

CLASSIFIED

HELP WANTED

**Position Title:** Entrepreneurship/Job Placement Developer  
**Qualifications:** BA. In Business, Economics or closely related field or equivalent experience.  
**Duties and Responsibilities:** Develop workshops and offer technical assistance in basic bookkeeping, small business finance, inventory control, loan assistance, tax reporting, marketing and display advertising and personnel management. In conjunction with private sector develop job needs and assist in placement of individuals. Advise Executive Director in utilization of available funds to assist private sector development and employment placements. Maintain a close working relationship with the Native Affairs Board.  
**Other:** Qualifying Prerequisites: Familiarity with rural Alaska, willing to travel.  
**Salary:** \$5,500/year.  
**Deadline for Applications:** May 11.  
**Apply to:**  
 Sam Gaston,  
 Executive Director  
 Box 725  
 Kotzebue, Alaska 99752  
**Publish:** 4/22, 4/29/81

PROFESSIONAL

**Vocational/Technical Teacher -** Design each course and develop programs in art related technology. May include small engines, energy, instrumentation, electronics, etc. Extensive travel to rural villages. Teaching and trades/crafts background preferred. Salary approximately \$40,000 for academic year. Open until filled. Letter, credentials and 3 references to Mike Kelly, Northwest Community College, Pouch 400, Nome, Alaska 99762.  
**Publish:** 4/22/81

PROFESSIONAL

**Alternative Learning Program Coordinator -** Design and coordinate alternative distance learning networks composed of television, 2-way audio and interlinking teachers. Program is individualized and operates in 12 remote Alaska villages. Liaison with staff, agencies and statewide delivery systems. Extensive travel and irregular work hours. Experience in alternative learning approaches, distance delivery and/or Native American communities needed. Salary approximately \$40,000 for 11 months. Position open until filled. Letter, credentials and 3 references to Mike Melty, Northwest Community College, Pouch 400, Nome, Alaska 99762.  
**Publish:** 4/22/81

PROFESSIONAL

**Human Services Instructor - Design/ Teach** generic human services curriculum on campus and provide community education, guidance and liaison services for students and agencies. Mental health training, teaching and counseling experience. Salary approximately \$40,000 for academic year. Open until filled. Letter, credentials and 3 references to Ralph Gabrielle, Northwest Community College, Pouch 400, Nome, Alaska 99762.  
**Publish:** 4/22/81

PROFESSIONAL POSITION OPENING

**TITLE:** PROGRAM ASSOCIATE, Subsistence and Natural Resources Department.

**DUTIES:** Provide coordination, contract monitoring/evaluation, training, technical assistance to regional subsistence program contractors; prepare management reports; prepare regional subsistence program RFPs (Requests for Proposals); Monitor, represent and assist others in representing subsistence positions before affected state, federal, and legislative committees dealing with fish, game and habitat resource issues as technical and informational liaison to subsistence sub-

stance issues through Rural Alaska Resources Association (RARA). Organize and supervise maintenance of subsistence information systems and staff to monitor activities of federal and state resource management agencies in areas of fish, game and habitat issues. Occasional travel.

**QUALIFICATIONS:** Successful completion of two years of post secondary education, minimum of three (3) years of direct involvement with community organization or related activity in rural Alaska. Demonstrated familiarity with, and sensitivity to, socio-economic and cultural conditions of rural Alaska essential. Bilingual ability preferred.

**DUTY STATION:** Anchorage

**SALARY RANGE:** \$19,200 - \$24,680  
**APPLY TO:** Rural Alaska Community Action Program, Inc. 327 Eagle Street, Anchorage AK 99501

EDE

**CLOSING DATE:** May 8, 1981 - 5:00 P.M.

**Publish:** 4/22, 4/29, 5/6/81

**EDUCATIONAL COORDINATOR,** Rural Education Learning Center, Galena, Alaska. Open Date: July 1, 1981.

This position is responsible for the teaching and working effectively in the field-centered University program. This includes program development, administration and evaluation in concert with local staff and community Policy Advisory Council, and with the statewide Rural Education program. The Educational Coordinator works with the students to clarify educational goals, design individualized degree programs and learning contracts, and identify resources and activities within the guidelines of University of Alaska requirements. The incumbent assesses student progress toward a college degree; tutors students within the region; and advises students in the regions where own area is pertinent to student's needs. Qualifications: Advanced training and experience in Postsecondary Administration and/or Adult Education or closely related fields. Broad academic background beyond degree preparation. Demonstrated leadership and administrative experience in the field. This includes program development (which includes course development and management), extensive travel and advisory councils. Demonstrated ability to respond sensitively in a variety of cultural settings. Familiarity with innovative educational approaches, e.g., distance delivery, and ability to supervise the activities of cultural, rural Alaska environment. Salary: \$1,760 Bi-Weekly. Submit letter of application, comprehensive resume and 3 letters of reference (from persons with specific knowledge of applicant's abilities to perform job responsibilities) to: Personnel Director, Community Colleges, Rural Education Extension, 222 North Third Street, Lights Blvd., No. 220, Anchorage, Alaska 99504. Closing Date: April 22, 1981. Recruitment will be opened. The University of Alaska is an Affirmative Action, Equal Opportunity Employer. Your application may be subject to public disclosure.

**Publish:** 4/15, 4/22/81

The University of Alaska, Fairbanks anticipates the process of expanding its graduate programs in cross-cultural education and is seeking candidates for teaching and research positions in Fairbanks. Candidates must have demonstrated the ability to work effectively in cross-cultural settings, to make productive contributions to the development of new programs and to contribute to innovative professional activities under conditions of minimal external guidance and supervision. Candidates must be willing to travel to rural communities and engage in fieldwork with students. Candidates must have had previous involvement on various research and development issues related to cross-cultural education in Alaska. Candidates must hold a doctorate, with a demonstrated interest in the interdisciplinary education of the social sciences and/or humanities to the study of formal and informal education processes. Submit letter of application, vita, credential letter, three reference letters, and transcripts should be submitted to: Ray Barnhardt, Director, Center for

Cross-Cultural Studies, University of Alaska, Fairbanks, AK 99701. Closing date for receipt of applications: May 15, 1981. Applications filed after that date. The University of Alaska is an EO/AAE Employer & Educational Institution. Your application for employment with the University of Alaska may be subject to public disclosure.

**Publish:** 4/22/81

JOB ANNOUNCEMENT

**JOB TITLE:** President of Manukauk Association

**QUALIFICATIONS:** College or graduate or equivalent experience in business management or non-profit corporation management; a broad and responsible public or private administrative experience in policy development and program supervision; a flexible and innovative individual with knowledge of Alaska counties; requires good working knowledge of and in the application of Public Law 93-360 and other Indian legislation affecting both grants administration and contractual obligations; incumbent should have a minimum of three years of knowledge of Federal and State Government Systems.

DUTIES:

Serves as Chief Executive Officer of the Association subject to the Board of Directors. Has the general and executive charge, management and control of the properties and operations of the Association.

**SALARY:** \$45,000 annually subject to negotiations plus fringe benefits.

SEND APPLICATIONS TO:

Marie Schwind  
 Executive Vice-President  
 Manukauk Association  
 P.O. Box 254  
 Kotzebue, Alaska 99752  
 or call: 442-3311 ext. 202

**CLOSING DATE:** April 30, 1981

**Publish:** 4/22, 4/29/81

Association of Village Council Presidents  
 P.O. Box 219  
 Bethel, Alaska 99559  
 Phone 543-3521

POSITION DESCRIPTION

**POSITION:** Comptroller

**DEPARTMENT:** Accounting Department  
**SUPERVISOR:** Vice President of Finance

**DUTIES AND RESPONSIBILITIES:** 1) Give assistance in directing and supervising the Accounting Department staff to maintain smooth operation within the Department. 2) Provide timely financial reports as required by contracts, grants, and management. 3) Exercise effective control over the expenditures of all programs to ensure conformity with federal, state and grant requirements; and standard audit procedures. 4) Supervise the preparation and filing of tax returns, and other special requirements related to a non-profit corporation with a 501 (c)(3) status. 5) Take full control of the accounting department in the absence of the Vice President as required by a Comptroller in the financial management of a non-profit corporation.

REQUIREMENTS AND QUALIFICATIONS:

Must be willing to relocate to Bethel, Alaska, to initiate professional activities. Individual must have a desire to be involved with the native movement and work with remote villages in the AVCP Region. Applicant should have a B.A. degree in Accounting and 3 years of progressive involvement in the Accounting field. Previous experience in non-profit corporations is preferable but not mandatory.

**SALARY:** D.O.E.

**Publish:** 4/15, 4/22/81

Association of Village Council Presidents

P.O. Box 219 Bethel, Alaska 99559  
 Phone 543-3521

POSITION DESCRIPTION

**POSITION TITLE:** Accounting Clerk

**DEPARTMENT:** Accounting Department

**SUPERVISOR:** Vice President of Finance and Comptroller.

**DUTIES AND RESPONSIBILITIES:** Responsible for all post typing, filing and maintaining records and reports. Responsible for keeping good accounting records. Prepare and paid invoices and documents. Responsible for maintaining efficient filing system for outstanding Accounts Payables and Accounts Receivable. Responsible for help records transaction to the cash receipts and disbursement journals and posting to the general ledger. Also, be responsible for all contract grant grants for all the programs. The position also requires other accounting duties assigned by the supervisor.

**QUALIFICATIONS:** High School graduate in post graduate training in office management, record maintenance, shorthand, and typing. Must have at least two years of accounting experience. Must have knowledge of double-entry accounting system.

**SALARY:** Depends on Education and Experience (\$1,900.00 start off)

**Publish:** 4/15, 4/22/81

Association of Village Council Presidents  
 P.O. Box 219 Bethel, Alaska 99559  
 Phone 543-3521

POSITION DESCRIPTION

**POSITION:** Computer Specialist

**DEPARTMENT:** Accounting

**SUPERVISOR:** Vice President of Finance and Comptroller

**POSITION SUMMARY:** Responsible for the validity and security of all computer operations for AVCP, Inc.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Responsible for the monitoring of all computer operations. Responsible for the vendor of hardware problems and needs for software modifications. Process changes to payroll/personnel master files. Process the semimonthly payroll cycle, inputting all time sheets and printing all reports and checks. Process the weekly payment of accounts payable to vendors.

Also process all reports required on a monthly, quarterly, and/or yearly basis. Distribute all computer run reports, insure the security, accuracy and validity of all input into the computer. Perform everyday maintenance of the printer such as paper changes and ribbon changes. Also do other duties assigned by the supervisor.

**QUALIFICATIONS:** Two years of general experience and two years of specialized experience. General experience is general office experience. Specialized experience is experience in the preparation, computation, and maintenance of payroll or accounting records and reports. One year of the specialized experience is "hands on" computer experience. Business school or college can be substituted for general experience on a 30 credit hour per year basis.

**SALARY:** Depends on education and experience.

**Publish:** 4/15, 4/22/81

Association of Village Council Presidents  
 P.O. Box 219  
 Bethel, Alaska 99559  
 Phone 543-3521

POSITION DESCRIPTION

**POSITION TITLE:** Assistant Accountant

**DEPARTMENT:** Accounting Department

**SUPERVISOR:** Vice President of Finance and Comptroller

**DUTIES AND RESPONSIBILITIES:** Responsible for recording transactions to the cash receipts and disbursement journals and posting to the

general ledger. Responsible for monthly financial reports for the management and all department and project reports. Responsible for monthly roll computations on federal deposits in each pay period, and do state and federal disbursements, and prepare payments. And make monthly payments for all the fringe benefits for the employees and employer. Assist, help keep files of all required personnel information of all employees. Do other duties assigned by the supervisor.

**QUALIFICATIONS:** At least 2 years experience in accounting. Must have double entry accounting system. Also have experience in the preparation, computation and maintenance of payroll or accounting records and reports. Also have experience in dealing with changes from manual accounting system to computerized accounting system now being established.

**SALARY:** Depends on Education and Experience (\$1,900.00 start off)

**Publish:** 4/15, 4/22/81

POSITION ANNOUNCEMENT  
 ASSISTANT SUPERINTENDENT  
 FOR EDUCATIONAL QUALIFICATIONS

Assistant Superintendent Qualifications:

1. Alaska Administrative Certificate required with endorsement as Superintendent of Schools.
2. At least five years demonstrated successful experience in educational research and evaluation.
3. At least three years demonstrated successful experience in educational administration preferred.
4. Must have worked with other District Office Staff, Teachers, Board, Advisory School Boards, Adult Education, and Vocational Education.
5. Willingness to travel extensively.
6. Ability to live and work in a cross-cultural environment.
7. Ability to carry out successful the duties described below.

Required to have in depth knowledge and background in one or more of the following: bilingual education, curriculum development, federal and state grants, special education, etc.

Preferred to have general working knowledge in all of the above areas.

REPORTS TO:

Superintendent

SUPERVISORS:

Director of State and Federal Grants, Director of Special Education, Director of Vocational Education, Director of Bilingual Education, Director of General Services, Secretary.

JOB GOAL:

To coordinate and provide leadership in the development, implementation and evaluation of educational programs in the District and to supervise and work cooperatively with the District Office staff in providing well rounded, appropriate programs for all students.

REPRESENTATIVE DUTIES:

1. Initiate and coordinate in-service and staff development programs.
2. Acts for the Superintendent in the Superintendent's absence as assigned.
3. Supervises and works with management support personnel.
4. Responsible for development and implementation of career ladders for all District staff.
5. Responsible for development and implementation of the magnet school.
6. Ensures compliance with the Department of Education regulation and evaluation of small secondary schools educational plans (050 reg.) for the District.
7. Perform other duties as assigned or as necessary for successful operation of the school District.

TERMS OF EMPLOYMENT:

Permanent, full-time. Salary and job description pending approval by the District Board.

The above Kotukwomik School District is an equal opportunity employer.

**CLOSING DATE:**

April 30, 1981

APPLICATIONS:

Please send letter of application and resume to:  
 Mr. Carl A. Peterson,  
 Superintendent  
 Lower Kuskokwim School District