

Proofreader

Education Direct, a Thomson Company, the world's largest accredited provider of off-site career training and degree programs, is seeking a full-time proofreader for its Product Development department. The person selected will proofread texts for errors in grammar, punctuation, composition, and consistency. Applicant should possess a bachelor's degree, an excellent grasp of the English language, a keen eye for detail, and an ability to meet deadlines and to work well with members of a production team. At least one year proofreading experience desired.

The position offers a comprehensive salary/benefit package.

For immediate consideration, send cover letter and resume to:

THOMSON
EDUCATION DIRECT
formerly Harcourt Learning Direct

Department PD
925 Oak Street Scranton, PA 18515

EOE/AA

M/F/D/V

ACCOUNTANT

Multi-line auto dealer has an opening for an accountant. BS in accounting and spreadsheet proficiency required. Will be responsible for assisting the controller with all accounting activities, tax reporting and management duties as required. ADP experience a plus but not required. Send your resume and salary requirements to:

Send resume to:

BOX 3244
TIMES ♦ LEADER
15 North Main Street
Wilkes-Barre, PA 18711

CHILD CARE AIDE

The CYC Child Care Center is currently seeking a Full-Time position for the Infant/Toddler Program. Apply in person at:

CYC
36 S. Washington St.
Wilkes-Barre, PA 18701

★ CNAs ★ HHAs ★

Rapidly Growing Private Duty Agency Has immediate needs in these areas:

Wilkes-Barre

Weekends All shifts

Ashley

Weekend Days Evenings & nights

Contact:

Northeast Private Duty
Nursing Service
(570) 602-8734 or
Fax (570) 602-8736

NEW YEAR, NEW CAREER!!!

PartyLite Gifts has openings for sales reps & management positions in Scranton + areas. \$25 + hr. No investment, No inventory, No deliveries. Come hear about the fastest growing Direct Sales Co. in the USA. Tuesday February 12 at 6 pm Comfort Suites, Montage Exit 182 off I-81 Call Michelle Miller for more information (877) 794-4544

MENTAL HEALTH WORKER

IMMEDIATE OPENING. Full-time position located at Pocono Intermediate South Campus. Bachelor's Degree in mental health related field. Excellent family fringe benefits package. Send letter of interest & resume to RECRUITMENT OFFICE, Colonial IU 20, 6 Danforth Drive, Easton, PA 18045-7899 or FAX to (610) 252-5740. IMPORTANT- PLEASE SPECIFY POSITION IN APPLICATION AND LETTER OF INTEREST. No phone calls please. EOE. For all employment opportunities visit us at www.ciu20.org

COURT ADVOCACY COORDINATOR

Full time to provide supportive options counseling and accompaniment to court hearings related to domestic violence situations. work with police, criminal justice and court personnel on behalf of victims. Paralegal or client-centered advocacy training/experience a plus.

CHILDREN'S ADVOCATE

Creative, well-organized individual, full time, to develop a program of structured activities for children in a shelter for abused/homeless women and children. Assist with school enrollment, parenting skills and child care. Some evenings required. Child care of education experience required.

Submit resume, handwritten cover letter indicating position desired, and contact information for 3 local references no later than February 20, 2002. No telephone calls please.

Domestic Violence Service Center
P.O. Box 2177
Wilkes-Barre, Pa. 18703

SALES MANAGER

M & B Inn Partners, owners of Award Winning Hotels throughout Pennsylvania is looking for a sales professional in our Wilkes-Barre, Holiday Inn property. Previous sales experience is a plus, however we are looking for the right combination of personality and drive. We offer a compensation package including a full range of benefits.

Please forward your resume and cover letter to:

Holiday Inn

Attn: Corporate Director of Sales
880 Kidder Street
Wilkes-Barre, PA 18702
or Fax (570) 824-9310.

AUTO PARTS COUNTER PERSON

Multi Franchise automobile dealership has an immediate opening for an experienced auto parts counter person. Competitive wages and an excellent benefit package.

To schedule an interview call
John at 714-6523.
Wyoming Valley Motors

AUTO TECH

Exp'd, St. Insp. Lic preferred. Or will train for major & minor repairs and St. Insp. Lic. Call 283-1504



Want to spend your time at a place where the love you give is returned ten times over....

A place where your nursing talent really makes a difference and your are compensated for it?

Restorative Nursing Assts
CNAs - FT/PT, 7-3 & 11-7
LPNs - FT/PT, all shifts
Rn Supervisor - PT weekend

POOL AVAILABLE FOR ALL POSITIONS

SIGN ON BONUS

We're looking for nurses who care. Full time for lots of love, part time for a little less. Competitive salary and benefits package.

Call us at Dorrance Manor,

Dorrance Manor
615 Wyoming Ave., Kingston, PA 18704
570-288-5496 / Fax: 570-288-8335

CREDIT EVALUATOR

Education Direct, a Thomson Company, the world's largest accredited provider of off-site career training and degree programs, is seeking a full-time credit evaluator for degree programs for the 8:00 a.m. to 4:45 p.m. shift. This individual will evaluate transcripts for possible transfer credit into Associate, Bachelor's, and Master's Degree programs. Candidates must have a minimum BS in Business or Allied Health. Experience with PC applications is required. The position requires excellent phone, oral, and written skills along with superb information skills.

The position offers comprehensive salary/benefits package including:

Medical, Dental, and Vision plans
Tuition reimbursement opportunities
Vacation, Sick days and Holidays
401 Retirement Plan
Education Direct program discounts

For immediate consideration, send cover letter and resume with salary requirements to:

THOMSON
EDUCATION DIRECT
formerly Harcourt Learning Direct

Department CrEv
925 Oak Street
Scranton, PA 18515

EOE/AA

M/F/D/V

SALES MANAGER/ASSISTANT SALES MANAGER

Northeast PA multi-franchise auto dealer is looking for a highly motivated Sales Manager and an Assistant Sales Manager. Individual must be experienced in all facets of sales. Strong F & I experience a plus. We offer a pleasant working environment, excellent compensation package and a complete benefit package. Please send your resume to:

BOX 3245
TIMES ♦ LEADER
15 North Main Street
Wilkes-Barre, PA 18711



KING'S COLLEGE Director of Admissions

King's College, a private Catholic liberal arts college, has an immediate opening for a Director of Admissions for its undergraduate programs. The Director reports to the Associate Vice President for Enrollment and Academic Services, and will lead the college through an enrollment growth period.

Priorities for the position include:

- Overall management of undergraduate admissions
- Increasing freshmen enrollment
- Setting and meeting goals and tracking progress.
- Planning the admissions year and executing the plan
- Supervision of 16 counselors and support staff.
- Management of institutional merit awards.

Qualifications include:

- Prior admissions experience in a private college
- Supervisory experience
- Knowledge of admissions strategies and procedures
- Evidence of strong orientation toward working as a team
- Ability to manage all aspects of the admissions function
- Bachelor's degree. Master's preferred.

King's College, located in Wilkes-Barre, PA in the Pocono Mountains area, has a total undergraduate enrollment of 2,100. King's College has been ranked by U.S. News & World Report among the top regional liberal arts colleges in the North for eight consecutive years and has received several other awards. The college was founded by the Holy Cross Fathers of the University of Notre Dame.

Applications will be reviewed starting February 25. Letters of applications and resumes should be sent to:

Admissions Search Committee

King's College
133 North River Street
Wilkes-Barre, PA 18711-0801
Fax: 570-825-9040
www.kings.edu

Equal Opportunity Employer
Executive Management Services, Inc. is assisting King's College in this Search

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Learn more about how you can build a great career—helping people from all around the U.S. advance their education at home in their spare-time. See for yourself what our professional telephone agents see everyday. Education Direct is the place to be!

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Professional Atmosphere. Our state-of-the-art facility is designed to promote your peak performance.

Stop in and see for yourself! And you'll receive a complimentary copy of "How to Open the Door to Your Future," a great book that can help you achieve personal and professional success. This may be your window of opportunity...don't let it pass you by!

For consideration call
(570) 961-4838

Weekdays - 9:00 a.m. to 9:00 p.m.
Stop by any weekday between 9:00 a.m. and 5:00 p.m.

THOMSON

EDUCATION DIRECT
formerly Harcourt Learning Direct

925 Oak Street - Dept. TMST
Scranton, PA 18515

RNs ★ LPNs ★ CNAs Long Term Care! RNs/ACLS

Tele, CC, Open Heart!
SUPERIOR PAY RATES!
The BEST Benefits in Town! Benefits are 100% Co. Paid!!!
Cambridge Medical Staffing
(610) 439-9000 Fax : (610) 439-9100

MICROBIOLOGIST

Taylor Packing Co., has an immediate opening for a temporary Microbiologist in a food laboratory (12 to 16 weeks). Responsibilities include: basic lab functions, preparing media, sample preparation and analysis, and data reporting. Candidate must have B.S./M.S. degree or equivalent experience in microbiology. Wage commensurate with experience. For more Company information log on to www.taylorpacking.com

Interested persons may send a complete resume to:

Taylor Packing Co., Inc.
Human Resources Dept. (M-1)
P.O. Box 188
Wyalusing, PA 18853
Fax: (570) 746-3888

E-mail: humanresources@taylorpacking.com
(must be Microsoft Word or Wordperfect compatible)

E.O.E.

M/F/H/V

GENERAL HELP

Now hiring general help for metal fabricating. HMO, Paid holiday, paid, vacation.
654-4004

Half Doubles 842

50 WILKES BARRE, 3BD, w/w carpet, stove DW, W/D hook-up, fenced yard, porches, storage shed, finish barn, near school. 693-1435/693-2657/693-4054

WILKES BARRE NORTH

3 Br, LR, DR, Kit., Garage & Patio, \$500/mo + Sec. Util by tenant. Call 472-9091

WILKES-BARRE

Small 4Bdr, 1/2 dbl, \$390/mo. Utis by tenant, + sec, no pets! Call 288-0372

Apartment Furnished 845

HARVEYS LAKE
1 BR, lake front apt. w/w carpet, OSP, dock privileges, no pets, lease, sec. ref., 639-5920 or 639-2929

House Rental 850

DALLAS
OFF MACHALL AVE. - 3 BLDG. - Mini Estates. Ultra Contemporary 3 bdrm, ranch, D.R., den, enc. patio, skylights, F.P.P. 1 1/2 bath appl., det. 2 car garage, det. Greenhouse, large manicured lot. LEASE, NO PETS, APPL., \$1200. + utilities.

AMERICA REALTY 288-1422

DURYEA

Newly renovated, 5 rms 2 bedrooms, 1 bath, full basement, some major appl., laundry hook-up, off street parking, \$700 + util. No pets ref & sec. 823-1968

PITTSBON AREA

6 rms. w/screened in back porch. Corner lot w/fenced yard. Paved drive, lg. kit., ww, oil heat. Sec & ref. \$550/mo + util. Sorry no pets. Call for appt. 693-2591

PITTSBON

Desirable lg. 6 rm home, exc. location, sunporch, new kit, bath., private lot, gas heat, no pets. \$795/mo. + util. credit verified, 655-7216 v. mess.

PLAINS

Nice neighborhood 1/2 dbl. 2 Br. Bath w w/fenced yard. Paved drive, lg. kit., ww, oil heat. Sec & ref. \$375 + sec & util. 655-4480

WILKES-BARRE

Single home, 3Bdr, 1 bath, yard. No pet! Gas heat, W/D hook-up, OSP, Gas heat. \$375 + sec & util. 655-4480

WILKES BARRE SOUTH

Near Universities. Large 7 Br home. OSP. W/D Hookup. \$1000/mo + Util. Pets welcome with sec dep. 822-8558

Rooms 860

KINGSTON
Nice, clean furnished room, all utis. included OSP, \$250/mo call 714-4411

Commercial Places 885

BUILDING 2,016 S.F. Dallas Borough, Labor & Industry approved. Parking, utility rm., small kitchen, handicapped men & ladies rooms. Rest open area. Perfect for Doctor's office or business office. Utilities by tenant. \$1250/month. Available early spring. 675-5873

OFFICE - Mountaintop Mountain Blvd. Ideal space for dental or other professional office, 1200 sq. ft. All utis provided. Call Dave 474-6307, Century 21 Ruth K. Smith.

OFFICE SPACE
JENKINS TWP. 5,000 sq. ft. in new office bldg. on Rt 315. Call Nancy Answini, JP GILROY, GMAC 288-1444

SHOPPING CENTER
Heather Highland Jenkins Twp. 3000 sq ft. former convenience store w/some equip. Could be used for any retail use. Asking \$1625/mo or can sub divided into 2 units for \$850/mo. Call Charlie

Atlas Realty, Inc. 829-6200

Wanted to Rent 890

FIRST FLOOR
For retired gentleman 2BD, kitchen w/all appliances, OSP, near lake or pond, no electric heat, patio, w/d hook-up 331-7710

Motorcycles 915

POLARIS '01 SCRAMBLER 500 4x4, racks, skid plate, low hours, \$4500. Call 457-8472

Four Wheel Drive 940

CHEVY '88 2500 series, 350 V-6 auto, AC, new trans & brakes, low miles exc, \$4,995. OBO 693-3361

CHEVY '94 TRACKER 4WD, hard-top, 2dr, 73K mi, auto, \$4,000 826-1811

FORD '87 F150 PICK-UP, 4 x 4 8 ft box, bed-liner, toolbox, standard, sunroof, AM/FM/CASS, \$2,500, 675-7905

FORD '97 F350 4x4 power stroke diesel auto AC, CD 37K mi, exc. cond. \$18,500 298-2157

Trucks & Vans 945

OLDSMOBILE '99 SILHOUETTE, nicely equipped, 25K miles, p.s/d door, am/fm cass/cd & rem. start. \$15,800. 589-8158

Autos Under \$5,000 958

HYUNDAI '95 ELANTRA 5 Speed, 65K miles. \$5,249

DAY CARE AIDE

Part time for Bck. Mt Center AM or PM positions. \$7/hr. Call 823-7574 between 1 & 3pm.

Autos Under \$5,000 958

CHEVY '97 LUMINA V-6, automatic, air bags, anti-lock brakes, pw, locks. Good Condition! \$4975. 696-2002

VOLKSWAGEN '95 GOLF 4 Dr, standard trans., w/cass, alarm sys., very clean & mech. sound. \$4000. 474-6239

Autos For Sale 960

GAUGHAN AUTO STORE
'96 JEEP G CHEROKEE low miles \$11,995
'96 JEEP G CHEROKEE silver \$11,995
'95 JEEP G CHEROKEE gold package \$11,995
'95 JEEP G CHEROKEE 8cyl. \$9,995
'96 EXPLORER SPORT 40K \$11,995
'96 EXPLORER SPORT black, 60K \$12,995
'96 EXPLORER Edie Bauer \$12,995
'95 EXPLORER Edie Bauer \$11,995
'01 NEON low miles \$9,995
'00 NEON low miles \$8,995
'99 FORD TAURUS low miles \$9,995
'98 FORD ESCORT 2x2 loaded \$6,995
'98 PONTIAC G. PRIZ SE low miles \$9,995
'92 PONTIAC G. PRIZ 60 K miles \$5,495
'95 CORSIAS (2) low miles \$4,995

EZEZEZEZEZ PARTIAL LISTING:

'92 Buick Century \$1,995
6 cyl. 4 dr warranty

'96 Ford Contour \$3,495
Good mi. wty. 4 dr

'93 Pontiac Bonneville \$3,495

'93 Pontiac Grand Prix \$2995
Wty. Good miles. All power

'94 Mercury Sable \$3,495
Good Miles Wty

'93 Buick Skylark \$1,495
6 cyl. 4 dr, dark red

'92 Olds Cutlass Supreme \$1,995
6 cyl., sharp, wty.

'93 Pontiac Grand Prix \$2995 Wty

E Z MOTORS INC.
Route 11 West Nanticoke 735-6667
Over 40 Vehicles Avail

EZEZEZEZEZ

MITSUBISHI '99 Eclipse, Black, Auto, CD, pw/pl, power sunroof, very clean 29K mi., \$11,500 654-1098

VOLVO '88 240GL P.W. sunroof, just completely gone over needs nothing, 4 new snow tires, \$2,200 674-9711

Auto Accessories 965

CHEVY '74 CORVETTE 350 auto, 80K, all orig., chrome side pipes, much invested. \$7500. Call 457-8472

HONDA '98 ACCORD LX immaculate condition garaged, 4 cyl auto, AC PW PDL \$11,900. Call 823-6444

TIRES (4) low profile, 195/50-15, low rider, \$250.00 OBO, 823-2991 or 793-1162

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