

EMPLOYMENT

Sales/ Advertising Manager

Responsible to:
Editor and Financial
Comptroller

Job Duties:

- (1) Contract with businesses, government departments, individuals, and other groups for advertising in Indian Time and Akwesasne Notes.
- (2) Establish a working relationship with clients to prepare and design advertising for their approval.
- (3) Keep a financial accounting of all ads paid and to be invoiced.
- (4) Maintain a weekly record for reference of all accounts established.
- (5) Work with layout artist and editor for placement of ad.
- (6) Find new outlets for Indian Time distribution.

Qualifications:

- Excellent communication skills: written and verbal.
- Enjoy meeting and talking with people.
- Knowledge of Quark Xpress and Adobe Illustrator software an asset.
- Experience in layout and design.
- Vehicle and valid driver's license required.
- Be willing to train in skill development areas as needed.
- Ability to speak Mohawk an asset.

Deadline:

Until position is filled.

Application Process:

Please submit resume with references to:
Indian Time/Akwesasne
Notes

Jann Day, Co-Manager
PO Box 196 Mohawk
Nation via
Roosevelt, NY
13683-0196

Phone: (518) 358-9531 or
(613) 575-2063

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 or
(613) 575-2063.

Mohawk Council of Akwesasne Arena Manager - Akwesasne Arena

Duties: Reporting to the Akwesasne Arena Board of Management, the Arena Manager is responsible for the day to day operations, promotion and management of the Akwesasne Arena; supervises, provides advice, direction and assistance to staff of the arena, responsible for the promotion & marketing of the facility to obtain maximum usage of the arena. Maintain a log of ice rentals.

QUALIFICATIONS:

Education: Successful completion of post-secondary education in the areas of Business Administration or other related specialty.

Experience:

- Experience in supervision.
- Experience in program delivery.
- Experience in facility management.
- Experience in negotiating effective contracts.
- Must have strong written & oral communication skills.

Desirable: Recreation Management courses.

Deadline for Applications:
April 18, 1995.

Applicant must submit a letter of application with an up to date resume to:

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

Employees from within the MCA Organization will be considered before candidates from outside the organization.

Mohawk Council of Akwesasne Maintenance Supervisor Full Time Akwesasne Arena

Duties: Under the direct supervision of the Arena Manager, the Maintenance Supervisor will be responsible for the maintenance & repairs of the Akwesasne Arena, the Maintenance Supervisor is also responsible for the day to day supervision of the part time staff; responsible for the operating & maintenance of the refrigeration & heating systems, administers daily checks, etc. Maintain a log of ice rentals and schedules floods & ice cleaning; performs other related duties.

Qualifications:

Education: Successful completion of High School.

Experience: Experience with compressors & related equipment; Experience in purchasing of maintenance materials.

Desirable: Completion of basic refrigeration course.

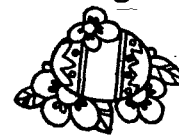
Deadline for applications: April 18, 1995.
Applicant must submit a letter of application with an up to date resume to:

Laura Paulette,
Human Resource Officer,

or drop off at:

Administration I Building,
St. Regis Village, Quebec

Employees from within the MCA organization



**USED MOBILE
HOME OUTLET**
Single & Doubles, will
deliver and set-up.
Financing available.
Contact:
West Homes
Incorporated
Route 342, Watertown,
NY 13601
Call: 1-800-493-3969

Clarkson University Visiting Instructor or Assistant Professor of Management Information Systems (MIS).

For Fall 1995 and Spring 1996 semester. Earned Doctorate or ABD in Management Information Systems by Fall 1995. High Level of teaching proficiency expected. Excellent computer support. Teach both undergraduate and graduate courses. The School's programs are fully accredited by the AACSB.

Interested persons should send a letter of application, vita and names of three references. Contact Ronald W. Chorba, Professor and Chair, Department of MIS, Clarkson University, Potsdam, NY 13699-5795. Screening of applications begins immediately; position remains open until filled. Clarkson is an AA/EOE. POS #77-94



BIKE HELMET SAFETY

7 easy ways
to get your
children
to wear
bike helmets

(NC)—Now that biking season is here, you might consider these easy tips to get your children to wear bike helmets.

1. Start the helmet habit early.
2. Wear a helmet yourself.
3. Let your children pick out their helmets.
4. Tell your children why it is so important to wear a helmet.
5. Reward your children for wearing helmets.
6. Don't let children ride their bikes unless they wear helmets.
7. Encourage your children's friends to wear helmets.

For more information on bike helmet tips and on obtaining a resource kit to initiate your own community helmet promotion campaign, contact the Canadian Bike Helmet Coalition, 885 Meadowlands Dr. East, Suite 512, Ottawa, ON K2C 3N2 Tel: (613) 224-4144

