



University of Southern Indiana UNIVERSITY NOTES

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BLITHE SPIRIT AT NEW HARMONY

The New Harmony Theatre's second Season '91 production, Mr. Noel Coward's *Blithe Spirit*, continues through July 27 at Murphy Auditorium. Curtain time is 8 p.m. Fridays and Saturdays and 2 p.m. Sundays. Other summer productions will be Tennessee Williams' *Cat on a Hot Tin Roof*, August 2-24, and *Eleemosynary* by Lee Blessing, October 4-26. For tickets or information, call the box office, 812/682-3115.

YOUNG ABE LINCOLN

The outdoor musical drama *Young Abe Lincoln* is being presented at 8 p.m. daily, except Mondays, through August 25 in Lincoln State Park Amphitheatre. This summer's production celebrates the 175th anniversary of the Lincoln family's arrival in Indiana and the 75th anniversary of the Indiana State Parks System and the National Park Service. Call 812/464-0029 or 937-4493 for information or tickets.

MIDSUMMER STROLL

Historic New Harmony's fifth annual Midsummer Night's Stroll will take place Wednesday and Thursday, July 17-18. Three historic sites -- the Harmonist Lenz House, the Fauntleroy House, and the Poet's House -- will be visited. There will be entertainment and refreshments reflecting the history of each site. The strolls will begin at 7 p.m. each evening at The Atheneum; the cost is \$5 for adults, \$4 for senior citizens (60-plus), and \$3 for students (age 7-17). Reservations are limited; call 464-9595 or 682-4488 for reservations or information.

SOCIAL WORK PROGRAM RECEIVES ACCREDITATION

Mr. David C. Cousert, chair of the Social Work Departments, reports USI's social work program has received a four-year accreditation from the Council on Social Work Education.

The accreditation, approved at the council's early June meeting, was the culmination of several years' work at USI and three site visits by council representatives. It makes USI students eligible for licensing/certification in 49 states as professional social workers.

NAMES IN THE NEWS. Dr. Emmett D. Edwards, associate dean of the School of Business and director of USI's Small Business Institute, was the subject of a recent editorial in Management Accounting. The editorial cited Dr. Edwards' research findings among Evansville small businesses as an authoritative linkage between high failure rates for businesses with fewer than 20 employees and accounting and finance functional skill weaknesses. National policy implications in Dr. Edwards' research findings were recognized earlier by the Small Business Administration with an Economic Research Fellowship in the Office of Advocacy, Washington, D.C.

Dr. Sandra M. Singer, professor of psychology and director of Graduate Studies, presented a session on "Abnormal Finger-print Patterns Associated with Autism" at the Autism Society of America conference held July 10-13 in Indianapolis. Some 1,400 people from the U.S., Europe, and Australia attended the conference.

MR. MAGIC. Entertain your children with the magical comedy of Mr. Magic, also known as Mr. Tom Gaston, instructor in magic at Purdue University, who will

perform at 11 a.m. Saturday, July 20, at the Workingmen's Institute Library in New Harmony. Admission is free.

YOUNG ABE LINCOLN READERS. Cast members from *Young Abe Lincoln* promote the production by presenting readings about the nation's 16th President. They will present "Young Abe Lincoln - the Greatest Reader of Them All" at 1:30 p.m. Friday, July 19, in Forum II. This will be part of the closing program for the week-long Fine Arts Camp, sponsored by the Office of Continuing Education and attended by more than 50 youngsters in kindergarten through eighth grades. The *Young Abe Lincoln* program also is open to the University community.

'HAM IT UP' OPENINGS. Openings still are available in a Super Summer for Children ham radio class being offered July 29-August 2 at USI for children entering fifth through eighth grades. The class will communicate with other stations in the U.S. and abroad. The children will build their own radio receivers and learn some basic electronics. Listening skills will be emphasized. Call the USI Office of Continuing Education for information or to register.

WSWI RADIO THEATRE. Dr. Gordon E. Kelley, associate dean of Health Professions, continues to host rebroadcasts of his collection of old radio programs at 10 a.m. Saturdays on WSWI. July 20 programs will include: *Duffy's Tavern*; *Columbia Workshop*, "A Letter From Home;" *The Shadow*, "Death Rides a Broomstick;" *True Detective Mysteries*, "Rattlesnakes and the Barefoot Bride." Dr. Kelley is available to talk with listeners or take requests; call 464-1836. Don't forget the rest of the Saturday line-up: *Broadway Bandwagon* at 9 a.m. and *Big Band Review* from 12 noon to 3 p.m.

POSITIONS AVAILABLE

The following positions are available for July 17, 1991. 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, FWA174, extension 1844.

Each job has been assigned a reference number. When applying for positions please use the reference number.

FACULTY/ADMINISTRATIVE

Legislative Liaison and Fiscal Analyst - A1008 - Business Affairs

Full-time administrative position; will be responsible for gathering and reporting financial and higher education data on an institutional, state, and national basis. Other duties include assisting in preparation of operating and capital budget requests and representing the University at meetings of the Indiana General Assembly and other state agencies. Bachelor's degree in business required; master's degree preferred; experience working with staff in government or higher education desired. Must have accounting and computer background with knowledge of spreadsheet programs and word processing. Extensive travel required during legislative session. Submit letter of application, resume including salary history, and the names of three professional references by August 2 to: Cynthia B. Newhouse, Human Resources Department.

Staff Counselor - A1009 - Counseling Center

Full-time administrative position; will provide service for students, faculty, and staff with specific emphasis on substance abuse; will counsel students, coordinate referrals to community agencies, develop awareness and prevention programs, and network with

University and community professionals in the field of substance abuse. Position requires a master's degree in counseling, psychology, or a related human services area and successful completion of a supervised practicum or intern experience; special skills and experience relevant to substance abuse and/or university counseling desirable. Submit letter of application, resume, and the names of three professional references by August 8 to: Mr. James Browning, Director of Counseling.

Director, Occupational Therapy Program - F1027 - Nursing and Health Professions

Tenure-track, 12-month position available as director for new baccalaureate occupational therapy program. Responsibilities include curriculum implementation, selection of faculty, and establishment of clinical practice sites. The position provides a unique opportunity to develop a program committed to clinical practice excellence and professionalism. Master's degree and three years of teaching/administration experience required; doctorate preferred. Salary competitive and commensurate with qualifications and experience. Submit letter of application, curriculum vitae, and letters of reference by August 31 to: Dr. Nadine Coudret, Dean, School of Nursing and Health Professions.

CLERICAL/SUPPORT

Senior Secretary - B1018 - Extended Services

Full-time position, 8 a.m.-4:30 p.m. Monday-Friday; hours may vary during periods of registration. Individual will serve as receptionist, provide secretarial assistance to the director, disseminate information on all aspects of Extended Services, and perform other related clerical duties. Position requires a high school diploma, with three years of office experience or a combination

of education and experience, and typing skills of 55-60 w.p.m.; knowledge of word-processing equipment required. Application deadline: July 19.

Senior Clerk - B1019 - Extended Services

Full-time position, 8 a.m.-4:30 p.m. Monday-Friday; hours may vary during periods of noncredit registration. Responsibilities include disseminating information on non-credit courses, telephone registrations, correspondence and material preparation, and file maintenance. Position requires a high school diploma, typing skills of 40-45 w.p.m., and one to two years of office experience or a combination of education and experience; computer experience desired. Application deadline: July 19.

Intermediate Secretary - B1020 - Printing Services

Full-time position, 8 a.m.-4:30 p.m. Monday-Friday; will have general secretarial and clerical duties including typing, filing, data entry, processing forms, bookkeeping, and answering inquiries. Position requires two to three years office/bookkeeping experience, typing skills of 35-40 w.p.m., and word-processing experience; Lotus 1-2-3 or other spreadsheet accounting preferred. Application deadline: July 19.

Senior Secretary - B1021 - Student Life

Full-time position, 8 a.m.-4:30 p.m. Monday-Friday; will assist the director with student activities and University Center-related services and programs; will work closely with student groups to schedule and coordinate space, equipment, and set-up requests, and promotional needs for student-sponsored activities. Other responsibilities include secretarial and recordkeeping duties for department and student organizations. Position requires high school diploma with three years of office experience, typing skills of 55-60 w.p.m., and knowledge of word-processing equipment; university background and knowledge of student activities preferred. Application deadline: July 26.

MARKETPLACE

For Sale

Bissel sweep-easy - \$10; **Hoover vacuum cleaner** - \$20; **three-speed bicycle** - w/child's seat attached, \$25. Call 422-2448 after 9 a.m.

Golf shoes - women's size 10 leather Etonic; never worn; any offer considered. Call extension 1865.

Lawn mower - Craftsman 20-inch rotary, 3.5 reserve power, 6 years old, good working order. \$60. Call 985-3833.

Free

Kittens - furry, frisky, free! Call 985-3833.

Cliche: a truth that folks are sick and tired of. - Unknown

TIPS from the Human Resources Department

MAKE EXTRA EFFORT TO BE ON TIME

Time is our most precious asset because there's absolutely no way we can replace it. If we lose our money, we can earn more. If the house burns down, it will be rebuilt. If the car is stolen or wrecked, it is replaced or repaired.

But each of us is allotted exactly 1,440 minutes to spend each day of our lives. Never one minute more nor one minute less. If we lose or waste a single minute, we can never get that minute back.

How we spend our own time is up to us. We have the right to squander it if that's what we want to do. But we have no right

whatsoever to waste other people's precious time.

For instance, we may think it's not very important if we come to work 10 or 15 minutes late. But our tardiness probably also delays our fellow workers at their jobs. Maybe they need us to locate urgent papers in their files. Maybe a student or prospective student has driven a long way or called long distance for information but only you know where this file has been placed. Maybe a computer run must be held up until we arrive. Surely our lateness leaves a vital gap in production.

Minutes add up to hours and by delaying other people, our showing up 10 or 15 minutes late may actually waste several hours in the University's operation...hours that can never be recovered.

Who bears the cost of this wasted time? The University bears it directly but we must share the loss indirectly, because the increased cost of doing business makes all our jobs less secure and leaves less money for pay raises and promotions. If it is passed on to the students through increased tuition fees, it makes the University more vulnerable to competition.

The biggest losers are those of us who show up late. If we do so habitually, people may decide they simply cannot depend on us. That may keep us from higher pay or a better position.

So let's be fair to fellow workers, the University, and -- most important of all -- ourselves. Let's never waste our own time or anyone else's by coming to work late.

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