**EMPLOYMENT** 

SECRETARY OF THE

University of North Carolina

applications and nominations for the position

of Secretary of the University, to be filled by

ing of sixteen constituent insitutions, is gov-

erned the Board of Governors, and is under the

executive direction of the President of the Uni-

versity. Each constituent institution is admin-

istered by a Chancellor and a Board of

Trustees, pursuant to authority and responsi-

bility delegated by the Board of Governors and

member of the President's staff. He or she is

responsible to the President for planning and

coordinating arrangements for meetings and

other official functions of the Board of Gover-

nors, maintaining all records of and certifying

the official acts of the Board, serving as secre-

tarial to the Board, providing primary stafff

assistance to the Board's Commmittee on Uni-

versity Governance, facilitating communication

between the boards trustees and the Office of

the President and the Board of Governors, and

otherwise representing and promoting the

interests of the University as directed by the

President. The Secretary supervises two assist.

(1) at least a baccalaureate degree from an

accredited institution of higher education. (2)

extensive administrative experience, preferable

in the field of higher education, (3) highly

developed organizational and interpersonal

skills and a superior ability to communicate.

both orally and in writing, and (4) the ability to

represent the University effectively to a wide

variety of audiences. A knowledge of the struc-

ture, governance and programs of the

University of North Carolina is desirable.

Salary will be commensurate with ability and

Search Committee. The University of North

Carolina General Administration, Post Office

Box 2688, Chapel Hill, North Carolina 27515-

2688. Submit a letter of application and a

resume, including the names, addresses, and

phone numbers of four references. Nomina-

tions should also be accompanied by the nomi-

nee's resume. The committee will begin review-

Part-Time Bus Operators

The University of North Carolina is an Affirmative Action/Equal Opportunity Employer

This position is responsible for transporting people

bus throughout the City of Winston-Salem. Applicant

must be knowledgeable of the geographical layout of

the City and should possess a Commercial Deiver's

License. Applicant must be at least 21 years old with

demostrated dependable work history. Individuals

selected must be able to obtain a Clas "B" Commercial

Driver's License "CDL" and pass a post-offer physical

examination and drug test as required by the Winsotn-

Salem Transit Authority. Apply in person to Mike Sink

at the Winston-Salem Office of the Employment Securi-

Area Representative

ASPECT Foundation, a non-profit international student

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information call 1-800-US-YOUTH.

ing applications on February 15, 1993.

Candidates should write the Secretary

A candidate for this position should have

tant secretaries and other staff.

The Secretary of the University is a senior

July 1993

the President.

experience.

The University of North Carolina invites

The University of North Carolina, consist-

PROFESSIONAL

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**EMPLOYMENT** 

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- now-leasing for flatbed divi-CONVENANT TRANSPORT **Now Hiring OTR Drivers** The Best Team Pay in the Industr 27 cents-29 cents per mile Plus mileage and longevity bonus · Loading/Unloading Pay

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OTR DRIVERS. CARDINAL FREIGHT announces a new pay plan for

experienced drivers. Start up to 26 cents/mile. Reach 32 cents/mile. Plus 1 1/2 cents mile bonus. Benefits include company paid pension program and an exceptional medical insurance package. Now Hiring. Call 1-800-333-0033 EOE/MF.

professional

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Laboratory Technician

Associate degree including courses in chemistry, bacteriology or sanitary engineering ability to pass a city sponsored math-chemisty test, and experience in performing laboratory tests. Appli-cants will be required to pass a city-sponsored mathatest. This position is responsible for performing bacteriological test of sewage samples, preparing required reports and assisting in training. Located at the City Manson Meads Complex, this position does include weakend work. Excellent benefit package. Salary \$18,595-\$29.640.00. If interested apply by January 19, 1993 to City of Winston-Salem Personnel Dept./CHR, 101 N. Main St., 1st. Floor, City Hall, Winston-Salem. NC 27102. TDD users call: 1-800-735-2962.

### EMPLOYMENT

The city of Winston-Salem is

currently accepting applications for the following partime positions at the LJVM Coliseum Electrician - \$9.36 hr. Per forms skilled work in the repair and installation of electrical lines fixtures and equipment. Requirements considerable experience as a

Maintenance Worker -\$6.56 hr. Performs semiskilled maintenance work in the construction and dissembly of stages, seating and production equipment Requirements: considerable experience in building trades and or maintenance work interested applicants shouls submit a current copy of their police record from the Hall of Justice, along with a City application to the Personnel Department, 101 N. Main St. Winston-Salem, NC 27102 Mon -Fri , between 8 a.m.

eneral electrician

and 5 p.m. MANAGEMENT INTERN MANAGEMENT INTERN Salary up to \$41,500 + bonuses. Major corp. expanding Full benefits. Complete training program. Send resume to: Metropolitan Life, 2000 Frontis Plaza Blvd. Suite 205, Winston-Salem, NC

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**Executive Assistant** Local corp. seeks exp Asst to implement to mgmt. strategies. Candidate will employ TQM concepts & practices, dev. computerized data bases for workforce planning, supervise support staff. Set goals & deadlines delegate authority. Proposals writing. Some travel req. A.B.S. in Bus. Admin., or 4-6 yrs. prior exp. Word Processing, spread sheets & public relations a must! Attractive benefits pkg offered Subit your resume & salary req. to: East Winston Community Development Corp., Inc., Attn. P. Hairston 1225 E. 5th St., W-S. NC 27101

**Administrative Assistant** Coordinate all secretarial services & correspondence prepare payroll/budget, conf plans & travel, effective written & oral comm. skills. Must type 50 wpm. B.S. degree. will accept 4 yrs exp. or bus. school graduate Send resume: East Winston Community Development Corp. Inc., Attn: P Hairston, 1225 'E 5th St., W-S. NC 27101

Barber Needed Barber need for high traffic residential area. Apprentices can apply. First two weeks rent is free Many potential customers available For more information, call 919-766-7374. Rodney Mullins eave message 919-723-

Respiratory Therapist has positions avail reat opportunity for advancement with able. Benefits include dental/disability Salas plus bonus and expenses. Must be organized and a self-starter Send resume to JHW/AVP, P.O. Box 30485, Raleigh, NC

Counselor (Half-Time) To provide in-home services to families experiencing difficulties POS requires valid NC driver's license, use of auto, flexible work schedule with some evening hours MIN BA degree in Human or Social Services. MA pref Salary DOE & qualifications. Send resume by Feb 9th to Youth Opportunity Homes, Inc. 646 W 2nd St., W.S., NC 27101, ATTN Amy Kopel Minorities encouraged to apply

Coordinator of Volunteers nonprofit agency, part-time, flexi-ble hours, recruit-drain schedule and evaluate volunteers: write newsletter and compile statistics No phone calls please Resume and letters to Mental Health Asso ciation, 206 N Spruce St. W-S.

Budget Officer, individual will have responsibility for the accounting of all budgets, handle all close-out procedures at end of fiscal year preparation of financia. statements preparation of federa artatements. Deparation of feeder reports and accounting for all grants. Minimum requirements. Bachelor degree in Accounting or Business Administration of related field. Experience in the area of accounting or auditing with govern area of accounting or auditing with gov-ernmental or educational accounting experience preferred. Computer skills good communication skills. A complete FTCC application and "RANSCRIPTIS must be received by February 2, 1993. Projected date of emproyment. March." 1993. Direct application reduests to Per-sonnel Director. Forsyth Technical Com-munity Colleges, 2100. Suiss Circles. Park munity College 2100 Silas Creek Park way Winston-Salem NC 27103-5197

4 DOOR 4x4

. 4 WHEEL ANTI-LOCK

### **EMPLOYMENT**

Forsyth Technica Community College is currently applicants for the Director of Library Services Individual will have the responsibility for directing and automating the services of three libraries suber-vising library personne. Infanaging a budget and working closels with faculty and administration to acquire meterials that support curriculum programs. Minimum redulements. Masters Degree in horary science from Aut accredited in solution, experience with automated library systems. responsibility for directing and automat tution experience with automated horary systems. Fire years or general library experience preferably in a community college setting, and demonstrated combetence in directing the work of employies in Acompeted FTCC application and TRANSCRIPT'S must be received by January 29, 1993. Projected date of employment, March. 1993. Direct application reduests to Personne Direct. application requests to Personner Director Forsyth Technical Community College 2100 Silas Creek Parkway, Win ston-Salem NC 27103-5197 AA EDE

DAJA ENTRY CLERK Forum Fechical Community Colleges & Controls about and the appropriate processing the appropriate processing may are general control public base and processing may are general control public by the appropriate of Colleges appropriate appropriate processing the app

> **EMPLOYMENT** SECURITY COMMISSION

GENERAL MANAGER A new restaurant will be opening in Winsotn-Salem this March. If chosen, you'll attend one month of training prior to the store's opening in either Atlanta or Tampa. You would staff the store train the workers, order supplies, insure product quality and make bank deposits. To quality, you must have one or more years of fast food restaurant management experience, a valid NC driver's license and your own car. The 50 hours per week will be scheduled over five days, varying between 10 a.m. and 1 a.m., Monday through Sunday. The pay begin at \$23,000 to \$28,000 per year, plus bonuses. Be

Substance Abuse Trainer This opening is funded for at least one year. The job consists of developing, marketing and presenting sub stance abuse education and prevention programs. You would hold workshops for human services staff, medical professionals and oth ers. Applicants need a degree, two or more years of relevant experience and a clear understanding of chemical dependency. The pay will range to \$22,000 per year. To apply, bring a current resume to our office

prepared to take resume to

the interview

**ASSISTANT MANAGER** you aspire to a career in retail, you may wish to explore this vacancy. The successful candidate will supervise the employees of a specialty store. To be competitive, applicants need at least one year of retail experience and six months of supervisory experience. You'll assiost the manager with store openngs, and work approximate ly 40 hours per week between 9 a.m. and 9 p.m. Monday through Sunday The pay is open. A resume will be needed at the inter-

hipping and Receiving Clerk The ability to work indepen dently is critical to this job An out-of-town employer with a Winston-Salem location needs comeone to manage the company's shipping and receiving activities. You'll determine the shipping method, lift up to 70 pounds and climb (ad ders. Two or more years of relevant experience are needed. The hours and days of work will vary. The pay discussions begin at

\$18,720 per year.

PART-TIME BUS DRIVER An application deadline of January 15th applies to this vacancy. This employee will need to obtain a class B commercial driver's license to drive a bus to transport people throughout the city. You will need a knowledge of the city and a veriable work history. The 25 hours per week will vary. Monday through Saturday. The pay is \$4.25 per hour for 6 to 8 weeks, then rises to \$6.86

TO INQUIRE FUR-THER, CONTACT YOUR W-S JOB SERVICE CENTER AT 630 W. 6TH STREET BE-TWEEN 8:15 A.M. AND 4:30 P.M. MONDAY THROUGH FRIDAY.

Includes auto trans., air cond., tilt

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acres adjacent to St. James Plan-tation, Southport, NC, 810 ft, road frontage. Ideal for mini storage par 3 golf, stables, warehouse \$3,000 acre. Easy terms Cal Cape Fear Realty, 919-278-5469 Got a campground membership or timeshare? We'll take it. America's most successful resort resale clearinghouse Cali resort sales

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NOTICES

SWEDISH BOY Swedish Boy, 17, anx-

iously awaiting host family Enjoys sports, reading and computers. Other Scandinavian. European high schools students arriving August. Call Noami (919) 876-0044 (E. NC): Kathryn (919) 783-0667 (W. NC), or 1-800-SIBLING

# Assistant Textbook Buyer/Cahier

Forsyth Technical Community College is currently seeking applicants. Duties: responsible for assisting in the compiling of textbook and supply vendor information, computer data entry, entry, typing of bookstore correspondence, receiving of invoices, calculating prices, preparation of bookstore deposits and customer service. Minimum requirements: high school diploma with minimum of three years retail experience; ability to type 50 wpm with a high degree of accuracy; ability to operate a cash register. Applicant must posses strong communication skills and the ability to prioritize and process detailed information. A completed FTCC application must be received by January 27, 1993. Direct application requests to Personnel Director, Forsyth Technical Community College, 2100 Silas Creek Parkway, Winston-Salem, NC 27103-5197.

AA/EOE

### **Equipment Specialist**

Forsyth Technicaly College is currently seeking applicants to an Equipment Specialist. Individual will have the responsibility of equipment inventory information, assignment of inventor audits and obtain repairs on equipment. Minimum require ments: AAS degree in Business Administration or related field Computer skills: good communication skills. A completed FTCC application and TRANSCRIPT(S) must be received by January 25, 1993. Projected date of employment: March 1 993. Direct applications to Personnel Director, Forsyth Technical Community College, 2100 Silas Creek Parkway, Winston-Salem, 27103-5197, AA/EOE.

#### Workshop Trades Instructor (Woodworking) with the FORSYTH-STOKES MENTAL HEALTH AUTHORITY

Forsyth Industrial Systems need an individual to instruct developmentally disabled adults in proper work habits in conjunction with training them to perform tasks in the trades area of woodworking. Responsibilities include writing and implementing goal-plans as well as observing and reporting progress toward goals. Minimum qualifications, demonstrated knowledge, skills and abilities gained through at least two years of experience in woodworking, or an equivalent combination combination of education and experience. Prefer an individual combination of education and experience. Prefer an individual with human services background or experience working with disabled adults. Salary \$21,205-\$21,986. Applications may be obtained from the Main Reception Desk at the Mental Health Center and must be submitted before the closing date January 8, 1993 to: Forsyth Stokes Mental Health Authority, Personnel Box A, 725 Highland Avenue, Winston-Salem, NC 27101.

EOE/MF

Computer Operator

intimate apparel, has an opening for aComputer Operator at its Winston-Salem headquarters. Responsibilities include operation of all computer equipment, performing systems functions related to batch an online processing application and for enforcing all center standards that ensuer the quality. efficiency and overall system throughout reliability. Must be willing to work rotating shift - 4 days on/4 days off; m ust be willing to work overtime and must be available to work on days off if needed.

Hours: 3:00 p.m.-12:30 a.m. (3 days); 3:00 p.m.-12 midnight (4th day); 4 off.

Qualifications include: One year of experience operating an IBM AS/400

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If you have interest in this position, please send your resume and salary requirements to:

Employment Administrator Sara Lee Intimates P. O. Box 5100 Winston-Salem, NC 27113 Affirmative Action Employer

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