

# Employment

## Anticipatory Staffing

The Mohawk Council of Akwesasne is pleased to announce the opening of an Officer Manager Position in Administration I Position Title — Office Manager

**General Summary:**  
The Office Manager will be responsible to the Chief Administrative Officer.

- Office Manager will assist the Chief Administrative Office in the preparation of management reports and monitor special projects.
- Office Manager will ensure consistent interpretation and application of administrative procedures and policies.
- Other duties as may be assigned.

**Qualifications:**

- Post Secondary Education in Commerce, Administration
- Knowledge of management principles including finance.
- Extensive knowledge of office administration procedures.
- Knowledge of Governmental Agencies
- Ability to implement administrative procedures
- Ability to establish and maintain effective working relationship
- Ability to supervise staff.

Applications may be sent to:  
Personnel Committee  
P.O. Box 579  
Cornwall, Ontario  
K6H 5T3  
Deadline: June 10, 1987

## Job Opening

**Position: Ad Sales Person for Indian Time Newspaper.**

**Duties:** Make contact with area businesses for ad sales. Must have own transportation.

**Salary:** Commission

**Qualifications:** Candidate must be a self starter; like to meet people with good oral and written communication skills.

For more information and/or application CONTACT: Mark Narsisian, Manager.  
Indian Time  
P.O. Box 196  
Mohawk Nation Via  
Rooseveltown, N.Y. 13683-0196  
(518) 358-9531 or 9535.  
Deadline: Till position is filled.

## Job Openings

**POSITION: (8) Summer Program Supervisors**

**Duties:** Supervise and instruct (approx. 20-25) students grades two through eight during recreation time, implement and/or create interesting outdoor activities for students, handle disciplinary problems which may occur, be responsible for students and care of equipment.

**Responsible to:** Johnson O'Malley Program Staff

**Qualifications:** must be at least 17 years of age, have a genuine interest in working with students, able to cooperate with all members of J.O.M. Staff, must bring in working papers.

**Salary:** minimum wage, 35 hours per week

**Length of Employment:** July 8, 1987 — August 11, 1987 (5 weeks)

**Application Deadline:** June 24, 1987

Applications may be picked up at the J.O.M. Office, Community Building, Hogansburg, New York.

The St. Regis Mohawk Tribal Council, Hogansburg, New York, advises job applicants that it does not discriminate on the basis of handicapped status in employment.

**POSITION: SUMMER PROGRAM MONITOR**

**Duties:** Assist the J.O.M. Physical Education Director in duties of the Summer Program, communicate with parents as needed, oversee summer program equipment, assist and supervise summer workers, chaperone trips, notify J.O.M. staff of questions or problems which may occur, other duties assigned by J.O.M. staff.

**Responsible to:** J.O.M. Physical Education Director.

**Qualifications:** Must be at least 20 years of age, must be able to work with youth and cooperate with parents and J.O.M. staff.

**Salary:** \$160.00 per week

**Length of Employment:** July 6, 1987 — August 14, 1987

**Application Deadline:** June 1, 1987

Applications may be picked up at the J.O.M. Office, Community Building, Hogansburg, N.Y.

The St. Regis Mohawk Tribal Council, Hogansburg, New York, advises job applicant that it does not discriminate on the basis of handicapped status in employment.

**POSITION: ART/CRAFT INSTRUCTOR**

**Duties:** Plan and provide instruction to students in Art/Crafts.

**Qualifications:** High School graduate with at least two years experience in teaching Art/Craft to students. Preferably Native American.

**Responsible To:** J.O.M. Director and J.O.M. Physical Education Director.

**Salary:** \$160.00 per week.

**Length of Employment:** July 8, 1987 — August 11, 1987 (5 weeks)

**Application Deadline:** June 1, 1987.

All applications and resumes must be submitted to the J.O.M. Office, Community Building, Hogansburg, New York.

The St. Regis Mohawk Tribal Council advises job applicants that it does not discriminate on the basis of handicapped status in employment.

**NORTH COUNTRY COUNCIL ON ALCOHOLISM, INC.**  
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**JEFFREY C. WHELAN, C.A.C.**  
Information and Referral Specialist

- Education Information and Referral service
- Clinton, Essex, Franklin Counties, Akwesasne Reservation

Phone: 358-4196

# Opportunities

**POSITION: MOHAWK LANGUAGE/CULTURE INSTRUCTOR**

**Duties:** Plan and provide instruction to students in Mohawk Language and Culture.

**Qualifications:** High School graduate with at least two years experience in teaching Mohawk Language and Culture. Preferably Native American.

**Responsible To:** J.O.M. Program Director and J.O.M. Physical Education Director.

**Salary:** \$160.00 per week

**Length of Employment:** July 8, 1987 — August 11, 1987 (5 weeks)

**Application Deadline:** June 1, 1987

Applications and resumes must be submitted to the J.O.M. Office, Community Building, Hogansburg, New York.

The St. Regis Mohawk Tribal Council, Hogansburg, N.Y. advises job applicants that it does not discriminate on the basis of handicapped status in employment.

**POSITION: J.O.M. CAMPING MONITORS — 1 Female/1 Male**

**Duties:** Camping monitors will be required to visit campsites, figure cost per camping trip, select students (12-16 per trip), plan camping agenda, organize camp gear, transportation of students, buy food for camping trip, supervise all students during trip, be sure ALL equipment is clean before, during, and after each camping trip (mess kits, coolers, tents, sleeping bags, back packs, etc.), write evaluation of all trips, work week-ends and nights, 8 hours per day, 40 hours per week.

**Qualifications:** Must be over 19 years of age, be experienced in group camping, able to plan and organize camping trips, willing to work with youth, must be dependable. Must have a valid New York State driver's license. Preferably Native American.

**Responsible To:** J.O.M. Physical Education Director.

**Salary:** Minimum Wage

**Length of Employment:** July 6, 1987 — August 14, 1987

**Application Deadline:** June 1, 1987

Applications may be picked up at the J.O.M. Office, Community Building, Hogansburg, N.Y.

The St. Regis Mohawk Tribal Council, Hogansburg, N.Y. advises job applicants that it does not discriminate on the basis of handicapped status in employment.

**POSITION: COMPUTER/WORK STUDY SKILLS INSTRUCTOR**

**Duties:** Plan and provide instruction to students in computer operation and study skills.

**Qualifications:** High School graduate with at least two years experience working with computers. Preferably Native American.

**Responsible To:** J.O.M. Program Director and J.O.M. Physical Education Director.

**Salary:** \$160.00 per week.

**Length of Employment:** July 8, 1987 — August 11, 1987 (5 weeks)

**Deadline for Applications:** June 1, 1987

Applications and resumes must be submitted to the J.O.M. Office, Community Building, Hogansburg, New York.

The St. Regis Mohawk Tribal Council, Hogansburg, N.Y. advises job applicants that it does not discriminate on the basis of handicapped status in employment.

**POSITION: 3 BUS DRIVERS & 1 SUBSTITUTE**

**Duties:** To transport students on the Reservation to and from the St. Regis Mohawk School during the J.O.M. Summer Program. Drivers will be on call for various field trips throughout the program. Drivers will be responsible for daily-mileage and routine maintenance checks.

**Qualifications:** Bus drivers must meet all the requirements of the New York State Department of Motor Vehicles, Dept. of Transportation and Commissions of Motor Vehicles. A driver's certification order Article 19A of the New York State Motor Vehicle Law.

**Responsible To:** J.O.M. Physical Education Director

**Salary:** \$170.00 per week

**Length of Employment:** July 13, 1987 — August 7, 1987

**Application Deadline:** June 1, 1987


All drivers interested in applying may fill out an application at the J.O.M. Office and must submit a copy of the following:

1. Complete physical examination form completed in the past 6 months.
2. Three letters of recommendation (preferably from past employers).
3. Photo copy of each drivers certification under Article 19A of the New York State Motor Vehicle Law.
4. Photo copy of each drivers license.
5. Record of each drivers motor vehicle violations.

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# Educational News

## Scholarship Awards Program To Aid Ethnic Minorities

A scholarship awards program for ethnic minorities has been established by the United Methodist Church's General Board of Publication.

At its April 1 meeting in Kansas City, Mo., the Board of Publication approved the scholarship, which will provide up to \$5,000 per student per year, renewable annually until graduation. During their academic tenure, scholarship winners will also be offered summer employment with The United Methodist Publishing House (UMPH).

Creation of the scholarship was proposed at the board's meeting in October "to support UMPH Affirmative Action efforts and encourage and assist ethnic minorities who wish to pursue lay vocations in the United Methodist Church."

Known as The United Methodist Publishing House Merit Scholarship Program, the award will initially be offered in the spring of 1988, for the 1988-89 academic year and every two years thereafter. Applicants must submit applications by April 1, 1988 to the office of Loans and Scholarships of the General Board of Higher Education and Ministry (GBHEM).

Scholarship winners will be chosen by a selection committee composed of two members of the General Board of Publication, appointed by the chairperson of the board; two members of the publishing house staff, appointed by the president and publisher; and a representative of the loans and scholarship office, GBHEM.

To be considered for scholarship eligibility, students must be full-time degree candidates in a United Methodist-related college or university, have at least a B average or better during the year prior to the award, and must have been active full members in the United Methodist Church for at least one year. They must be a member of a Black, Asian, Native American or Hispanic ethnic group.

Students must have a "stated commitment" to lay vocation in the United Methodist Church and have demonstrated leadership, high moral and ethnic standards and a record of church service.

For more information, address inquiries to the Human Resources Division, The United Methodist Publishing House, P.O. Box 801, Nashville, TN 37202.

## The Adult and Community Education Program

A Three-Hour Pre-Licensing class will be offered through the Adult and Community Education (ACE) Program of Salmon River Central School.

A Pre-Licensing course will provide participants the opportunity to gain classroom exposure to defensive driving principles and other factors which affect driver behavior.

This class is scheduled to begin Thursday, June 9th, 1987, from 5:45-9:00 p.m. in Room 105 of the Middle School Complex. A valid Learners Permit is necessary for perspective candidates.

Please send name, address, phone No., name of class registering for, and fee, to Connie Gerow, c/o ACE office, Salmon River Central School, Fort Covington, NY 12937. Make checks payable to Salmon River Central School. Walk-ins the night of the class will NOT be accepted. Enter the school through entrance 13.

For further information, please call 358-9516.

## Scholarship Resources

**Emergency Funds for Indian College Students**

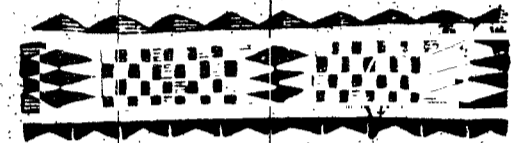
Up to \$300 in grants for financial emergency. Write letter indicating: tribal affiliation and enrollment number, major, year in school, social security number, list resources and expenses, amount of aid requested, name, address and phone number of financial aid office.

Contact: Arelene Hirschfelder, Assoc. on American Indian Affairs, 95 Madison Avenue, New York, N.Y. 10016, (212) 689-8720.

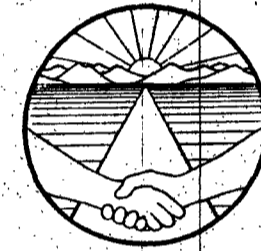
**Group and National Urban League Scholarship**

A \$750 scholarship available to an undergraduate who is the winner of 500-1000 word essay contest, topic: "The Minority View Point: Equal Opportunity Through Education in the Free American Society."

Contact: Rev. Lawrence P. Lakey, 240 E. Apache Street, Tulsa, OK. 74106.



# VOTE



**Harold Tarbell**

CHIEF

**Hilda Smoke**

SUB-CHIEF

on Saturday June 6, 1987 Tribal Council Building 9a.m. — 5p.m.

**Limited Time Offer**

**It's T-Bone Time!**

**T-Bone Steak Dinner \$4.99** (NO CUPON NEEDED)

Includes Salad, Hot Spot, and Bread

Includes Salad with fresh fruit, hot vegetables and two hot soups.

DINNER	LUNCH	BREAKFAST
<b>Steak Dinner \$8.99</b> Includes Salad Buffet with Hot Spot (all-you-can-eat) and baked potato. Cannot be used with other discounts. Tax not incl. Coupon good for any party size. All participating establishments.	<b>Salad Buffet with Hot Spot and Beverage \$2.99</b> All-You-Can-Eat 11AM-4PM, Mon.-Sat. Beverage offer excludes juice, beer and wine. Cannot be used with other discounts. Tax not incl. Coupon good for any party size. All participating establishments.	<b>50% OFF</b> Breakfast Buffet 7AM-11AM, Mon.-Sat. Includes Salad, Hot Spot, and Beverage. All participating establishments.

  
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Business Manager Asst. Business Manager

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