US-NIS forum builds business future

A n impressive array of nearly 300 top politicians, ambassadors, agency directors and business leaders met at Washington University this weekend to rally U.S. support for economic reform in the former Soviet Union.

"We face both extraordinary challenges and opportunities in Russia and the New Independent States (NIS)," U.S. Information Agency Director John Duffey said in an opening statement for the "Partnership for Progress: US-NIS Conference on Democracy and the Market Economy."

"None of us underestimates the difficulties of operating in societies in turmoil, whether to set up an exchange program or a joint venture. But we also know that we are participating in an epic time of struggle and change, a time when freedom needs our support and strength as never before," Duffey and conference co-sponsor House Majority Leader Richard Gephardt said their primary objective was to bring leaders from Russia and each of the New Independent States, as well as senior executives from major American corporations, government agencies, foundations and other groups to discuss their assistance to and exchange programs with the NIS.

"We have a chance to help the people of Russia, Ukraine, Armenia, Kazakhstan and the other New Independent States of the former Soviet Union pull off one of the great feats of history," said Strobe Talbott, ambassador-at-large and special adviser to the Secretary of State on the NIS.

"They are simultaneously involved in three momentous transformations: from dictatorship to democracy, from Marxism to the market, and in the case of Russia, from imperialism to a love-it-and-loathe-it foreign policy that respects the newly won sovereignty of Russia's fellow new independent states.

"We face both extraordinary challenges and opportunities in Russia and the New Independent States, as well as senior executives from major American corporations, government agencies, foundations, consortiums and other groups also came prepared to discuss their assistance to and exchange programs with the NIS," said Strobe Talbott, ambassador-at-large and special adviser to the Secretary of State on the NIS.

"They are simultaneously involved in three momentous transformations: from dictatorship to democracy, from Marxism to the market, and in the case of Russia, from imperialism to a love-it-and-loathe-it foreign policy that respects the newly won sovereignty of Russia's fellow new independent states."

While Talbott discussed several assistance programs of the U.S. government, he also stressed the importance of private sector involvement.

"I am here to challenge American companies, large and small, to open their doors to Russians and other peoples of the NIS, to train them in our plants, to instruct them in our management practices," Gephardt said Friday during a conference reception at the St. Louis Adaman's Mark Hotel. "I am asking American industry to step up and share in the leadership of the greatest challenge of our lifetime: the transition of the former Soviet Union to free market democracies."

Conference participants included leaders from Russia and each of the New Independent States, as well as senior executives from major American corporations, government agencies, foundations, consortiums and other groups also came prepared to discuss their assistance to and exchange programs with the NIS.

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"We need programs that will help us understand each other as people, programs that will better the lives of human beings. Exchange programs.

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"I am very happy that this wonderful award has come to Doug North, who is one of the great faculty members at Washington University and to me in 1984. North directed the center until 1990."

North became the Henry R. Luce Professor of Law and Liberty at the University in 1983 and was named director of the Center in Politics and Policy in 1984. North directed the center until 1990.

"It's a great day for Washington University and Doug North," said Sen. Bill Bradley of New Jersey, who also stressed the importance of private sector involvement.

"We focus on human relations," Bradley said. "We need programs that will help us understand each other as people, programs that will better the lives of human beings. Exchange programs.

"They are simultaneously involved in three momentous transformations: from dictatorship to democracy, from Marxism to the market, and in the case of Russia, from imperialism to a love-it-and-loathe-it foreign policy that respects the newly won sovereignty of Russia's fellow new independent states.

Twenty Nobel Prize winners have been associated with Washington University. For a detailed look at North's career, see page 3.

Founders Day commemorates University's 140th anniversary

Guest speaker John C. Danforth, U.S. senator, will help Washington University commemorate the 140th anniversary of its 1853 founding. The annual Founders Day banquet, sponsored by the Washington University Alumni Association, will be held Oct. 30 at the Adam's Mark Hotel, Fourth and Chestnut streets.

The banquet begins with cocktails at 6:30 p.m. Dinner will be served at 7:15 p.m. and the program begins at 8:30 p.m. The reservation deadline is Oct. 25. For more information, call 631-7337.

Four Distinguished Faculty Awards and six Distinguished Alumni Awards will be presented at the banquet. The University's Board of Trustees also will bestow the Robert S. Brookings Award to three individual who exemplify the alliance between Washington University and its community. A story on the alumni and Brookings award recipients will appear in the Oct. 28 Record.

... I was awed and flabbergasted by the announcement."

-Douglass North
Realizing the dream
Medical school celebrates 75th anniversary of women's admission

Helen H. Glaser
Impressed by her parents’ love of their professional field and medicine as a natural choice. She eventually followed them to the School of Medicine. After interning at City Hospital, she had a pediatric residency at St. Louis Children's Hospital. Her focus gradually shifted to psychiatry, and she completed a second residency in that field in 1973. Since then, she has held various positions, including the Department of Psychiatry at Washington University School of Medicine. The University of Colorado Health Sciences Center, Harvard Medical School, and the University of Illinois Medical School. She is a pioneer throughout her career, and she is known for her research skills, has received several Kaiser Foundation Awards for Innovative and Outstanding Contributions to Medical Education.

Helen E. Nash
Nash was among the first four African-American physicians invited by Dean Robert Moore to join the medical center’s attending staff in 1949. She had come to St. Louis in 1945 to intern at Homer G. Phillips Hospital, her old institution that offered training to minority physicians. There she met Paul J. White, a long-time member of the St. Louis Children's Hospital staff, who served as supervisor of pediatric residents. With his encouragement, she became a board-certified pediatrician. Together they helped upgrade pediatric care at Homer G. Phillips Hospital. Nash has had a long and successful career in pediatrics. For more than 40 years, Nash has maintained a successful inner-city practice, and for two decades she has served as an inspiring teacher to medical students here.

Jessie L. Ternberg
Ternberg came to the School of Medicine on a prestigious Jackson Johnson scholarship. After joining the faculty at St. Louis City Hospital, she returned as the first woman surgical resident in the School of Medicine's history. Four years later, she became the first woman chief resident at a time when many surgical training programs routinely barred women. A pioneer throughout her career, she was prominent in 1970 to head the newly established Division of Pediatric Surgery, where she continues as a busy surgeon.

Paula J. Clayton
Clayton became interested in psychiatric research during her medical residency at the School of Medicine. She completed her residency and internship here and was promoted to the rank of professor in 1976. As an author of more than 150 articles, she has made major contributions to the understanding of bipolar and unipolar disorders and bereavement. In 1981, Clayton was invited to become head of the Department of Psychiatry at the University of Minnesota.

Charlotte D. Jacobs
Jacobs received her M.D. at the School of Medicine and completed her internship here before joining the faculty at Stanford in 1974. She currently serves as an associate professor and senior associate dean for education and student affairs there. Her clinical interests center on cancer of the head and neck, a field to which she has made significant contributions. Jacobs, who is known for her teaching skills, has received several Kaiser Foundation Awards for Innovative and Outstanding Contributions to Medical Education.

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Douglass North prizes economic history

Economic historian Douglass C. North, Ph.D., has spent more than 50 years pondering complex variations of a simple question: Why do some economies become rich, while others remain poor? North's early theories on this puzzle met with considerable resistance from his peers, including the Henry K. Luce Professor of Law and Liberty at Washington University, Leland Downen, with whom he has written the basic system of owners, managers and workers developed.

North received the Nobel Prize for his research on the economic history of the United States and Europe, as well as his contributions to the understanding of how economic and political institutions change over time. He has been a leading advocate for the importance of institutions in understanding changes in society.

Institutions, by North's definition, are the basic "rules of the game" that determine how economic and political systems work. Without basic ethical, religious and cultural sanctions, there are no important influences on the performance of economic and political systems.

"The United States is a mixed bag of a set of institutions that have on the performance of economic and political systems," says North.

"The basic "rules of the game" that determine how economic and political systems work are the basic system of owners, managers and workers developed.

North's views, although controversial, have gradually gained respect for both him and his field. In 1992, he became the first economic historian to win the John R. Commons Award from the International Honors Society in Economics. He also has held several prestigious visiting chairs, including Pitt Professor of American Institutions at Cambridge University and Peterkin Professor of Political Economy at Rice University.

North began his academic career in turbulent times. As a graduate teaching fellow at the University of Washington in 1952, he had published several well-received studies on economic history. He latched onto the notion that institutional structures, especially property rights, are fundamental in determining how economies perform.

"You cannot be a good economic historian by just knowing the history," says North. "You have to understand the history. That's what I've been doing all my life."

North's latest interest — the use of cognitive theory to understand economic history — is one of the challenging fields of study today. He advises young researchers in his field to stay on top of the latest developments and to help to solve policy problems for the future.

"I have a lot of theories that need to be further developed and I expect to keep working on them."
**Exhibitions**

- "Seduced and Abandoned," in Italian with English subtitles. (Also Oct. 28, same times.)
- "Recent Acquisitions: Rare Books and Manuscripts Added in Special Collections" through December. Olin Library.
- "Craniotubular Bone Dysplasias—A 25-year Re-evaluation," Robert J. Gorlin, Regent's Professor of Pathology and Genetics and professor of pathology, dermatology, pediatrics, obstetrics/gynecology and oncology. U of Minnesota School of Medicine, Minneapolis. Clanton Aud., 4950 Children's Place.
- "Molecular Microbiology. Third Floor Hall.
- "Intracellular Signaling and Inhibition in Healthy Young, Healthy Aged and Individuals With Alzheimer’s Disease: A Comparative Study," Anthony J. Ferreira, assoc. prof. of Psychology. Hunt Lounge, Room 201 Dunningker.
- "Recent Acquisitions: Rare Books and Manuscripts Added in Special Collections" through December. Olin Library. Special Collections, Level Five. Hours: 10 a.m.-5 p.m. weekdays; 1-5 p.m. weekends.

**Films**

**Thursday, Oct. 21**
- 6:30 and 9 p.m. Filmboard Classic Series. "Detour." Room 100 Brown Hall. Cost: $3. 4:15 p.m. Hourly film festival, call 938-5983.
- 7:30 and 9:30 p.m. Filmboard Foreign Series. Room 100 Brown Hall. Cost: $3.

**Friday, Oct. 22**
- 6:30 and 9 p.m. Filmboard Foreign Series. Room 100 Brown Hall. Cost: $3.
- 7 p.m. Chinese Film Series. "His Son’s Big Pleasures," Susan Cook, Dept. of Music, U. of Chicago. Room 301 Mudd Law Bldg. (Reception following.)

**Wednesday, Oct. 27**
- Noon. Cell biology and physiology seminar. "Recent Acquisitions: Rare Books and Manuscripts Added in Special Collections" through December. Olin Library. Special Collections, Level Five. Hours: 10 a.m.-5 p.m. weekdays; 1-5 p.m. weekends.

**Monday, Oct. 25**
Black Arts and Sciences Festival commemorates founding of ABS

Alexa Canady

Nelson, a senior political science major. ABS is the major sponsor of the festival. Nelson is programming chair of ABS and will serve as guest speaker. Awards will be given to distinguished individuals and groups. (Cocktails at 6:30 p.m.; dinner with wine server at 7:30 p.m.; program at 8:30 p.m.) Adams Mark Hotel, 4th and Chestnut streets. Cost: $30. For more info, call 935-7788.

Sunday, Oct. 24

10 p.m. Hot Tub-A-Thon for flood relief. Activist comedy variety show, "Gilda Levine: The Creation of Feminist Consciousness from the Middle Ages to 1870." Burns Lounge, Room 21. Duker Hall.

Miscellaneous

Thursday, Oct. 21


Friday, Oct. 22

7 p.m. Women's Club Night: Nite, watch and receive a package. Radisson Hotel. Cost: $27.25. For more info, call 706-3574.


8 p.m. Bookmark Society poetry reading. Alex Canady, assoc. prof, of medieval English, linguistics and American literature, will open the Bookmark Society's ninth season with a reading from his collection of poems titled "Reflections of Blackness." Eagle Nation, Brown Hall.

Sunday, Oct. 24

9 p.m.—1 a.m. "Reflections of Blackness" semi-formal dance. Dance is open to WU community only, and is not open to the general public. Northeast corner of Wohl Center.

Calendar guidelines

Events sponsored by the University — its departments, schools, centers, organizations and groups — and those events in which WU students are the primary participants are published in the Calendar. All events are free and open to the public, unless otherwise noted.

Calendar submissions should state time, date, place, sponsor, title of event, name of person to contact, affiliation, and admission cost. Quality promotional photographs with descriptions are welcome. Send items to Judy Ratliff at box 1708 or fax 935-4259. Submission forms are available by calling 893-8429.

The deadline for all entries is noon Tuesday one week prior to publication date. Late entry will not be printed. The Record is printed every Thursday during the school year, except for the week before and during the summer. If you are uncertain about a deadline, call the Record at 935-4926.

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Admiral William J. Crowe Jr. to lecture

A dm. William J. Crowe Jr., former chairman of the Joint Chiefs of Staff, Department of Defense, will give the Thomas C. Herrings Memorial/Student Union Public Affairs Lecture at 4 p.m. Tuesday, Oct. 26, in Graham Chapel. His lecture, "Defense and Security," is part of the Assembly Series and is free and open to the public.

Appointed by President Bill Clinton as chairman of the President's Foreign Intelligence Advisory Board, Crowe also serves as counselor at the Center for Strategic and International Studies in Washington, D.C., and is professor of geopolitics at the University of Oklahoma in Norman.

Crowe was appointed the 11th chairman of the Joint Chiefs of Staff by President Ronald Reagan in 1985, and in 1987 reappointed to a second two-year term in 1987. He was the principal military adviser to the president, the secretary of defense and the National Security Council.

Crowe, who graduated from the U.S. Naval Academy in 1946, was promoted to admiral in 1980. He holds a master's degree in education from Stanford University and a doctorate in politics from Princeton University.


Annual Liederabend features work by Schubert

Washington University's annual Liederabend will be held at 8 p.m. Sunday, Oct. 24, in Steinberg Hall auditorium.

The Liederabend features tenor Douglas Atkinson and Selh Carlso, professors of music, on the piano. Atkinson and Carlso will perform Franz Schubert's "Winterreise" ("Winter Journey"), which is a setting of 24 poems by Wilhem Muller. The poems describe pictures of a rejected lover's lonely winter journey.

Atkinson began his singing career with the Columbia Boychoir, now known as the American Boychoir. He has performed with San Francisco Opera's Western Opera Theater, New York's Metropolitan Opera as well as numerous guest engagements throughout Europe.

Carlso, who also is internationally recognized for excellence on the fortepiano, began his career at the age of nine with a broadcast performance of a work written especially for him. He has been featured as a soloist with the St. Louis Symphony and has performed with orchestras in many Chinese radio and television. He has recorded music of Schubert on the fortepiano for Titanic Records.

The Liederabend, which is free and open to the public, is sponsored by the departments of Music and Germanic Languages and Literatures.

Professors honored at Founders Day—From page 1

government, and David Broder of The Washington Post named him a conspicuous example of hard work, commitment to principle and effectiveness.

The four faculty members are being honored "for their dedication to teaching and the intellectual and personal development of students." They are: Susan Frelich Atkinson, J.D., professor of law; John P. Aitkinson, M.D., professor of medicine and chair, John Milliken Department of Medicine; Sarah C.R. Elgin, Ph.D., professor of biology; and Jonathan S. Turner, Ph.D., professor and chair of the Department of Political Science.

Atkinson, recognized as a conscientious and intellectually engaged instructor, joined the School of Law faculty in 1975 as an associate professor. In 1981 she became a tenured professor of law. Particularly noteworthy are her extensive contributions in the area of family law, encompassing areas such as surrogate parenthood and the changing roles of women in society. She has offered a popular seminar on Reproductive Control for several years, and last year she initiated a course on Advanced Family Law. She is completing a course book on family law and writing a treatise on reproductive rights. Recently she served as a consultant to the New Jersey Legislative Committee as it considered the issue of surrogate motherhood.

Atkinson joined the faculty in 1976 as an assistant professor of medicine and has practiced molecular microbiology and head of the Division of Reproductive Systems, and became a full professor in 1984.

In November 1991, he received the Distinguished Service Award from the professional medical society, Alpha Omega Alpha, for his recognition of his outstanding accomplishments in teaching, clinical development and medical stu-

Pulitzer Prize-winning Shepard play explores fate, family ties

"Buried Child" Sam Shepard's Pulitzer Prize-winning play about fate and family lies, will be performed at 8 p.m. Nov. 5, 6, 12 and 13; at 7 p.m. Nov. 7; and at 2 p.m. Nov. 14 in Edison Theatre.

The play uses powerful images of torrential rain and floods. Proceeds from an 8 p.m. Nov. 4 performance will go toward Midwestern flood relief through the American Red Cross and the Salvation Army. Tickets to the benefit performance are $10.

The play, set in the Midwest, is Shepard's most successful effort to retell his family history, from the lost farm of his father, says director Henry I. Schvey, Ph.D.

"This show speaks to people in a very direct way," says Schvey, who also is chair of the Performing Arts Department. "It is also about the power of the vortex of past experience from which we are common to us all. The audience becomes aware that all is not what it seems and that this family has what it seems and that this family has something and inheritance from which we are common to us all."

Shepard, known for several years, and last year she initiated a course on American plays ever written, says the play is "an example of hard work, commitment to principle and effectiveness."

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Parents Weekend draws 500 families to campus

Among the event highlights will be a welcoming address by Chancellor William H. Danforth; a talk titled "Marx: Exploring the Red Planet" by Raymond E. Arvidson, Ph.D., professor and chair of earth and planetary sciences; a meet-

with the dean; open classes; a football game between the Bears and the University of Chicago, along with soccer and volleyball sports events; a presentation detailing the delights and dilemmas of a students' return home for vacation featuring Karen Levin Coburn, associate dean for student development, and a panel of students; a visit to Washington University's observatory; and a discussion about study abroad opportunities.

In addition, the Parents Council will present a program for parents and students titled "Career Options in the 90s." Marc Sternfeld, chairman of the council and managing director of Solomon Brothers in New York, will lead the panel discussion, which will be held at 1:30 p.m. Saturday, Oct. 23, in Simon Hall's May Auditorium. Also featured on the schedule is a student talent show case, which will be held at 8 p.m. Oct. 23 in Edison Theatre. Tickets are $4 per person.

For more information on Parents Weekend, call 935-6503.

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Students meet ‘movers and shakers’ of international trade

S


tering as a volunteer at the Partner-
ship for Progress conference last weekend, I had the opportunity to work with other students and volunteers in the former Soviet Union to provide souvenirs to their tables. But for the most part, the students were not very happy because “every delegation came well equipped,” said Voss. For Voss, volunteering became primarily an educational experience that allowed her to take advantage of the conference. (The conference) offered me a real-world experience that was very positive,” she said. “I got to see what the players were up to.”

The conference gave me a global perspective on how what I’m studying can be useful in the future,” she continued.

Forum may attract international students

Forum provides gateway to issues

I

In his opening remarks Saturday morning at the US-NIS Conference on Democracy and the Market Economy, he focused on a rapidly expanding high school exchange program between the New Independent States and the United States.

It is my sincere hope that the business relationship between the United States and the former Soviet Republic, he said. Of course, the advantages of holding the Partnership for Progress conference go beyond increasing the University’s visibility. “I learned new things about the programs the American government has through the U.S. Information Agency and the U.S. Agency for International Development,” said Sachs. The conference was successful at what it was supposed to do — educate the NIS (New Independent States) members about what can be offered by the American government.

But as far as dialogue, there was none. It was more like the American side giving the Russian side advice.” And although Sachs acknowledged that a roundtable discussion with so many people would have been inappropriate, he nevertheless wanted the NIS delegation to have more input into the discussions. Drnovoz, who served as a volunteer in Moscow, was excited about the conference. “There was a general feeling that we don’t teach each other like rivals, the way we did during the Cold War,” she said. “I think it was a great event, not only for Washington University, but for the Russians’ and Americans’ business relationships.”

Carolyn Sanford

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now serving his second term as president. “It is my sincere hope that the business relationship between the United States and the former Soviet Republic, he said. Of course, the advantages of holding the Partnership for Progress conference go beyond increasing the University’s visibility. “I learned new things about the programs the American government has through the U.S. Information Agency and the U.S. Agency for International Development,” said Sachs. The conference was successful at what it was supposed to do — educate the NIS (New Independent States) members about what can be offered by the American government.

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Hilltop Campus

The following is a list of positions available at the School of Medicine. Employe
requirements and other positions may be obtained in the Office of Human Resour
ces, Room 126 North Brookings Hall, or by calling 935-5990.

Assistant Accountant

490030. Engineering Accounting. Requires:
knowledge of accounting principles and procedures, including six hours of account
ing course work; ability to use/willing to be trained to use mainframe computer;
ability to deal cordially with a definite plus. Resume and three letters of recom
mendation required.

Departmental Secretary

490065. Admissions and Development Pro
grams. Requirements: Associate's degree, bachelor's degree preferred; strong back
ground in personal computer; excellent verbal and written skills; pleasant, profes
sional manner; team work with others; ability to establish priorities under pres
sure; ability to handle multiple tasks in an organized, accurate and timely man
ner; ability to work extra hours if necessary; typing 50 wpm with accuracy. Clerical
tests and three letters of recommendation required.

Support Center Supervisor

490069. Accounting Services. Require
ments: Associate's degree in related field, including two years of business and tech
nical and manual skills as is offered in many technical education programs; or an
equivalent degree of an off-the-job training;
proven supervisory ability; demon
strated knowledge of all phases of ac
counting; ability to work with others;
ability to handle multiple tasks in an organized, accurate and timely manner;
ability to work extra hours if necessary; typing 50 wpm with accuracy. Clerical
tests and three letters of recommendation required.

Receptionist/Data Entry Clerk

490072. General Services. Requirements:
High school graduate, some college preferred; ability to type 45 wpm with accuracy;
ability to handle multiple tasks; accuracy; and ability to establish priorities under
pressure; ability to handle multiple tasks in an organized, accurate and timely man
ner; ability to work extra hours if necessary; typing 50 wpm with accuracy. Clerical
tests and three letters of recommendation required.

Secretary/Receptionist

490074. University College. Require
ments: Two years of college, associate's
degree preferred; typing 50 wpm with accuracy; ability to handle multiple tasks
and establish priorities under pressure; ability to handle multiple tasks in an orga
nized, accurate and timely manner; ability to work extra hours if necessary; typing
50 wpm with accuracy. Clerical tests and three letters of recommendation required.

Provoost leads panel on student recruiting

D
veloping strategies to attract the drug students to Washington Uni
versity was the focus of a Oct. 12 meeting on student recruitment held in Sil
ters, faculty and staff from across the campus attended the meeting, which
was led by Provost Edward S. Macis, Ph.D. During the meeting, a panel of five
experts, including three who have expertise in the entire campus can be more actively
incorporate new strategies into their effort. The panelists were: Larry Kin
ghorn, head football coach; James E. McLeod, chairman, Fine Arts and Scien
tes; Jane Schoenfeld, associate dean of undergraduate admissions; Harold Win
good, dean of undergraduate admissions; and Debra H. Win
good, director of the Office of Undergraduate Admis
sion Program. A detailed story on the meeting will be published in the Oct. 28 issue of the Record.

Administrative Secretary

490102. Graduate School of Arts and Sciences. Requirements: Bachelor's degree higher
preference; ability to handle multiple tasks and establish priorities under
pressure; ability to handle multiple tasks in an organized, accurate and timely man
ner; ability to work extra hours if necessary; typing 50 wpm with accuracy. Clerical
tests and three letters of recommendation required.

Staff Development Officer

490076. Office of Public Relations. Require
ments: Master's degree in library science or related field preferred; academic back
ground, including two years of related work; education, psychology or counseling
preferred; demonstrated skill in training adults to acquire new skills; use prior
knowledge of training and maximizing transfer; understanding of the role of the
research library in higher education; expertise in library operations preferred;
sensitivity and responsiveness to staff needs; excellent oral and written commu
nication skills. Application deadline is Nov. 1. Resume and three letters of recom
mendation required.

Word Processing Operator, Part-time

490089. School of Social Work. Require
ments: Some college, associate's degree preferred; ability to proofread own work,
transcription experience; above average knowledge of English grammar and spell
ing; neat, legible appearance; ability to work with students, faculty, administrators and staff
under minimum supervision; typing 50 wpm with accuracy. Clerical tests and three letters of recommenda
tion required.

CADD Drafting Specialist

940100. Accounting Services. Require
ments: One year's cash-handling experience or one year bookkeeping experience or
three semester hours of accounting; must be courteous, tactful and have the ability
to organize and control a heavy volume of
work; high clerical and mathematical aptitude preferred; excellent communica
tion skills are highly preferred; ability to work
people; proficiency in the operation of office equipment, including CRT experience preferred. Clerical tests and three letters of recommendation required.

Co-Administrator, Part-time

490092. Cottage Field Office. Require
ments: Bachelor's degree preferred; must have knowledgeable of postal regulations and requirements; must be able to perform.
must be bondable; must pass University
requirements other than Human Resources.

Secretary

490094. University Registrar. Require
ments: Some college, associate's degree preferred; ability to use computer; ability to
work in a customer service role; ability to handle multiple tasks in an organized, accurate and timely
accuracy; ability to handle multiple tasks in an organized, accurate and timely manner; ability to work extra hours if necessary; typing 50 wpm with accuracy. Clerical
tests and three letters of recommendation required.

Bookkeeper II

490099. Central Stores. Requirements:
High school graduate, some college preferred; ability to handle multiple tasks in an or
nized, accurate and timely manner; ability to work extra hours if necessary; typing
50 wpm with accuracy. Clerical tests and three letters of recommendation required.

Departmental Secretary

490100. Alumni and Development Pro
grams. Requirements: High school gradu
ate, bachelor's degree preferred; strong back
ground in the English language; ability to handle multiple priorities with mini
mum supervision; typing 40 wpm with accuracy; ability to handle multiple tasks
including Saturday mornings, etc.; essentially, is as essential; as a good personality and good grooming. Clerical
tests and three letters of recommendation required.

Secretary 1

490320-B. Transportation. Schedule: Part
time, 20 hours per week, usually 9 a.m. -1 p.m. but hours vary daily. Requirements: High school graduate or equivalent; good communication and customer-service skills; must have
WordPerfect and spreadsheet experience; some knowledge of accounting proce
dures; typing 60 wpm.