



university notes

UNIVERSITY OF SOUTHERN INDIANA
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VICE PRESIDENT TO BE AT USI. Vice President George Bush will open his Indiana primary campaign for the presidency with a visit Tuesday, April 26, at USI, hosted by the USI College Republicans. Vanderburgh County Republicans are sponsoring the visit. A campaign rally is expected to start at 4 p.m. in the Physical Activities Center arena, which will not be opened to the public until 3:30 p.m. **A limited number of passes will be made available to USI students and employees, but details still are being worked out and will be announced as soon as possible. Please watch the University television monitors for details of pass distribution.** Parking will be at a premium Tuesday afternoon and everyone who can is encouraged to share rides that day.

Mr. Jeff Devine is president of the USI College Republicans. Anyone interested in helping the group decorate or carry out other preliminary arrangements should contact Student Activities, extension 1862. Vice President Bush's USI visit was arranged through **Mr. Donald B. Cox**, an Evansville Realtor who is Mr. Bush's Indiana campaign manager. Advance teams are expected on campus by Thursday and will be working with **Mr. John Klingelhofer**, director of the Physical Plant and Security, in preparing for the Vice President's visit.

BLOOM TO BE AT USI APRIL 21-22. **Dr. Allan Bloom**, a native Hoosier and author of The Closing of the American Mind, a book that has sparked nationwide debate on the American educational system, will visit the USI campus on Thursday and Friday, April 21-22. Dr. Bloom will lecture at 7 p.m. Thursday on "The Liberal Arts and the Political Community." On Friday, he will lead discussions on "Friedrich Nietzsche" at 11 a.m. and "Rousseau's Educational Project" at 2:30 p.m. All programs are open to the public. Because of the attendance anticipated for the April 21 lecture, it **now is scheduled for the Physical Activities Center**; the Friday discussions will remain in Forum I. **No tickets are required for any of the programs.** Dr. Bloom's visit is part of the Community of Scholars program designed to broaden the scope of education beyond the classroom for students and to make special presentations available to the public. He is being sponsored by the USI Division of Humanities. Dr. Bloom's book is available in the University Bookstore at a discounted price or in the USI Library.

MACC PLANNED IN CONJUNCTION WITH BLOOM VISIT. The Mid-America Conference on Composition for Tri-State teachers of English and composition is being held this year in conjunction with the visit of **Dr. Allan Bloom**. Conference symposia are scheduled at 9 a.m. Friday, April 22, in UC 309A and at 12 noon in Forum III on Dr. Bloom's book and on Cultural Literacy by **Mr. Ed Hirsch, Jr.** **Dr. Thomas A. Wilhelmus**, associate professor of English, is coordinator.

BLOOM REVIEW. The Religion and the University discussion group will review the two-day visit of Dr. Allan Bloom to the USI campus at its meeting at 12 noon Monday, April 25, in UC 308. All interested persons are invited to join them.

L. S. AYRES MANAGER TO BE EXECUTIVE-IN-RESIDENCE. Mr. Jack F. Malaney, general manager of the L. S. Ayres Store at Washington Square Mall, Evansville, until his recent retirement, will be the Executive-In-Residence on Wednesday, May 4. The program, sponsored by the Division of Business to stimulate students' thinking and to broaden their education through discussions and interaction with business, industrial, and government leaders, will include coffee at 9:30 a.m., discussion periods at 10 a.m. and 1 p.m., and a noon luncheon when Malaney will speak. All sessions will be held in the University Conference Center and are open to the public. The luncheon cost is \$5; reservations should be made by Monday, May 2, with the Division of Business, (812) 464-1718.

Mr. Malaney had been manager of the Evansville department store since he opened it in 1969 as a Stewart's store. A graduate of the University of Akron, he began his 40-year retailing career as an executive trainee in Akron. His buying experience has covered domestic resources and European markets. Mr. Malaney has served on the boards of the Evansville Chapter of American Red Cross, Evansville Chamber of Commerce, and the Rehabilitation Center. He currently is a board member of the Evansville Philharmonic Orchestra and Goodwill Industries. He is a senior active member of Rotary International.

ALUMNI DINNER-DANCE. Faculty and staff members are invited to attend the USI Alumni Association's 1988 Alumni reception and dinner-dance on Saturday, April 23, in the University Center honoring the Class of 1988 and 1988 award recipients. Events will begin with a reception at 6:30 p.m., dinner at 7, and dancing at 8:30. Tickets are \$12.50 per person. Reservations should be made by Wednesday, April 20; stop by the Alumni Affairs Office to pick up a reservation form.

HONORS DAY. USI Honors Day will be held at 9:30 a.m. Thursday, April 28, in the Physical Activities Center. A reception will follow. Dr. Robert L. Reid, vice president for Academic Affairs, advises that faculty should set aside the 9:30 to 11 a.m. period for Honors Day activities (canceling the 9:30 to 10:45 a.m. classes only; all other classes will be held on the normal schedule). Ms. Judy Wells, a mathematics instructor in the Division of Science and Mathematics, is coordinator of this year's program. Questions may be directed to her at extensions 1713 or 1701. Among divisional activities will be a Division of Business Honors Day Program at 11 a.m. in 309-A, and an Allied Health Honors Day Program at 11 a.m. in L 100.

STUDENT ACTIVITIES HONORS BANQUET. The annual Student Activities Honors Banquet will be held at 6 p.m. Tuesday, April 26, in the UC Dining Room. All campus organizations will participate, with State Representative Vaneta Becker to be keynote speaker.

CURRICULAR COMMITTEE. The Curricular Committee has received the following petitions for consideration:

Modifications

ENGL 313 Introduction to Linguistics 3 hours
Revision from "general linguistics," which now reflects specialization

ENGL 314 Survey of English Grammars 3 hours
Including scholarly and pedagogical grammars; requires junior standing

New Courses

COMM 301 Broadcast and Cable Sales 3 hours
Prerequisites: ASBE 121, COMM 151, MKTG 201

COMM 303 Broadcast and Cable Management 3 hours
Prerequisites: ASBE 121, COMM 151, MGMT 201

NAMES IN THE NEWS. Ms. Karin Chess, associate professor of mathematics, attended the Fifth Annual Conference on Undergraduate Mathematics held April 8-9 at Rose-Hulman Institute of Technology in Terre Haute.

Dr. Charles F. Petranek, professor of sociology, is a fellow at the East-West Center in Honolulu, Hawaii, during his sabbatical leave. He has been lecturing to Asian students about different aspects of American society and demonstrating social simulations. He also has been invited to develop several simulations for their orientation program in the fall and was asked by the sociology departments of the University of Hawaii, Brigham Young University-Hawaii Campus, and the University of Hawaii at Hilo to lecture on sexual attitudes and behaviors of a midwestern university.

BACHELOR, COED ELECTED. Mr. Doug Killian of Sigma Tau Gamma fraternity and Ms. Shea Loftin of Delta Zeta sorority were elected 1988 Bachelor and Coed, opening their reign during final programs of Spring Week and the Eagle Gran Prix bike race. Runners up were Ms. Marcy McDonald of Alpha Sigma Alpha and Mr. Terry LeDuc of Lambda Chi Alpha. Other candidates were: Ms. Elizabeth "Libby" Deem, Sigma Tau Gamma Little Sisters; Ms. Janine Dickens, Alpha Gamma Delta; Ms. Jodi Elliott, Science and Ecology Club; Ms. Barbara Hedges, Alpha Kappa Lambda Little Sisters; Ms. Denise Jordan, Lambda Chi Alpha Little Sisters; Ms. Patti Kimbel, Activities Programming Board; Mr. Steve Ahrens, Alpha Kappa Lambda; Mr. Alvey Alvin, Phi Delta Theta; Mr. Darren Patterson, Activities Programming Board; Mr. Kevin Ricketts, Tau Kappa Epsilon; and Mr. Blake Titzer, Science and Ecology Club.

STUDENT ART SHOW. "Triangles and Polka Dots," a small cabinet of padouk and walnut that was designed and built by Mr. Charles C. Heath was selected as winner of the \$250 Best of Show award presented by the Old National Bank Community Trust in the Student Art Show that opened Sunday in the University Center. Old National's \$100 merit award went to four USI students -- Ms. Mary Fahrenkrug, Ms. Carol Schneider, Mr. Mark Wheeler, and Mr. Pat Titzer -- who submitted a joint entry. Ms. Schneider also was selected for the trust's \$150 merit award and she and Mr. Titzer each won a \$200 scholarship from George Koch Sons Foundation, Inc. Other awards included: USI Art Club -- Mr. John L. Hoag, \$50 Freshman Merit Award; Ms. Fahrenkrug, \$50 Sophomore Merit Award; Ms. Kimberly Krohn, \$50 Junior Merit Award; Ms. Vicki Hempfling, \$50 Senior Merit Award; and Mr. Timothy Brammer, \$50 Degree Merit Award; CrediThrift Financial, Inc. -- Ms. Krohn, \$200 scholarship; Keller-Crescent -- Ms. Susan Kreilein, \$200 scholarship; Bristol-Myers USENG -- Mr. Trevor Dunville, \$100 Merit Award; Evansville Artists Guild -- Mr. Jon A. Willis, \$100 Merit Award, and Mr. Sam Schaefer, \$50 Merit Award; USI Bookstore -- Mr. Timothy Strange, \$100 Purchase Award; Artist's Nook -- Ms. Marie Hall, \$50 Merit Award; Mr. and Mrs. Alexander Leich -- Mr. Tim Lynch, \$25 Merit Award; USI Secretaries and Associates Club -- Ms. Angela Davis, \$25 Merit Award; and Anonymous -- Mr. Keith Ahrens, \$25 Merit Award.

The 1988 Student Art Show will continue on display from 10 a.m. to 4 p.m. daily through Sunday, April 24, in the University Conference Center. Ms. Jane Kessler,

curator of the Mint Museum in Charlotte, North Carolina judged this year's entries. **Mr. William Leth**, USI Art Workshop supervisor, is coordinating this year's show.

ENDOWMENT WORKSHOP. Faculty members are invited to attend a National Endowment for the Humanities workshop to be held from 1:40 to 4 p.m. Tuesday, May 3, in the University Center. The program will be presented by **Dr. Jayme Sokolow**, NEH educational program officer, and will cover NEH funding opportunities, new initiatives, and proposal development strategies. Faculty members, who will receive a fee waiver for the registration fee, also may schedule individual appointments between 4 and 5 p.m. with Dr. Sokolow. For information, contact **Mrs. Pat McReynolds**, coordinator of Special Projects, extension 1972.

SIGMA TAU DELTA TO INDUCT NEW MEMBERS. The USI chapter of Sigma Tau Delta National English Honor Society will initiate new members in a ceremony at 2 p.m. Thursday, April 21, in UC 208.

LIBRARY HOURS FOR FINALS. Library Services will observe the following extended hours during finals week, May 7-12:

Saturday, May 7 -- 9 a.m.-4 p.m.
Sunday, May 8 -- 2 p.m.-12 midnight
Monday, May 9 -- 7:45 a.m.-12 midnight
Tuesday, May 10 -- 7:45 a.m.-12 midnight
Wednesday, May 11 -- 7:45 a.m.-12 midnight
Thursday, May 12 -- 7:45 a.m.-7 p.m.

HERITAGE WEEK AT NEW HARMONY. Historic New Harmony is presenting its annual Heritage Week program Monday-Saturday, April 18-23. Tri-State elementary school children are guests during the week, touring the historic community and watching craftsmen demonstrate 1800s activities. The program will be opened to the public on Saturday, April 23, when tours will be available from 9 a.m. to 2 p.m. Tickets are \$5 for adults, \$4 for seniors age 60 and over, and \$3 for youth age 7 to 18; there is no admission price for children age 6 and under.

A new feature is the REACH (Resources Educating in the Arts, Culture, and History) bus, sponsored by the Indiana Arts Commission, Indiana Historical Bureau, and the Indiana State Museum. The state arts in education program travels with a full exhibit on Indiana history, designed to acquaint schools and communities with the arts education concept and to initiate local planning of such programs. The bus will be open to the public on Wednesday evening, April 20, during a reception from 7 to 9 p.m. at the gym annex on Main Street.

UNITED WAY VOLUNTEERS SALUTED. The University community joins the United Way of Southwestern Indiana during Volunteer Recognition Week, April 17-23, in saluting the many volunteers who help the community through United Way activities. **Dr. Larry Arp**, USI athletic director, and **Mr. Augustine Jay Fredrich**, chairman of the Division of Engineering Technology, served on the main campaign Allocations Committee, while **Mrs. Marilyn Walters**, placement director, was chairman, and **Dr. Aldo Cardarelli**, professor of education, was vice chairman of the campus campaign. Departmental coordinators included **Dr. Walter Everett**, associate professor of English; **Mrs. Martha Niemeier**, collection development and technical services librarian; **Mrs. Sandra Lawrence**, Health Services director; **Mr. Barry Schonberger**, Student Activities director; **Mrs. Pat McReynolds**, coordinator of Children's Programs and Special Projects; **Mr. Glenn Mil-**

ler, assistant professor of mechanical engineering technology; Dr. Charles Petranek, professor of sociology; Mr. Michael Whipple, manager of Accounting Services; Mr. Timothy Decker, security officer; Mr. Stephen McGinness, security officer; Mr. Robert Hooper, director of Respiratory Therapy; Dr. Jackson Marr, associate professor of biology; Dr. Peggy Hildebrand, assistant professor of business; Mrs. Joan Jost, administrative assistant to the Vice President for Student Affairs; Mrs. Sandra Danks, senior Admissions counselor; and Mrs. Connie Weinzapfel, director of the New Harmony Gallery of Contemporary Art.

STUDENT ACTIVITY TRYOUTS. Student Activities has set dates for feathershaker, cheerleader, and mascot tryouts. Prospective feathershakings will try out from 8 a.m. to 2 p.m. Saturday, April 23; cheerleader practices will be from 3 to 5 p.m. Monday, Tuesday, and Wednesday, April 25-27, with tryouts slated from 3 to 5 p.m. Thursday, April 28; mascot practice will be 3 to 5 p.m. Tuesday, May 3, with tryouts 3 to 5 p.m. Wednesday, May 4. All sessions will be held in PAC 200.

MEDICAL SEMINAR SERIES. Dr. John F. Schaeffer of the Indiana University School of Medicine Department of Physiology and Biophysics will be the next speaker in the Evansville Center for Medical Education's Seminar Series. Dr. Schaeffer will discuss "Modulation of Epithelial Transport" at 3 p.m. Monday, April 25, in room 328 of the University of Evansville Health Sciences Building. A reception will follow in conference room 302.

HUMANITIES FILM SERIES -- "Seven Beauties" (1976, 116 minutes, Italian with English subtitles) Director: Lina Wertmuller; cast: Giancarlo Giannini, Fernando Rey, Shirley Stoler. Mr. Giannini portrays an aspiring small-time gangster whose conscience constantly is overcome by his driving instincts for survival. His efforts lead down the path from jail to a mental hospital, from the army to a concentration camp; with each departure he thinks he has left the worst behind, but finds every new situation more horrible than the last. The film will be shown at 2 and 6 p.m. Tuesday, April 26, in Forum I; it is free and open to the public.

SPORTS THIS WEEK. Men's Baseball -- USI at Franklin, 1 p.m. Wednesday, April 20; GLVC Tournament, (time TBA), Sunday, April 23; University of Missouri-St. Louis at USI, 1 p.m. Tuesday, April 26; USI at Eastern Illinois, 1 p.m. Wednesday, April 27.

Men's Golf -- USI in Millikin Invitational, 1 p.m. Thursday, April 21, and 8 a.m. Friday, April 22, at Taylorville, Illinois.

Men's Tennis -- USI at GLVC Tournament, (time TBA), Friday and Saturday, April 22-23 in Indianapolis.

Women's Softball -- USI at Kentucky Wesleyan, 3 p.m. Wednesday, April 20; USI at Northern Kentucky, 2 p.m. Saturday, April 23; UE at USI, 3 p.m. Wednesday, April 27.

EVENTS. Events of interest the next two weeks include:

Angel Mounds State Historic Site -- "Sight to Site," traveling Smithsonian exhibit on how photography is used in anthropology will be on display during regular hours Saturday, April 30; no fee.

Historic New Harmony -- Vintage Car Exhibit at the Workingmen's Institute, 9 a.m.-5 p.m. throughout April as part of WMI's 150th anniversary observance. Philis Alvic

will present the program, "Variation on One Warp," Saturday-Sunday, April 23-24, in Harmonie Wearvers Visiting Artist Series. New Harmony Festival of Music Evensong Concert Series, 4 p.m. Sunday, April 24, St. Stephen's Church. Quilt Expo, Thrall's Opera House, 9 a.m.-5 p.m. Saturday, April 30-Sunday, May 8.

Lincoln Boyhood National Memorial -- special photographic exhibit, "Lincoln the President - Booth the Actor/Assassin," 8 a.m. to 5 p.m. (CST) daily, April 1-30, Memorial Visitor Center; film, "Here I Grew Up," narrated by the Everett M. Dirksen, shown on the hour, April-May, visitor center. Living Historic Farm depicting life on 1820 pioneer farm, 8 a.m.-5 p.m. April-May, Lincoln Boyhood National Memorial.

WSWI PROGRAM SCHEDULE. The University radio station (AM 820) features "Special Assignment," an in-depth look on Fridays at the week's top stories by AP news, and "Newsweek on the Air," a Monday program of news analyses and interviews from the current magazine. Among other weekday features are 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, APRIL 21	SUNDAY, APRIL 24
7:00 a.m. -- Next 200 Years: High School Dropouts	12:00 noon -- Broadway Bandwagon: "West Side Story," Carol Lawrence, Larry Kent, original 1957 cast.
11:00 a.m. -- Common Ground: Controlling Our Borders	(time TBA) -- USI Baseball: GLVC Tournament
11:30 a.m. -- Science Journal: Site Selection and S.S.C. (resched.)	
FRIDAY, APRIL 22	MONDAY, APRIL 25
*11:00 a.m. -- Special Assignment	7:00 a.m. -- Focus on Diet; Risk
11:30 a.m. -- Cornell Forum: A Plan To Rebuild America's Economy	11:00 a.m. -- Newsweek on the Air
11:45 a.m. -- Health Update: Brain Implants for Parkinson's Disease	4:00 p.m. -- High School Baseball: Reitz vs North
SATURDAY, APRIL 23	TUESDAY, APRIL 26
11:30 a.m. -- Radio Theater: Can You Top This?; Nick Carter, "Murder by Fire;" Yours Truly, Johnny Dollar, "Delectable Damsel Matter" (resched.)	*11:00 a.m. -- Asian Communique: Contemplative Life at Sri Aurobindo Ashram
1:00 p.m. -- USI Baseball: Rose Hulman double header	11:30 a.m. -- Soundings: Who Made Humankind?
	1:00 p.m. -- USI Baseball: U.of Mo.-St. Louis
	WEDNESDAY, APRIL 27
* Also aired at 7 a.m. and on Sundays	11:00 a.m. -- The 19th State: Terror on Palm Sunday, 1965
	11:15 a.m. -- Dimensions in Science: Crisis in Medical Research
	*11:30 a.m. -- Conversations from Wingspread: American Foreign Language Crisis

MARKETPLACE

For Rent

USI garden plots -- 40-by-40-foot tracts; plowed, disked, and ready for gardeners on Sunday, May 1; water available on the site. Call Donna Laymon, extension 1782, for registration.

For Sale

Provincial dresser, matching nightstand -- white; attached mirror. Call extension 1840 or 424-8547.

1986 Searay Seville -- 19-foot; only 30 hours on 140 inboard/outboard engine; full canvas covers plus mooring cover; easy loader trailer. \$10,900. Call 423-7101.

2 Sunfish sailboats, 1 Moody boat trailer (one or two boats), 2 launching dollies, extra daggerboards; available singly or all together. Call extension 1874 of 479-9327.

Wanted

Set of junior golf clubs -- call Sherrienne Standley, extension 1902.

1988 PERF MEMBER HANDBOOK. The 1988 Member Handbook from the Public Employees Retirement Fund of Indiana has been distributed to University PERF participants. It includes general information about the retirement program, its benefits, and the various retirement options. Additional handbooks are available in the Personnel Office, FWA 29.

POSITIONS AVAILABLE. The following positions are available as of April 19, 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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Varsity Men's Soccer Coach **Athletic Department**

Position description: Responsibilities include administration of the men's soccer program, coaching, recruiting, scheduling, promotional activities, and fund raising. The University of Southern Indiana is in the Great Lakes Valley Conference affiliated with Division II of the NCAA. Individual must have a thorough knowledge of and commitment to compliance with NCAA rules and regulations. Additional teaching or administrative duties will be assigned depending upon previous experience and background. Position requires a master's degree with successful coaching, teaching, and/or administrative experience at the collegiate level. Submit letter of application, resume, official transcripts, and the names, addresses, and telephone numbers of three references by April 26 to: Larry W. Arp, Director of Athletics, University of Southern Indiana, 8600 University Boulevard, Evansville, IN 47712.

Women's Basketball Coach **Athletic Department**

Position description: Responsibilities include administration of the women's basketball program, coaching, recruiting, scheduling, promotional activities, and fund raising. The University of Southern Indiana is in the Great Lakes Valley Conference affiliated with Division II of the NCAA. Individual must possess a thorough knowledge of and commitment to compliance with NCAA rules and regulations. Additional teaching or administrative duties will be assigned depending upon previous experience and background. Position requires a master's degree with successful coaching, teaching, and/or administrative experience at the collegiate level. Submit letter of application, resume, official transcripts, and the names, addresses, and telephone numbers of three references by April 26 to: Larry W. Arp, Director of Athletics, University of Southern Indiana, 8600 University Boulevard, Evansville, IN 47712.

Instructor in English **Division of Humanities**

Position Description: Two non-tenure track positions as instructor in English available beginning August, 1988; teaching responsibilities include introductory courses, three in composition and one in literature. Teaching experience at the college level preferred. A minimum of a master's degree in English or English education required. Submit letter of application, resume, and the names of three professional references by April 29 to: Dr. James Blevins, Chairman, Division of Humanities, University of Southern Indiana, 8600 University Boulevard, Evansville, IN 47712.

Reference Librarian **Library**

Position description: Primary responsibilities include maintaining, developing, and promoting the Library's reference collection; will provide and coordinate general reference services and be responsible for scheduling other staff at the reference desk; may participate in bibliographic instruction and database searching; will work evenings and weekends in rotation with other librarians. Master of Library Science from an ALA accredited library school required; must have the ability to communicate effectively with students, faculty, and staff. Submit letter of application, resume, and the names, addresses, and telephone numbers of three current references by May 6 to: Ms. Ruth Hahn, Reader Services Librarian, University of Southern Indiana, 8600 University Boulevard, Evansville, IN 47712.

CLERICAL/SUPPORT	DEPARTMENT
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Tram Driver **Historic New Harmony Tours**

Position description: Several part-time positions available. Individuals will operate a motorized vehicle, pulling tram cars used by Historic New Harmony Tours; will be responsible for light maintenance and safety checks of the vehicle and trams. Applicant should have a high school diploma, knowledge of vehicle maintenance, a public passenger chauffeur's license, and an excellent driving record. Hours will vary with evening and weekend work required. The search has been extended until positions are filled.

Museum Shop Assistant

New Harmony Museum Shop

Position description: Full-time position, normally 8:30 a.m. to 4 p.m.; scheduled days, including weekends, may vary. Responsibilities include processing incoming merchandise, maintaining inventory, assisting customers, operating cash register, and reconciling monies received; will prepare various reports and purchase order requests; some supervisory duties. Position requires a high school diploma with two years' experience handling money and typing skills of 35 to 45 w.p.m.; retail experience desired.

Library Assistant

Library

Position description: Full-time position, 2:30 to 11 p.m. Monday through Thursday, 10:30 a.m. to 4 p.m. Saturday; will provide coordination of the nightly operation of the library and one day of the weekend operation to include supervision of the circulation desk, the Learning Resource Center, the computer laboratory, and microform machines. Position requires a bachelor's degree and previous supervisory experience; must have office skills, including typing; knowledge of word-processing equipment desired.

Administrative Clerk

USI Bookstore

Position description: Full-time position, 8 a.m. to 5 p.m. Monday-Thursday, and 8:30 a.m. to 3 p.m. Friday. Responsibilities include preparing purchase orders, processing invoices for payment, preparing requests for credit, and maintaining various records; also will assist customers, operate the cash register, and maintain displays and inventory of various items. Position requires a high school diploma with two to three years' general office experience or an equivalent combination of education and experience; must have the ability to operate business office machines and typing skills of 40-45 W.P.M. Application deadline: April 20.

Financial Aid Assistant

Office of Financial Aid

Position description: Full-time position, 8 a.m. to 4:30 p.m. Monday through Friday. Individual will provide general information about student financial aid programs to students, parents, and other interested individuals, coordinate the College and State Work-Study programs, monitor all institutional fee waiver programs, and work with other student loan programs. Individual will work with computer-based financial aid information and perform general office and data entry duties. Position requires three to five years' office experience, excellent communication skills, and typing of 45 to 50 w.p.m.; college background preferred. Application deadline: April 26.

Custodial Worker

Physical Plant

Position description: Full-time position, 2 to 10 p.m. Monday through Friday. Individual must be knowledgeable in general housekeeping duties, capable of using industrial cleaning equipment, and moving and setting up furniture; will be responsible for cleaning floors, furniture, lavatories, and carpets. Previous experience in cleaning and housekeeping required. Application deadline: April 22.

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God gave us two ears but only one mouth. Some people say that's because he wanted us to spend twice as much time listening as talking. Others claim it's because he knew listening was twice as hard as talking. -- Bits & Pieces

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