to relate to Native students, parents and educators.

Salary: \$1000/mo. for 11 mos.

2. **6-On-Site Counselors**
Duties: Provide counseling and support to Native students, provide input to the school district to encourage awareness and responsiveness to needs of Native students. Familiarize students with traditional values and survival activities of Alaskan Native groups. Assist director in planning and activating and coordinate work with other boarding home program staff.

Qualifications: Experience in counseling youth preferred. Ability to relate to school staff and administration; ability to communicate with students and natural parents. Must be familiar with values and customs of rural Alaskan Native groups.

Salary: \$800/mo. for 10 mos. Please send job applications to: President,

Tanana Chiefs Conference
102 Lacey Street
Fairbanks, Alaska 99701

SECRETARY II

DUTIES: Performs complex administrative duties and acts as personal assistant and confidential secretary. Duties require a high degree of independent action and knowledge of Alcoholicism and Alcohol Abuse programs; may entail travel and attending meetings. May supervise hourly clerical personnel. Takes and transcribes dictation, composes letters, answers routine correspondence, prepares and signs inter-office forms, requisitions and similar papers in supervisor's name. Sets up and maintains a filing system, which may include unusual and confidential documents. Receives callers, arranges for interviews and appointments and handles routine matters personally. Maintains contact with public and private organizations, professional persons and other officials. Maturity, tact and discretion in dealing with public and other employees is a necessary requisite.

QUALIFICATIONS: Four years experience, or college education of such level and type as to demonstrate distinct ability to handle responsibility and complex office procedures. Typing and stenographic skills commensurate with the demands of highly accurate dictation are required. Experience should include secretarial work, or work of a related type of professional association.

SALARY: DOE

APPLY: Alaska Native Commission on Alcoholism and Drug Abuse, 528 W. 5th Avenue, Anchorage, Alaska 99501

APPLICATION DEADLINE: August 12, 1974

An Equal Opportunity Employer

Buy U.S. Savings Bonds & Freedom Shares

HELP WANTED

The Bering Straits Native Corporation is now accepting applications for the position of **RESEARCH SPECIALIST, LAND USE PLANNING**. Duties will include extensive map work, resource evaluation, special land use projects, communication with Village Corporations, and aiding in selection of land. High school diploma or equivalent required. Selected applicant will reside in Nome and travel extensively. Salary range: \$10,000 to \$15,000, selection date: August 9, 1974. Send applications to Bering Straits Native Corporation, P.O. Box 1008, Nome, Alaska 99762 or call 443-5252.

HELP WANTED

The Tanana Chiefs Conference is now accepting applications for the following positions:

1. **Assistant Tutor/Counselor**
Duties: Encourage young people, drop-outs, and low income people, resume their education both the secondary and post-secondary levels. Provide information and assistance in applications for admission, financial aid, career guidance, and enrollment in institutions offering necessary supportive services. Maintain files on each student or potential student contacted; prepare and submit reports.

Qualifications: Bachelor's degree in guidance and counseling or equivalent work experience, training. Counseling experience, work with low income Alaskans and ability to work with high school and university personnel.

Salary: \$1100/mo. for 11 mos.

2. **Tutor/Counselor**
Duties: Serve as liaison to the boarding home program, assist students who have problems within the school and provide such counseling as is necessary to students during the school days. Provide input to the school district to encourage awareness and responsiveness to needs of the Native students, and coordinate efforts with boarding home program staff.

Qualifications: Degree or work experience in guidance and counseling. Ability to work within high school atmosphere with Native students, particularly boarding home students. Experience with transcultural situations preferable in work with youth. Must be familiar with rural Alaska.

Salary: \$1333/mo. for 10 mos. Please send job applications to: President,

Tanana Chiefs Conference
102 Lacey St.
Fairbanks, Alaska 99701

HELP WANTED

POSITION OPENING

The Bering Straits Native Corporation is now accepting applications for an Executive Vice-President position to be located in Nome, Alaska. Salary range — 25 to 30 thousand per year. Housing is the responsibility of the individual.

The Executive Vice-President shall serve at the pleasure and under the general supervision of the Board of Directors of the Bering Straits Native Corporation with specific authority, guidance and supervision coming directly from the President of his designated representative.

Incumbent is responsible in a staff capacity for organizing, directing and coordinating all aspects of the Corporation's efforts to implement the provisions of the Alaska Native Claims Settlement Act and is bound to stay within the provisions of the Act.

He is expected to exercise initiative and judgement in directing the program and making on the spot decisions in the course of work. He is expected to make recommendations to the President and the Board on courses of action on specific problems and call unusual developments to the President's attention.

The function of the Executive Vice-President is to supervise a staff which furnishes advice, administrative support and staff assistance to the Board of Directors of the Bering Straits Native Corporation primarily as refers to Public Law 92-203, Alaska Native Claims Settlement Act.

1) Develops, establishes and maintains a working relationship with State Federal, Regional and local native groups as well as other private institutions and organizations.

2) Solicits, reviews and evaluates program proposals and projects for the consideration of the Board.

3) Manages, supervises and/or administers all corporation contracts.

4) Develops, maintains and supervises the Corporation administrative staff in accordance with the written guideline for the overall management of the office.

5) Participants in public functions and provides public information sources to help enhance the goals of the Corporation.

6) Ensures that the necessary technical assistance rendered by the villages or individual members is readily accessible and provides strong support to member villages.

7) Develops, establishes, and maintains an educational and informational system so that the village people are well informed.

The incumbent will exercise full administrative supervision over all corporation employees which will consist of a Vice-President, several Assistant Vice-Presidents and their respective staff in addition to contract employees.

Applications must be in the BSNC office by August 9, 1974, selection will take place at the Board meeting of August 8 — 9, 1974. Send application to:
Bering Straits Native Corporation
P.O. Box 1008
Nome, Alaska 99762

NOTICE ECKANKAR PATH OF TOTAL AWARENESS

HELP WANTED

**ALASKA COURT SYSTEM
NOTICE OF POSITION VACANCY**

Position Title:
Clerk of the Supreme Court of the State of Alaska

To Whom Position Reports:
The Supreme Court of the State of Alaska

Educational Requirements:
Law Degree and admittance to a State Bar

Experience:
Minimum of three years legal experience as practicing attorney, either in private practice or governmental agency. Administrative background preferred but not required.

Must possess or have ability to rapidly gain a thorough knowledge of the Rules of the Supreme Court of the State of Alaska and the Rules of the U.S. Supreme Court as well as Rules Governing the Administration of All Courts covering both civil and criminal procedure.

Responsibilities:
In general, supervising and overseeing all procedures and matters filed and acted upon by the Supreme Court of the State of Alaska to insure compliance with the Rules of Court.

Salary: \$35,200

Status:
Permanent position, exempt, full State of Alaska benefits, including health insurance package for employee and dependents, retirement system and provisions for sick and annual leave.

Application:
Resume to be sent to the Office of the Chief Justice, 303 K Street, Anchorage AK 99501.

Closing Date: August 16, 1974

Equal Opportunity Employer

HELP WANTED

**POSITION VACANCY
ANNOUNCEMENT**

Title: Language Development Coordinator

Where: Kodiak

Available: August 15, 1974

Responsibility: Research Aleut language, heritage, culture, and mythology. Assist in developing a program in conversational Aleut. Assist in developing prototype Aleut language literature.

Qualifications: Be able to speak Aleut and English. Requires knowledge of rural Alaska and rural Alaskans. Knowledge of Kodiak Island Villages and village people.

Salary: \$800-\$1000 mo.

Contact: KANA, Inc.

Box 177
Kodiak, Alaska 99615

Phone: 486-5726

486-5727

Application Deadline:
August 10, 1974

HELP WANTED

**MEDIA SPECIALIST
for Alcoholism Program**

DUTIES: Responsible and accountable for assisting in the production of alcohol related educational media specifically geared to the six major ethnic groups as designated by the Director. To coordinate and implement activities in the 12 regions to determine needs assessments for production of media relevant to those regions. Establish and work with Alaska-based media producers. Develop a direct line of communication with regional personnel resulting in a constant feedback or reporting type system.

QUALIFICATIONS: College graduate preferred with extensive experience in alcoholism and media programs. Experience may be substituted for education on a year to year basis. Knowledge of media campaign implementation. Background in management and extensive knowledge of the State of Alaska and its peoples. Extensive travel required.

SALARY: \$15,000.

APPLY: Alaska Native Commission on Alcoholism and Drug Abuse, 528 W. 5th Ave., Anchorage, Alaska 99501

APPLICATION DEADLINE: August 12, 1974

An Equal Opportunity Employer

HELP WANTED

**PROGRAM SPECIALIST
ALCOHOLISM**

DUTIES: Responsible for the planning, development and/or coordination of agency training programs. Responsible for program monitoring of assigned projects and field activities. Responsible for the administration of the specific projects or programs assigned. Reviews and coordinates with the Director and Media Specialist the planning development of new projects. Prepares reports for and provides technical and staff assistance for the ANCADBA board meetings and functions. Makes on-site inspections of projects and recommendations for improvements or corrections.

QUALIFICATIONS: College graduate with extensive experience in alcoholism. Experience may be substituted for education on a year to year basis. Experience in the administration of programs related to the prevention of Alcoholism including program planning, organization, operations, evaluations. Knowledge of grants required. Knowledge of existing programs and resources throughout the State of Alaska (urban and rural). Extensive travel is a necessary requisite.

SALARY: \$15,000.

APPLY: Alaska Native Commission on Alcoholism and Drug Abuse, 528 W. 5th Ave., Anchorage, Alaska 99501

APPLICATION DEADLINE: August 12, 1974

An Equal Opportunity Employer

HELP WANTED

POSITION OPENING NOTICE

Position Title: Fisheries Technology Instructor/Coordinator

Contract Period: 9 Months — renewable

Campus Location: Kodiak Community College, Kodiak, Alaska

Qualifications: Master's Degree in Fisheries or Marine Biology/Oceanography with teaching and program development experience. Practical experience in commercial fishing desired.

Duties & Responsibilities: To assume responsibility of on-going fisheries program. To coordinate part-time fisheries instructors & instruct fisheries classes each semester. Will work closely with local advisory committee in both present and future program.

Application Deadline: August 15, 1974

Starting Date: September 1, 1974

Salary Range: \$13,000-\$15,000

How to Apply: Send letter of application with resume to: Mrs. Carolyn Floyd, Director, Kodiak Community College, Box 946, Kodiak, Alaska 99615

An Equal Opportunity Employer

FOR SALE

Nicro Pour Over Automatic Coffee

Brewers by Cory in stock. Mayfair Sales, 1595 College Rd., Fairbanks, Alaska 456-4651.

HELP WANTED

Now accepting applications for Apprenticeship Cement Masons. Apprenticeship Outreach, 315 5th Ave., Fairbanks, Alaska. AN EQUAL OPPORTUNITY EMPLOYER.

FOR SALE

Billiard Supplies: Bed Cloth, Spray

Glide, Cues, Slip-on Cue Tips, Chalk, etc. Mayfair Sales, 1595 College Rd., Fairbanks, Alaska 456-4651.

HELP WANTED

We often have vacancies for elementary teachers and teacher-aides; clerk-typists, social workers, engineers, and maintenance workers; as well as technical and administrative openings. For information on how to apply, write: Personnel Officer, Bureau of Indian Affairs, Box 3-8000, Juneau, Alaska.

HELP WANTED

POSITION OPENING NOTICE

Position Title: Business Education Instructor

Contract Period: Nine Months — renewable

Campus Location: Kodiak Community College, Kodiak, Alaska

Qualifications: Master's Degree in Business Education. Experience in individualizing instruction preferred.

Duties & Responsibilities: To assume responsibility of on-going Clerical Cluster program. Instruct classes in business education which meet daily. Will be responsible to Director of Community College.

Application Deadline: August 15, 1974

Starting Date: September 1, 1974

How to Apply: Send letter of application with resume to: Mrs. Carolyn Floyd, Director, Kodiak Community College, Box 946, Kodiak, Alaska 99615

An Equal Opportunity Employer

HELP WANTED

POSITION OPENING NOTICE

Position Title: Business Administration Instructor

Contract Period: Nine Months — renewable

Campus Location: Kodiak Community College, Kodiak, Alaska

Qualifications: Master's Degree in Business Administration with minor in accounting. Experience in individualizing instruction. Instruct 4 classes per semester in combination of business administration and accounting.

Application Deadline: August 15, 1974

Starting Date: September 1, 1974

Salary Range: \$13,000-\$15,000 D.O.E.

How to Apply: Send letter of application with resume to: Mrs. Carolyn Floyd, Director, Kodiak Community College, Box 946, Kodiak, Alaska 99615

An Equal Opportunity Employer

HELP WANTED

**POSITION VACANCY
ANNOUNCEMENT**

Title: Residential Counselor — female

Where: Anchorage

Available: September 1, 1974

Responsibility: Work with teenagers on individual and group basis in residential setting. Live-in 4 days on, 4 days off. Emphasis on culturally diverse staff to work with culturally diverse clientele.

Qualifications: Some college or social service experience and Alaska driver's license required. Ability to work under pressure with persons in crisis.

Salary: \$700 per month plus Blue Cross and good vacation benefits.

Contact: Gregg Breifeldt, Supervisor, Youth Services Center, 1901 E. 24th Ave., Anchorage, Alaska 99504.

Phone 907-279-9544.

Application Deadline: August 20, 1974

HELP WANTED

POSITION OPENING NOTICE

Position Title: Fisheries Technology Instructor/Coordinator

Contract Period: 9 Months — renewable

Campus Location: Kodiak Community College, Kodiak, Alaska

Qualifications: Master's Degree in Fisheries or Marine Biology/Oceanography with teaching and program development experience. Practical experience in commercial fishing desired.

Duties & Responsibilities: To assume responsibility of on-going fisheries program. To coordinate part-time fisheries instructors & instruct fisheries classes each semester. Will work closely with local advisory committee in both present and future program.

Application Deadline: August 15, 1974

Starting Date: September 1, 1974

Salary Range: \$13,000-\$15,000

How to Apply: Send letter of application with resume to: Mrs. Carolyn Floyd, Director, Kodiak Community College, Box 946, Kodiak, Alaska 99615