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**JOB OPENING
DEVELOPMENT ASSISTANT**
needed for public radio station to be responsible for a wide range of development activities, including editing the monthly program guide, planning fund-raising events and maintaining computerized mailing lists. Prefer a bachelor's degree in marketing or communications,

but experience in advertising or sales may be substituted. Graphic arts skills required. Salary range: \$18,000 to \$21,000. Deadline for application: September 19. Send resume and writing or graphics sample to: Development Director, KSKA, 4101 University Drive, Anchorage, AK 99508. KSKA is an Equal Opportunity Employer. Publish: 9/14/83.(6303)

WRITING FOR SECRETARIES

Fairbanks: Sept. 19-20

Anchorage: Sept. 22-23

Juneau: Sept 26-27

A two-day program that will help you brush up on technical aspects of writing - - grammar, punctuation, capitalization - - while also helping you improve your ability to make a place for yourself on the office writing team.

Write or call now for details: Conferences & Institutes, 117 Eielson Building, University of Alaska, Fairbanks, AK 99701, (907) 474-7800.

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