

EMPLOYMENT

Indian Time Akwesasne Notes Photographer Reporter

Responsible to:

Editor

Job Duties:

1. Photograph and report on community events for Indian Time Newspaper.
2. Meet all deadlines for Editor, Typesetter and Layout.
3. Prepare news stories for editors approval.
4. Develop ideas for new stories.
5. Maintain darkroom equipment, order supplies and maintain inventory list.
6. Maintain research, resource, photograph and negative files in clean and safe environment for storage and retrieval.
7. Deliver camera-ready material for print.
8. Other duties as assigned.

Qualifications:

1. Excellent communication skills: written and verbal.
2. Must be able to work flexible hours and weekends when required.
3. Basic photography skills needed and be willing to learn additional photography skills.
4. Demonstrated interest in reporting on community events.
5. Be willing to train in skill development areas as needed.
6. Valid driver's license.
7. Ability to speak Mohawk an asset.

Deadline:

Until position filled.

Application Process:

Please submit resume and portfolio of articles and pictures with three references to:

Indian Time Newspaper
Jann Day, Co-Manager
P.O. Box 196
Mohawk Nation via
Roosevelt, NY
13683-0196
Phone: (518) 358-9531.



General Counselor, Upward Bound

The Upward Bound Program at St. Lawrence University seeks an enthusiastic and capable professional to fill the General Counselor position. This is a full-time, 12 month appointment.

Responsibilities: Under the general direction of the Project Director, the General Counselor is responsible to provide services to approximately 35 program participants and assist ongoing development of the Upward Bound Program. Specific responsibilities are detailed below.

The successful candidate will work in target schools in St. Lawrence and Lewis Counties in order to provide weekly services to Upward Bound participants. The General Counselor will act as a liaison between the target schools and Upward Bound as well as maintain a strong relationship with the local and St. Lawrence University community. The General Counselor is responsible to conduct yearly recruitment and selection of new participants and new student orientation. S/he will organize and implement academic year field trips and college visits. The General Counselor also assists with the organization of workshops and works one on one with students to assist them with their academic, career and personal development. Other duties include coordinating Upward Bound's volunteer tutoring program. During the months of July and August, the General Counselor assists with the implementation of a 6 week summer residential program. Summer program responsibilities include: staff recruitment and training, student orientation, the coordination of the summer tutoring program or the residential life component.

Salary Range: \$21,000-\$23,000. (A successful appointment is contingent upon continued receipt of federal funding).

Qualifications: Bachelors degree required. Master's strongly preferred. The successful candidate must possess leadership, organizational, administrative and strong written and oral communication skills. A strong commitment to the educational advancement of disadvantaged students is required. The position requires flexibility with work hours. Some weekend and evening work is required in order to conduct program events.

Interested candidates should send a letter of application, resume and 3 references to:

Brenda Mattice-Thurman
Director, Upward Bound
16 Hepburn Hall
St. Lawrence University
Canton, New York 13617

The search committee will begin review of candidate materials on April 7, 1995, and continue until a suitable candidate is found.

St. Lawrence University is an Affirmative Action/Equal Employment Opportunity employer. Women, minorities and persons with disabilities are encouraged to apply.

Correction

In last week's issue of Indian Time, an article was run regarding the Pancake Breakfast for the benefit of the Longhouse.

It read that it was for the benefit of the new Cook House.

It should have read:

It will benefit the Longhouse Building Fund, which will help go towards any needed buildings such as a Cook House, or for repairs on the driveway, etc.

We are sorry for any inconvenience this correction may have caused anyone.

Mohawk Council of Akwesasne Director, Economic Development One-Year Term position

Duties: Reporting to the Chief Administrative Officer, the Director of Economic Development will oversee, manage and direct the on-going economic development projects within the community. The Director will also actively promote industrial and commercial business investments in the community; and will also participate, advise, direct and control economic research projects; will also provide updates to portfolio committees on the status of the on going projects, the development of projects and information on sources of funding, etc.

QUALIFICATIONS:
Education: University degree in Economics, Marketing or Business Administration, or a combination of several years experience as an economist or economic development officer, plus related courses.

Experience: Experience in the administration of economic development projects; Experience and knowledge of management principles including finance; Experience in the procedures and process of securing funding sources;

knowledge of the mandate, roles and responsibilities of the Mohawk Council of Akwesasne; must also possess strong writing skills and experience in conducting oral presentations.

CLOSING DATE:
APRIL 7, 1995

Applicant must submit a letter of application with an up to date resume, outlining experience related to this position, and include certificates of education to:

Laura Paulette
Human Resource Officer
or drop off at:
Administration 1
Building
St. Regis Village,
Quebec.

Applicants received without all enclosures will not be given further consideration.

EMPLOYEES FROM WITHIN THE MCA ORGANIZATION WILL BE CONSIDERED BEFORE CANDIDATES FROM OUTSIDE THE ORGANIZATION.

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