



INDIANA STATE
University
Notes
EVANSVILLE CAMPUS

INDIANA STATE UNIVERSITY EVANSVILLE
"Equal Opportunity and Affirmative Action Employer"
UNIVERSITY NOTES. VOL. XI NO. 47 August 3, 1977
Editor, Sherri Standley; Associate Editor, Karen Walker

NEW FACES. CAROLE P. MOORE has accepted the position of Secretary in the Office of the Vice President for Academic Affairs. MRS. MOORE is a native of Elmira, New York and moved to Evansville from the state of Rhode Island. Formerly employed as executive assistant in the Industrial National Bank in Cranston, Rhode Island, MRS. MOORE attended Elmira College. She includes golf, cards, and swimming as special interests.

Her husband Roger is manager of operations and development for National Temperature Control Centers, Inc. (NTCC). They reside on Rural Route 7, Outer Lincoln Road in Newburgh.

MARKETPLACE.

FOR SALE

75 quart upright camping cooler (icebox). \$30.00. Also Hoover Constellation vacuum cleaner, \$10.00; and IBM Model B typewriter (electric) pica type, 15 inch carriage, \$150.00. Call QUENTIN DAVIS at extension 1745.

Early American wing back sofa with solid hardrock maple trim. Covered in rust-colored herculon fabric. Good condition except maple handrests need refinishing. \$125. Call Sherri Standley extension 1755 or 479-3243 after 6:00 p.m.

Antique oak dining room furniture. Square clawfoot table, \$200. Matching china cabinet, \$450. Call extension 1707, 985-5447.

POSITIONS AVAILABLE. The following positions are available as of July 29, 1977. Indiana State University Evansville is subject to the requirements of Executive Order 11246 and is an affirmative action employer. All interested persons are encouraged to apply. Contact the Personnel Office to apply except where otherwise indicated.

CLERICAL/SUPPORT

Secretary IV
(Pay Grade 10)

Office of the
President

Must have secretarial experience with high level skills including minimum of 55 wpm typing. Writing ability required since will help Assistant to the President in areas of public relations and University Notes. News experience and photography ability desired.

POSITIONS AVAILABLE (CONTINUED).

CLERICAL/SUPPORT

Clerk II (Pay Grade 4)	Library	Requires clerical ability including minimum of 50 wpm typing. Office experience desirable. Position involves ordering and processing of library materials.
Secretary III (Pay Grade 8)	Allied Health	Secretarial and clerical skills including minimum of 55 wpm typing necessary, with at least two years of office experience. Health/dental related background desirable.
Typist-Clerk II (Pay Grade 5)	Office of Business Affairs	Skilled typing experience required. Heavy emphasis on varied typing duties for Business Office departments and areas. Minimum 60 wpm typing speed, accuracy needed. This person will function as pool typist.
Temporary Art Studio Supervisor (Pay Grade 11)	Humanities Division	BA or BS required with MA preferred in area of sculpture, ceramics, jewelry or industrial arts. Professional experience in one of above desirable. Will maintain existing art studio facilities and equipment. Responsible for safety instruction regarding equipment and training program of students. Constructs laboratory and classroom facilities and materials and repairs departmental equipment.

ADMINISTRATIVE VACANCIES

Purchasing Agent	Business Affairs	Bachelor's degree in business administration or related field required. MBA preferred. Must have experience in purchasing. Reasonable knowledge about University procedures. Will be responsible for procuring goods and services and for supervising receiving, mail and telephone services and property insurance program.
Director of Health Services	Administra- tive Services	Must be a registered nurse with a current Indiana license. Bachelor's degree required. Two years professional experience preferred. Must possess good communications skills and demonstrate interest and willingness to work with student groups/activities. Will be responsible for providing medical attention and/or information to University students, personnel and others when on University grounds. Apply with resume to DR. DONALD BENNETT, Vice President for Administration.