



Phone
(907) 279-0012

STATEWIDE CLASSIFIED

I. HELP WANTED

SECRETARY / LAND CLAIMS

The Alaska Federation of Natives, Inc. is seeking a highly motivated individual to fill the position of Secretary to the Land Claims Division. The person in this position works under the general supervision of the Special Assistant to the President and performs clerical and general office duties that are sometimes highly confidential in nature. The secretary is required to take minutes, make travel arrangements for the president and his staff, keep the files in order, and has heavy contact with the general public and agency personnel. Applicants must have a high school education. Prefer a minimum of 3 years secretarial experience with progressive responsibility, typing speed of 60 wpm and shorthand 80 wpm with ability to use memory typewriter and other office machinery essential. Applicant must be able to work with minimal supervision. An intimate knowledge of the Alaska Land Claims Settlement Act, Rural Alaska and the lifestyle of the Alaska Native people is essential. Submit application to:

Director of Personnel
Alaska Federation of Natives, Inc.
1577 "C" Street
Suite 304
Anchorage, Alaska 99501
Phone 274-3611

Closing date for receipt of application is September 24, 1979.

The Alaska Federation of Natives, Inc. is an Equal Opportunity Employer M/F.

HELP WANTED

Systems Analyst Position Available
Under the direction of the Director

of Systems Development analyzes, designs, and develops administrative systems including manuals and forms. Knowledge of computer hardware and capabilities required. Bachelor's degree in Accounting, Business Management or related fields required. Four years experience in information systems in University of similar environment involving systems analysis and development, programming or other related skills. Two years of the 4 years of University of similar experience as independent or lead systems analyst in developing and documenting accounting and other business systems. Accounting experience desirable and may be substituted for one of the two years.

Send resume to Systems Development, 8th Floor Gruening Building, University of Alaska, Fairbanks, Alaska 99701, closing date September 2, 1979 or until filled thereafter. An Equal Opportunity Affirmative Action Employer.

HELP WANTED

EXECUTIVE DIRECTOR

Demonstrated ability to effectively manage non-profit service programs. Social Science Degree highly desirable but experience more important. Must have first hand knowledge of SocioEconomic Conditions in upper Tanana Region. Must have demonstrated concern for Low income residents of Rural Alaska. Designs programs, responsible for effective expenditure of State, Federal and Contract Monies. Extensive travel. Closes September 21, 1979. 4:30 p.m.
Salary: DOE
Upper Tanana Development Corporation, P.O. Box 459, Tok, Alaska 99780.
Equal Opportunity Employer
Call Bob Lohr, Collect, 883-2661 for further information.

HELP WANTED

EMPLOYMENT COUNSELOR

Mauneluk Association is presently recruiting for an Employment Counselor with a master's degree in counseling or closely related fields or a bachelor's degree and two years experience in career counseling in a rural setting.

The position has been created to organize an employment counseling program at Mauneluk Association and Mauneluk Manpower, create a directory of training and education resources available to the Mauneluk client group, and train locally hired paraprofessional career counselors.

Skills demanded will be: ability to orient oneself quickly to a cross-cultural society; familiarity with the problems encountered by Native Americans in connecting with employment and training opportunities; willingness to travel frequently to remote locations; ability to counsel young people across a language and culture barrier; ability to train locally hired paraprofessionals in counseling techniques which are appropriate to the Eskimo culture; and familiarity with the political and economic factors which influence employment patterns in a developing area.

Salary is \$20,000-\$24,000 depending on experience, plus benefits. The date of hire is October 1, 1979; duration of employment is one year. Preference will be given to qualified Native Americans or Indians. Please apply to Marie Schwind, Executive Vice President.

Mauneluk Association
P.O. Box 256
Kotzebue, Alaska 99752
(907) 442-3311

HELP WANTED

OPENINGS AT SHELDON JACKSON COLLEGE

CURRICULUM SPECIALIST: will work with the Vice-President for Academic Affairs and the faculty to assess current curriculum and program offerings, will be responsible for developing a standard evaluation tool for academic assessment, and for reporting the results of all assessments and evaluations and summarizing the findings. Salary range: \$15,000 - \$18,000, commensurate with qualifications and experience. Qualifications: Sensitivity to relate and to work with people of diverse ability, races, backgrounds, and ages. Bachelor's degree (M.A.) in curriculum or related area minimum; teaching experience desired. Direct inquiries or vita to: Charles Bovee, Vice-President for Academic Affairs.

CAREER COUNSELING: under the direction of the Vice-President for Academic Affairs, will establish a Career Counseling Center, and will be responsible for providing financial materials, offering individual and group counseling of students, teaching a career exploration course, and conducting workshops for faculty and staff. Salary range: \$14,000 - \$16,000 for 9-month position, commensurate with qualifications and experience. Qualifications: Sensitivity to relate and to work with people of diverse ability, races, backgrounds and ages. Ability to teach to a diverse group of students; graduate degree (M.A.) in psychology, counseling, or related area desired. Teaching or career counseling experience desired. Direct inquiries or vita to: Dr. Charles Bovee, Vice-President for Academic Affairs.

FINANCIAL AID COUNSELOR: will be responsible for developing a portfolio of financial aid materials for students; will provide financial aid assistance to students; will travel to towns and villages in the state to assist students in completing financial aid forms, will teach financial aid procedures to Admission personnel, and will report to the Dean of Students. Salary range: \$14,000 - \$16,000 for 9-month position, commensurate with qualifications and experience. Qualifications: sensitivity to relate and to work with people of diverse ability, races, backgrounds, and ages. Bachelor's degree required, Master's degree or equivalent experience desired, in Business, Student Personnel, Education Administration, or related field. Direct inquiries to: Darrell Moore, Dean of Students.

MEDIA SPECIALIST: will work in cooperation with the Public Relations Director, the Media Director, and the Director of Admissions to develop color brochures, television programs, and slide/tape presentations.

PUBLIC NOTICE

tions describing the programs of the College. Will report directly to the Dean of Students. Salary range: \$14,000 - \$16,000 for 9-month position, commensurate with qualifications and experience. Qualifications: Sensitivity to relate and to work with people of diverse ability, races, backgrounds, and ages. Bachelor's degree in art, journalism or equivalent experience in advertising or in-house publications, filmmaking, slide production, or video production preferred. Direct inquiries or vita to: Darrell Moore, Dean of Students.

The above positions are funded under Title III Grant for Institutional Development and begin October 1, 1979. Application deadline: September 20, 1979.

Sheldon Jackson College
is an Equal Opportunity Employer

HELP WANTED

POSITION VACANCY NOTICE

CLINICIAN/COORDINATOR needed for one-year special project involving the development and coordination of behavioral health services for children and multiple problem adults. Masters degree in psychology or social work and/or appropriate experience. \$20,000 to \$25,000 DOE. Alaska Natives are especially urged to apply. Send resume with references to:
Michael Graf, Ph.D.
Director
Tanana Chiefs
Mental Health Program
Doyon Bldg., First & Hall Streets
Fairbanks, Alaska 99701

HELP WANTED

MANAGER: Sealaska Corporation Shareholder Office
CLOSING DATE: September 14, 1979.

Full-time appointment responsible to Corporate Secretary. Salary-DOE. Duties include, but not limited to:

- (1) Provide shareholders in Anchorage area with stock transfer and distribution information and services, and information about current corporate operations and policies.
- (2) Assist in implementation of annual meeting and solicitation of corporate proxies.
- (3) Provide reports to Sealaska about shareholder concerns.
- (4) Other similar duties assigned.

More detailed description of duties upon request. Please send resume to:

Chris McNeil, Jr.
Corporate Secretary
Sealaska Corporation
One Sealaska Plaza, Suite 400
Juneau, AK 99801

NEW APPLICATION

Ingalik Inc. and City of Anvik Licensee (individual(s), or Corporation are making application for a new Beverage Dispensary and Retail liquor license, d/b/a "THE CANOE SALOON" located at Anvik, Alaska 99558

Interested persons may submit written comment to the Alcoholic Beverage Control Board at 201 E. 9th Avenue, Anchorage, AK, 99501 or phone 277-8638

HELP WANTED

Business Teacher opening. Bachelor's Degree in Business/Office Occupations areas required. Master's Degree preferred. Salary: DOE. Closing date October 1, 1979 or until filled. Contact Personnel Office, Northwest Community College, Pouch 400 Nome, Alaska 99762. EOE.

HELP WANTED

POSITION ANNOUNCEMENT

POSITION: Johnson-O. Malley Program Director

LOCATION: Kuskokwim Native Association, Aniak, Alaska

DESCRIPTION: Responsible for the planning and implementation of Johnson-O'Malley supplemental education programs in nine villages along the middle part of the Kuskokwim River. Responsible for working with local Johnson-O'Malley/Native Education Committees in developing programs for the respective village. Will submit proposals, required reports, and evaluations to the Bureau of Indian Affairs. Responsible to the Executive Director of the Association. Requires travel to the outlying villages on a frequent basis.

EDUCATION AND EXPERIENCE: High School Diploma required and previous experience with educational programs desirable. Must be able to effectively work with local committees, must be able to design, plan, and coordinate programs. Must be imaginative and have the ability to work with students and school district officials.

SALARY: Depending upon experience

TO APPLY: Send resume immediately to:

Executive Director
Kuskokwim Native Association
P.O. Box 106
Aniak, Alaska 99557

675-4384

2. FOR SALE

MARINE DIESEL ENGINES: Inventory Reduction Sale - New, quality, complete marine propulsion systems with 2 to 3 year reduction years. 8 HP \$1495.00, 12 HP \$1795.00, (206) 378-4148 or write: Engines, Box 968, Friday Harbor, Wa. 98250.

3. PUBLIC NOTICES

**NORTH SLOPE BOROUGH
NOTICE OF GENERAL ELECTION**

1. Date of Election: October 2, 1979

(Classifieds, continued)