University adapts business management technique to education

At Motorola Inc. it used to take 58 days to produce and deliver a beeper. When executives learned that a competitor was doing it in 48 hours, they consulted with their supervisors before making arrangements.

"Motorola mapped a process, it reduced the time by 97 percent without compromising quality. "Reducing cycle time will help the University serve people better," said Charles J. Loew, senior applications consultant at Motorola University. "If you do functions faster, you reduce cost and improve customer satisfaction. If it takes one day to register a student, make it one-tenth of a day."

Reducing cycle time by mapping processes is an involved process that must be embranced by the entire University community, Loew said. To be successful, employees must work across departmental and organizational lines to identify tasks that add no value.

"We have found that 3 to 7 percent of steps in a process add value. That means that 93 to 97 percent of the steps add no value," Loew said. "I don't think your processes are any different."

One of the easiest ways to understand a process is to draw a detailed picture, or flowchart, of each step involved. In a process with an eye toward eliminating redundant or inefficient steps. Each time Motorola mapped a process, it reduced the cycle time by at least 50 percent. In many cases, Motorola was able to reduce cycle time by 97 percent without compromising quality.

"This view prevails, not only in nearly every film and book about Michelangelo, but even in serious scholarship," said Wallace. Michelangelo's life story, he contends, has "myth, back into reality. He was not an isolated genius, laboring away on a Herculean task, but in fact worked collaboratively with hundreds of people. Many of these people were closer to the god with all his life."

Wallace's book, titled Michelangelo at San Lorenzo: Philosophy to Entrepreneur, will be published by Cambridge University Press this month. Michelangelo recently was in the news when the Metropolitan Museum unveiled the newly cleaned "Last Judgment," the painting on the Sistine Chapel's altar wall on Easter Sunday. The book studies the artist's relations with nearly 300 assistants who worked for him at San Lorenzo, the Medici church in Florence, between 1516 and 1534. It examines the organization and day-to-day operation of the building site, as well as the artist's personal and professional relations with the artisans entrusted with carrying out his designs.

Addressing abuse ..........2
Medical student launches organi- •

2
4
3

"Doc" Harold Levin, Ph.D., brings

Continued on page 6
Continued on page 8

Vol. 18 No. 28    April 21, 1994
UNIVERSITY
IN ST. LOUIS
WASHINGTO

Campus participates in ‘Take Your Daughters to Work Day’

O n Thursday, April 28, offices, laborato-
ries and classrooms around campus will have
a unique group of young visitors. Throughout the day, young daughters will be shadowing their working mothers and fa-
thers, observing, learning and asking ques-
tions. All University employees with daugh-
ters ages 9 to 15 are encouraged to bring
them to work, but should consult with their
supervisors before making arrangements.

"Take Your Daughters To Work Day" is
designed to give young girls positive messages about work and self-worth. Originally the brainchild of the Ms. Foundation for Women, based in New York City, "Take Your Daugh-
ters to Work Day" officially was brought to
Washington University by an informal group that calls itself the "Women Administrators Brown Bag Lunch," or WAABBIL, and meets the first Monday of every month.

"Everyone I have talked to about ‘Take Your Daughters to Work Day’ has been incredibly enthusiastic," said Shirley Baker, dean of University libraries and a WAABBIL member. "In fact, I was a bit taken aback by the strong reception."

According to the Ms. Foundation, the day was designed to show young girls, especially adolescents who are prone to low self-esteem, the importance of a fulfilling career. The theory of "Take Your Daughters to Work Day" is that, contrary to what parents might think, children and young adults do pay attention to their elders.

"This will be a great opportunity for young women to see their parents in a different setting, in their work environment, and see our beautiful campus," Baker said. Daughters and their parents are invited to bring picnic lunches to eat together outside Olin Library (on the Women's Building side).

"This is an exciting opportunity for young women to see the possibilities avail-
able to them in higher education," said Provost Edward Macias, Ph.D.
Increasing awareness

Student starts organization that brings attention to domestic violence

Hilarie Cranmer, right, second-year medical student and organizer of Domestic Violence Awareness, listens to domestic violence lobbyist Colleen Coblis during a recent symposium at the School of Medicine.

Goldberg named to Howard Hughes Medical Institute

Daniel E. Goldberg, M.D., Ph.D., assistant professor of medicine and molecular microbiology, is a Howard Hughes Medical Institute fellow.

Clarification

In the March 31 Record, a photo caption said the Health, Science & Career Fair was sponsored by the School of Medicine and the St. Louis City/County Board of Education. Specifically, the Office of Minority Student Affairs at the School of Medicine was a co-sponsor.

Ronald Breslow to give Oliver H. Lowry Lecture

Ronald Breslow, Ph.D., will deliver the 17th annual Oliver H. Lowry Lecture in Pharmacology on Thursday, April 21, at the School of Medicine. Breslow is the Samuel Latham Mitchell Professor of Chemistry and University Professor in the Department of Chemistry at Columbia University in New York City. The lecture, which is open to the public, will begin at 4 p.m. in the Carl V. Moore Auditorium, 660 S. Euclid Ave.

Breslow, who coined the term "bioinorganic," has made numerous fundamental contributions to organic and bio-organic chemistry. He is one of seven University Professors at Columbia University and has studied with R.B. Woodward at Harvard University and Lord Todd at Cambridge University. His lecture is titled "Two is Better Than One in Binding, Catalysis and Chemotherapy.

Breslow has worked on fundamental aspects of chemical structures and mechanisms, and his recent work has focused on the syntheses and study of molecules that imitate the action of enzymes. This work has included the development of artificial enzymes and a new group of chemical agents with potential use in cancer chemotherapy.

Breslow, author of more than 300 scientific publications, is a member of the National Academy of Sciences and the American Chemical Society. He has been chairman of the board of scientific advisers to the Alfred P. Sloan Foundation and is a member of Rockefeller University's board of trustees. He also received the U.S. National Medal of Science.

The Department of Molecular Biology and Biochemistry sponsors the lecture to honor Oliver H. Lowry, M.D., Ph.D., distinguished professor emeritus and lecturer. Lowry served as head of the department from 1947-76 and as dean of the medical school from 1955-58. He also served as acting head of the department from 1989-90.

Lowry is an internationally renowned biochemist who pioneered development of sophisticated analytical techniques for the measurement of the activities of enzymes and the levels of their substrates and products. The most commonly applied and effective methods have provided a number of insights about the regulation of metabolism in a variety of normal and pathologically diseased cell types.

For more information, call 362-7053.
Levin helps students down rocky paths

Phenomenal roadblocks come to life on the chalkboard as Levin details on millimeter scales how mountains rose milli- miles away, outcroppings of rock along Interstate 64 at a time when the area was a warm inland seaway. With a piece of chalk and a metal pick, geology professor Harold Levin, Ph.D., has given countless undergraduates a glimpse of the earth and its life millions of years ago.

One day was a day in a classroom in Wilson and Hal is drawing an early dinosaur or other reptile on the board and the whole room suddenly comes alive,” remember Eileen Hossberg, who has been Levin’s administrative assistant who now teaches geology at the University of North Carolina-Wilmington. “IJL could do it all over again, and I would videotape his entire board presentation of his ‘Life Through Time’ course.

In the classroom, Levin gives students a glimpse into the past. In the office of the Department of College of Arts and Sciences, where Levin spends the second half of each day, he gives a different group of undergraduates a glimpse into their not-so-distant futures. As associate dean, Levin helps prospective students pursue their dreams of becoming doctors. When he assumed the deanship 17 years ago, he was worried he’d lose touch with his field and eventually “wouldn’t know a rock from a rooster.”

Admittedly much more interested in geochronologists than cooks, Levin has remained on the cutting edge of geological studies by writing textbooks, which have been used by undergraduate geology students in universities throughout the country since 1969. In his free time, he sculpts in clay and sketches in pen and ink. Evidently, Levin, who chaired the Department of Earth and Planetary Sciences from 1973 to 1976, plans to return to the geology classroom and teaching, his real love, full time, ending an era during which he helped thousands of pre-medical students at Washington University down the sometimes rocky path to a career in medicine.

“The administration was looking for someone with patience to help pre-med students,” Levin said. “The students were under the gun for three or four years yet they don’t know if they’ll be successful in the end,” Levin said. “Giving advice is one of the biggest components of what I do in the classroom.”

In anticipation of such questions, Levin meticulously researches every medical school in the country. He knows the character or “personality” of each school and its requirements for graduates, Medical College Admission Test (MCAT) scores, geographic distribution of applicants, required courses and other requirements. With Levin’s help, Washington University has had noteworthy success in medical school placement. In the past five years, about 72 percent of Washington’s first-time applicants were accepted to medical school. The national average is about 36 percent. Levin attributes the University’s placement success to its strong pre-med program.

Amy Sullivan, a senior pre-medical student, said Levin’s guidance has been invaluable.

“He is so approachable and answers all my questions,” Sullivan said. Sullivan was one of 21 undergraduate University of Missouri-Columbia students who has served as an undergraduate faculty member at the University. Sullivan was one of 21 undergraduate University of Missouri-Columbia students who has served as an undergraduate faculty member at the University.

“His students all call him ‘Doc’... it’s a sign of the greatest respect.” — Ian Duncan

Geologist Harold Levin, Ph.D., leads students on a field trip. Left to right: First-year student Robert Holz, senior Elizabeth Monika, junior Jared Corsi and Levin.

“Doc” Levin’s textbooks are some of the greatest in the state. Then, as you drive toward St. Louis, you go through a corridor of young specula- tory strata until you come to Washington University, which is adorned by rock and a little stream. Beef for the most motorists, their eyes are trained to the rocky roadcutts, but not the virgin strip of history that is hundreds of millions of years old.

Undergraduate students find his enthusiasm contagious. Collegiate sportswriter John Sullivan, now a geologist, Ph.D., a former geology professor at Washington University, now a geologist with Virginia Geological Survey. “He has a wonderful, infectious enthusiasm and injects a sense of humor in the class- room, which makes his teaching very effective but not everyone can do it.”

Ray Arvidson, Ph.D., chair of the Department of Earth and Planetary Sciences, strongly supports the professor’s return to teaching full time.

“He is very important to our department, particularly in teaching and mentoring graduate and especially in teach- ing undergraduates,” Arvidson said. “In fact, he is so impor- tant to this department that I told the administration that we needed him here more, beginning as soon as possible.”

Levin said he has always wanted to teach. “Teaching is a real love for me,” Levin said. “I was looking for a teaching job soon after I had completed a few years working as a petroleum geologist. I guess they liked me better there. Levin signed on with the Army Corps of Engineers for a Ph.D. and decided to offer me a position,” Levin said.

“Geology really is a very fast-moving field these days. This makes it necessary to continuously update my field notes and last year’s lectures and laboratory studies. Last year’s lecture notes are usually already out of date. Every time new research tools are developed, it increases the number of things you can look at and discover about the earth.”

To keep up with a rapidly changing science, Levin has written seven undergraduate-level geology textbooks in the evenings. Some of these textbooks are in their fifth edition. “Hal’s textbooks are extraordinary, some people believe they are the best in physical and historical geology,” Arvidson said. “Like his presentations, his textbooks are well-organized, up-to-date and well-illustrated. What’s extraordinary is that he was able to do all this while spend- ing half his time in the dean’s office.”

Smith wrote the instructor’s manual that accompanies Levin’s popular textbook “The Earth Through Time.” He says some of Levin’s textbooks, especially those dealing with historic geology, are among the best of their genre, remarkable for their breadth of information, clear writing and illustrations, most of which are Levin’s own sketches. Smith calls them "works of art" and the dean himself acts as a depository for the University of North Carolina with his favorite professor’s pencil drawings.

“There are three or four people I’ve met in my life who stand out. Hal is one,” Smith said. “He has experienced everything in geology and he’s an expert in his subject; he never stops asking ‘why?’ He really has almost no boundaries. Whenever we talk, we talk about new things.”

A father of three, Levin used to take his now-grown children on “digs” and on field trips with his students, but none followed in his footsteps; two are journalists, one an attorney. He and his wife, Kay, recently retired and look forward to spending evenings in the office at the University of North Carolina with his favorite professor’s pencil drawings.

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Exhibitions

"Cafe '94: America's Cultural Diversity," a major exhibition by Jeffrey Spille. Through April 30. Spille is an artist and director of education at Tamartian Institute, U. of Mexico, Albuquerque. Exhibit is held in collaboration with the School of Fine Arts. Center of Contemporary Arts, 524 Trinity Ave. 935-6571 or 725-6555.

"Master of Fine Arts II." Features creations by master of fine arts students. Through April 24. Gallery of Art, upper gallery, Steingold Hall. Hours: 10 a.m.-5 p.m. weekdays. 1-5 p.m. weekends.

"Master of Fine Arts I." Features creations by master of fine arts students. Opening: 5-7 p.m. April 29. Through May 8. Gallery of Art, upper gallery, Steingold Hall. Hours: 10 a.m.-5 p.m. weekdays. 1-5 p.m. weekends.

"Paracelsus, Five Hundred Years." Through July 15. Quater Gallery, School of Medicine Library. Hours: 9 a.m.-9 p.m. weekdays. 1-5 p.m. weekends.

"The Authenticated Word: Victorian Illustrated Books 1820-1906." Through July 1. Film Library, Special Collections, level five. 8:30 a.m.-5 p.m. weekdays. 935-5495.

"Care Show." Features work by first-year medical students. Through May 22. Bixby Gallery, Bixby Hall. Hours: 10 a.m.-5 p.m. weekdays. 1-5 p.m. weekends. 935-6579.

Lectures

Thursday, April 21


4 p.m. Architecture lecture. "Environmental Issues in Architecture," Peter Ennen, German Professor of Botany and director, Missouri Botanical Garden. Steingold Hall. 935-6300.


4 p.m. Geology and planetary sciences colloquium. "Patterns of Biogeography and Evolution as Revealed in Fossil Dinosaurs, Mammals," Louis L. Jacobs, prof., Dept. of Geology, Sciences Museum, U. of Iowa, Iowa City. 4 p.m. Third Floor Atrium, St. Louis Children's Hospital.


Friday, April 22

7 and 9:30 p.m. Filmboard Film Series. The Dark Crystal (1982). (Also April 23, same time, and April 24 at 9:30 p.m.) Room 100 Brown Hall. Cost: $3. 935-3444.

Midnight. Filmboard Midnight Series. The Big Family (1978). (Also April 23, same time, and April 24 at 7 p.m.) Room 100 Brown Hall. Cost: $3. 935-3444.

Tuesday, April 26


Calendar guidelines

Events sponsored by the University — its departments, schools, centers, organizations and affiliated student organizations — 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 speaker(s) and affiliation, and admission cost. Qualified promotional photographs with descriptions are welcome. Send items to: July Bartlett at 935-4558 by April 25. 935-4259. Submission forms are available by calling 935-4259.

The deadline for all entries is noon Tuesday, one week prior to publication. Late entries will not be printed. The Record is printed every Thursday during the school year, except during the summer months. If you are uncertain about a deadline, holiday schedule, or any other information, please call 935-4926.

Monday, April 25

7 and 9 p.m. Filmboard Foreign Series. "Poupee de Cire, Poupee de Mode (1926, B&W), in French with English subtitles. (Also April 28, same time.) Room 100 Brown Hall. Cost: $3. 935-3444.

Friday, April 29

6 and 8 p.m. Filmboard Feature Series. "Radio Flyer." (Also April 30, same time.) Room 100 Brown Hall. Cost: $3. 935-3444.

Wednesday, April 27


Monday, April 25


Tuesday, April 26


Wednesday, April 27


9 a.m. Noon. Science Seminar Series. "Organization and Activity of the Yeast Genome," Mark Johnson, assn. prof., Dept. of Genetics. (Series continues April 27. See calendar item.) Room 100 Hall of St. Louis Children's Hospital.

9 a.m. Noon. Genetics Seminar. "Protein Phosphorylation Cascades and Growth Factor Signaling," with Waterston, Robert, prof. and acting head, Dept. of Pediatrics, School of Medicine, Rand Afrikaans U, South Africa. Room 162 McDonnell Medical Sciences Bldg. 935-6001.


Music

Thursday, April 28

8 p.m. Jazz concert. The Vocal Jazz Ensemble. 162 McDonnell Medical Sciences Bldg. 935-5581 or 559-6980. In a performance directed by Fred Blankenbeel, chair, Dept. of Music. Graham Chapel. 935-5285.

Friday, April 29

1 p.m. Annual seniors' series informal discussion. Hollywood film director Joseph Lewis, well-known film director, producer, of math, English and history. 199 Hall of St. Louis Children's Hospital.


Saturday, April 30

8 p.m. Jazz concert. The Vocal Jazz Ensemble. 162 McDonnell Medical Sciences Bldg. 935-5581 or 559-6980. In a performance directed by Fred Blankenbeel, chair, Dept. of Music. Graham Chapel. 935-5285.
Lynn Omerog, women’s tennis coach, will offer group adult tennis lessons for beginning and intermediate players. Classes meet on Wednesday evenings from April 25-May 23 at the Tao Mallinckrodt Center. Session I (for beginners) meets from 5:30-6:15 p.m. Session II (for intermediates) meets from 6:30-7:15 p.m. For more information, visit the Athletic Department Office or call 935-5220.
Liberal arts education can lead to challenging career; course shows

Volunteers sought for festival torch run

S ophomores Johanna Milstein used to worry whether a French major would offer her enough career opportunities.
But after taking the course "An Internship for Liberal Arts Majors," she realized that studying liberal arts and majoring in a foreign language can lead to a variety of challenging career options.
"I worried about what I was going to do after graduation," said Milstein, a Denver native. "It gave me a chance to see the importance of knowing a foreign language in communications, business and in other careers."
The course "shows that you can do anything as liberal arts majors and that majoring in liberal arts is valuable prepara-
tion for the work world," said Nancy Geter, assistant director for experiential education in the Career Center and coordi-
nator of the course. James E. McLeod, dean of the College of Arts and Sciences and adjunct professor of German, created the three-credit course approxi-
mately 10 years ago.
The 200-credit course is designed for students who have taken at least one foreign language class. For the internship, students spend approximately 10 to 12 hours a week working with government and law enforcement agencies and running events and working with diverse community organizations.
The students' duties range from performing clerical tasks to writing grant proposals.
Through reading materials and guest speakers, the students explore the meaning and value of a liberal arts education and learn how to approach career choices.
Seminar topics highlight the practical as-
pects of career exploration, such as applying to graduate and professional schools, pondering the difference between a job and a career, determining what components lead to job satisfaction and learning how to conduct a job search, complete with resume

April 11

1:44 p.m. — Unknown person(s) cut a section of wall covering in the Simon Hall basement sometime between 8:30 and 9:30 a.m. 5:12 p.m. — A student's book bag was reported stolen from the Lot 3 Residence Hall lobby sometime between 1:45 and 2:30 p.m. 6:45 p.m. — A student's backpack was reported stolen from the parking lot next to Thrupp Dining Hall around 3:30 p.m. The vehicle was recovered by the St. Louis Police Department in the 5300 block of Wabada.
The tires were missing and the steering column was damaged.
April 12

Midnight — Two female students reported that a male exposed himself to them in two separate incidents at 10 p.m. and between 10:30 and 11 p.m. in the north end of Winter Hall.
The men are described as 6 feet tall, thin, in his late 40s, with dark hair and wearing a black suit.
April 13

1:21 p.m. — A pager belonging to the Depart-
ment of Facilities Planning and Management was reported stolen from the maintenance building sometime between March 29 and

Michelangelo created his own myth — from page 4

family, friends and associates, as well as miscellaneous documents such as tax records and city maps, Wallace has determined that Michelangelo had a close working relation-
ship with several handymen, dozens of whom worked for him for more than 10 years.
"There is an enormous amount of pri-
mary documentation for this project. The problem has been that many see it as boring because it doesn't deal with the great genius of Michelangelo, but the gritty nitty gritty of his business enterprise."
Not only was the sheer amount of pri-
mary material daunting, said Wallace, but when he translated, he often found that the language was unfamiliar.
"Michelangelo's time clock, they punched in with him," said Wallace. "By today's standards his method was not very efficient — he was on site every single day. He had everyone reporting directly to him and he was involved in unbelievably mundane details, supervising stone cutting, selecting material and drawing every single picture."
Michelangelo wrote out daily attendance records himself and more than half the workers were notified by their nickname, indicating a close familiarity between the artist and his assistants. Some of the most colorful include "the Godfather," "the Thief," "the Oddball," "the Carrot," the "Priest," "Antichrist" and "Nero."
Although Michelangelo worked almost every Saturday and most holidays, he pro-
vided flexible leave policy, good pay and job security to his workers. Wallace said work-
ers earned the equivalent of what a good carpenter or plumber would earn today.
Getting past the myth

Wallace contends that his book does not so much knock the master off his pedestal as teach us that history is more complicated than myth.
"I am the first to admit we all need myth," said Wallace. "Myths tend to simplify history and make it more accessible, but once you get past the myth, the true history becomes even more astonishing."
For the Record contains news about a wide variety of faculty, staff, students and alumni, including news about their professional and personal activities.

Of note

Samuel L. Stanley Jr., M.D., associate professor of medicine and associate professor of molecular biology, received a $71,700 three-year grant from the Fogarty International Center for a project on "Human T-cell Recognition of Epistemology Antigens."  

Speaking of

David A. Balata, Ph.D., associate professor of medicine and director of Research, Bradley, a graduate student in clinical psychology, delivered a presentation on "Inhibitory Control: Functional and Neural Mechanisms: Evidence of an Age-related Dissociation" at the Cognitive Aging Conference held in Atlanta.  

Steven Fazzari, Ph.D., associate professor of economics, delivered the Howard Perez Lecture at the National Association of Business Economists' meeting held at the Radisson Hotel in Clayton. He spoke on "Investment, Finance and Macroeconomics."  

Ira J. Hirsch, Ph.D., professor and chair of the Department of Psychology and Health Care at the Central Institute for the Deaf and professor emeritus in the Department of Psychology, presented a paper on "Psychological Aspects of Disability" at the International Biannual Conference. "Les Entretiens Européens de l’Insertion des Handicaps" (International Meeting on "Handicapped insertion"), held at the Maison des Hommes in the (handicapped) held in Lyon, France...  

There’s a lot of friction developing in this trial between factions that want this case to be a trial of the Vichy government’s role in the Holocaust, but those who really want to nail Touvier, said Wexler. "The case has come to stand for a lot more than it is all in a legal sense. The trial is about Touvier’s participation in a crime that the public wants the case to settle much larger issues. "People want to use this case to prove that the Vichy government admit its role in the Holocaust, but the prosecution can’t get a conviction unless it proves that Touvier was an accomplice of the Gestapo," she continued. "Because the law being applied in the case is actually a French implementa- tion of the Nuremberg Charter, the French Supreme Court has held that crimes against humanity" charges can be brought only against individuals and not against the state with the Axis powers, a ruling that precludes making the Vichy government’s role a major issue. Wexler contends that the Touvier case brings a question that is impossible to separate the "crimes against humanity" charges from their emotional and psychological lenses.  

"It’s hard to govern a country and be very fair," she said. "Courts are good at finding facts in specific cases, but they’re not good at analyzing history or clarifying political debate. The Touvier case is a fine example of how difficult it is to try an international war crimes case in the court of a single nation. The case took more than 20 years to come to trial, largely due to government inaction. French officials are not interested in pursuing the case because it’s not a public concern. American courts, the courts of any nation are simply too overloaded and too often biased to deal with these complex international issues."  

Wexler said that the United States could make great strides toward solving the history of the Holocaust with Congress passing the Holocaust Testimony and Education Act, which calls for the United States to support the United Nation’s effort to establish an international criminal court.

"The French experience in the Touvier case clearly demonstrates the need for an international war crimes tribunal," he said.

Touvier case shows need for international war crimes tribunal  

Leila Sadaat Wester, J.D., associate professor of law, is an expert on the laws of France and the French Economy. She has written two soon-to-be-published legal articles that provide timely faculty comments to media and contribute to the scholarly conversation.  

Leila Sadaat Wester

Paul Touvier, who is now on trial in France for "crimes against humanity" charges related to the execution of seven Jews during World War II has been released on bail and is living at the behest of the Supreme Court, where many of the deci- sions have been delayed or have not been rendered. She comments on this case here.

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Hilltop Campus

The following is a list of positions available on the Hilltop Campus. Qualified applicants to other positions may be obtained in the Office of Human Resources.

**Programmer/Analyst III**

Programmer/Analyst III computing, language and people skills; ability to work with minimal supervision; ability to learn quickly and adapt to new circumstances; experience with use and management of desktop computers; knowledge of desktop database technology in a client/server environment highly desired; familiarity with DOS, Macintosh systems; knowledge of Novell, AppleTalk, Windows and TCP/IP networking highly desired. Resume required.

**Counselor**

Counselor 94042: Student Educational Service. Requirements: Master’s degree; experience in secondary, post-secondary or higher education preferred; knowledge of psychological testing; familiarity/experience with the problems of high-risk and disadvantaged students; familiarity with the problems of disabled students. Resume required.

**Secretary/Receptionist**

Secretary/Receptionist 94057: Computer and Communications Research Center. Requirements: Some college; typing 50 wpm with accuracy. Duties: Maintain calendars, schedules and files; make travel arrangements; type routine correspondence, classwork; assist in departmental activities of center; assist in annual report preparation; assist in coordination of research; project and technical report distribution; coordinate materials; assist engineering center projects; assist in technical documentation projects; assist in administrative departmental accounting procedures; maintain office supplies. Clerical tests required.

**Administrative Assistant**

Administrative Assistant 94065: Environmental Management Program. Requirements: Some college; maturity, judgment and diplomacy; excellent communications skills, both oral and written; ability to work as part of a team; ability to work effectively under minimal supervision; ability to deal with confidential and specialized secretarial and business training; strong accounting and computer literacy. Responsibilities: Maintain calendars, schedules and files; make travel arrangements; type routine correspondence, classwork; assist in departmental activities of center; assist in annual report preparation; assist in coordination of research; project and technical report distribution; coordinate materials; assist engineering center projects; assist in technical documentation projects; assist in administrative departmental accounting procedures; maintain office supplies. Clerical tests required.

**Executive Secretary**

Executive Secretary 94027: Advanced Development Program. Requirements: College degree or equivalent knowledge; three years general business experience; background in personal computing; excellent oral and written communication skills; professional telephone skills; ability to work independently; ability to assist with special projects; ability to deal with confidential and specialized secretarial and business training; strong accounting and computer literacy. Responsibilities: Maintain calendars, schedules and files; make travel arrangements; type routine correspondence, classwork; assist in departmental activities of center; assist in annual report preparation; assist in coordination of research; project and technical report distribution; coordinate materials; assist engineering center projects; assist in technical documentation projects; assist in administrative departmental accounting procedures; maintain office supplies. Clerical tests required.

**Seismic Data Entry Assistant**

Seismic Data Entry Assistant 94021: Earth and Planetary Sciences. Requirements: Some college, bachelor’s degree preferred; experience with handling seismic data preferred; experience with data entry and automatic data processing desired; accuracy essential; ability to learn computerized data entry and analysis procedures required. Resume required.

**Department Secretary**

Department Secretary 94027: Major Gifts. Requirements: Associate’s degree or equivalent knowledge; personnel secretarial and business training; ability to handle multiple priorities; safeguard confidentiality; ability to relate easily to people; typing 50 wpm with accuracy. Clerical tests required.

**PC Systems Manager**

PC Systems Manager 94028: Engineering Accounting. Requirements: Bachelor’s degree with background in high-level programming; strong knowledge of financial accounting and computer literacy. Responsibilities: Assist in day-to-day operations of a division, providing necessary support in coordinating a variety of administrative functions, including financial accounting and program planning activities.

**Medical Campus**

The following is a partial list of positions available at the Medical School. Employees who are interested in submitting a resume or contacting the Office of Human Resources Department of the medical school at 352-4920 to request an application. Computer and Communications Research Center. Requirements: Some college; typing 50 wpm with accuracy. Duties: Mail and supervise departmental files. Clerical tests required.

**PC Systems Manager**

PC Systems Manager 94028: Engineering Accounting. Requirements: Bachelor’s degree with background in high-level programming; strong knowledge of financial accounting and computer literacy. Responsibilities: Assist in day-to-day operations of a division, providing necessary support in coordinating a variety of administrative functions, including financial accounting and program planning activities.