Damon Vincent didn't finish high school — not because he was struggling academically, but because he wasn't being challenged enough.

Today, Vincent is a junior majoring in chemical engineering and biology at Washington University. He credits the George Engelmann Mathematics and Science Institute, not only with bringing him to the University, but also for redirecting his life direction.

As a high school student, Vincent participated in two institute programs — Engelmann I and II — in the summers after his sophomore and junior years. The experience awakened him to challenges that he wasn't finding in high school and, at the end of his junior year, he decided to aim for college instead.

The Engelmann institute encourages bright young people to pursue careers in science, math and technology by pairing them with University scientists to work on intensive research problems.

### Institute spotlights Harlem Renaissance

If members of the National Alliance of Black School Educators (NABSE) have their way, youth everywhere will know the significance of the Harlem Renaissance in African-American culture.

To increase awareness about the Harlem Renaissance, NABSE recently sponsored a three-week institute at Wurlitzer Center for 25 principals, teachers, curriculum developers and others from schools across the country. The institute, the first of its kind devoted to the period, was titled "The African-American Roots of American Culture: The Harlem Renaissance." The institute participants stayed in the Park House residence hall.

Scholars define the Harlem Renaissance as the first attempt by African-Americans to create an ideal urban community and a self-determining vision of the race by fusing art, culture and politics. But the period in the 1920's highlighted "so many areas of our culture besides jazz," said Mable Smith, chair of NABSE.

"In many cases, it has proven valuable to learn about the function of human genes through the study of the equivalent genes in nematodes or yeast. Understanding the biology of these organisms will also lead to better comprehension of human biology," Waterston said.

"The grant also will allow Waterston and his co-workers to contribute to completing the genetic sequence of the yeast S. cerevisiae. This is a great deal of similarity in the genes of humans and yeast and genes of humans and nematodes," Waterston says. "In many cases, it has proven valuable to learn about the function of human genes through the study of the equivalent genes in nematodes or yeast. Understanding the biology of these organisms will also lead to better comprehension of human biology.

Waterston's laboratory also will initiate a project to sequence the DNA of human genes. Initially, researchers will focus on a region of chromosome 16, which harbors many genes related to polycystic kidney disease.

Finally, the grant will allow Waterston to develop software that simulates a virus that causes aids to speed DNA sequencing. Currently, Waterston said, the lab runs DNA sequencing 360 times as fast as it did before the grant.
**Medical Update**

**Center’s accelerator could curb costs of PET imaging**

Washington University Medical Center recently became home to a prototype machine that applies "Star Wars" defense technology to medical needs. The machine, called a tandem cascade accelerator, may make certain radiologic examinations cheaper and more widely available.

The accelerator is the only one of its kind in the world. It produces isotopes for positron emission tomography (PET), a type of medical scan used to study functions of the brain, heart and other areas of the body. It recently was installed at Washington University’s Mallinckrodt Institute of Radiology. The device is the first and only alternative to the massive and costly machines called cyclotrons that have been used to make medical isotopes since the early 1960s. Because the new accelerator is much cheaper to install and operate than a cyclotron, it could cut the cost of PET examinations by 25 percent and make PET more accessible to smaller research and clinical institutions, said Ronald Evans, M.D., professor and head of the Department of Radiology.

The 10-foot-long machine applies technology originally designed for the "Star Wars" defense system. It was developed by a Boston-area company called Science Research Laboratory (SRL) Inc. Over the course of development, SRL collaborated with Michael Welch, Ph.D., professor of radiology and chief of the Division of Radiation Sciences, to define the machine’s parameters and to develop the necessary target for radiosotope production.

**Barnes makes the grade**

Barnes Hospital, part of Washington University Medical Center, was ranked among the nation’s top hospitals in a survey conducted by U.S. News & World Report magazine. The report, published in July, placed Barnes among 15 hospitals that were ranked in the top 10 in at least four of the 16 specialties surveyed.

Barnes was ranked in the areas of endocrinology, neurology, ophthalmology and otolaryngology. Rankings for ophthalmology were based on physician surveys alone since mortality data are not kept for this specialty.

U.S. News & World Report annually compiles this report with the National Opinion Research Center at the University of Chicago. Rankings are based on measurement of objective criteria like mortality figures, technology, discharge planning and ratio of medical staff to beds, in addition to a survey of 2,400 physicians.

**Cicero funded for drug abuse research**

School of Medicine neuroscientist Theodore J. Cicero, Ph.D., professor of neuropharmacology in psychiatry, has received a Research Scientist Award from the National Institute of Drug Abuse (NIDA). Cicero, who heads the Center for the Study of Substance Abuse at Washington University, was awarded $315,000 annually for five years to study the interplay between drug use and alcohol use among children.

In order to examine the effects of alcohol and drugs on the developing brain, Cicero’s team will study monkeys from the time they are born to the time they are 18 months old. The team will look at how drugs and alcohol affect the brain and how they interact with one another.

"Our goal is to determine how drugs and alcohol affect the brain and how they interact with one another," Cicero said. "We will also study how these substances interact with each other to affect the brain and how they affect the development of the brain."
Scaldini merges liberal arts with business

By the next business day. His passport never left his briefcase.

"Most of my work involved extensive cross-border negotiations. Rarely would the client company and the inventor be homogeneous, domestic companies. The cultural complexities of these arrangements can be enormous. I worked side-by-side with Brits, Swedes, French, Czechs and Dutch. Everyone was speaking someone else's language. So much of what we did was letter translations. You really have to listen for nuances."

Now, he sees higher education headed for the same sort of sea change. He contends that many changes in higher education are being driven by the demands of an increasingly complex modern workplace.

"Inventories are starting to meet the needs of a business world that functions in a global economy. We do business around the world with groups that are racially, ethnically and culturally diverse, and now we're seeing that same mix evolving in our domestic workforce. Workers face cultural, linguistic and historical issues that American business historically has not had little need to address. To these differences, you must add the complexity of operations conducted on a global versus domestic scale, as well as the emergence of important alternative business models outside the United States. This is why a liberal arts dimension to one's education has become a very important and critical preparation for business and business studies."

Scaldini's own business perspective is perhaps most described with a world view cleansed from the liberal arts. He interprets many of the hottest business fads and trends as a function of a business culture that we've caught in the throes of a "post-modern" crisis — an outlook that is self-deprecating in his early research on literary applications of a surrealistic painting method known as cubist collage.

One theory of these modernist writings is that all writing is a "re-reading" of previous writings. Scaldini's dissertation explored this concept of "intertextuality" in the work of Louis Aragon, a French writer who applied literary applications of a surrealistic painting method known as cubist collage. One such essay was "The Great Intellectual Warehouse that is a University is Starting to Come Together — Intellectual Activities Once Conducted in Isolation are Now Responding to the Opportunity to Deal with Common Issues."

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A priority for Scaldini in his new position is expansion of Olin's executive education offerings to include more short courses, seminars and customized training for individual firms. His vision is that corporations will come to think of the school's Executive Programs Group as a trusted advisor in the development of training programs that meet long-term management objectives.

"I'll like this office to be considered a first point of contact for companies seeking assistance with any issue that has an educational dimension," Scaldini says. "We seek a relationship with these companies similar to those which they maintain with their legal, banking and accounting firms.

Executive education, says Scaldini, should be a continuum of degree and non-degree programs. Key executives might be single-disciplined. Dartmouth's Olin is more of an interdisciplinary kind. Departments with special needs might be targeted for custom-designed training programs. Scaldini sees this new emphasis on customized management education programs as a natural extension of his own background, as well as the business school's longstanding tradition of corporate partnership.

My professional life has been split between academia and business during the last two decades. Scaldini's passion for the arts and a propensity for radical career changes.

"One of the things that I like best about being at a university is the opportunity to interact with people from various disciplines, departments and schools. The motivation to integrate disciplines is much greater than it was when I taught at Tufts and Dartmouth more than a decade ago. The great intellectual warehouse that is a university is starting to come together — intellectual activities once conducted in isolation are now responding to the opportunity to deal with common issues."

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**Exhibitions**

* "Tales and Traditions: Storytelling in 19th-century American Craft." Through Aug. 15. Gallery of Art, upper gallery, Steinberg Hall. Hours: 10 a.m.-5 p.m. Tuesday-Friday; 1-5 p.m. weekends. Tours available 1:30 p.m. Wednesdays and Saturdays.

**Films**

* Tuesday, Aug. 10
  Summer School Foreign Film Series. "Letters From the Past." (German with English subtitles.) Room 219 South Ridgley Hall. 7:30 p.m.

* Wednesday, Aug. 11
  Summer School American Film Festival, "Gentle." Room 219 South Ridgley Hall. 7:30 p.m.

**Lectures**

* Friday, Aug. 20
  Pediatric Grand Rounds. "Metabolic Control Doesn't Matter: Lessons From the National Diabetes Control and Complications Trial (DCCT)." Neil H. White, assoc. prof. of pediatrics, Clayton Aud., 4500 Children's Place. 9:15 a.m.

* Thursday, Aug. 26
  Central Institute for the Deaf Research Seminar. "Study of Retinal Evolved Potentials to Uniform Field and Pattern Stimulation." I. Physiological Aspects and Clinical Applications (by Benedetto Falieto, visiting scientist from Eye Clinic, Catholic University, Rome) and II. Flicker and Pattern Evolved Potential Stimula- tion in LabView," by Arnold Neubauer, senior design engineer and D.J. Meric, project engineer/network manager, CID. Second Floor Aud., Clinics and Research Bldg. 4 p.m.

**Miscellaneous**

* Wednesday, Aug. 11
  University College workshop. "Returning to Learning That's Difficult." Room 30 January Hall. For more info, call 935-6777. 5:30 p.m.

* Saturday, Aug. 21
  University College orientation and tour. "How to Survive at Washington University." Room 30 January Hall. For more info, call 935-6777. 10 a.m.

**Calendar**

* Aug. 5-28

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**Plant sale.** Sponsored by Women's Society of Washington University, sale features window- box plants, cut flowers, pot plants and seeds. North of West of Olin Library. A second location will be at Beaves Plaza, between Beaves Plaza and Beaves Plaza West. Proceeds benefit the Women's Society Scholarship Fund for Washington University students. For more info, call 935-1055. 10 a.m.-4 p.m.

**Monday, Aug. 23**

* Dance performance auditions. Performing Arts Dept. dance program. For admission to classes above the introductory level for (freshmen, transferees, commuter students), call 935-4037. Room 207 Mballkonerd Center. 10 a.m.

* The Fresno, Intramural Field behind Elson Residence Hall, (Rain location: Recreational Dome, Athletic Complex, North of West of Olin Library). A second location will be at Beaves Plaza, between Beaves Plaza and Beaves Plaza West. Proceeds benefit the Women's Society Scholarship Fund for Washington University students. For more info, call 935-1055. 10 a.m.-4 p.m.

**Monday, Aug. 23**

* Floor meetings. Locations will be announced at 10:30 a.m. (There also will be meetings on August 21 and August 25 at 9:30 a.m. as well.)

**Saturday, August 21**

* Evoked Potential Recording: Program Implementation: I. Physiological Aspects and Clinical Application: I. department, Friday, Aug. 27, 6 p.m. in Room 4 Bldg. 4 p.m.

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**Special Events**

* The following Orientation Week events and program listing for all new students. Other events are available at the Central Institute for the Deaf Research Seminar, Room 219 South Ridgley Hall. 7:30 p.m.

**Friday, August 20**

* Informational Meeting. College of Arts and Sciences. Edison Theatre. 3-4 p.m. (August 22 for architecture, business, engineering and fine arts students, Edison Theatre, 7-8 p.m.; August 23 if you missed your assigned time, Edison Theatre, 11 a.m.-noon.)

* Chancellor's Welcome. Graham Chapel. 7 p.m.

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**Orientation**

* This year's Orientation Week theme "A Whole New World." A variety of class sessions will be presented to welcome students to the University community. We're trying to create a whole new world where everyone is welcome," explained Marcia Hayes-Harris, assistant professor of English, and a graduate of the University of Missouri.

* During Orientation Week, faculty and staff will be available to answer questions and provide information to students. Organizers say it seems to take new students to campus, will be held August 23-25. Clues will lead students across campus and into buildings. Along the way, new students will find historical tidbits about the University.

* On August 21, a barbecue will be planned for parents and students from 4:30 to 6 p.m. at Francis Field. This new event will give incoming students a first glimpse of the Batting Bears football team in action during an intra-quad scrimmage between the Commerce and Agency teams. Residence Advisors will have the half-time entertainment with a rendition of either the fight song or "The Alma Mater." The culmination of Orientation Week is the Louis Live August 21 at 8 p.m., a free performance by the University's Campus Activities Board. Louis Live provides students with the opportunity to develop their musical and entertainment skills and talent. Also, a band, jugglers and a caricaturist will be on hand.

* Prior to the "Louis Live, new students will assemble at 6 p.m. in the Quadrangle for another first-time event. Planners have scheduled a class photo for the incoming students, including transfers, commuters and international students. This is to promote a bond within the class, Hayes-Harris said.

* In addition to the social activities, many educational programs will run during Orientation Week. Choices 101, a series of kits for commuter students, will be held each Friday during the first-year experience, is one of the biggest events of the year. A student committee has created this year's transfer students, titled Bear Facts 101: An Introduction to the University.

* Other activities range from a fine arts slideshow that introduces the University to an introductory session on campus computing. As always, there will be placement examinations and auditions held for various lan- guages and dance classes, as well as other academic classes. Two new programs teach how to survive calculus and chemistry.

**Flood reports available**

* In response to the flood emergency, the U.S. Department of Commerce is providing flood information and reports through a toll-free fax number. The number is 1-800-647-3334.

* To use the number, you must have a fax machine to which material can be sent and your machine must capable of receiving documents.

* After receiving the number, a recorded voice will provide simple instructions for using the system.

* Reports and briefing material are produced by the National Flood Insurance Program. Reports include information by state, as well as information on a broad range of federal programs. Each program is identified by a four-digit number used for ordering, such as the Flood Free and Family Assistance Grants (2428), Disaster Unemplo-

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* Wednesday, Aug. 11
  Calendar submissions should state time, date, place, sponsor, title of event, name of speaker(s), cost, and admission cost. Quality promotional photographs with descriptive text are encouraged. All material should be submitted to Jennifer Park-DeForest at Box 1070 (or via fax: 935-4259). Submission forms are available from any conference desk. The deadline for all entries is noon Tuesday one week prior to publication. Late entries are not eligible for consideration.

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**Bear Facts 101: An Introduction to the University**

* Transfer Student Experience.

* Informational Meeting. College of Arts and Sciences. Students contacted individually. 4:30 p.m.


* Informational Meeting. College of Fine Arts. Students contacted individually. 4:30 p.m.

* Informational Meeting. School of Fine Arts. Students contacted individually. 5 p.m.

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* Monday, August 23
  Academic Advising Appointments and Registration. 8:30 a.m.-6 p.m.

* How to Be Successful in Calculus. Edison Theatre. 3:30 p.m.

* St. Louis Live at Wash U! Brookings Quad at 8:30 p.m.

* Tuesday, August 24
  Academic Advising Appointments and Registration. 8:30 a.m.-4:30 p.m.

* How to Be Successful in Chemistry HI A. 6 p.m.

* Academic Advising Appointments. 8:30 a.m.-6 p.m.

* Tuesday, August 25
  Academic Advising Appointments. 8:30 a.m.-6 p.m.

* Community Conversation. Graham Chapel. 11 a.m.
University faculty, high school students work together on intensive research problems

made me want to look in-state (for colleges) and that led me directly to Washington University. Washington University said it would accept me and I came to WU that fall," he said.

Although it is unusual to accept students without high school diplomas, William L. "Bud" Maris, associate dean, School of Engineering and Applied Science, said it happens occasionally. Vincent was accepted for early admission after a personal interview was conducted and his excellent academic record was reviewed. High school teachers and counselors wrote letters supporting Vincent's decision. His college entrance exams were outstanding.

Now, Vincent is involved in a third program offered by the institute, the Collaborative for Applied Experiences in Science (CAES). This program matches Engelmann institute graduates with St. Louis area science- or engineering-based companies, healthcare providers and universities for summer work experiences. The program is for students who don't want a typical summer job.

This is the first year for CAES. Already, the institute has placed students with such institutions as Cardinal Glennon Children's Hospital, Car-Cent Technology Laboratories, Howard Hughes Medical Research Laboratories at Washington University, Mallinckrodt Medical Inc., Mallinckrodt Specialty Chemicals Co., Monsanto Co. and the U-M-St. Louis Department of Biology, among others.

Vincent is working this summer in the lab of Linda Pike, Ph.D., associate professor of biochemistry and molecular biology. He is creating three mutants of a cell surface protein to determine how a specific protein acts to regulate cell function. It's more than a full-time job. He frequently stops by the lab on the weekends to check his cells.

Although there are five programs within the Engelmann institute, Washington University's College of Arts and Sciences, the school is an active participant, and we are very proud of the work that we do," said Robert Axelbaum, director of the Engelmann institute.

"The Engelmann programs are a valuable addition to the arena's high school education. We are very pleased, particularly Dr. Kranz, Ph.D. "We are all proud that Washington University is an active participant, and we appreciate the funding and the help that we have been able to contribute to our involvement in the future," he said.

Mares said it's unusual that a private, nationally known research institution, an urban, public state university and a federal institution are willing to work together.

"It is a great feeling to be part of an exceptional group in our area. However, it's important that we continually contribute to the enrichment of our youth at all levels of education and social development," Granger said.

Deborah Parker

Coach Troy Engle leads three-day walking clinics

Three-day fitness walking clinics will be conducted during the weeks of August 23 and 30 by Washington University track and field coach Troy Engle, who is an internationally recognized instructor in endurance walking.

Three one-hour clinics will begin at 7 a.m. on Mondays, Wednesdays and Fridays at Bushyhead Track. Cost for one week is $25. Individual and advanced sessions also are available. The clinic philosophy is greatly influenced by the techniques of a lifetime fitness program.

For more information, call 352-7003 or 863-9612.
Magazine editor co-writes song to raise flood relief funds

Steve Givens, editor of Washington University Magazine, co-wrote a song, hoping it might raise money for area flood victims. He trucked all with the goal, now that the song has been made into a video scheduled to air on The Nashville Net- work (TNN) and his music trio has been asked to perform in benefit concerts with big name entertainers.

"The whole thing happened so quickly," Givens said.

On July 15, Givens was driving down the highway, listening to the news. The name of the song, "Stand Your Ground," immediately came to him. Within 20 minutes, he developed the chorus and the idea that the Salva- tion Army would use the video and flood eff- forts. He shared the idea with Mike Hall and Steve Givens, editor of Washington University Record

Washington University will provide assistance to University employees who have been displaced or seriously af- fected by the flood according to Chancellor William H. Danforth. This relief might come in the form of interest-free loans or volunteer help in cleaning up homes after the water recedes. Short-term housing is available in the Buckingham apartment complex near the Washington University Medical Center for employees who have left their flooding homes.

Those who have been affected by the flood should contact Karen Baker in the Offi- ce of the President, 938-6900, or Linda Mc- laren in the Office of the Provost, 938-6900, to request assistance. Flood victims of the St. Louis metropolitan area are asked to contact Kelli Mc- laren at 938-6900.

The record may premier on TNN as early as August 4. A tag line on the video asks for donations to the Salvation Army.

The trio also may perform on the stage alongside major entertainers. "There are plans for a large benefit concert at the end of Aug- ust with Chicago, Amy Grant and Gloria Estefan," Givens said.

Future plans even call for radio distribution and marketing the video, with all proceeds going to flood relief."I've always looked up to performers who use the platform of mu- sic to do something really good for people. To have the chance to do this feels great. Getting national exposure coupled with doing a lot of good is overwhelming," he said. 

— Deborah Parker

University provides volunteers, interest-free loans to employees who are flood victims

Washington University has suspended Alpha Iota chapter of Beta Theta Pi fraternity and has closed its campus house to chapter use. This move follows a thorough review of the chapter's compliance with Terms of Prob- ation and standards set down during the 1992-93 academic year.

The 1992-93 probation resulted from a recent record of inappropriate behavior and concerns about overall chapter operations. At the time, the Beta Theta Pi fraternity was placed on probation, the University outlined specific standards and expectations to be followed in order to help the Alpha Iota chapter live up to its mission and responsibilities to the University and the fraternity house. The chapter's failure to comply with the Terms of Probation and suspension of the fraternity house.

"Everyone involved deeply regrets that Alpha Iota's recent history and its failure to comply with clearly established standards and expectations has resulted in this sus- pension of its charter," says Justin X. Carroll, dean of students. "This action is necessary to protect the Washington University community and maintain the kind of community and foster the kind of camaraderie we all desire."

The University has notified all undergraduate chapter members and chapter alumni of a recent action. They are required to turn in all property immediately to the chapter's compliance officer. The chapter will not be allowed to hold events at the chapter house or anywhere on campus.

The suspension of the chapter will allow the University to proceed with an investigation of national standards and practices for the Beta Theta Pi fraternity. The fraternity will not be able to participate in University activities during this period. The chapter will be considered before July 1, 1996, if it violated any of the Terms of Probation.

Fraternity Row has been closed to the public since July 1. The University has notified all fraternities and sororities of its action in a recent letter to each chapter's compliance officer. The letter states that the chapter will not be allowed to hold events at the chapter house or anywhere on campus.

Washington University is the only member of the Panhellenic Council (PAC) that has suspended a chapter in the last five years. The University is also the only member of the PAC to have suspended a chapter since 1991, when the University suspended two national fraternities. The University is a member of the Interfraternity Council (IFC). The University was the last member of the IFC to approve a chapter suspension.

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Harry Huth, a former Washington University School of Medicine student, died in his sleep July 4 at his home in Affton. He was 86.

Harry Huth, a glass blower at Washington University from the mid-1940s to the mid-1960s, died in his sleep July 4 at his home in Affton. He was 86.

He was born in St. Louis, Mo., in 1927, and grew up in the city. He attended Washington University and received a degree in mathematics from the university's School of Arts and Sciences in 1949. He then worked as a glass blower at the university until 1964, when he retired.

Huth is survived by his wife Irene Huth, of Affton, a sister, Lavon Rabe of St. Louis, and four grandchildren.

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The following is a partial list of positions available on the Hilltop Campus. Information regarding these and other positions may be obtained by calling the Office of Employment Services, Room 126 North Brookings Hall, or by calling 933-5900.

Academic Support Specialist 940004. Biographies. Requirements: High school graduate, some college preferred; knowledge of Macintosh Microsoft Word, WordPerfect, spreadsheets and word processing; high-quality and accurate work; ability to produce high volumes of work consistently; must master use of electronic mail and manuscript distribution to facilitate communication; be flexible and have ability to change and adapt to new policies and procedures; meet deadlines and produce quality work under pressure; be resourceful and willing to help other office coworkers when a significant variation in work load is encountered by any staff member; typing 50 wpm with accuracy. Clerical tests and three letters of recommendation required.

Department Secretary 940005. Alumni and Development Program. Requirements: Specialized secretarial and business training; minimum of two years experience; excellent secretarial experience, including excellent word processing, typing 40 wpm with accuracy and organizational skills. Individual should have a strong command of the English language and must be able to deal with the public and administrative associates with great precision. Overtime, including nights, weekends, etc., is essential, as is a good personality and good grooming. Clerical tests and three letters of recommendation required.

Technical Associate/Programmer Part-time 940006. Student Educational Service. Requirements: Two years college, bachelor's degree preferred. PC data base management; develop and maintain data base file systems; investigation of student information to enter, edit and correct in data systems; implement and maintain student database systems; type grant report, letters, mailings, and other documents; generate on-line reports; as much experience as possible with CRT and WordPerfect; four years experience with CRT and WordPerfect. Programmer a must; ability to handle multiplicity of tasks in busy office; self-starter, independent worker; typing 50 wpm with accuracy. Clerical tests and three letters of recommendation required.

Secretary to Teacher Education/Student Services 940021. Education. Requirements: Some college, bachelor's degree preferred; organization of data base a must; ability to handle multiplicity of tasks in busy office; self-starter, independent worker; typing 50 wpm with accuracy. Clerical tests and three letters of recommendation required.

Internal Auditor/EDF Specialist 940022. Accounting Services. Requirements: Bachelor's degree; three to five years auditing experience, preferably with empha- sis in EDP auditing; ability to develop clear and meaningful work papers and audit reports; proven ability to work harmoniously with people and communicate effectively orally and in writing with all levels of fac- ulty, management and operation staff. Knowledge of EDP, systems flowcharted techniques and computer capabilities as multi- variable tools. Counsel on letters of recom- mendation required.

Systems Manager 940023. Architecture. Requirements: Bachelor's degree. Duties: VAT systems management; MAC systems management; SGI systems management; network management; management of software; project-related work; project management of urban data base; analyzing with grant proposals; management of stu- dent-related work; must have one or more skills listed above all include: systems management, troubleshooting, backup, recovery, network management and research. Resume and three letters of recommendation required.

Accounting/Purchasing Assistant 940024. Computer Science. Requirements: Bachelor's degree. Duties: General knowledge of electronics helpful, not required. Knowledge of EIS would be helpful, not required. Resume and three letters of recommendation required.

Administrative Secretary 940026. International Studies. Requirements: Some college, bachelor's degree preferred. Provide clerical support to local soci- al director; assist in the preparation of newsletters, reports, grant proposals, cre- ation of data bases, budgetary and other office-related responsibilities; arrange meetings, seminars and other events; must have excellent communication and organizational skills; must know how to use a Macintosh and be familiar with most all word processing programs for the MAC would be a plus; experience with Filemaker Pro, Canvas, Excel and Microsoft Word; knowledge of EIS; ability to plan and implement event; typing 55 wpm with accuracy. Clerical tests and three letters of recommendation required.

Department Secretary 940027. Alumni and Development Programs. Requirements: Bachelor's degree or equivalent knowledge; specialized secretarial and business training; three years general office experience; typing 50 wpm with accuracy; good command of English; must be alert, well-spoken, able to deal with multiple priorities with minimum supervision; mature, well- groomed, pleasant; able to work well and relate easily with others. Clerical tests and three letters of recommendation required.

Medical Campus

In order to apply for a position at the Medical Campus, applicants must first be sure that they are qualified for the position of interest, and then prepare an application packet for each position to which they wish to apply. The application packet should include:

1. A personal letter of introduction, prepared in the candidate's own handwriting, and signed by the candidate. The letter should indicate the candidate's qualifications, work history, and career goals.

2. A current resume, prepared on the candidate's own typewriter and signed by the candidate. The resume should include the candidate's educational background, work history, and any other relevant information.

3. Three letters of recommendation, prepared by the candidate's current or former employer, and signed by the employer. The letters should be prepared on the employer's letterhead and should include the employer's name, title, and contact information.

4. A completed application form, available on the Medical Campus website or from the Human Resources Office.

5. Any other relevant documents, such as transcripts, test scores, or other documentation that may be relevant to the position.

The Medical Campus is an equal opportunity employer and is committed to diversity in its workforce. It is the policy of the Medical Campus to provide equal employment opportunities without regard to race, color, religion, sex, national origin, disability, age, or any other characteristic protected by law.

Medical Campus

Position

Requirements

1. Position: Medical Secretary
   - Bachelor's degree in business administration or related field
   - Three years of experience in medical billing and collections
   - Proficiency in electronic data processing
   - Ability to work independently
   - Good command of English
   - Excellent communication and organizational skills
   - Three letters of recommendation

2. Position: Medical Secretary
   - Bachelor's degree in business administration or related field
   - Three years of experience in medical billing and collections
   - Proficiency in electronic data processing
   - Ability to work independently
   - Good command of English
   - Excellent communication and organizational skills
   - Three letters of recommendation

3. Position: Medical Secretary
   - Bachelor's degree in business administration or related field
   - Three years of experience in medical billing and collections
   - Proficiency in electronic data processing
   - Ability to work independently
   - Good command of English
   - Excellent communication and organizational skills
   - Three letters of recommendation

4. Position: Medical Secretary
   - Bachelor's degree in business administration or related field
   - Three years of experience in medical billing and collections
   - Proficiency in electronic data processing
   - Ability to work independently
   - Good command of English
   - Excellent communication and organizational skills
   - Three letters of recommendation

5. Position: Medical Secretary
   - Bachelor's degree in business administration or related field
   - Three years of experience in medical billing and collections
   - Proficiency in electronic data processing
   - Ability to work independently
   - Good command of English
   - Excellent communication and organizational skills
   - Three letters of recommendation

6. Position: Medical Secretary
   - Bachelor's degree in business administration or related field
   - Three years of experience in medical billing and collections
   - Proficiency in electronic data processing
   - Ability to work independently
   - Good command of English
   - Excellent communication and organizational skills
   - Three letters of recommendation

7. Position: Medical Secretary
   - Bachelor's degree in business administration or related field
   - Three years of experience in medical billing and collections
   - Proficiency in electronic data processing
   - Ability to work independently
   - Good command of English
   - Excellent communication and organizational skills
   - Three letters of recommendation

8. Position: Medical Secretary
   - Bachelor's degree in business administration or related field
   - Three years of experience in medical billing and collections
   - Proficiency in electronic data processing
   - Ability to work independently
   - Good command of English
   - Excellent communication and organizational skills
   - Three letters of recommendation

9. Position: Medical Secretary
   - Bachelor's degree in business administration or related field
   - Three years of experience in medical billing and collections
   - Proficiency in electronic data processing
   - Ability to work independently
   - Good command of English
   - Excellent communication and organizational skills
   - Three letters of recommendation

10. Position: Medical Secretary
    - Bachelor's degree in business administration or related field
    - Three years of experience in medical billing and collections
    - Proficiency in electronic data processing
    - Ability to work independently
    - Good command of English
    - Excellent communication and organizational skills
    - Three letters of recommendation

11. Position: Medical Secretary
    - Bachelor's degree in business administration or related field
    - Three years of experience in medical billing and collections
    - Proficiency in electronic data processing
    - Ability to work independently
    - Good command of English
    - Excellent communication and organizational skills
    - Three letters of recommendation

12. Position: Medical Secretary
    - Bachelor's degree in business administration or related field
    - Three years of experience in medical billing and collections
    - Proficiency in electronic data processing
    - Ability to work independently
    - Good command of English
    - Excellent communication and organizational skills
    - Three letters of recommendation