

HELP WANTED

Clerk/Typist III

N. C. Educational Computing Service, a State agency, located in Research Triangle Park. The principal responsibilities of this position require general office skills such as typing, filing, and some letter composition. The position also requires abilities to serve as secretary for faculty training workshops and to learn word processing via computer terminals. Good typing skills required. Previous experience in an academic environment and editing skills are desirable. Requirements: High School graduation (or equivalent) and at least 1 year clerical experience. Salary range: \$8,820-\$12,468. Apply by Monday, December 7, 1981, to the following: Personnel Office, UNC-General Administration, P. O. Box 2688, Chapel Hill, N.C., 27514. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

The University of North Carolina at Chapel Hill

Typist (IV) (Temporary)

Completion of high school course work and two years of clerical experience; or an equivalent combination of education and experience. Position to last three to four months, beginning in early December, 1981. Must be proficient in use of Xerox 860 Word Processing Machine. Salary: \$4.82 per hour.

Secretary (III)

Completion of high school course work and two years of clerical experience; or an equivalent combination of education and experience. Varied skills and knowledges for this position include strong typing, ability to take shorthand, record keeping and good public contact. Salary range: \$8,820 - \$12,468.

Laboratories Manager III

Completion of college course work with major in physics and two years of experience in laboratories management; or an equivalent combination of education and experience. Previous experience in teaching physics laboratories necessary. Operation, maintenance and repair of modern digital electronic instrumentation either for teaching or research preferred. Salary range: \$16,260 - \$23,556.

For an application please contact the Employment Division, 111 Pettigrew Hall, UNC, Chapel Hill, NC 27514. 962-2991
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Secretary III

Position available to provide clerical support for UNC Institute for Transportation Research and Education in Research Triangle Park. In addition to general clerical duties, this person will assist in arranging conferences and travel. Applicants must have high school diploma and 1 year clerical experience or equivalent. Good typing skills needed. Shorthand preferred. Salary range: \$8,820-\$12,468. Apply by Monday, December 7, 1981, to: UNC-General Administration, Personnel Office, P. O. Box 2688, Chapel Hill, N.C., 27514. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

**CITY OF DURHAM
North Carolina
Job Opportunities**

Gymnastics Supervisor

(Part-Time)
Starting Salary \$8,000-12,000.
Term: Beginning January 1982 (Afternoons and evenings with some weekends).
Teach instructional gymnastics for ages 3 to adult. Requires college background in physical education, recreation or related field and two years experience teaching children and/or adults gymnastic skills from basic to advanced.
DEADLINE DATE: November 27, 1981

CERTIFICATION (IF REQUIRED) MUST BE INDICATED ON APPLICATION. ONE POSITION PER APPLICATION ONLY. For information and application contact:
Personnel Office, First Floor
City Hall
101 City Hall Plaza
Durham, N.C. 27701
Telephone: 919/683-4214
An Equal Opportunity/Affirmative Action Employer.

**The University of North Carolina at Chapel Hill
Clerk-Typist (III)
Typist (III)
Secretary (III)**

Completion of high school course work and one year of clerical experience; or an equivalent combination of education and experience. Varied skills and knowledges of these positions are: medical terminology, dictaphone, strong typing skills, statistical typing, Magcard, book-keeping, accounting and good public contact. Salary range: \$8,820 - \$12,468.

Secretary (IV)
Completion of high school course work and two years of clerical or secretarial experience; or an equivalent combination of education and experience. Good typing skills and knowledge of medical terminology helpful. Salary range: \$10,020 - 14,196.

For an application please contact the Employment Division, 111 Pettigrew Hall, UNC, Chapel Hill, NC 27514. 962-2991
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Television Engineer III

Completion of course work for a two year degree in electronics and two years of progressive experience in the maintenance and repair of electronic systems; or an equivalent combination of education and experience. Experience should include solid state and digital circuits, operation, maintenance and repair of color television production and distribution systems. Familiarity with design and modification of special adapters as required to interface color television equipment with medical instruments. Salary range: \$14,868 - \$21,420.

For an application please contact the Employment Division, 111 Pettigrew Hall, UNC, Chapel Hill, NC 27514. 962-2991
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Planetarium Director

The University of North Carolina at Chapel Hill is seeking qualified candidates for the position of Director of The Morehead Planetarium. Responsibilities include business management and supervision of a major public planetarium with a Zeiss Model VI Projector, state-wide public school programs, exhibits, and related special events. Background in astronomy or physical science, creative showmanship, planetarium management and supervision of complex operation desirable.

For an application please contact the Employment Division, 111 Pettigrew Hall, UNC, Chapel Hill, NC 27514. 962-2991
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Clinical Social Worker

Masters degree from an accredited school of social work and two years of advanced social work in a clinical setting; or masters degree in a related field and three years of advanced social work experience. Experience in community organization including public schools and as a caseworker in a child protective agency highly desirable. Experience with adolescent and young adult populations desirable. Salary range: \$14,868 - \$21,420.

For an application please contact the Employment Division, 111 Pettigrew Hall, UNC, Chapel Hill, NC 27514. 962-2991
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Clerk/Typist III

Position in Research Triangle Park for the North Carolina Educational Computing Service, a state agency. The principal responsibilities of this position require general office skills such as typing, filing, and some letter composition. The position also requires abilities to assist in handling a computer tape library and to learn word processing via computer terminals. Familiarity with data processing and accounting is desirable. Requirements: High School diploma (or equivalent), at least 1 year of clerical experience and good typing skills. Salary range: \$8,820-\$12,468. Apply by Monday, December 7, 1981, to: Personnel Office, UNC-General Administration, P. O. Box 2688, Chapel Hill, N.C., 27514. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

Help Wanted



**DUKE UNIVERSITY
POSITION OPENINGS**

Position	Min.-Max.
DR. SYSTEMS PROGRAMMER-Systems consist of IBM MVS, with CICS, DL/I and TSP/SFP.	
STAFF NURSE-A/C-Part-time. 20-25 hrs. Monday through Friday every other week. Provide general health care, screen and treat some on-the-job injuries. M.C. Certification.	\$7,000-\$ 9.16
COPY CENTER COORDINATOR-2nd shift. Key operator experience required. preferably on xerox equipment.	\$4.80-
MEDICAL TECHNOLOGIST-Certified/ASCP and /or exp.	\$8,300-\$ 7.85
INS. CLAIMS PROCESSOR-40 hrs/week required, prefer experience w/health compensation & liability claims.	\$4,800-\$ 5.85
MEDICAL SECRETARY-50wpm typing/test req./working exp. with Medical Terminology and Transcription Equipment.	\$5,160-\$ 6.34
MEDICAL TRANSCRIPTIONIST-40 wpm/typing test required. Medical Terminology and Transcription Equipment req.	\$4,800-\$ 5.85
SECRETARY-Fulltime/Part-time. 40hrs/week typing test required.	\$4,800-\$ 5.85
PHOTOCOPYER-1st and 2nd shift. 40hrs/week typing test required; considerable exp. required.	\$5,560-\$ 6.87

DUKE EMPLOYMENT OFFICE
8:00am-2:30pm
Erwin Road, Parking Deck II, RT level
Durham, NC
ED/AEE

LEGAL NOTICES

**NOTICE
MINORITY CONSTRUCTION
CONTRACTORS**

Starr Electric Company is actively seeking sub-bids for the City of Durham Wastewater Treatment Plant at the Farrington Road Site from qualified contractors. Items for consideration are as follows:
1. Trench and backfill underground duct banks.
2. Pour concrete for equipment pads.
3. Intercom
Proposals must be in our office on or before 9 a.m. December 3, 1981. Plans and bidding documents are available in our office and the AGC Plan Rooms. If interested contact our office promptly — No. 6, Battleground Court, Greensboro, North Carolina — Telephone (919) 275-0241.

NOTICE

INVITATION TO BID and submit proposals for subcontract work for WASTEWATER TREATMENT PLANT, FARRINGTON ROAD SITE, DURHAM, NORTH CAROLINA. Bid Date on December 3, 1981.

TYPES OF WORK AVAILABLE: clearing and grubbing, site and structural excavation and grading, fence and gates, concrete work, placing of reinforcing, masonry, roofing, ceramic tile and terrazzo, acoustic ceilings, painting, glass and glazing, caulking, pipework, curb and gutters, paving, fertilizing and seeding.

CONTACT SCE Incorporated, 801 North Fifth Avenue, Birmingham, Alabama 35203 (Telephone 205/251-9309) for additional information as to plans and specifications. Representatives will be in Durham at Holiday Inn - West on December 1, 2 and 3 to review proposals and receive prices.

LEGAL NOTICES

MINORITY BUSINESS ENTERPRISE SOLICITATION
The Collins Co., Inc., P. O. Box 2203, Montgomery, AL, 36103 is soliciting quotations from qualified minority subcontractors and material suppliers for construction of the East Side Wastewater Treatment Plant Additions & Modifications, City of High Point, N.C., bidding 12/9/81. Includes excavation, fencing, landscaping, concrete and rebar placing, plumbing/HAC, electrical and architectural trades. Contact R. W. Peppel, 205/279-7250.

SKInformation
by Linda Allen Schoen

"My skin is developing brown spots... how do I get rid of them?"
This is a common question asked of dermatologists by women of all ages. Generally termed hyperpigmentation, these brown skin spots and patches have multiple causes. And, fortunately, treatment is available.

The major causes are: over-exposure to the sun, pregnancy and birth control pills.

The sun's rays penetrate the skin's outer layer and increase the chances of permanent skin damage. Abnormal skin pigmentation results after years of being continually exposed to the sun's damaging rays.

There is no real explanation of why the amount of pigment increases in pregnant women, but we do know that it affects primarily brunettes and dark-skinned women.

Because birth control pills simulate pregnancy, hyperpigmentation is sometimes a side effect. Spots will gradually fade in these cases, but some discoloration may remain.

If you notice brown skin spots appearing, do not try to diagnose or treat them yourself. Consult your dermatologist. He can prescribe a special solution containing hydroquinone which can successfully bleach many cases of hyperpigmentation.

Sun exposure causes further darkening of hyperpigmentation. So it is important to: 1) Avoid sunbathing and extreme exposure to sunlight and 2) Use a sun block whenever you are in the sun.

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79	VW Rabbit	\$5777	81	Olds Cutlass Wagon	\$8277	73	Greenline	\$1277
79	VW 360 Wagon	\$8377	78	Olds Cutlass Supreme	\$5777	79	Ford 4 Dr	SOLD \$977
78	Olds 98 Regency	\$5777	80	Buick Regal	\$7277	80	Subaru 900 6LE	\$10,777
81	VW Rabbit	\$6377	77	BMW 320i	\$8477	80	Honda Prelude	\$7977
79	Audi 8000	\$8777	74	VW Karmann-Ohio Conv.	\$3977	81	Buick Century 4 Dr.	\$7777
81	Audi 5+5	\$12,277	76	Ford Van	SOLD \$2277	80	Ford Fiesta	\$5577
79	Triumph Spitfire Conv.	\$4977	80	Buick Wildcat	SOLD \$9577	79	Buick Skyhawk	\$4977
79	Ford Fiesta	\$4577	79	Toyota Truck	\$5377	79	Pont. Bonneville Regal	\$6677
79	Pontiac Sun	SOLD \$4977	81	Datsun 240 SL Wagon	\$7177	77	Ford LTD	\$3277
80	Volvo 5 Dr. DL	\$8777						

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