



## Employee Health Fair

Trick or treat yourself to good health!

Come to the 1994 Employee Health Fair on Halloween -- 8 a.m. to 4 p.m. Monday, October 31, in the University Conference Center -- sponsored by the Human Resources Office.

Health screenings and other services will include cholesterol, body composition analysis, vision, flexibility, glaucoma, tetanus shot, oral cancer, blood glucose level, pulmonary function, blood pressure, hearing, height and weight, and heart and cancer evaluation tests.

If you did not receive the Human Resources flyer to sign up for the health fair, call extension 1770.

## Overpass reminder!

The reinstallation of stop signs on Clarke Lane last week went a long way in shifting westbound traffic to the University's new overpass/entrance, which was opened in late September.

Mr. Barry Hart, director of campus Security and Safety, notes there still are too many westbound motorists using the Schutte Road/Clarke Lane access and urges them to try out the new entrance.

In the meantime, work is moving well on the last ramp, to bring eastbound motorists onto campus. Highway officials say they still are looking at an October 31 opening. Drive carefully everyone.

## USI Career Week — Health Professions Job Fair, Executive-in-Residence, Alumni-in-Residence

The annual Health Professions Job Fair will be held Monday, October 31, and will launch USI's Career Week. Students or graduates of any nursing or health-related program at any institution are invited to the job fair. Some 70 recruiters will be available, representing 50 health-care organizations in Indiana, Illinois, Kentucky, Missouri, Ohio, and Tennessee. The employer sign-in begins at 12:30 p.m. in the PAC; student visitation will be from 1:30 to 4:30 p.m. This event is sponsored by USI Career Services and Placement.

Two Alumni-in-Residence events will be held during Career Week --

The School of Education and Human Services will host Ms. Jill Padgett ('79 business education), marketing instructor at Ivy Tech in Evansville, will speak at 11 a.m. Monday, October 31, in L100 on "Building a Teacher of the Year."

The School of Science and Engineering Technology will host Dr. Shirley F. Reising ('77 biology), director of the Clinical Microbiology, Virology, Immunology Laboratory at Children's Hospital Medical Center, University of Cincinnati, will speak at 1:30 p.m. Friday, November 4, in Forum II on "On the Trail of Infectious Diseases: Diagnosis and Prevention, Using Molecular Strategies."

The School of Business fall Executive-in-Residence also will be a feature of Career Week. Mr. Martin Imbler, president and CEO of Berry

Plastics, will speak or meet with groups from 9 a.m. to 2:30 p.m. Thursday, November 3, in the UC Conference Center.

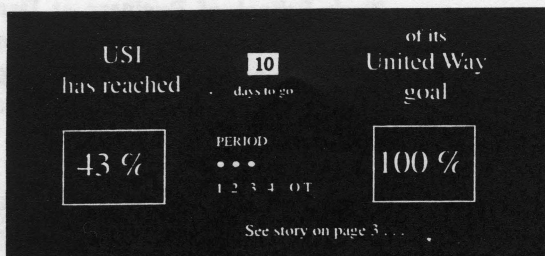
Two morning sessions -- 9:05 and 10:35 a.m. -- and a noon luncheon will be the public meetings. Mr. Imbler will discuss "Berry Plastics: Its Strategy and 1994 Public Financing" during the morning meetings and will speak at the luncheon. Luncheon reservations are \$10 and should be made by Monday, October 31, by calling extension 1962.

Other Career Week events include:

**Tuesday, November 1** - Alumni Association, Student Alumni Association, and Career Services and Placement will sponsor Career Exploration, allowing students to network with alumni to explore various career fields, 12 noon-3 p.m., UC Conference Center.

**Wednesday, November 2** - The Personnel Club will sponsor the annual Career En-

*continued on page 2*



## Names in the news:

**Dr. Charles T. Barber**, chair of the Philosophy and Political Science Department, attended the 19th annual Society for Utopian Students conference held October 13-16 in Toronto, Canada. He chaired a panel on "Ethnicity and Utopia: Africa, Europe, and the Middle East," and presented a paper, "Ethnonationalism as Utopia; Recent Conflict in Europe and the Middle East." Dr. Barber also attended presentations by two award-winning novelists, **Kim Stanley Robinson** and **E. L. Doctorow**.

**Mr. David A. Bower**, Development officer for special gifts, has been presented the John C. Rager Award for outstanding service to the people of St. Mary's Catholic Church in downtown Evansville. The recipient of the annual award is chosen by parishioners.

**Dr. Abbas Foroughi**, associate professor of business, has had two articles accepted for publication: "An Empirical Study of an Interactive, Session-Oriented Computerized Negotiation Support System (NSS)" in *Group Decision and Negotiation*, and "A Survey of the Use of Computer Support for Negotiation" in *Journal of Applied Business Research*. The first article was co-written with **William C. Perkins**.

### CAREER WEEK - *contd. from page 1*

enhancement Clinic to give students tips on job searches and the application process, 9 a.m.-1 p.m., UC Conference Center.

**Thursday, November 3** - Communications Art Club's Internship Job Fair, 11:30 a.m.-1 p.m., Orr Center lobby.

**Ms. Padgett** holds master's degrees from Eastern Kentucky and Webster University and is working on a doctorate at Spalding University. She joined the Ivy Tech faculty in 1992 and was selected from 13 President's Award for Excellence recipients in July to receive the school's statewide Glenn W. Sample Award for Excellence in Instruction later in the month.

**Dr. Reising** received a Ph.D. in microbiology from Southern Illinois University in 1984, then was a fellow in clinical and

## Oktoberfest

The public is invited to join the USI faculty, staff, and students in celebrating the 1994 Oktoberfest, launching the USI Red Ribbon Week observance to demonstrate that a fun time may be had without benefit of drugs or alcohol.

The fest will be held from 12 noon to 4 p.m. Sunday, October 23, in the Outdoor Education area. It is part of the University observance of National Red Ribbon Week (October 23-30), working with community organizations to present a unified and visible commitment toward the creation of a Drug Free America.

Oktoberfest will have a plate lunch available for 50 cents. The afternoon will provide games and entertainment for all ages, including country line dancing and a dunking booth. Parking is recommended in the lot adjacent to the PAC; a haywagon will be available to shuttle everyone to the fest site. **Ms. Patricia Loehr** of the University Division is Oktoberfest coordinator; call her for information at extension 1606.

**Dr. Foroughi** also has had his paper on "A Proposal for an Experimental Study of the Impact of Communication Medium and Level of Conflict on the Effectiveness of Negotiation Support Systems (NSS) in Dispersed Settings," accepted for presentation at the 25th annual meeting of the Decision Sciences Institute, to be held in November in Honolulu. The article is to be published in the conference Proceedings. Dr. Foroughi will chair a conference session on "Decision Support for Strategic Processes." He was a reviewer for a paper on "Neural Network Applications for Prediction of Bankruptcy," which has

been submitted for presentation at the conference.

**Dr. John H. Gottcent**, professor of English and coordinator of the General Education Program, has been appointed state faculty representative to the Indiana Commission for Higher Education by Governor **Evan Bayh**. The faculty post alternates among Hoosier colleges and universities, with Dr. Gottcent becoming the first USI faculty member to sit with the Commission.

**Dr. Victoria Pohl**, professor of math-

public health microbiology at the University of California Medical Center and was with the Division of Infectious Diseases at Wadsworth VA Medical Center, both in Los Angeles, through 1986. She was chief clinical microbiologist in the Pathology Department at Kettering Medical Center in Ohio in 1987 and accepted her current position in 1988. She has received a five-year CF-RDP Center grant and has been the principal investigator in a Phase I study of an experimental treatment of cystic fibrosis.

**Mr. Imbler** took over operation of the Evansville company in 1991 when First Atlantic Capital of New York City became the major stockholder through a leveraged buyout. He previously was president and CEO of Risdon Corporation in Naugatuck, Connecticut, one of the world's largest manufacturers of cosmetic packaging. Before joining Risdon,

**Mr. Imbler** was vice president and general manager of American Can Company's food and general line metal can business.

**Mr. Imbler** began his business career as a management consultant with Boston Consulting Group, specializing in corporate strategy, and also has held executive positions with Conrail and Gulf Oil. He has lived and worked throughout the U.S. and overseas. **Mr. Imbler** received an M.B.A. with high distinction in 1973 from the Amos Tuck School of Business at Dartmouth College, where he was an Edward Tuck Scholar. He also has two B.S. degrees, in geology and oceanography, from the University of Washington.

For information on Career Week, call **Mrs. Tracy Powers**, assistant director, Career Services and Placement, extension 7002.

## United Way

According to United Way of Southwestern Indiana, the most critical issues demanding our attention in our community are health care costs and lack of insurance, breakdown of the family, drug and alcohol crime, and the effects of violence. United Way dollars raised in the 1994 campaign will work in our community and provide assistance in these problem areas.

Last year, more than 43 percent of the dollars were used to help with the critical problems relating to breakdown of the family. A sample of agencies in the United Way who help support the family are ARK Crisis Nursery, Big Brothers/Big Sisters, Carver Community Organization, Catholic Charities Bureau, Family and Children's Services, Goodwill Industries, Legal Aid Society, Outreach Ministries, Red Cross of Southwestern Indiana, Red Cross in Warrick County, St. Vincent's Day Care, Salvation Army, Spencer County Recycle Center, Welfare Independence Task Force, Youth Guidance Committee, Youth Service Bureau, and YWCA. United Way dollars help more than 40 agencies. Donors can allocate their gift to the agency of choice by indicating such on the pledge card.

Only two more weeks remain in the 1994 campaign. Decide today that you will support the USI effort. The need is so great! Return your pledge card to your area coordinator today and help USI meet the campaign goal of \$27,000 - we're 43 percent of the way there.

Employees who contribute \$15 or more will be eligible for several prizes: USI basketball season ticket and *An Elite Season* video (two to be given); \$10 lunch pass from Marriott Dining Services for use at the University Center; one month's use of a reserved University parking space; two 1995 season tickets to New Harmony Theatre; and USI T-shirt.

Employees who contribute at the "Fair Share" level also will be eligible for: a getaway weekend in New Harmony (three weekends to be given); clerical/support or administration employee - one vacation day; faculty - \$100 in travel money, USI Bookstore gift certificate, or gift of their choice to the library.

ematics, attended the annual meeting of the Indiana Council of Teachers of Mathematics, held October 6-7 in Indianapolis. She gave a workshop on "Polyhedra With Their Parallel, Intersecting, Skew, and Incident Lines and Planes." Dr. Pohl is a member of the council board.

**Drs. Munir Quddus**, USI associate professor of economics, and **Salim Rashid** of the University of Illinois are co-authors of the lead article in the Summer 1994 issue of the *Eastern Economic Journal*. Their article, "The Overmathematization of Economics: Nobel Resistance," is accompanied by a critique from Nobel Laureate **Paul Samuelson** of MIT, considered the dean of modern mathematical economics.

The Alpha Kappa Chapter of Sigma Zeta, national math and science honorary, inducted 23 new members in recent ceremonies, including: **Chris Bieker**, **Kerry Broyles**, **Nicole Cable**, **Brady French**, **Michael Fulling**, **Chris Gibson**, **Mike Grassi**, **Jason Hume**, **Chris Juncker**, **Kevin Keltner**, **Corey Kendall**, **Misty Kiger**, **Tracy Long**, **Jennifer Ludwick**, **Jeff Meriwether**, **Joe Potts**, **Keith Rawley**, **William Schlageter**, **Lisa Schuessler**, **Michael Sharp**, **Jeri Smith**, **Brandy Streepy**, and **Jennifer Weinzapfel**. Faculty advisors are **Dr. Jeanne K. Barnett**, associate professor of biology, and **Dr. Mark D. Krahling**, assistant professor of chemistry.

Four USI math and science students -- **Nicole Cable**, **Elizabeth McConnell**, **William Schlageter**, and **Tina Warren** -- attended the Argonne National Laboratories Graduate School Fair October 3. The fair provides an opportunity for students interested in graduate school to discuss programs with schools from all over the United States. The USI students were accompanied by **Dr. Barnett**.

### Congratulations:

The USI Eagles stood under a 16-foot banner proclaiming them NCAA Division II national basketball finalists in this year's West Side Nut Club Fall Festival Parade. The cheerleading squad and USI's Eagle kept things lively at ground level as all moved to the beat of *Take Me to the Game*,

*James*, written by fellow Hoosier **John Smucker** for the team video. Thanks to all who helped USI win the Festival parade theme trophy, including **Mrs. Sherrienne Standley** and **Ms. Joyce Assalone**, coordinators, and **Mr. Ross Hettenbach** and **Mr. Mike Kremer**, float drivers.

### Sympathy:

The University community extends its sympathy to **Dr. Susan L. Donaldson**, professor of psychology, in the death October 13 of her mother, **Mrs. Edna M. Donaldson**, 99, of Evansville. She came to Evansville from St. Petersburg, Florida, in 1989.

### Report from the Office of the Vice President for Academic Affairs:

Curricular petitions for the following courses have been received and approved:

#### New courses

ENG 444 Literature in the Secondary Schools - 3 hrs.; summer 1995

MNGT 444/544 Multicultures in Work Organizations - 3 hrs.; spring 1995

#### Program modifications

Writing emphasis modification - creative writing option - fall 1995

#### Course modifications

EDUC 471 Supervised Teaching in the Elementary School - 9 hrs.; spring 1995

EDUC 472 Supplemental Supervised Teaching in the Elementary School - 3 hrs.; spring 1995

EDUC 473 Supervised Teaching in the Secondary School - 9 hrs.; spring 1995

EDUC 474 Supervised Teaching in the Secondary School - 3 hrs.; spring 1995

MNGT 443 Organization Theory and Design - 3 hrs.; spring 1995

#### Experimental courses

JRN 183X Introduction to Print Mass Media - 1 hr.; spring 1995

JRN 184X Introduction to Broadcast Media - 1 hr.; spring 1995

JRN 185X Movies and the Mass Media - 1 hr.; spring 1995

#### Course deletions

EDUC 343 Early Childhood Education - 3 hrs.; spring 1995

EDUC 470 Supervised Teaching in the Elementary School - 3 hrs.; spring 1995

EDUC 475 Supervised Teaching in the Secondary Schools - 3 hrs.; spring 1995

## FYI—

### Atlas catalog:

This year's supply of Atlas catalogs for office supplies is limited—they are being sent only to head secretaries in the various schools and departments. Everyone is advised to pitch the 1994 catalog. Questions should be directed to Mrs. Deborah J. Weigand, purchasing agent, extension 1982.

### Craft sale:

USI Secretaries and Associates craft sale can be found from 9 a.m. to 2 p.m. Monday-Friday, October 24-28, in the Wright Administration Building corridor. Fresh-baked goods also will be available.

### Food drive:

Two inner-city packs of Boy Scouts are sponsoring a Thanksgiving food drive. They have placed a drop-off box in the lobby of the Orr Center and seek canned goods and non-perishable items. Questions may be directed to University Relations, extension 1755.

### Handling University cash:

Pursuant to the directive of the University president, Dr. H. Ray Hoops, the only authorized agent to control, account for, and safeguard cash at the University of Southern Indiana is the Business Office. Specifically, this office is responsible for collecting fees

and other income, making all fee refunds, preparing bank deposits, issuing petty cash disbursements, issuing change funds to authorized units, and assessing student fees.

Under no circumstances is an employee to accept money in the name of the University without properly recording the income with an official University receipt. A receipt will be issued by the Cashier's Office for all cash received, except for cash received by approved satellite operations.

Departments that have been approved to accept money are required to issue receipts and make daily deposits. These departments are responsible for maintaining their own receipt subsidiary record on forms that have been ap-

TECH 101 Technology Computations - 1 hr.

Program modification  
Marketing interest area

### Dubois County alumni reception:

An informal reception for USI alumni who live or work in Dubois County will be held from 4:30 to 6:30 p.m. Wednesday, October 26, at Kimball International's Jasper Showroom. The gathering will be the first of its kind in the county where an estimated 380 USI graduates live or work. The alumni will meet the new USI president, Dr. H. Ray Hoops, hear a brief update on the University, and socialize with other USI graduates in the Dubois community. A USI Alumni Club is expected to be a result of the reception, which is being arranged by Mr. Chris Neu and Ms. Leigh Lambert-Neu of Jasper, both '93 graduates.

Any Dubois resident or employee who did not receive an invitation is asked to contact Mr. Neu at Kimball, 812/482-8575, or Mrs. Nancy Johnson, USI director of Alumni Affairs, extension 1924. Alumni are asked to RSVP on the reception by Friday, October 21.

### National Quality Forum:

The tenth annual National Quality Month live satellite downlink will open at 8 a.m.

proved by the controller.

**Loss of any funds should be reported IMMEDIATELY to the Cashier's Office and to the University Security Department.**

Questions on the cash control procedures should be addressed to the bur-sar, extension 1842.

### Historic New Harmony:

This year's "Ghost Tales" will be told at 7 p.m. Saturday, October 22, at the Double Log Cabin. There is an admission fee. Call Historic New Harmony, 682-4488, for information.

### Hospitality for counselors:

The 1994-95 High School Counselors Hospitality Day will be held at 9 a.m. Friday, October 21, in the University Conference Center. For information, call Mrs. Tracy Wilson, assistant director, extension 1765.

### WordPerfect videoconference:

The Computer Center will sponsor a two-hour videoconference on WordPerfect 6.0 for the DOS Learning System at 1 p.m. Wednesday, November 2, in UC353. Call Ms. Pam Hurley, Computer Center secretary, extension 1899, to make reservations. Seating is limited; if you are unable to attend the conference, a video will be available through the Computer Center.

Tuesday, October 25, in the University Conference Center. The forum theme is "Quality 2000: the Next Decade of Progress." The televised program will feature Mr. Alex Trotman, chairman, Ford Motor Company; Mr. David Luther, president, American Society for Quality Control (ASQC), the primary sponsor; and Mr. Joseph M. Bress of New York, director of the Governor's Office of Employee Relations.

The Evansville program also will include lunch, followed by two guest speakers: Mr. Bruce Stallings, Plumbing and Industrial Supply vice president and chair of E-Qual, the regional quality control organization, and Ms. Nancy Hurst, an ASQC representative who will discuss "Koalaty Kids," a national training program designed to establish locally-driven quality processes in elementary education. She is a former Koalaty Kid coordinator. For

BIOL 132 Human Physiology - 3 hrs.;  
spring 1995

BIOL 241 Histotechnology - 2 hrs.; spring  
1995

### Curricular Committee:

The Curricular Committee will meet at 12 noon Thursday, October 27, in UC308, with the following petitions to be considered; anyone wishing to comment on any petition should contact Mr. Michael K. Aakhus, committee chair, extension 1853, prior to the meeting:

### New courses

BIOL 281 Mycology - 3 hrs.

TECH 431 Industrial Safety and Maintenance - 3 hrs.

### Course modifications

MKTG 315 Strategic Marketing - 3 hrs.

TECH 241 Statics - 3 hrs.

TECH 131 Computer Programming -  
3 hrs.

## MARKETPLACE

### For Sale

**Yardless Yard Sale - Mr. Coffee (\$5), electric warming tray (\$7), in good working order. If you're interested, give me a call and I'll bring in whatever you want to see. (PS — I'm reducing the clutter in my life — if there's something else you want, just ask — I may be willing to part with it.) Call 1932 or 422-4288 after 5 p.m.**

**Mattress/box springs - \$25. Book case - \$10. Call extension 1926 or 422-6143 after 6 p.m.**

**Sectional couch - L-shaped, hide-a-bed, tan/white, \$150; might sell pieces separately. Tan vertical blinds - for patio doors, \$20. New Formica countertop piece - gray/white fleck, \$50. Call 424-9153.**

**Dining set - Tell City Furniture Co. hardrock maple hutch and dining room table w/4 chairs; excellent condition. Call 477-2074 after 5 p.m.**

**Riding lawn mower - Hahn LT-500, electric starter, good condition. \$100. Call extension 1883 or 422-2530 after 5 p.m.**

**25-inch TV - Zenith color console, excellent condition. \$100. Call 985-3212; leave message.**

**Queen size comforter - tan/blue/peach, \$30; matching peach dust ruffle, \$7. Call extension 1897 or 858-0652.**

**End-of-the-season special! Lawn Boy self-propelled lawn mower; excellent condition. \$35. E-mail: LGOSS or call extension 1892 or 963-0918.**

**Dept. 56 Heritage Village Collection - Dickens Village Series One of original shops: "Able Beasley Butcher" issued 1984, retired 1988, \$195; "Tuttle's Pub" issued 1986, retired 1989; \$220. Call Velva, extension 1886 or 985-2536.**

### Wanted

**House to rent - 3- or 4-bedroom; starting November 1. Call extension 1730.**

**Wanted to buy - Old crocks, pottery, firearms, tools, toys; old gas station memorabilia (gas pumps, air stations, advertising, etc.); any old or unusual items. Paying cash. Call extension 1959 or 963-6901.**

information, call Mr. Jerry Benware, manager, USI Center for Total Quality Management, extension 1816. Monday, October 17, was the official deadline to register for the forum; the \$45 registration fee covers all presentations and materials, plus a continental breakfast and lunch.

### Fall films:

**Rock-a-bye Baby (1958) Director: Frank Tashlin; cast: Jerry Lewis, Marilyn Maxwell, Connie Stevens. Lewis becomes a full-time baby sitter for a movie sex siren who doesn't want the public to know she's had triplets. The film will be shown at 1:30 and 6 p.m. Tuesday, October 25, in Forum I; it is free, open to the public. For information, call extension 1735.**

### Eagles continue winning:

The Lady Eagle cross country team won the Indiana Intercollegiate Little State Championship October 14 and finished second overall in competition with all NCAA and NAIA schools in Indiana. Junior Jennifer Gallbraith led the team and placed sixth overall with a time of 18:39.3 in the 5K race.

The men's cross country team came in second in their 8K competition at the Little State and finished fifth overall. Junior Keil Kaiser led the squad and was sixth in the 8K race with a time of 25:44.9.

The women's tennis team ended their season with a fifth-place win in the GLVC tournament October 13-15. Sophomore Robyn Haley was the Eagles' highest finisher, placing second in number five singles.

### Sports this week:

**Soccer - USI at Memphis State, 7:30 p.m. Friday, October 21; USI at Vanderbilt, 2 p.m. Sunday, October 23; Lindsey Wilson at USI, 7 p.m. Wednesday, October 26.**

**Volleyball - USI at St. Joseph's, 7 p.m. Friday, October 21; USI at Lewis, 2 p.m. Saturday, October 22.**

*A child's greatest period of growth is the month after the purchase of new school clothes.*



### USI Halloween —

**APB, Greeks,  
Student Life,  
Children's Center**

**Vampire lecture by Dr. Daniel C. Scavone, professor of history, 9 p.m. Thursday, October 27, Forum III**

**Lambda Chi Alpha Pumpkin Bust dance, 9 p.m. Friday, October 28, UC Conference Center**

**APB Children's Halloween Party, 11 a.m., UC Conference Center**

**Movie - Rocky Horror, 12 midnight Saturday, October 29, UC Mall (Forum I is rain site)**

**APB Halloween Costume Contest and wedding chapel, 11 a.m. Monday, October 31, Eagle's Nest; wedding chapel with fake ceremonies and marriage certificates remaining available through November 3, when the Student Las Vegas night will get under way at 6 p.m. in the UC Dining Room, offering play money for horse racing and various casino games**

**For information, call Mrs. Michelle Tenbarge, Student Life secretary, extension 7037.**

### Trick or treat:

**Children's Center tots will tour the campus on the following trick or treat schedule on Monday, October 31:**

**Wright Administration Building corridor, 9:45 a.m.**

**Orr Center lobby, 10:10 a.m.**

**University Center, 10:30 a.m.**

**For information, call Ms. Pam Buschkill, center coordinator, 812/464-1869.**



*The following positions are available for October 21, 1994. The University of Southern Indiana is subject to the requirements of Executive Order 11246 and is an Affirmative Action Employer. Interested individuals should contact the Human Resources Office, FWA166, extension 1844. Each job has been assigned a reference number. When applying for positions please use the reference number.*

**FACULTY/ADMINISTRATIVE  
Assistant Professor of Communications - F4028 - School of Liberal Arts**

Tenure-track position beginning August 1995. Will be responsible for instructing public relations and advertising courses, providing guidance for PRSSA chapter, and performing scholarly activities and other service. Doctorate and previous experience preferred; A.B.D. will be considered. Review of applications will begin November 21 and continue until position filled. Submit letter of application, curriculum vitae, and names and addresses of three professional references to Dr. Dal Herring, Chair, Department of Communications.

**CLERICAL/SUPPORT  
Shipping and Receiving Clerk - B4051 - USI Bookstore**

Full-time position, 9 a.m.-6 p.m. Mon-

**POSITIONS  
AVAILABLE**

day-Thursday, 8:30 a.m.-3 p.m. Friday, and 8 a.m.-1 p.m. every third Saturday. Responsibilities include receiving and verifying incoming merchandise against purchase orders; preparing merchandise for shipment; unpacking and stocking merchandise; maintaining stockroom and display areas; assisting students, employees, and visitors with purchases; and operating cash register when necessary. Position requires high school diploma or equivalent; experience in shipping and receiving preferred. Individual must be able to lift up to 70 pounds and stand for long periods of time. Application deadline: October 21, but applications accepted until position filled. F040B/\$6.20/hr.

**Administrative Assistant - B4052 - Office of the President**

Full-time position, primarily 8 a.m.-4:30 p.m. Monday-Friday. Will provide administrative support to President's Office, coordinate meetings and appointment schedules, prepare correspondence, review and distribute incoming correspondence for action, and assist with special projects and other duties associated with position. High school diploma or equivalent with a minimum of five years administrative/office ex-

perience or an equivalent combination of education and experience required. Demands high degree of flexibility, initiative, and demonstrated decision-making ability, with excellent interpersonal and communication skills. Must be able to effectively handle multiple priorities and work assignments. Working knowledge of word-processing required; dictation and transcription skills preferred. Application deadline: October 21, but applications will be accepted until position filled. F080B/\$8.25/hr.

**Senior Secretary - B4053 - Human Resources**

Full-time position, 8 a.m.-4:30 p.m. Monday-Friday. Responsibilities include drafting and preparing correspondence, reports, and documents; coordinating meetings and appointment schedules; assisting with special projects; assisting applicants and employees in answering inquiries and completing forms; and other duties associated with the position. High school diploma or equivalent plus two years office experience or an equivalent combination of education and experience, knowledge of word-processing and spreadsheet software, and excellent communication and organizational skills required; knowledge of computer-based human resources information systems and dBase preferred. Application deadline: October 28, but applications will be accepted until position filled. F040B/\$6.20/hr.

*There are two kinds of leaders - those interested in the flock and those interested in the fleece.*



*Highway sign: All in favor of saving gasoline - raise your right foot.*