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Thursday, June 16, 1994 Page 27

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We'll fax your resume to this employer if you wish to explore a position for a secretary. You would process a variety of documents to include correspondence, charts and math formulas. Considerable statistical typing is required, and applicants need four or more years of relevant experience, typing skills and 60wpm and a knowledge of word processing. The basic hours of work are from 8am to 5pm. Monday through Friday, with overtime as needed. The pay negotiations begin at \$8 per hour. (9834757/201362030)

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CONTINUED Part-time

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Part-time Political Science Instructor

Individual will have classroom responsibility for instruction in political science. Courses are offered in ational, state and local government, and both day and evening classes will be scheduled. Minimum requirements: Masters degree with at least 18 hours in Political Science and teaching experience at the postsecondary level and some graduate hours in an allied discipline (history, economics). A completed FTCC application and TRANSCRIPT(S) must be received by July 1, 1994. Projected date of employment: September 6, 1994.

Direct application requests to Administrative Assistant, Human Resources, Forsyth Technical Community Col-lege, 2100 Silas Creek Parkway, Winston-Salem, NC 27103-5197. AA/EOE

Forsyth Technical Community College is currently seeking applicants for the following positions:

Full-Time Secretary
Individual will be responsible for performing secretarial duties for administrators in the Continuing Education Division, operating the Prime Computer and IBM PC systems, communicating with instructors and the general public, preparing correspondence, preparing eral public, preparing correspondence, preparing instructor contracts, and assisting with preregistering and registering students. Minimum requirements: AAS Degree in Executive Secretarial Science or high school/business school graduate with a vocational secretarial diploma, secretarial work experience can be considered in lieu of a vocational secretarial diploma, extensive training or experience in the use of computers, type 55wpm with high rate of accuracy. A completed FTCC application and TRANSCRIPT(S) must be received by the College no later than June 24, 1994. Projected date of employment: July 1, 1994.

Part-Time Technical Services Assis ant Individual will assist in the Technical Services Depart-ment of the library under the direction of the Technical ment of the library under the direction of the Technical Services Librarian. The primary responsibility will be for the organization and processing of the periodicals collection, and to assist the department in: inventory, weeding, preparation of materials for the bindery, and in other areas of the library when necessary. Minimum requirements: AAS Degree plus orie year library experience, extensive training or experience with microcomputers (IBM) and office equipment, including microfilm reader/printers, and photocopiers, and strong oral and written skills. Preferred requirements: Periodicals or Technical Services or related experience and supervisory experience. A completed FTCC application and TRANSCRIPT(S) must be received by the College no later than July 1, 1994. Projected date of employment: July 18, 1994.

Full-Time Maintenance Mechanic-HVAC Technician Individual will be responsible for performing duties necessary to properly maintain all HVAC and electrical equipment. Individual will maintain a realistic preventive maintenance program for campus heating and air conditioning systems; service and test regulating and protective contrals; electrical, electronic and pneumatic systems; maintain complete log of all building equip-ment; subject to be called to work on emergency problems after hours; assist Director of Physical Plant with technical aspects of energy management program and perform additional dates assigned by Supervisor. Mini-mum requirements: Vocational diploma or equivalent experience, minimum of two years experience with HVAC or building equipment, and EPA approved recovery license. Preferred: Experience with Computerized Environmental Building Control. A completed FTCC application and TRANSCRIPT(S) must be received by the College no later than June 24, 1994. Projected date of employments, July 1, 1994.

Direct application requests to Administrative Assistant Human Resources, Forsyth Technical Community Col-lege, 2100 Silas Creek Parkway, Winston-Salem, NC 27103-5197. AA/EOE

eking applicants for the following positions:

Electrician's Helper Individual will assist Electrician to properly maintain all electical equipment in working order; remove and install conduit and electical wiring; replace bulbs and ballasts; run new circuits; and pull telephone and computer wires. Will also inventory and maintain stock of electrical items; assist with technical aspects of electical requirements; and perform additional duties as assigned by supervisor. Minimum requirements: High school diploma or GED, minimum of two years electrical experience, valid North Carolina driver's license, and must be able to work independently performing minor tasks such as replacing fuses, light sockets,

bulbs, etc. Preferred: Vocational diploma or equvalent

experience. A completed FTCC application and all

support materials, including TRANSCRIPT(S) must be

received by the College no later than June 24, 1994. Projected date of employment: July 1, 1994. **Part-Time Print Production Specialist** 29 hours per week. Minimum of four years experience in printing and graphic arts or two-year degree in printing/graphic arts with additional two years experience in printing field. Proficiency in desktop publishing using the Macintosh systems, specifically PageMaker 4.2, Aldus Freehand 3.1, and MacLinkPlus Translators. Additional experience in QuarkXpress, MacWrite and PRIME systems a plus. Good working knowledge of all production printing processes including layout, design, typesetting, proofreading, print specifications, production scheduling and print management. A com-

pleted FTCC application and TRANSCRIPT(S) must be

received by June 30, 1994. Projected date of employ-

ment: July 18, 1994. **Full-Time Public Safety Officer** Minimum requirements: high school graduate, NC BLET certification, the ability to be sworn as a special deputy by the Forsyth County Sheriff's Department, and successful law enforcement experience and must be willing to work the day and/or night shift as needed. Preferred: Standard First Aid and CPR certification. A completed FTCC application, TRANSCRIPT(S),

and appropriate letters of certification must be received no later than June 27, 1994. Projected date of employment: August 1, 1994. Direct application requests to Administrative Assistant, Human Resources, Forsyth Technical Community Colege, 2100 Silas Creek Parkway, Winston-Salem, NC

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