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2 Hour Seminar will be held by: National Training Service, Inc. at: Days Inn, Winston-Salem, NC I-40 & 3330 Silas Creek Pkwy.

Tuesday, December 17, 1991 Time: 11:00 a.m. OR 7:00 p.m. (No Phone Calls)

#### **EMPLOYMENT**

Community

Position Vacancy: ASSISTANT TO THE VICE PRESIDENT. INSTRUCTIONAL SERVICES

Davidson County Community College is accepting applications for Assistant to the Vice President, Instructional Services, a twelve-months, salaried position available February 1992.

Primary responsibilities include coordinating instructional support services in the following areas: instruction improvement, curriculum evaluation and development, new instructional program exploration, professional development activities, exemplary instructional grants projects, academic advisement, cooperative instructional programs with high schools, development and maintenance of instructional information for College publications, compliance with curriculum standards, and work of various instructional committees, task forces, and groups.

Minimum qualifications include a Master's degree; demonstrated ability to work effectively with others, to manage projects/programs and to assist and facilitate the work of others; computer utilization skills, knowledge and experience in curriculum evaluation and development and professional development activities; ability to analyze and interpret data, and proven leadership abilities.

Salary will be determined by education and experience. Deadline for applications: January 15, 1992, or until position is filled.

For more information about responsibilities, qualifications, and the application process, contact:

Personnel Office **Davidson County Community College** P.O. Box 1287 Lexington, North Carolina 27293-1287 704) 249-8186 or<sub>:</sub>(919) 475-7181 An Equal Opportunity Affirmative Action Institution

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A statewide, non-profit research and applied policy organization located in Raleigh seeks a Program Assistant. Duties will include oversight of management information system, contract management, communications/public relations, reports management, and general administrative support. Ideal candidate will have at least five years progressive administrative and managerial experience or comparable education and experience. Skills should include excellent organizational and office management capabilities. Experience with Lotus, and MicroSoft Word required. Submit cover letter and resume no later than December 23, 1991 to: Administrative Office, N.C. Rural Economic Development Center, 4 N. Blount Street, Raleigh, NC 27601. NCREDC is an Equal Opportunity Employer.

PROGRAM ASSISTANT

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and transcribe from a

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more years of secretar-

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courtesy U.S. Department of Labor's Job Corps program. First, Job Corps will provide business/clerical intro-General duction, then move you up to the computer! Limited offer, not available at most of our centers. First 50 applicants have best chance at this unusual examples of work as government-sponsored reporter and public career plan for out-ofaffairs anchor may be school 16-21 year olds. requested upon notifi-Some waiting required. cation prior to final Allowances paid. Ask selection for interview. about T.C.U. when you Salary Range: see your state Govern-\$23,391-\$37,540. Hirment Job Corps ing Range: \$23,391-Recruiter (schedule \$27,017. Apply in writposted at Social Sering by Monday, vices or make appoint-December 23, 1991 to: ment by calling Job Personnel Office.

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This newspaper will not knowingly accept any advertising for real estate which is in violation of the law. Our readers are hereby informed that all dwellings advertised in this newspaper are available on an equal opportunity basis. To complain of discrimination, call HUD Toll-Free at 1-800-424-8590. For the Washington, D.C. area please call HUD at 426-3500.

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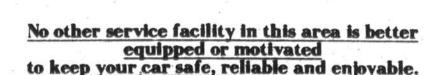
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fpls, living/din., eat-in kit., bsmt., garage, level lot, lence. \$59,900. Seller says make offert Call Phillip 815 Cranford - 3 BR Cottage w/great floor plan. recent vinyl siding, roof & water heater, fence, move-in condition! \$33,800. Call Richard 2 to 5 BR - homes various locations owner financing

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Sunny Lane (quiet country location) Carver School Dist., 3BR, 2BA spacious Ranch w/Fam. Rm. w/fpl., Formal din., gas ht., cent. Air - \$83,000. Call Carolyn 1830 Hattie Circle - 3-4BR 2-1/2BA Brick Ranch

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