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Nuts and Bolts

Front-line staff works together to improve service to students

The image of a student bounding from office to office to find the answer to a single question is becoming obsolete as new lines of communication spread throughout Brookings Hall and the entire University. For more than a year, department managers and deans from the schools have been meeting regularly to discuss ways of improving the University for students and other priorities. Several months ago, a group of front-line staff members began meeting with the same goal. Like the University Management Team, this smaller — but equally enthusiastic — group is operating under the assumption that cross-departmental teamwork is the key to improving service to students.

The Nuts and Bolts Committee is made up of front-line staff from several offices that directly serve students (i.e., the offices of the Registrar, Student Accounting, Student Loans, Cashier, Financial Aid, Undergraduate Admission, College of Arts and Sciences and Residential Life).

Efforts to “improve Washington University for students” were reinforced when student focus groups facilitated by the Current Student Experience Cluster (CSEC) revealed frustration with the execution of some services. Some students said they felt isolated and cited the need for more faculty interaction outside the classroom.

The Nuts and Bolts Committee also invited staff representatives from student-oriented offices to “walk them through” their part in the student experience.

Sen. Bill Bradley, poet Rita Dove among honorary degree recipients

The nation’s poet laureate and Kenya’s most asted wildlife conservationist are among the six who will receive honorary degrees from Washington University during its 133rd Commencement May 20. The University will bestow degrees on approximately 2,400 students during the ceremony.

The ceremony begins at 8:30 a.m., with the traditional academic procession into Brookings Quadrangle.

Bill Bradley, the senior U.S. senator from New Jersey, will deliver the Commencement address. His talk is titled “America’s Changing World: New Economy, New Diversity, New Challenges.” During the ceremony, he will receive an honorary doctor of humanities.

The other honorary degree recipients are Rita F. Dove, a Pulitzer Prize winner and poet laureate of the United States, doctor of letters; Richard E. Leakey, first researcher to demonstrate a link between ancient man and his ancestor, doctor of humane letters; I.E. Millstone, engineer, construction company founder, philanthropist and civic leader, doctor of laws; and Ernst L. Wynder, M.D., a pioneer in the field of preventive medicine who was the first researcher to demonstrate a link between smoking and cancer, doctor of humane letters; I.E. Millstone, engineer, construction company founder, philanthropist and civic leader, doctor of laws; and Ernst L. Wynder, M.D., a pioneer in the field of preventive medicine who was the first researcher to demonstrate a link between smoking and cancer, doctor of humanities.

Since Provost Edward S. Macias, Ph.D., appointed the task force 17 months ago, the 27-member group of faculty, staff and students has looked at the undergraduate student experience and ways to improve it. Despite the task force’s extensive examination and recommendations, the committee and a core committee would put the task force’s recommendations into practice.

To ensure that the work continues, the task force has recommended that a permanent body, the Council on Undergraduate Education, be established. The council would include faculty, staff and students representatives from all the undergraduate schools, and a core committee would provide input into the work of the council.

The final report of the task force will not be completed until September, but Wheeler said that preliminary work was released so that discussion of the recommendations can begin. “We hope to accelerate discussion and consensus building,” he said. Specifically, the recommendations are meant to spur discussion and argument on what makes good teaching.

During the 1992-93 academic year, the task force focused on the first-year student experience, and released recommendations for improvement in the “Draft of the First Year Report.” During the 1993-94 academic year, the task force divided itself into two subcommittees: Teaching and Learning; Academic Setting and Environment, and Academic Structure and Procedures. The task force’s report to be released this fall will contain all of the major points addressed by these subcommittees.

To find ways to improve the undergraduate experience, the task force went to the source — students. Over the past year, the task force met with six to seven student groups ranging in number from 25 to 50.

“We’re getting two messages,” Wheeler said of those meetings. “In the classroom, students give high rankings to course evaluations. Outside of the classroom, students express concern toward certain things.”

Community issues

The 27-member group of faculty, staff and students in residence halls on the South Forty, for example, said they felt isolated and cited the need for more faculty interaction outside the classroom.

In this issue...

Diabetes program

Researchers determine children newly diagnosed with the disease can safely follow intensive therapy

Community...
Diabetes treatment

Researchers find intensive therapy safe for newly diagnosed children

White and his colleagues followed 34 children with new-onset insulin-dependent diabetes mellitus (IDDM) for 18 months. Patients, who were 6 to 18 years old, randomly were assigned to a control group or an intensive group. Children in the control group used conventional therapy to manage their diabetes, and children in the other group followed intensive therapy.

Patients in both groups were able to lower blood sugar levels, the goal of diabetes management, and parents and children did not report any difference in quality of life and health status between the groups. However, patients in the intensive group had lower blood sugars. They also were at increased risk of suffering hypoglycemia.

White said patients in the intensive group in the DCCT also had this problem, but hypoglycemia was acceptable. "The question of whether it's worth the risk," he said. The researchers conducting the DCCT concluded that the benefits of intensive therapy outweigh the risk of hypoglycemia in adolescent and adult patients supervised by experts.

White said his study is a stepping stone for figuring out if some of the pancreatic function of children with newly diagnosed diabetes can be saved. "We now know that intensive therapy is feasible in children. In 1995, we should know if children's pancreases will be preserved."

White also points out that the National Institutes of Health recently has started a study to determine whether diabetes can be prevented before it occurs in relatives at high risk for developing diabetes. This study, the Diabetes Prevention Trial Type 1 (DPT-1), will determine whether small doses of insulin can prevent the onset of diabetes. White will oversee this study for the medical school.

-- Diane Duke

Study evaluates possible treatment for improved lung cancer survival

Researchers at the School of Medicine's Mallinckrodt Institute of Radiology are participating in a national study to evaluate a new treatment approach that may improve survival for certain lung cancer patients.

The new approach is designed to benefit patients with non-small cell lung cancer whose cancer has spread into lymph nodes in the center of the chest. The majority of these cancers are found in smokers or "secondary" smokers. Lung cancer is the number one cancer killer in men and women.

These patients traditionally have been treated with radiation therapy alone, said principal investigator Mary Graham, M.D., instructor of radiology. Their survival rates have been bleak, with five-year survival rates rarely exceeding 10 percent. Part of the reason for low survival is that the cancer spreads quickly to other parts of the body, she said. The presence of cancer in the lymph nodes is a sign this spread is likely.

The study will determine whether adding chemotherapy or surgery to traditional treatment might provide an advantage, Graham said.

"We now know from recent studies that a combined approach using radiation therapy and chemotherapy helps keep the disease from spreading and improves survival," said Graham. The national study will provide further information by evaluating the combined approach in a larger number of patients.

All eligible participants will receive the same initial radiation therapy and chemotherapy, then half will receive additional radiation and chemotherapy, and half will undergo surgery. The study will determine which approach is best.

"We want to know if we can improve survival with chemotherapy and radiation therapy, or if surgery is also necessary," Graham explained. For information, contact Graham at 362-8503.
Fifteen years ago, a new medical technology began in the form of an awkward-looking machine dubbed "The Chicken," named after its creator, Michel M. Ter-Pogossian, Ph.D., and his collaborators. They thought the machine's array of protruding tubes and wires looked like a rooster's comb. Today the technology, known as positron emission tomography (PET), is a medical indication that will give medical researchers an invaluable window into the human body.

When he first used these techniques, PET illustrates the visual information and briefs function rather than form.PET machines record signals from radioactive tracers inside a patient's body. These signals take on colorful, cross-sectional images that reveal biochemical activities of organs and cells. Ter-Pogossian's pioneering work in this field has played a key role in its evolution ever since.

Ter-Pogossian entered the world of science early, while he was a child in France. He conducted miniature experiments with toy physics and chemistry sets in a closet of his family's apartment. The interest stuck with him; in 1943 he earned a mathematics degree from the University of Paris, the deanship in nuclear physics for his science careers. Then World War II complicated his life.

"It was a difficult time. Many of our family friends were arrested, and many of them who were Jewish never came back," he said. He became interested in joining war resource efforts. Ter-Pogossian's father, out of concern for his son's academic future, told him he must continue his education either in England or the United States. "Ter-Pogossian thought the United States would be "more exciting," and he left Europe in 1946. He was drawn to Washington University partly because its chancellor at the time was Arthur Holly Compton, a Nobel laureate who described a fundamental physics concept now called the Compton Effect. Ter-Pogossian joined the Department of Physics in 1946 as a research assistant. He earned a master's degree from the University in 1948 and a doctoral degree in nuclear physics in 1950. A short time later he became interested in medicine and took a position at Mallinckrodt Institute of Radiology.

PET evolved from his interest in using short-lived radioactive tracers, or isotopes, for studying chemical processes in the body. They were called short-lived because their radiation disappeared within minutes. Researchers had used other types of radioactive tracers since the 1940s, substances such as iodine-131. Ter-Pogossian thought short-lived isotopes of oxygen, nitrogen and carbon would be more valuable because, unlike previously used tracers, these participated directly in the body's chemical activities.

His colleagues did experiments on brain metabolism and blood flow with isotopes produced by a machine called a cyclotron located on the Hilltop Campus. They were encouraged by his results and sought funding for a new cyclotron at the Medical Center. It was installed in 1964 as the first cyclotron in a U.S. medical center. Ter-Pogossian then recruited an extraordinarily varied group of researchers — neurologists, cardiologists, chemists, physicists, computer engineers, mathematicians, psychologists, and others — to contribute to the work. They worked long hours when they witnessed early development of another new imaging technology called computed tomography, or CT. In the early 1970s, he and other Washington University investigators collaborated with CT's developer, a company called EMI. CT uses X-rays and computers to create cross-sectional images. When the Washington University team helped EMI develop the first CT machine for body imaging, Ter-Pogossian was the first volunteer. "The first image on a body system was of my body. I still have it," he said.

At the time, he and his colleagues needed radiation detectors that would provide more information about their isotope's distribution in the body. It occurred to Ter-Pogossian that a system similar to CT might apply to his isotope studies. He started on PET in 1971. "The Chicken" Raichle and his colleagues have identified regions of the brain responsible for speaking, reading, attention and memory with PET. "You can learn not just what the brain looks like, but how it works. "They will hopefully provide us with a better understanding of everything from stroke-related disabilities to why some children can't learn to read," he said.

Neurologists now use PET to study brain abnormalities from illnesses such as Parkinson's disease and depression. "What's emerging are new insights into diseases that have been mysterious in the past. We don't leave any gross anatomical evidence of what's wrong," Raichle said. "Ter-Pogossian's work is looking into developing a PET machine designed just for head studies. According to Barry Singlet, M.D., professor of radiology and medicine, PET is proving its value in cancer research as well. "PET has the ability to answer questions in specific patients that no other technology can answer," he said. For the most common cancers, PET can show whether the disease has spread beyond the local tumor. "Most malignant tumors take up increased amounts of the most commonly used PET tracer. Consequently, when you do a PET scan, tumors show up as light bulbs on the imaging screen, which dramatically affects how a patient is treated, he explained.

In heart research, PET scans of oxygen use and blood flow help determine whether a patient's heart muscle is healthy enough to benefit from surgery, said Steven Bergmann, M.D., Ph.D., associate professor of medicine and radiology. This decision can be difficult to make with other methods, he said. PET also shows whether a narrow spot blood vessel is dented up. Conventional tests can show the size of a vessel's interior. But by actually measuring the amount of oxygen that takes up residence in the vessel with PET, "you can see whether the narrowing in the vessel is really limiting the heart's ability to get enough blood," said Bergmann.

Although Ter-Pogossian is happy PET has found clinical uses, he predicts its biggest value in the future will be for basic research. "The most important application of PET will be as a tool that allows us to understand the mechanisms of disease, that no other tool can that cannot be probed by any other means," he said.

Ter-Pogossian knows from the beginning PET would be an important research tool, said Michael Welch, M.D., Ph.D., professor of radiology in the Department of Radiology and director of Molecular Imaging at Washington University. "It was a great early push for an interdisciplinary approach was a key to PET's success, added Raichle. "The gathered the right people together at the right time, and they continued to collaborate. I can't think of any other program that was unbelievably productive." Ter-Pogossian also has been a willing mentor for researchers interested in PET. In his career and his studies. He recently tried to foster the use of PET, said Bergmann. In fact, nearly all of the world's leading PET researchers have been members of the Ter-Pogossian group at one time or another. He also has made sure the radiation sciences division, which he led from 1973 to 1990, is in good hands when he retires eventually, added Evens. Michael Welch, M.D., Ph.D., professor of radiology sciences, trained with Ter-Pogossian and took over the division in 1990.

In 1993, Ter-Pogossian received the Gairdner Foundation International Award, famous for predicting Nobel Prize winners. To date, 40 of its 225 recipients also earned a Nobel Prize. His other honors include the Hermann Blumgart Pioneer in Medical Sciences Award, the highest recognition for science bestowed by the Society of Nuclear Medicine.

Ter-Pogossian said one reason he has stayed at Washington University so long is that he found a collegial atmosphere here from the start and he has found his contribution to research over the years and in chemical science and imaging in collaboration than in competing. One good example, he said, is that in his early days at the medical school science society meeting. "But I have not the background. I am the background that I am," he added.

Now 68, he has no desire to give up research. After more than 40 years of academic life, "you become a research junkie," he explained. "You are continuously trying to find something. You have to find your score, no matter what. You are trying to understand things. You have to improve, the technology must improve, and you must improve."
Exhibitions
"Bachelors of Fine Arts." Features creations by senior bachelor of fine arts students. (Opening: 5-7 p.m. May 13.) Through May 22. Gallery of Art, upper gallery, Steinberg Hall. Hours: 8:30 a.m.-5 p.m. weekdays; 1:30-5:30 p.m. weekends. 935-5460.

"Parachute, Five Hundred Years." Through July 15. Glazer Gallery, School of Medicine Library. Hours: 9 a.m.-5 p.m. weekdays; 1:30-5:30 p.m. weekends. 362-7072.

Lectures
Thursday, May 12

5 p.m. Molecular genetics thesis defense. "DNA Replication and Protein Synthesis from the Bacterial Cell Surface." David J. Martin, grad. student, Dept. of Molecular Biology and Biochemistry. Room 403 McDonnell Medical Sciences Bldg. 362-6956.

Friday, May 13
9 a.m.-10 a.m. Commencement Round. "Neurofibromatosis Type I: More Than NF." David H. Gutmann, assoc. prof. of neurology and director, Dept. of Neurology and Neurological Surgery. Room 928 McDonnell Medical Sciences Bldg. 362-6956.


5 p.m. "A Regulator of Gene Expression." David J. Martin, grad. student, Dept. of Molecular Biology and Biochemistry. Room 403 McDonnell Medical Sciences Bldg. 362-6956.

Miscellany
Friday, May 13
9 a.m.-5 p.m. Social Thought and Analysis conference. "Legal Change and Cultural Pluralism." A multidisciplinary conference examining how societies with diverse populations are using and changing their legal systems. Participants include Leila Saderi-Walker, prof. of law; Jack Donnelly, prof. of international studies, U. of Denver; Marc Galanter, prof. of law and South Asian studies, U. of Wisconsin; Robert Hayden, prof. of anthropology, U. of Pittsburgh; and Laura S. Brown, prof. of anthropology, Wellesley College. Alumni House. Hours: 8:30 a.m.-noon. Office of Continuing Medical Education. "Diagnosis and Management of Adult Sleep Disorders: A Practical Approach to a Multidisciplinary Field." Participants include: John W. Miller, assoc. prof. of neurology and director, Sleep Disorders Laboratory, St. Louis University; Adam C. Dement, Fourth. For schedule, credit and costs, call 362-6893.

Monday, May 16
7 p.m. Art of Medicine Continuing Medical Education seminar. "Internal Medicine Review: Myocarditis." Mark D. Goldfeder, instr. in medicine, Division of Cardiology, Kenneth Phillips, instr. of Dept. of Medicine, and Allen D. Soffier, clinical instr. of Dept. of Medicine, Steinberg Amphitheater, Jewish Hospital. For schedules and cost info., call 362-6893.

Tuesday, May 17
9 a.m. Biomedical engineering workshop. "The School of Engineering and Applied Science." Part of a series of workshops for speakers from the schools of engineering and medicine. Room 101 Lopata Hall. 935-6164.

Friday, May 20
7:30 a.m. Office of Continuing Medical Education seminar. "Contemporary Topics in Cardiothoracic Anesthesia." Welcoming address by Ralph G. Dacey, Jr., prof, and co-head, Dept. of Anesthesiology, Through May 21. 9 a.m.-5 p.m. Office of Continuing Medical Education. For schedule, credit and costs info., call 362-6893.

Saturday, May 21
10 a.m. Office of Continuing Medical Education seminar. "Controversies in Cardiovascular Imaging." Presented by the Cardiovascular Division and Office of Continuing Medical Education. "The Interface Between Basic and Clinical Neuroscience: Opportunities and Bottlenecks." Ralph G. Dacey, Jr., prof. and co-head, Dept. of Neurology and Neurological Surgery. Room 928 McDonnell Medical Sciences Bldg. 362-6956.

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Calendar submissions should state date, place, sponsor, title of event, name of speaker(s) and admission cost. Quality promotional photographs with captions are welcome. Send to Julia Rainald at Box 1076 (or via fax: 935-4259). Submission forms are available by calling 935-4926.

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Front-line staff works across departmental lines

"The office representatives talked about every process, from when a student was admitted to the loan process to orientation to registering for class to paying the bills to what happens in the deans' offices. We were given a tour of the entire campus, and we were shown the facilities, the classrooms, the libraries, and the offices."

When asked about their role in connecting students to resources, one representative said, "We help students navigate the complex system of campus resources. We act as a liaison between students and the various departments, helping them find the information and support they need."

Another representative added, "We are the face of the university for many students. We are the first point of contact for many people, and we help them feel welcome and valued."

Despite the challenges, the representatives expressed a strong sense of pride in their work. "We love what we do," said one representative. "We see the impact our work has on students every day, and it is incredibly rewarding."

"We help students succeed," said another. "We are here to support them in any way we can."

The representatives noted that their work is essential to the success of the university. "Without us, students would not have the resources they need to succeed," said one representative. "We make a difference in their lives, and we take that very seriously."
For the record contains news about a wide variety of faculty, staff and student activities.

For the editorial board of Le Vivre, a research journal based in Athens, Greece...

Sol L. Garfield, Ph.D., professor emeritus of psychology, has been appointed to the editorial boards of Clinical Psychology and Psychotherapy, American Journal of International Theory and Practice and Crisis Intervention and Time-limited Treatment. The clinical psychology professor is a fellow with the American Psychological Association in Switzerland.

Daniel R. Mandelker, J.S.D., Howard A. Stamper Professor of Law, has been named the federal Fair Housing Act at a conference held in Oxford, Ohio. More information is available on the National Environmental Policy Act on conferences held in Denver and Washington, D.C. In addition, Michael C. in Charlottesville, Va., recently published the third edition of his treatise titled Land Use Law.

An article by Charles McManis, J.D.

Bruer wins Grawemeyer Award in Education

John T. Bruer, Ph.D., adjunct professor of philosophy and president of the James S. McDonnell Foundation based in St. Louis, has been appointed to the University of Louisville's Grawemeyer Award in Education.

The awards are named after Louisville industrialist H. Charles Grawemeyer, who endowed the $50,000 annual awards for the annual achievement of the researchers in their fields. Winners get five annual payments of $30,000. Other Grawemeyer Awards were also made in music and in religion. An award for ideas to improve world order will be announced later.

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Hilltop Campus

The following is a list of positions available on the Hilltop Campus. Information regarding the open positions is available at the Office of Human Resources, Humphrey, Office of the General Counsel, or by calling 935-5990. Note: All positions require three letters of recommendation.

Administrative Assistant
94012, Hilltop Campus, Trustee.
Requirements: Some college, B.A. degree preferred; strong interpersonal skills; ability to handle multiple tasks; ability to work independently; typing 50 wpm with accuracy. Clerical tests required.

Administrative Secretary, Part-time
940246. School of Business. Requirements: Some college, certificate or associate’s degree preferred; excellent interpersonal skills; ability to handle multiple tasks; ability to work independently; typing 50 wpm with accuracy. Clerical tests required.

Administrative Assistant, Part-time
940259. Department of Russian. Requirements: Some college, B.A. degree preferred; excellent interpersonal skills; ability to handle multiple tasks; ability to work independently; typing 50 wpm with accuracy. Clerical tests required.

Administrative Secretary, Part-time
940257. School of Business. Requirements: Some college, B.A. degree preferred; excellent telephone/interpersonal skills; professional appearance; knowledge of business procedures; ability to prioritize and handle multiple tasks; demonstrated written and proofreading skills; ability to work with minimal supervision; ability to function in a fast-paced environment. Resume required. Clerical tests required.

Secretary II
940234. Department of Accounting. Requirements: Bachelor’s degree in business and/or accounting preferred; experience preferred; ability to type 50 words per minute. Clerical tests required.

Executive Secretary
940258. Medical Library. Requirements: Bachelor’s degree in librarianship; four to six years of related experience; ability to function in a fast-paced environment; ability to handle multiple tasks; ability to work independently; typing 50 wpm with accuracy. Clerical tests required.

Administrative Assistant, Part-time
940247. School of Business. Requirements: Some college, B.A. degree preferred; office management experience preferred; ability to type 50 wpm with accuracy. Clerical tests required.

Secretary, Part-time
940236. Nursery School. Requirements: High school graduate, some college preferred; ability to relate well with young children and their families; ability to work extra hours if necessary; typing 50 wpm with accuracy. Clerical tests required.

Legal Secretary
940740-R. Legal Department. Requirements: Law degree; ability to function in a fast-paced environment; ability to handle multiple tasks; ability to work independently; typing 50 wpm with accuracy. Clerical tests required.

Dean’s Office
940244. School of Business. Requirements: Bachelor’s degree in business, administrative secretary experience preferred; ability to type 50 wpm with accuracy. Clerical tests required.

Director of Business Services
940751-R. Business Administration. Requirements: MBA, CPA, CFA, or CMA preferred; five years’ experience in finance and accounting; ability to prioritize and handle multiple tasks; ability to work independently; typing 50 wpm with accuracy. Clerical tests required.

Assistant General Counsel
940778-R. General Counsel. Requirements: Attorney interested in a diverse and challenging practice; three years’ experience in litigation or employment law must have graduated in the top 25 percent of law school class; emphasis on health care, intellectual property, technology transfer, real estate, tax or healthcare law is desirable. For more information, contact: Dorothy Humphrey, Office of the General Counsel, Washington University Campus, Campus Box 1058, One Brookings Drive, St. Louis, MO, 63130-4899.

Executive Assistant
940890-R. Administration. Requirements: Must be a skilled writer with demonstrated written and proofreading skills; ability to work independently; ability to function in a fast-paced environment. Resume required. Clerical tests required.

Executive Secretary
940254. Background Investigations, Privacy, and Access, Administration. Requirements: Bachelor’s degree; professional experience in personal computing; excellent verbal and written skills; pleasant, professional manner with co-workers, vendors, etc.; 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 required.

Coordinator of Student Activities
940240. School of Business. Requirements: Bachelor’s degree in Business Administration; experience in event planning; ability to work independently; typing 50 wpm with accuracy. Clerical tests required.

Technical Services Specialist
940245. Medical Library. Requirements: Bachelor’s degree in Medical Library Science related to the School of Medicine; experience in an academic medical library; ability to work independently; typing 50 wpm with accuracy. Clerical tests required.

Secretary, Part-time
940235. School of Medicine. Requirements: High school graduate, some college preferred; ability to handle multiple tasks; ability to work independently; typing 50 wpm with accuracy. Clerical tests required.

Medical Assistant
940248. Medical Library. Requirements: Bachelor’s degree preferred; professional experience in personal computing; excellent verbal and written communication skills; ability to work independently; typing 50 wpm with accuracy. Clerical tests required.

Assistant Director, Planning and Budgeting
940249. School of Business. Requirements: Bachelor’s degree in business, economics, or related field; professional experience in planning and budgeting; ability to handle multiple tasks; ability to work independently; typing 50 wpm with accuracy. Clerical tests required.

Secretary, Part-time
940237. Nursery School. Requirements: High school graduate, some college preferred; ability to relate well with young children and their families; ability to work extra hours if necessary; typing 50 wpm with accuracy. Clerical tests required.

Administrative Assistant, Part-time
940255. RN/LPN, Part-time Secretary
940251. Biotechnology Center. Requirements: Some college; B.A. degree preferred; able to type 50 words per minute; ability to handle multiple tasks; ability to work independently; typing 50 wpm with accuracy. Clerical tests required.

Executive Assistant
940252. School of Business. Requirements: Bachelor’s degree in business or accounting; professional experience preferred; ability to type 50 words per minute; ability to handle multiple tasks; ability to work independently; typing 50 wpm with accuracy. Clerical tests required.

Administrative Coordinator
940741-R. Health Services. Requirements: Bachelor’s degree; emphasis in business, finance or related field; ability to work independently; typing 50 wpm with accuracy. Clerical tests required.

Administrative Coordinator, Part-time
940243. School of Business. Requirements: Bachelor’s degree in business or accounting; professional experience preferred; ability to type 50 wpm with accuracy. Clerical tests required.