



university notes

INDIANA STATE UNIVERSITY EVANSVILLE, EQUAL OPPORTUNITY EMPLOYER
SHERRIANNE STANDLEY, EDITOR DANA HOLDER, ASSOCIATE EDITOR

Volume XVI, Number 48
August 4, 1982

CHICAGO ART AND THEATRE TOUR. A limited number of spaces for the upcoming Chicago Art and Theatre tour are being made available to ISUE employees at a special rate of \$75. This price includes two nights' lodging at The Palmer House (double occupancy), bus transportation, and a box lunch on the way to Chicago. Play tickets are not included in this special price, but discount coupons are available.

The tour will leave ISUE at 8:30 a.m. on Friday, August 13, and will return at approximately 10:00 p.m. on Sunday, August 15.

Each ISUE employee may register one additional person at this special rate. Registration will be on a first-come, first-served basis, with payment required for finalization of registration.

The deadline for this special rate is Wednesday, August 11. For more information, call the Office of Continuing Education at extension 1863.

PLEASE NOTE: All faculty and administrative staff who were unable to attend Dr. Jorgensen's computer literacy workshops are invited to attend a computer workshop given by Steven Read of the Computer Center. The workshop will consist of six meetings (August 9, 11, 13, 16, 18, and 20). Each workshop will be held from 2:00 to 4:00 p.m. If you are interested in participating in these workshops, please call extension 1959.

PLACEMENT SERVICES CENTRALIZED. In an effort to centralize all aspects of student employment and alumni placement, several services have been merged. The Office of Placement now will serve both students and graduates at a central location for all placement services including on-campus student employment, off-campus employment in both full and part-time jobs, and for co-op placement. Doug Claybourn who has served as Coordinator of Cooperative Professional Practices, is now Director of Placement. He will work with the Office of Personnel and the Financial Aids Office to coordinate student employment and will work with area employers to secure positions for alumni of ISUE. His secretary is Velva Kaffenberger who moves to the position from the Office of Continuing Education where she was senior clerk. The Placement Office is located in Room 208 of the University Center and the phone extension is 1865.

Reflecting the growth in the Alumni Association and its role in increased fundraising activities for alumni, the Office of Alumni Affairs has merged with the Development Office. Ralph Kent, who has directed alumni affairs and career placement in the past, is Director of Alumni

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Affairs. Rita Ritchie, formerly senior secretary in the Office of Career Placement and Alumni Affairs, is now a senior secretary in Alumni Affairs. The offices are located in Room 111 of the Administration Building and the extension is 1924.

NOTICE: Open swimming has been cancelled for this evening from 8:30 to 9:45 p.m.

PARKING DECALS. All faculty, staff, and administrators are reminded that 1982-83 parking decals should be purchased before registration begins on August 16. The decals are \$5 and can be purchased at the cashier's window.

PEOPLE IN THE NEWS. Mr. Augustine J. Fredrich, chairman of the division of engineering technology and professor of civil engineering technology, and Dr. Oscar Ozete, associate professor of Spanish, were recently accepted into a Leadership Evansville class.

FAMILIAR FACES IN NEW PLACES. Darlene Fisher has accepted the position of personnel assistant. Beginning August 9, she can be reached at extension 1790.

Billie McKinley is now a senior clerk in the Office of Continuing Education and can be reached at extension 1864.

SYMPATHY NOTE. The University family was saddened by the death of former employee Betty Cole on Sunday, August 1. Betty last worked at ISUE as a secretary in the Personnel Office.

MARKETPLACE.

For Sale

1977 Monte Carlo, silver with deep red interior, 2-door, V-8, automatic, power, air, vinyl top. 42,000 miles. Call Yen Fu at 985-5655.

FREE to good home! Beautiful gray and white striped tabby male cat. All four paws have been declawed; has had all shots. Litter trained. Is a very lovable and gentle cat. Great companion for older couple. Call extension 1700 during the day or 424-4268 after 3:30 p.m.

Timberline Z door 6-foot bar and four 24" stools. \$1,1075. Ping-pong table, \$55. Blue and gold velvet couch, \$465. Storage cabinet, \$60. Brown naugahyde recliner, \$165. Six-foot oak church bench, \$115. Call 422-4999 or 1846.

Wanted

WSWI would like to borrow records of Hoagie Carmichael songs for a series on Indiana authors and songwriters. If you would like to lend your records to WSWI, call Roberta in the Division of Humanities at extension 1735.

Responsible roommate — one child, one pet acceptable — to share 8-room house with fireplace, $\frac{1}{2}$ acre fenced woods, in-ground pool, carport. Excellent west side neighborhood, convenient to ISUE. \$350 per month plus $\frac{1}{2}$ utilities. Call 1738 or 424-0240.

MARKETPLACE (continued).

Wanted

Babysitter for 3½-year-old and 8-month old children.
Prefer Mt. Vernon or west side of Evansville. 3½-year-old will begin day care in September. Call Ray at 1859.

Used baby items--stroller, high chair, walker, swing.
Call (502) 826-2127.

POSITIONS AVAILABLE. The following positions are available as of August 3, 1982. Indiana State University Evansville 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 101A, extension 1770.

<u>Faculty/Administration</u>	<u>Department</u>	<u>Job Description</u>
Mechanical Engineering Technology Faculty Person	Engineering Technology	Mechanical engineering technology faculty position, requiring emphasis in either HVAC or power systems, process controls, and familiarity with machine design and materials. Masters or professional registration and 5 - 10 years recent relevant experience preferred. Membership in professional societies and teaching experience desirable. Qualifications determine rank, salary. Position available mid-August, 1982. Send resume to Augustine J. Fredrich, Indiana State University Evansville, 8600 University Boulevard, Evansville, Indiana 47712. (This is an announcement for the continuation of the search started in 1979 for a faculty person in engineering technology.)

<u>Clerical/Support</u>	<u>Department</u>	<u>Job Description</u>
Library Clerk	Library Services	Full-time position in the Department of Library Services, 8:00 a.m. to 4:30 p.m., Monday through Friday. Will perform clerical duties in the Technical Services Department of the Library. Responsibilities include processing materials added to and withdrawn from the Library's collection. Previous library experience desirable. Good office skills and typing are required.
Secretary	Office of Continuing Education	Full-time, nine-month secretarial position, August through April, 9:30 a.m. to 6:00 p.m., Monday through Thursday, 8:00 a.m. to 4:30 p.m. on Friday. Will perform clerical functions for General Studies (continued)

POSITIONS AVAILABLE (continued)

<u>Clerical/Support</u>	<u>Department</u>	<u>Job Description</u>
		and serve as office receptionist, answering inquiries about Continuing Education programs. Typing skills of at least 50 wpm and previous office experience required.
Intermediate Secretary	Campus Administration, Personnel	Full-time secretarial position in the University Personnel Office, 8:00 a.m. to 4:30 p.m., Monday through Friday. Responsibilities include processing applications and maintaining applicant file, testing and pre-screening job applicants. Individual will maintain personnel files for clerical/support staff and student employees. Will work with computer-based personnel information system. Must be willing to learn personnel policy information to effectively answer staff inquiries. Individual should possess excellent communication and clerical skills. Typing required.

Success is a ladder, not an escalator.

--Anonymous

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