

Employment

INDIAN TIME/ AKWESASNE NOTES

Job Title:

Sales/Advertising Manager

Responsible to:

Manager and Editor

Job Duties:

- (1) Contract with businesses, government departments, individuals, and other groups for advertising in Indian Time and AkwesasneNotes.
- (2) Establish a working relationship with clients to prepare and design advertising for their proposal.
- (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.
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.
Familiar with Macintosh Computers and software or willing to learn.

Deadline:

Until position is filled.

Application Process:

Please submit resume with references to:

Indian Time/Akwesasne Notes, Mark Narsisian or Jann Day, Co-Managers, PO Box 196, Mohawk Nation via Rooseveltown, NY 13683-0196
Phone: (518) 358-9531

WHITE PINES DESIGN

TITLE: Autocad Operator

EXPERIENCE REQUIRED:

2 years College or architect technician diploma or 2 years experience using Autocad.

Also experience in the construction field preferred but not required.

JOB DESCRIPTION:

Will report directly to the manager or the architect. Will do residential house plans and commercial drafting for clients as needed. Also will perform any other duties as assigned by the manager or the architect.

Salary will be negotiated.

Please pick up applications at White Pines Design or Cornwall Island in Unit #7 at the Peace Tree Mall.

Grass Cutting & Grounds Maintenance

Wanted: Tenders to bid for grass cutting and grounds maintenance for the Tsisnaihne Recreation Centre.

Location: Tsisnaihne Recreation Centre

Bids to Include: Hourly Rate of Pay. Machines to be used (lawn mower, push type or riding, weed cutter, etc.).

Sealed Bids: Drop off at Tsisnaihne Recreation Centre after 6:00 pm in the evenings. Or call (613) 575-2304 or (613) 575-2578.

Deadline for Bids: May 10, 1996 by 12:00 noon.

Mohawk Indian Housing Corporation Landscaping Maintenance

Wanted immediately at Mohawk Indian Housing Corporation, 162 McGee Road, Hogansburg, NY 13655. A temporary 10 week position starting May 20, 1996, to create new and maintain existing landscaping under the direction of the Apartment Complex Manager. Must have landscaping knowledge and experience. For more information call (518) 358-4860.

Estate Manager Wanted

At the Sweetflag Estate in Rooseveltown, New York. This is a position that requires the manager to be living on-site attending to the management of the estate. In return for compensation, a two bedroom apartment with utilities and basic telephone is provided. Must have the ability to interact with various types of people. For more information call (518) 358-4860.

SUNY Potsdam

TITLE: Project Director — The Research Foundation of the State University of New York invites applications for the position of Project Director of the Student Support Services Program available July 1, 1996.

RESPONSIBILITIES: Interpret and implement existing Student Support Services TRIO grant regulations and activities; identify and select eligible student adds for program; act as academic advisor for selected Student Support Services freshmen; maintain computer database for participants; monitor budgets and reconcile monthly expenditure summaries; maintain participant files; coordinate program mailings to participants; organize Open House and Annual Award Ceremony; supervise staff and conduct annual personnel evaluation; complete performance report for continuation grants, tutoring reports and other reports as requested; serve on committees that relate to Student Support Services mission.

QUALIFICATIONS: A masters degree, experience working with disadvantaged students, and strong written and oral communication skills.

Qualifications preferred are grant writing, knowledge of budget preparation, computer database management, and experience with TRIO or similar program.

Send letter of application and resume to Dr. Ramona Ralston, SUNY Potsdam, Potsdam, NY 13676. Application review will begin as received and continue until the position is filled. The Research Foundation is an equal opportunity, affirmative action employer.

Mohawk Council of Akwesasne Adult Education

TITLE: Assistant Program Manager

DUTIES: Under the direction of the Adult Education Program Manager to assist in researching and negotiating with the various funding sources for adult education courses, preparation of proposals to funding agencies and development of a feasibility study for the construction and annual operation and maintenance of the facility; coordinating the student application process. To provide necessary community notices of upcoming adult education courses. To work cooperatively with various agencies such as other school boards, Canada Employment Center, Akwesasne Area Management Board and other agencies. To facilitate communication within Akwesasne on the adult education initiatives. To seek input and guidance from the community on the future goals and directions in adult education that incorporate course forecasting. To ensure the financial aspect

of the Program are maintained, monitored & kept up to date.

QUALIFICATIONS:

EDUCATION: Post Secondary Degree in the field of Education or Social Sciences preferred OR high school diploma with a minimum of three years experience working in an administrative OR managerial position.

EXPERIENCE: Experience in an administrative and/or managerial position involving supervision of staff, proposal development, financial management and negotiations; working with governmental and educational officials. Ability to maintain confidentiality. Must have own transportation and valid drivers license. Knowledge and fluency in the Mohawk Language is desirable.

Forward or drop off all applications before, May 9, 1996, to:
Margaret Jacobs, Human Resource Assistant
Administration 1 Building
St. Regis, Quebec, H0M1A0

