



university notes

UNIVERSITY OF SOUTHERN INDIANA
SHERRIANNE STANDLEY, EDITOR

EQUAL OPPORTUNITY EMPLOYER
JANICE PERKINS, ASSOCIATE EDITOR

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TEL. (812) 464-1755

USI HOSTING HOT AIR BALLOONS, WHITE RIVER GAMES. The University campus will be a beehive of activity this weekend, with the Hot Air Balloon Spectacular and several sections of the White River Games to be held on campus. Both start Friday evening and continue into Sunday. Freedom Festival officials are calling the balloon event a "festival within a festival" and will have continuous entertainment and food concessions available. **Mr. Paul Krack**, USI aquatics director and coordinator of recreational sports, reports volunteers still are needed for the games, specifically to man a hospitality room or to help control pedestrian/spectator traffic along the boulevard during a bicycle race. Call him, extension 1863, if you can help. Freedom Festival buttons (\$7 until June 25) and brochures may be obtained from **Mrs. Joan Jost**, administrative assistant in the Student Affairs Office. The fun includes:

Hot air balloons -- A flight concept discovered in 1783, the balloons are manned by FAA-licensed pilots and, once aloft, provide a smooth flight in an unswaying gondola. Pilots depend on air currents for speed and direction, so balloons do not race in the usual sense; competition involves tests of a pilot's navigating and maneuvering skills. The weekend events will begin with tethered rides for the public at 6 p.m. Friday (\$4 for adults, \$3 for children, \$1 discount with a Freedom Festival button). The Balloon Glow will begin at dusk Friday as the colorful balloons with their open flames light up the sky, accompanied by band music. From 7 to 9 a.m. Saturday, there will be a Checkerboard Toss: balloonists will come in from a two-mile radius to drop markers on a 15-by-15-foot board. Tethered rides will be available again from 11 a.m. to 4 p.m. and at 6 p.m., the main Hare and Hound Race will get under way with balloonists competing for \$1,600 in prize money. The Key Grab from 7 to 9 a.m. Sunday will complete the balloon competition.

White River Games -- The Hoosier games are the nation's second largest state amateur games, next to New York. The Evansville games attracted 927 athletes last year and registration this year already has topped a thousand for city-wide activities. First- and second-place winners in each event will go to Indianapolis July 8-9-10 for the finals. Some events require advance registration, but on-deck entry (ODE, same-day registration) is available where indicated. Basketball and tennis Friday evening will open the games at USI; basketball will continue through the weekend, starting at 8 a.m. Saturday and 9 a.m. Sunday. All other events will be held Saturday. There will be a five-mile run (ODE) with warm up at 7 a.m. and the run starting at 9. A 16-mile bicycle race (ODE) for men and women of all ages will have warm up at 8 a.m.; the race will start at 10:30. Springboard diving (ODE) will have warm up at 7 a.m. and diving at 9. Soccer games will be played from 8 a.m. to 4 p.m. in three areas -- the front lawn and the varsity and practice fields. Table tennis (ODE) will start at 8 a.m. Saturday in PAC 200. The Saturday tennis competition will start at 8 a.m.

PRESIDENTIAL SCHOLARSHIP FUND. Last week's contributors to the new Presidential Scholarship Fund -- bringing the USI faculty-staff total to \$1,610 -- were: **Dr. Darrel E. Bigham**, professor of history and director of Historic Southern Indiana Project; **Dr. Aldo F. Cardarelli**, professor of education; **Ms. Ann Cromwell**, adjunct supervisor in the Division of Education; **Dr. Howard E. Dunn**, professor of chemistry; **Mr. Augustine J. Fredrich**, chairman of the Division of Engineering Technology and professor of civil engineering technology; **Mrs. Stephanie R. Fuelling**, publications designer; **Mrs. Mary L. Griggs**, call-in tour guide at Historic New Harmony; **Mrs. Deborah C. Henry**, supervisor and assistant professor of dental hygiene; **Mr. Timothy B. Mahoney**, coordinator of Southern Indiana Labor-Management Forum and instructor of economics; **Dr. Victoria M. Pohl**, professor of mathematics; **Mr. Rick Schuster**, assistant director of Computer Services; and **Dr. Marlene V. Shaw**, associate professor of biology.

The fund drive was launched in late May by the USI Foundation, seeking support or endowment for Presidential Scholarships offered to current high school valedictorians or salutatorians who indicate interest in attending USI. USI faculty and staff donations or payroll deductions will be added to the restricted Presidential Scholarship fund to help underwrite these special merit awards that are expected to attract many of Indiana's brightest students to USI. Contributions or pledges to the USI Foundation may be made in the Development Office. A total of 30 Hoosier students were offered Presidential Scholarships -- renewable awards valued at \$4,500 a year -- for the 1988-89 academic year; 23 accepted and have pre-registered, including 15 class valedictorians, 12 of whom completed high school with 4.0 grade point averages (as calculated by USI), and eight salutatorians.

Valedictorians are **Ms. Paula J. Baughn** of Evansville Central High School; **Ms. Sherry M. Begle** of Southridge High School, Huntingburg; **Ms. Stacy L. Bowman** of Crawford County Junior-Senior High School; **Ms. Rebecca J. Chapman** of Worthington-Jefferson High School; **Ms. Mary C. Fanello** of Evansville Christian School; **Ms. Melinda G. Grooms** of Boonville High School; **Ms. Laura M. Hedrick** of Wood Memorial High School, Oakland City; **Ms. Laura L. Huber** of Cannelton High School; **Mr. Thad M. Immel** of Fairfield High School, Goshen; **Mr. William L. Kunkler** of Perry Central High School; **Ms. Lisa D. May** of Owen Valley High School, Spencer; **Ms. Kelly K. Milner** of Tecumseh High School, Lynnville; **Ms. Bethany J. Nuss** of Brownstown Central High School; **Ms. Debra L. Seifrig** of Perry Central High School; and **Ms. Lana R. Stoll** of Washington High School. Salutatorians are **Ms. Pamela J. Graper** of Wood Memorial High School; **Mr. Christopher Green** of William Borden High School, Clark County; **Ms. Anita F. Lengacher** of Barr-Reeve High School, Montgomery; **Ms. Kimberly M. Matthews** of New Harmony High School; **Mr. Patrick E. McDonald** of Portage High School; **Ms. Angela R. McGuire** of North Knox High School; **Ms. Kristina S. Small** of Southridge High School, and **Ms. Stacey L. Summers** of Crawford County Junior-Senior High School.

NAMES IN THE NEWS. **Mr. Timothy K. Buecher**, director of Admissions, was presented an achievement award for his contribution to education at the PRIDE (People Responsible for Improving the Development of Education) awards banquet Saturday, June 11, at C.K. Newsome Community Center.

Dr. Robert E. Gehring, associate professor of psychology, was awarded a grant on June 4 from Radio Corporation of America (RCA) in Indianapolis. It will provide for video cassette recorders to enable illiterate adults to learn to read at home, using the new "I Want to Read" videotape produced by Mid-Com, Inc., of Evansville. The VCRs also will facilitate research into the effectiveness of the home-study program.

Dr. Barbara J. Marting, professor of business, was elected chairman of the Board of Directors of Evansville Goodwill Industries for 1988-90. She has been vice chairman or treasurer of the board for the past 12 years.

CONGRATULATIONS. The University community extends its congratulations to Mrs. Suzanne Nicholson, director of Development and Alumni Affairs, and husband, Horace, on the birth of their first grandchild. Ashley Elizabeth arrived Wednesday, June 8, the daughter of Eric and Pam Nicholson of Evansville; Pam is a part-time USI student.

RETIREMENT RECEPTION. Friends and co-workers are invited to a reception honoring Mr. James Baumeyer, systems maintenance supervisor who is retiring June 30 after more than 18 years' service with the University. The reception will be held from 1 to 3 p.m. Friday, June 24, in the President's Suite.

REPORT FROM THE VICE PRESIDENT FOR ACADEMIC AFFAIRS. The following have been approved by the USI Graduate Council:

New Courses

- EDUC 565 Computers in the Curriculum 3 hours
- EDUC 569 Special Topics in Computer Education 1-3 hours
- EDUC 622 Advanced Educational Psychology 3 hours
- MATH 605 Problem Solving in Mathematics 3 hours

A petition from the Division of Humanities for a new experimental course has been received and approved. It is:

- ENG 100X Intensive Writing 3 hours

TRAM AVAILABLE FOR TOURS. A recent addition to Historic New Harmony Tours is a 44-passenger tram -- two fiberglass carriages -- donated by Mr. Joseph E. O'Daniel, vice chairman of the USI Board of Trustees. The tram will be used to move visitors from site to site, and for special group tours. It is a much needed addition to the operation of Historic New Harmony.

NEW TOUR AT NEW HARMONY. A new book outlining a self-guided tour of New Harmony's trees is available in the Museum Shop at the Atheneum and provides the opportunity for a new Historic New Harmony tour, a one-mile stroll past some of the community's most famous historic sites. The book was written by Dr. Thomas H. Cervone, former visiting assistant professor of biology at USI, and is an illustrated guide to 32 trees common to southwestern Indiana. It was published as a cooperative effort by the Endowment for New Harmony Studies, Historic New Harmony, the Indiana Department of Natural Resources, and Red Geranium Enterprises.

LIBRARY HOURS. Summer hours at the USI Library -- effective June 14 to August 29 -- will be 7:45 a.m. to 9 p.m. Monday through Thursday, 7:45 a.m. to 4:30 p.m. on Fridays, CLOSED on Saturdays, and 2 to 6 p.m. on Sundays. Shorter hours are posted for the Learning Resources Center and the Special Collections/University Archives. Exceptions to this schedule include: the Library will be CLOSED on Sunday and Monday, July 3-4, and Sundays, July 17 and August 21 and 28; EARLY CLOSING will occur at 4:30 p.m. on Monday, July 18, and Monday-Thursday, August 22-25. Fall Semester hours will begin on Monday, August 29.

SECRETARIES PICNIC. The USI Secretaries and Associates Club's annual picnic will be held from 12 noon to 2 p.m. Friday, June 17, at Westwood Lodge. Transportation will be provided. Installation of 1988-89 officers will be held in this last business meeting of the year.

NEW HARMONY THEATRE TICKETS. Season tickets are available for the summer and fall productions at New Harmony Theatre, under new management by USI Theatre. "Mass Appeal" opened the season and will continue through June. Performances are at 8 p.m. Fridays and Saturdays and 2 p.m. Sundays in Murphy Auditorium. A season ticket is \$28; general admission is \$8; student and senior citizen tickets are \$7. A special rate of \$6 per person is available for groups of 20 or more. Tickets are available from the New Harmony Theatre ticket office, (812) 682-3115, or the Division of Humanities, extension 1735.

NEW HARMONY GOLDEN RAIN TREE HEYDAYS FESTIVAL. The annual New Harmony festival celebrating the blossoming of the Golden Rain trees gets under way at 5 p.m. Thursday, June 16, with carnival rides, games, and food on the midway. Daily events include scattered historic craft demonstrations and bread baking, sponsored by Historic New Harmony; Tri-State Woodcarvers display in the cooper shop; an art show at the Workingmen's Institute; the "Architectural Inspirations" exhibition at the New Harmony Gallery of Contemporary Art; **Ms. Ardelia Williams**, visiting artist sponsored by the Harmonie Weavers Institute; historic tours from the Atheneum and Dormitory; and bingo at 7 p.m. in the gym annex, sponsored by area Boy Scouts. Events available **Friday and Saturday** are an all-day antique tractor show in Murphy Park and the New Harmony Theatre production of "Mass Appeal" at 8 p.m. in Murphy Auditorium. Other events include: **Thursday** -- the Little Prince and Princess Contest at 6 p.m. followed by Missy's Dancers, both on the main stage at Church and Main streets; **Friday** -- Kiwanis fish fry from 4 to 7 p.m. at the gym annex; Kiddie Parade at 6 p.m. followed by a Lory's School of Dance program, main stage; **Saturday** -- arts and crafts show from 10 a.m. to 7 p.m., Murphy Park; gospel singers at 4:30 p.m., main stage; the main parade at 6 p.m.; and Rebel Pride Cloggers at 7:30 p.m., Harmonie State Park.

"AMERIFEST '88." A new program will open a series of fund-raising events planned to celebrate the 100th anniversary of the Old Courthouse. "Amerifest '88," to be held from 5:30 p.m. to 12 midnight on Saturday, June 25, will feature the popular Club Trocadero from last year's "Evansville, Evansville," with Big Band Era music by the Louis Haas Dance Band from 8 p.m. to midnight and three casinos, and a Courthouse lawn ice cream social that will launch the reenactment during the year of several 1880s activities. You are invited to bring lawn chairs and watch the Freedom Festival Parade while enjoying the ice cream social and watching actors portray Benjamin Harrison and Grover Cleveland campaigning for the presidency. They will seek votes that in reality will be financial pledges to the Conrad Baker Foundation to support maintenance and preservation of the Old Courthouse.

EVENTS. Other events of interest the next two weeks include:

Angel Mounds State Historic Site -- Pepsi Model Plane "Fun Fly," radio-controlled airplane competition (Freedom Festival event).

Clifty Falls State Park -- Hammons and Gray, second-hand music sing-along with old music and traditional instruments, 7:30 p.m. Saturday, June 25; admission.

Corydon Capitol State Historic Site -- band concerts on the Town Square, 7:30 p.m. each Friday.

Elizabeth -- Spirit Days, 10K run, tractor pull, old-fashioned horseshoe pitching contest, crafts, Saturday-Sunday, June 25-26.

Evansville Freedom Festival: **Thursday, June 16** -- Freedom Festival (FF) Student Art Show, 10 a.m.-9 p.m., Washington Square Mall, continues through July 4; Ameritech PagesPlus Miss Freedom Festival Pageant, 7 p.m., UE Shanklin Theatre. **Friday, June 17** -- FF Prayer Breakfast, 7:30 a.m., Four Freedoms Monument; Kenny Kent's Hot Air Balloon Spectacular, USI (see separate item). **Saturday, June 18** -- FF Red Cross Donorfest, 8 a.m.-9 p.m., Radisson Hotel. **Saturday-Sunday, June 18-19** -- Miller High Life Little Thunder RC Boat Regatta, 9 a.m.-5 p.m., Moutoux Park. **Wednesday, June 22** -- UE Heritage Fest, 11 a.m.-8 p.m., Downtown Walkway; FF Big Wheel Race, 6:30 p.m., Washington Square Mall. **Thursday-Friday-Saturday, June 23-24-25** -- River City Classic Horse Show, 7 p.m., Vanderburgh 4-H Center. **Friday, June 24** -- A Toast to Thunder, 7-10 p.m., Green Convention Center. **Friday-Saturday, June 24-25** -- Budweiser's APBA Gold Cup testing and qualifications, 10 a.m.-5 p.m., Riverfront. **Saturday, June 25** -- FF/YMCA Thunderun Classic, 8 a.m., Downtown; Pepsi Model Planes (see Angel Mounds); Ameritech PagesPlus Chili Cook-off, 11 a.m.-4 p.m., Freedom Park; Nabisco FF Parade, 6:30 p.m., Downtown; WBKR Walkway Dance, 8-12 p.m. **Saturday-Sunday, June 25-26** -- FF Arts and Crafts Fair, 10 a.m.-5 p.m., Walkway; Great Scot Air Show, all day, Riverfront. **Sunday, June 26** -- Budweiser's APBA Gold Cup Thunder on the Ohio, 12 noon-5 p.m., Riverfront; Budweiser's APBA Gold Cup Thunder Awards Banquet, 6 p.m., Executive Inn.

Hanover Community Days -- antiques and crafts, food, parade, Saturday-Sunday, June 18-19.

Historic New Harmony -- Harmonie Weavers Visiting Artists Series -- Ardelia Williams offers two weeks of individual instruction, June 13-24. **Group Tour Information** -- Having visitors during the summer? Let Historic New Harmony plan a special tour for them. Call 464-9595 or 682-4488 for details.

Jeffersonville Riverfront Festival -- food, arts and crafts, fireworks, musical entertainment, Saturday, June 25.

Lincoln Boyhood National Memorial -- Living Historic Farm depicting life on 1820s pioneer farm, 8 a.m.-5 p.m. daily; Pioneer Skills Weekend, "Learn to Card and Spin," 1:30-4 p.m. Saturday-Saturday, June 25-26. "Young Abe Lincoln," Indiana's historical outdoor drama, 8:15 p.m. Tuesday-Sunday, beginning June 17, Lincoln State Park. Visitor Center films: "Here I Grew Up," narrated by Everett Dirksen, daily; "Lincoln, the Kentucky Years," narrated by Burgess Meredith, 10 a.m. and 1:30 p.m. Saturday-Sunday, June 18-19; "Pioneers in Indiana," 10:30 a.m. and 1:30 p.m. Saturday-Sunday, June 24-25.

Mt. Vernon -- The 25th annual street festival will be held Monday-Saturday, June 20-25, featuring carnival rides from 6 to 10 p.m. daily; Huff 'n Puff Square Dancers at 7 p.m. Monday; Little Miss queen contest Tuesday evening; Metro Country Band Thursday evening; and a pet parade at 11 a.m. and the main parade at 7 p.m. Saturday. The Elks Lodge will host its annual Beer Garden Thursday through Saturday.

Vincennes -- 14th annual July 4th Festival Association, Inc., Celebration of "Happy Birthday America" in Historic Vincennes and Knox County, June 23-July 4. Vincennes University Summer Theatre, "Kiss Me Kate," 8 p.m. Friday and Saturday, 7 p.m. Thursday and Sunday, June 24-July 3, Shircliff Theatre. "The Work of Mary Porter," 11 a.m.-4 p.m. Thursday-Sunday, June 30-July 2, Old State Bank, sponsored by Northwest Territory Art Guild.

WSWI PROGRAM SCHEDULE. The University radio station (AM 820) weekly features include "Special Assignment," an in-depth look at the week's top stories by AP news, and "Head to Head," a national issues program from Rutgers University, both aired on Fridays, and "Newsweek on the Air," a Monday program of news analyses and interviews from the current magazine; Symphony Hall, 8-11 a.m.; Midday Report, 12-12:30 p.m.; and Afternoon Program of Rock (with hourly AP news updates), 12:30 p.m. to sign off. Saturday features are Symphony Hall, 9:30-10:30 a.m., Music from Oberlin, 10:30-11:30 a.m.; and Big Band Review with Joe Hulgus, 1-4 p.m. This week's programs include:

THURSDAY, JUNE 16	SUNDAY, JUNE 19
7:00 a.m. -- Next 200 Years: Nursing Shortage, Part 1	12:00 noon -- Broadway Bandwagon: "Me and My Girl," Robert Lindsey, '86 cast.
11:00 a.m. -- Common Ground: Behind the Front Line	2:00 p.m. -- American Legion Baseball: Tell City vs Funkhouser
11:30 a.m. -- Science Journal: Exercise in Reproduction; Voltaire; The Great Red Spot	
	MONDAY, JUNE 20
	7:00 a.m. -- Focus on Human Rights and the Medical Profession
	11:00 a.m. -- Newsweek on the Air
FRIDAY, JUNE 17	TUESDAY, JUNE 21
*11:00 a.m. -- Special Assignment	*11:00 a.m. -- Asian Communique: The Heritage of Indian Painting
11:30 a.m. -- Head to Head: Can Anyone Grow Up To Be President?	11:30 a.m. -- Soundings: FDR and the New Deal
	WEDNESDAY, JUNE 22
SATURDAY, JUNE 18	11:00 a.m. -- The 19th State: Indiana Historical Society
11:30 a.m. -- Radio Theater: Spotlight Revue, Spike Jones; Suspense, "Dead Earnest;" Hermit's Cave, "Vampire's Cave"	11:15 a.m. -- Cornell Forum: Elephants "Network" Through Low-Frequency Calls
	*11:30 a.m. -- Conversations from Wingspread: County Government
* Also aired at 7 a.m. and on Sunday	

MARKETPLACE

For Sale

Bed frame -- 4-poster white French Provincial headboard, footboard, and rails for full-size bed; coffee table. Call Donna Laymon, extension 1782 or 423-6014 after 5 p.m.

2-bedroom frame, by owner -- 319 Riggs Avenue, off West Franklin Street; 2-car garage; country-like setting on dead-end street. Appraised \$45,000; asking \$46,000 with stove, dishwasher, pool table included. Call 422-1917 after 5 p.m.

2-bedroom-- brick w/vinyl siding -- 1.3 acres; almost within walking distance of USI; remodeled inside and out about two years ago; new roof, CA; oak cabinets, counter, drop bar in kitchen; large bath and shower, plumbing ready for 2nd bath; carpeted throughout; finished basement can have 2 bedrooms or 1 bedroom and family room; 4-car garage, 2 utility sheds. Asking \$69,900, will negotiate. Call 422-3661 after 4 p.m.

1984 Dodge van -- beige/brown; customized by Bivouac; 64,000 miles. \$8,900. Call Tom Rivers, 423-7101.

Yard Sale

6314 Hogue Road -- 7 a.m.-4 p.m., June 17-18; furniture, 1976 Chevy truck, Snapper 26-inch riding mower, and much more.

POSITIONS AVAILABLE. The following positions are available as of June 14, 1988. 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 Personnel Office, Administration Building, Room FWA 29, extension 1770.

FACULTY/ADMINISTRATIVE	DEPARTMENT
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Director of Printing Services

Office of Publications

Position description: Full-time administrative position; responsibilities include coordination and supervision of printing services including typesetting, layout and design, graphic art, stitching and binding, printing, and duplicating; will coordinate the production of all campus publications. Position requires a bachelor's degree, with education in graphics and printing, and two to three years of supervisory experience. Experience in university publications desirable. Submit letter of application, resume, and the names of three professional references by June 23 to: Ms. Sherrienne M. Standley, Vice President for University Relations, University of Southern Indiana, 8600 University Boulevard, Evansville, IN 47712.

General Studies Advisor

Office of Continuing Education and General Studies

Position description: Full-time, nine-month, nontenure-track appointment, available August 15. Individual will assist the General Studies advising coordinator with student advising and other administrative duties; other responsibilities include teaching a minimum of two introductory-level general education or developmental courses each semester. Position requires a master's degree and a minimum of three years of experience in academic advising, teaching, and/or administration at the college level; familiarity in working with computerized statistical reports, report writing, and working with students on an individual basis desired. Submit letter of application, resume, and the names of three professional references by June 23 to: Dr. M. Edward Jones, Director, Continuing Education and General Studies, University of Southern Indiana, 8600 University Boulevard, Evansville, IN 47712.

Instructor in Business

Division of Business

Position description: One year, non-tenure track appointment available during the 1988-89 academic year. Responsibilities include teaching undergraduate courses in business education and administrative services, including Gregg Shorthand and academic advising. Position requires a master's degree, with teaching experience at the university level preferred. Submit letter of application, resume, and the names of three professional references by June 30 to: Dr. Kenneth B. Settle, Chairman, Division of Business, University of Southern Indiana, 8600 University Boulevard, Evansville, IN 47712.

Systems Analyst

Computer Center

Position description: Full-time, administrative appointment; responsibilities include maintaining operating systems, writing computer programs, and systems development. Position requires a bachelor's degree in computer science or related field. Individual must have knowledge of IBM VM/SP, VSE/SP, CICS, and data communications. Previous work experience preferred. Submit letter of application, resume, and the names of three professional references by July 1 to: Mr. Wayne Bohm, Director of Computer Services, University of Southern Indiana, 8600 University Boulevard, Evansville, IN 47712.

Staff Engineer

Physical Plant

Position description: Full-time position; will coordinate on-site construction management with architects, engineers, and contractors; inspect on-going building renovation and maintenance projects; maintain liaison with project personnel; assist in maintaining various records; plan and develop specifications and cost estimates for renovation and maintenance projects; and perform other duties such as design, construction, and maintenance drafting. Bachelor's degree in mechanical engineering or related technical field required. Experience in construction management and inspection and mechanical systems design, installation, and maintenance desired; should be skilled in engineering drafting, including computer assisted drafting; must be able to interpret architect's drawings and specifications; knowledge of building codes desired. Submit letter of application, resume, and the names of three professional references by July 7 to: Mr. John Klingelhofer, Director of Physical Plant, University of Southern Indiana, 8600 University Boulevard, Evansville, IN 47712.

CLERICAL/SUPPORT	DEPARTMENT
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Maintenance/Custodian

New Harmony Operations Maintenance

Position description: Temporary position available in Historic New Harmony for about three months, working 8 a.m. to 4:30 p.m. Monday through Friday. Will maintain buildings and grounds in Historic New Harmony, performing semi-skilled tasks that include systems, structures, and ground maintenance and custodial services. Must have previous work experience in maintenance and housekeeping duties; should be able to perform duties requiring frequent lifting, bending, and stooping.

Senior Secretary

Personnel/Academic Affairs

Position description: Full-time position, 8 a.m. to 4:30 p.m. Monday through Friday. Individual will perform secretarial and receptionist duties for the Personnel Office, including typing, using word-processing equipment, preparing reports, and maintaining computer-based applicant data files; will receive applications and test and pre-screen applicants. Other duties include typing tests, syllabi, correspondence, and reports for faculty in an academic department. Position requires a high school diploma with three years of office experience, typing skills of 55-60 w.p.m., and knowledge of word-processing equipment. Application deadline is June 22.

Security Officer

Security

Position description: Full-time position 3 to 11 p.m. Monday through Friday. Individual will serve as a protective officer for University buildings, property, and grounds; will be responsible for aiding students, employees, and visitors and making written reports. Individual must be in excellent physical condition and have a valid driver's license. Minimum requirements include two years of college course work or four years of security or security-related experience or the equivalent combination of education and experience. Application deadline is June 22.

Account Clerk I

Library Services

Position description: Half-time position, 10:30 a.m. to 1:15 p.m. Monday and 10 a.m. to 2 p.m. Tuesday through Friday; will be responsible for maintaining financial records for the Library, preparing purchase requisitions and vouchers, and receiving supplies and equipment; will work closely with Accounting and Purchasing. Minimum qualifications include a high school diploma and one year of bookkeeping and office experience or equivalent combination of education and experience. Must be able to operate various office machines; typing 35-40 w.p.m. required.

Account Clerk I

Business Affairs

Position description: Half-time position, Monday through Friday; will perform clerical duties in the processing of check vouchers, travel vouchers, and purchase orders, including related receiving reports and invoices. Position requires a high school diploma with one year of general office experience; background in bookkeeping or accounting preferred. Must be able to operate various office machines and type 35-40 w.p.m.; knowledge of spreadsheet programs and word processing equipment desired. Application deadline is June 22.

Call-in Maintenance Mechanic III

Physical Plant

Position description: Will perform skilled electrical and building-systems maintenance and construction tasks in a multi-building complex in Historic New Harmony; will work from specifications, blueprints, drawings, wire diagrams, work orders, or oral instructions to install and repair electrical circuit components and system machines or equipment; will calibrate, service, and repair electrical devices, controls, lighting and operating components. Duties require extensive experience in the electrical trades at the journeyman level. Application deadline is June 22.

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Unless we remember, we cannot understand. -- Edward M. Forster

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