

Tundra Times Job Finder

University of Alaska
Community Colleges
Rural Education & Extension

PUBLIC INFORMATION OFFICER

Reporting to the Chancellor, this position is responsible for developing and implementing an internal and external information program, covering the division and its fourteen units, utilizing all media resources. Major duties include writing, editing, and reviewing news releases, feature stories, special articles and taped reports; developing slide presentations; taking photos; producing a newsletter; responding to requests from the media, the public and staff; providing assistance to the units on request; and special projects, i.e., fairs, etc. There will be minimal clerical support for this position. Qualifications: Extensive experience and demonstrated ability in communications, journalism, broadcasting, public relations or other related fields; experience in developing and implementing information programs; some experience in radio/t.v. writing, editing and production. Ability to: Write effectively; take quality photos; design and lay-out material; establish and maintain effective working relationships. Salary: \$32,968. Closing Date: February 4, 1981. Submit resumes to: Stevan R. DeSoer, Personnel, CCREE, 2221 E. Northern Lights Blvd., Suite 220, Anchorage, Ak, 99504.

The University of Alaska is an Affirmative Action, Equal Opportunity Employer.

Your application may be subject to public disclosure.

Director of Business Programs

Qualifications: Masters Degree in business related programs, economics, accounting, or computer information systems. Knowledge and capability in postsecondary teaching in one or more of above areas. 2 years administrative experience.

Accountabilities: Manage instructional programs in business administration, economics, accounting, computer information systems, office occupations, and medical office assisting. Supervise and evaluate faculty and staff. Administer collective bargaining agreement. Accountable for budgets, curriculum development, recruitment. Liaison with business and community. Detailed information sent upon receipt of application.

Salary: Minimum \$41,558 plus benefits.

Closing: March 15, 1981. Send letter of application and comprehensive resume including all teaching experience and statement of educational philosophy to Office of Dean, Instructional Services, Anchorage Community College, 2533 Providence Avenue, Anchorage, Ak 99504.

ACC IS AN EEO EMPLOYER

GENERAL MANAGER

Alaska Native Corporation under ANCSA of 1971 is seeking a General Manager responsible for a construction firm with knowledge of "Buy-Indian" and P.L. 93-639 regulations. This position entails negotiation and administration of governmental and private projects. Applicant must have knowledge of cost accounting, purchasing, corporate planning, etc.

General Manager will be responsible for the complete infrastructure of construction company. Send letters of interest and resumes to:

Attn: Mr. Nicolai, Calista Corp.
639 I St.
Anchorage, Ak, 99501

Training and Technical Assistant Specialist

Head Start is looking for a Training-Technical Assistant Specialist. Location will be in Anchorage, Ak. Must have a B.A. in an appropriate discipline with extensive course work in early childhood development. Masters degree preferred, but not required. In minimum of two years experience working in an early childhood education program and experience in a cross-cultural or bilingual education setting are essential. Previous supervisory experience of a progressive nature and knowledge of Federal Grants Contracts highly desirable. Applicant must be willing to travel. The person in this position will be responsible for providing training and technical assistance to the staff of six Head Start programs. Salary is DOE. Send applications to:

Alaska Federation of Natives
1577 "C" Street, Suite 304
Anchorage, Ak, 99501

EMERGENCY MEDICAL SERVICES TRAINER

SALARY: \$17,500-19,000
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LOCATION: Anchorage, Alaska

Trainer will conduct first aid, accident prevention causes in Native Communities on Aleutian Pribilof Islands. Extensive travel required.

QUALIFICATIONS: Two years college or equivalent. Current red cross instructor certificate and basic and standard first aid and CPR. Current EMT Certificate. Experience as Red Cross Instructor, trainer, preferred. Closes: February 13, 1981. Begins: March 2, 1981. Contact Nancy Greenmon, EM5 Coordinator, Aleutian Pribilof Islands Association, 1689 C Street, Anchorage, Ak 99501. Call 907-276-2700.

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JOB ANNOUNCEMENT

Immediate Opening - Alcohol Director for social withdrawal center in Barrow, Alaska. This position requires a Masters Degree in Social Science Area and related experience in Alcohol programs.

Salary - DOE

Send Resume to: Carl Hild, North Slope Borough Health & Social Services Agency, P.O. Box 69, Barrow, Alaska 99723

Publish 1/21, 1/28

EXECUTIVE DIRECTOR Alaska Public Radio Network

Works under the general supervision of Executive Director. Responsible for production of daily statewide news and public affairs program. Other duties include news and feature reporting, audio production, coordination of daily activity service and supervision of reporting staff. Qualifications: minimum three-years experience in broadcast journalism with skills in writing, editing, interviewing and audio production. Must be knowledgeable about Alaska and Alaskan issues. Must be able to work under daily deadline pressure