

*Mr. Wallace Gardner*

INDIANA STATE UNIVERSITY EVANSVILLE  
"Equal Opportunity and Affirmative Action Employer"  
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# University Notes

INDIANA STATE  
EVANSVILLE CAMPUS

Judy Beck, Secretary, Library, two years

Susan Donaldson, Assistant Professor of Psychology, three years

Robert Mays, Associate Professor of Education, Director of Student Teaching, two years

Michael Pasko, Professor of English, one year

Richard Roy, Maintenance, three years

Frank Stanonis, Chairman, Division of Science and Mathematics and Associate Professor of Geology/Geography, one year

## AFFIRMATIVE ACTION COMMITTEE APPOINTMENTS

Six University personnel have been appointed to the Affirmative Action Committee on the Evansville Campus with John Munger, Personnel Director, serving as chairperson of the committee. Other individuals on the committee and their term of office follows:

## CLERICAL AND SUPPORT POSITIONS

The following is a list of vacant positions as of October 10, 1973. Women and members of minority groups are encouraged to apply. To apply or for information, contact the Personnel Office. Do not contact the department.

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REQUIREMENTS</u>
Semi-skilled Craft VI (grounds) two positions	Physical Plant	Service and operate power equipment on grounds; general maintenance for Physical Plant; knowledge of plants, fertilizers and insecticides. Motor vehicle's operator's license.
Night Janitor II	Physical Plant	Capable of operating all cleaning tools. Familiar with cleaning procedures.
Administrative Technician A-B--(Cashier-Accounts Payable Clerk)	Business Affairs	Process cash transactions and cash-related documents; process invoices, paying statements; recording invoices and payments; general secretarial and clerical skills.
Secretary III	Humanities Division	Secretarial duties for division chairman and faculty members, transcribing and typing letters, tests and memorandums; some machine operation; maintenance of student and faculty files; requisitioning orders for supplies, equipment; receptionist and some supervision of student workers. Some budgetary work.