

# Almanac

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September 2, 1975

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## SEARCHES

### A VICE-PRESIDENT CHOSEN: WILLIAM OWEN

William G. Owen, Secretary of the Corporation since 1968 and Dean of Admissions here from 1961-68, will take office in October as Vice-President for Development and Public Relations. He succeeds E. Craig Sweeten, now Senior Vice-President in charge of the forthcoming campaign.

Mr. Owen is a 1942 alumnus of the Wharton School who also took his M.S. in Education here. He joined Penn in 1953 as Assistant to the Secretary, then became Assistant Secretary in 1955 and Assistant Vice-President in the Office of the President in 1959.

Earlier he had held editorial and management posts with Provident Mutual Life Insurance Company in Philadelphia and had served in World War II and the Korean conflict. At Penn he has been a member of the Athletic Council and of the Committees on Admissions and Financial Aid; chairman of the Committee on Tuition and Fees; and representative of the University to the College Entrance Examination Board. He is now educational consultant to a number of corporate scholarship programs.

The search committee for the vice-presidency was composed of President Martin Meyerson, Mr. Sweeten, Trustee John Eckman, FAS Dean Vartan Gregorian, and Dr. Digby Baltzell.

### A VICE-PROVOST AND A DEAN NOMINATED

The President and the Provost will take to the Executive Board of the Trustees on September 12 the names of candidates for Dean of the Graduate School of Education and for the vice-provostship encompassing University life and undergraduate studies.

Dr. Dell Hymes, Professor of Folklore and Linguistics at FAS, is the nominee for GSE dean, chosen with the help of a search committee headed by Dr. Marvin Wolfgang.

The candidate for Vice-Provost is Dr. Patricia McFate, now Associate Chancellor for Academic Affairs and Associate Professor of English at the University of Illinois at Chicago Circle. Dr. Robert H. Dyson headed the search committee advising on her selection.

## NURSING, SAMP AND OTHERS

A search committee is in the process of formation for the School of Nursing deanship, and Dr. Sidney Rodenberg has announced his resignation as Dean of the School of Allied Medical Professions. Dr. Dorothy Mereness retires at the end of the academic year; Dr. Rodenberg will schedule his departure during the coming semester to take office as dean at Wichita State University in Kansas.

The search process continues for Dean of the Law School (the co-chairman of the search committee, Professor Louis A. Pollak, is now Acting Dean) and for a Director of the University Museum (Dr. James B. Pritchard chairs the search committee).

This week, a search committee to advise on a successor to William Owen as Secretary of the Corporation begins its work. The chairman is Professor Curtis Reitz and the job description is on page 3 of this issue.

### FACULTY SENATE MEETING

Wednesday, October 1, 1975  
3:00-6:00 pm  
102 Chemistry, 34th and Spruce

The principal agenda item will be a report by the President on the forthcoming Development Drive.

## NEWS IN BRIEF

### OPENING EXERCISES: NOON TODAY

The academic year begins today at noon with Opening Exercises for new students: welcome and short talks by President Martin Meyerson and Provost Eliot Stellar, and a main address by FAS Dean Vartan Gregorian. The site is Zellerbach Theater at the Annenberg Center, with a reception afterward on the Plaza.

Tonight a special feature of New Student Week will be an address by inventor-scientist Buckminster Fuller, the World Fellow in Residence at the related University City Science Center.

The rest is tradition: old as the Mask & Wig and Glee Club that highlight tomorrow's Performing Arts Night; new as the hundred-odd Freshman-Faculty Day discussions (all day Wednesday) and the one-semester and Freshman Seminars (beginning with the start of classes Thursday) that in recent years were developed to emphasize academic and intellectual orientation for new students at Penn.

### UP FROM THE (SIMULATED) DEEP

Four professional divers who emerged from high-pressure chambers at the Institute for Environmental Medicine have demonstrated for the first time that men are capable of working effectively under water at depths of 1600 feet. The current maximum depth for real underwater work is 500 to 600 feet in the North Sea. The Penn results open the way for oil and mineral exploration beyond the continental shelves and for improved naval rescue and salvage operations, Dr. Christian J. Lambertsen, director of the Institute, said.

### NEXT WEEK: PRIMARY HEALTH CARE

The Commission on Education for Primary Health Care, headed by Dr. Alfred Fishman, issues its report September 9 as an *Almanac* supplement. A response to the report and its eight specific recommendations for change will be published a month later by Vice-President for Health Affairs Thomas Langfitt.

### CAPITATION FOR VET MEDICINE STUDENTS

Thirty-one of the 108 new students enrolling this fall in the School of Veterinary Medicine come with out-of-state capitation grants of \$8000-a-year each in addition to the \$4390-a-year each student pays in tuition and fees.

A combination contract-and-grant arrangement provides the school with capitation funds for 15 students from New Jersey. Six

## GETTING BACK IN GEAR

As campus population returns and the pace picks up, many University offices and facilities will shift from summer to fall schedules. The hours below are effective September 2 unless otherwise noted.

**Bookstore:** during the fall rush, you can shop from 8:30 a.m.-8 p.m. weekdays; 10 a.m.-5 p.m. Saturday; and 10 a.m.-5 p.m. Sunday, September 7. After the first two or three weeks of the semester, regular hours resume: 9:30 a.m.-6:30 p.m. weekdays; 10 a.m.-5 p.m. Saturday.

**Campus Bus:** buses begin to leave at 5 p.m. from the C.A. For a complete schedule of all three routes: P-221 Franklin Building.

**Dining Service:** Stouffer, 1920's Commons and Hill Hall are primarily for contract diners, but guests will be served a full meal (with unlimited seconds) at the following times and prices: breakfast, 7:30 a.m.-10 a.m., \$1.75; lunch, 11:30 a.m.-1:45 p.m., \$2.40; and dinner, 4:30-7 p.m., \$3.40. For a la carte dining, try the lower level of Stouffer, 11:30 a.m.-2 p.m.; Hill House Snack Bar, 7:30 a.m.-3 p.m.; Law School Cafeteria, 8 a.m.-2 p.m.; and Houston Hall Snack Bar, 8 a.m.-2:30 p.m. Discount meal books are also available to faculty and staff. To purchase one: Ext. 7585.

**Faculty Club:** lunch, 11:30 a.m.-2 p.m. and dinner, 5-7 p.m. with the downstairs bar open both earlier and later.

**Language Lab:** (effective September 4) 8 a.m.-11 p.m. Mon.-Thurs.; 8 a.m.-5 p.m. Friday; 10 a.m.-4 p.m. Saturday; and 4-11 p.m. Sunday.

**Van Pelt Library:** (effective September 4) 8:45 a.m.-midnight Mon.-Thurs.; 8:45 a.m.-10 p.m. Friday; 10 a.m.-6 p.m. Saturday; and noon-midnight Sunday. *Rosengarten Reserve* has identical opening hours, but closes at 2 a.m. Mon.-Thurs. and on Sunday; and at 10 p.m. Friday and Saturday.

**Recreational Facilities:** (effective September 8) *Gimbel and Hutchinson Gyms*, noon-9 p.m. weekdays; noon-5 p.m. weekends. *Weighman Gym*, noon-9 p.m. weekdays; closed weekends. *Hutchinson Pool*, noon-7 p.m. weekdays; noon-5 p.m. weekends. *Sheerr Pool*, noon-3 p.m. and 5:30-9:30 p.m. weekdays; noon-5 p.m. weekends. Entrances to all recreational buildings are locked 30 minutes before closing.

of these are supported by the Geraldine Rockefeller Dodge Foundation and designated Geraldine Rockefeller Dodge Scholars. The other nine New Jersey grants are furnished by the state.

## HOME FOR CHIMPANZEE WORK

A \$270,000 research facility is under construction at Honeybrook Farms, 70 miles west of Philadelphia, to house the research of Dr. David Premack, newly appointed professor of psychology here.

Dr. Premack and his wife, Ann James Premack, are noted for teaching chimpanzees to use language. Their famous 14-year-old ape, Sarah, joins them in the move here from the University of California at Santa Barbara. She will be housed along with six or seven others in the 3700-square-foot lab and cage area with its adjacent 20,000 square-foot compound.

The Premack work with animals has been applied by others to teaching language-deficient humans, and the Premacks themselves now work with young children for comparison. In addition to their continuing research on memory and understanding among the chimpanzees, they expect also to begin teaching the animals agricultural techniques, to shed light on the origins of agriculture.

## STAT WITHOUT O/R

The name of the Department of Statistics and Operations Research has been officially changed to the Department of Statistics, Chairman John deCani has announced.

# LETTERS

## ON THE NEW SCULPTURES

July 22, 1975

I was very interested in your article explaining the sculptures that have appeared on the campus in the past year. I am sure that the selection committee is a public-spirited group with good intentions, but an important question may be raised about its choices. All three of the outdoor acquisitions are of a modern geometric form, and at least in the opinion of this viewer, do not add anything of grace or beauty to our campus. They seem to me to look like cast off industrial equipment rather than like works of art. I would prefer the uncluttered space.

I realize that this may reflect a tradition-bound view, which if adopted by all acquisitions committees and art patrons, might stifle the creativity of modern artists. This could be debated back and forth. At the same time, I suspect that there are many other members of the University community with views similar to mine. I think the Committee should try to ascertain whether this is the case. Unless I am wrong about this, future acquisitions should, at the minimum, reflect a better balance rather than using all of the one percent obligation funds in this one style of sculpture.

—Irving B. Kravis, Professor of Economics

# THINGS TO DO

*This column will be longer next week. Our mail shows there are plenty of things to do in September. With short space this week, we concentrate on activities that call for prompt action.—J.W.*

A 20% discount is available until September 5 for tickets to the Shaw Festival's two productions at the Annenberg Center. To take advantage of the mini-subscription savings, you must purchase tickets for the same performance of both *The Devil's Disciple* (September 29-October 11) and *Caesar and Cleopatra* (October 27-November 8)—before Friday. For a complete list of times and prices: the Annenberg Box Office, Ext. 6791, open Mon.-Fri., 10 a.m.-7 p.m.

September 9 and 10 are the days to line up, sign up and reserve a locker at Hutchinson Gym for any of the twenty-three non-credit classes offered by the recreation department to faculty and staff at no charge. Registration will be held both days from 3-7 p.m. For a roster: Ext. 8387 or 8382.

A ten-week seminar in *Near Eastern music* also starts on September 9. Dincer Dalkilik's lectures on theory are followed by individual instrument instruction every Tuesday from 5-10 p.m. in Room 138 of the Museum. There is a fee for the course which can be paid at the first meeting.

Although it won't begin until October 14, registration is already underway for the ICA's eight-week evening lecture series, *Emerging Traditions: The Visual Arts Since 1945*. Topics include abstract expressionism, pop art, earthworks and other contemporary forms. Lectures will be given by Thomas M. Folds, former chairman of Northwestern's art department and dean of education at the Metropolitan Museum; Edward M. Fry, visiting professor of art history at Yale; Robert Pincus-Witten, associate editor of *Artforum* and professor of art history at Queens; and Marcia Tucker, a curator at the Whitney Museum. The program fee is \$25 for ICA members and \$30 for others; faculty and student fellowships are also available. Registrations will be taken on a first-come first-served basis. For an application form: the ICA, Ext. 7108.

## MOBILIZING GUIDES FOR THE MUSEUM

The University Museum's Mobile Guides are volunteers who take the Museum to the children instead of taking the children through the Museum.

After on-campus training in anthropology, paired Guides spend a two-hour period each week in the city schools, armed with traveling exhibits on the life of the Eastern Woodland Indian or of Ancient Egypt: artifacts and clothing as well as color photographs to tell the story of these older cultures to twentieth-century Philadelphians.

The training program starts with readings and audio materials used at the volunteer's own pace during September. October 2 and 9 there are lectures by Penn faculty; October 10 there is a clinic with local children. To enroll or find out more about the program call Mrs. Lewis at N14-0380 or Mrs. Scott at TU4-4238.



## SEARCH FOR SECRETARY OF THE CORPORATION

The University invites applications and nominations for the position of Secretary of the Corporation. Basic functions of the position are: (1) coordination of all staff work for the Board of Trustees and its committees; (2) coordination of staff work for the University Council; (3) undertaking assignments for the President as a member of his executive staff. Specific duties include the direction of Commencement, convocations and special events, issuance of diplomas; coordination of ROTC activities; and administrative direction of the University Judicial System. Send resumes to the chairman of the search committee:

Professor Curtis Reitz  
128 Law School 14

## OPENINGS

*The following listings are taken from the Personnel Office's weekly bulletin and appear in ALMANAC several days after they are first made available via bulletin boards and interoffice mail. Those interested should contact Personnel Services, Ext. 7285, for an interview appointment. Inquiries by present employees concerning job openings are treated confidentially.*

*The University of Pennsylvania is an equal opportunity employer. Qualified candidates who have completed at least six months of service in their current positions will be given consideration for promotion to open positions.*

*Where qualifications for a position are described in terms of formal education or training, significant prior experience in the same field may be substituted.*

### ADMINISTRATIVE/PROFESSIONAL (A-1)

**BUSINESS ADMINISTRATOR II** to manage 20 Hematology-Oncology Section budgets serving 50 employees. *Qualifications:* Business accounting training; knowledge of University budget and personnel systems. \$9,275-\$11,450-\$13,000.

**CLINICAL PSYCHOLOGIST** to administer, score, interpret and make available for statistical studies a battery of tests in a child neglect study. Involves study design, data analysis, write-up and reporting. *Qualifications:* Ph.D. in clinical psychology or equivalent; practice in clinical setting offering access to pertinent population; knowledge of clinical psychometric battery for low-income adults and children; knowledge of research, design and statistics. \$14,125-\$17,000-\$21,050.

**EMS SPECIALIST** to help communities evaluate and improve their EMS service; develop EMS information packets. Some travel required. *Qualifications:* Master's degree in appropriate discipline; three years' health services experience, two in EMS; health services evaluation experience very desirable. \$18,775-\$23,525-\$28,275.

**NURSE EDUCATOR** to supervise emergency medical technician trainees; develop curriculum; teach; coordinate training program; use audio visual equipment. *Qualifications:* R.N.; B.S.; master's degree in nursing or education desirable; two years' experience, preferably in emergency room. *Part time position; salary to be determined.*

**OFFICE MANAGER** for new department with 7 to 10-member support staff. *Qualifications:* Experience in budgets, personnel records, managerial skills; knowledge of University procedures. \$8,075-\$10,050-\$12,000.

**PUBLICATIONS EDITOR/WRITER** to work closely with campus clients in developing and preparing a variety of printed materials for University programs; write and edit as needed; coordinate projects with designers, photographers, and production coordinator within Publications Office. *Qualifications:* College degree with coursework in English and journalism or equivalent experience; proven ability to write clearly and interestingly; knowledge of typography, layout, photography, etc. in publication work; familiarity with academic environment. \$10,657-\$13,275-\$15,875.

**REGISTRATION OFFICER** to supervise staff and operations, including registration procedures; student schedule and record maintenance; certification of enrollments, national board applications and transcripts; microscope and locker rental; publishing of Medical School catalogue and

student directory. *Qualifications:* Three years' administrative experience; one year's registrar's office experience; good communication and administrative skills. \$8,075-\$10,050-\$12,000.

**REPAIR AND UTILITY SHOP FOREMAN** to supervise, schedule and assign shop work; keep records of tools, equipment and materials used; inspect employees' work. *Qualifications:* Trade school graduate; five years' journeyman or master craftsman experience; ability to supervise personnel and move about actively. \$10,675-\$13,275-\$15,875.

**RESEARCH SPECIALIST I** to perform enzymatic, radiochemical and immunologic assays; prepare platelets. *Qualifications:* M.S. in chemistry preferred; familiarity with enzyme assays, cell preparation and radioisotopes. \$9,275-\$11,450-\$13,600.

**SOCIAL WORKER II (2)** for child neglect study; *two-year position.* *Qualifications:* M.S.W.; two years' experience in child welfare, psychiatric or family social work; ability to observe home conditions and interview possibly resistive clients. \$10,675-\$13,275-\$15,875.

**STAFF NURSE** to monitor in- and out-patients for signs of toxicity; supervise the administration and dispensing of therapeutic agents. *Qualifications:* R.N.; clinical research background; knowledge of Ob-Gyn oncology. \$8,075-\$10,050-\$12,000.

**SUPERINTENDENT—CONSTRUCTION AND REPAIR.** Buildings and Grounds, to select, train and supervise work force; devise efficient schedules for major construction, repair and maintenance jobs; handle budgets and cost control; supervise job safety. *Qualifications:* Technical or engineering school degree; at least ten years' construction or repair experience, five supervisory; construction company management experience. \$12,300-\$15,325-\$18,350.

**SUPERINTENDENT—ELECTRICAL SYSTEMS.** Buildings and Grounds, responsible for maintenance and operation of all electrical systems and shops; personnel training and selection; efficient scheduling; job safety, budgets and cost control. *Qualifications:* High school diploma; applicable apprenticeship or two years' technical or engineering school; ten years' experience in electrical construction or maintenance, five supervisory; experience with public utility or other high-voltage distribution system highly desirable. *Salary to be determined.*

**TECHNICAL SUPPORT PROGRAMMER** to oversee diverse systems support projects from design to installation; service light consultation needs of administrative applications programming. Present hardware/software configuration: 370/168 under VSR R1.7. *Qualifications:* Thorough knowledge of OS, JCL, OS coding and data management; high-level language experience with Mark IV, PL/I, TSO or CICS desirable. *Salary to be determined.*

**TECHNICIAN/NURSE.** General nursing, lab tests and analyses; may assist at operations and supervise students. *Qualifications:* State registration; two years' experience. \$9,275-\$11,450-\$13,600.

**TRANSPORTATION FOREMAN** to supervise all full-time truck drivers. Responsible for all automotive equipment; records and contract negotiations; equipment purchase, lease and disposal arrangements; campus refuse collection; three campus buses; intra-University furniture and equipment moving. *Qualifications:* High school or trade school diploma; completed equipment operator or automotive mechanic apprenticeship desirable; five years' truck or bus driver experience; supervisory experience. *Salary to be determined.*

### SUPPORT STAFF (A-3)

**ADMINISTRATIVE ASSISTANT I** to monitor budgets; prepare financial reports; maintain personnel records; supervise four secretaries; perform secretarial duties. *Qualifications:* B.A. preferred; excellent typing and dictaphone skills; experience at Penn helpful. \$6,550-\$7,925-\$9,300.

**ADMINISTRATIVE ASSISTANT II** responsible for general office administration; budget; purchasing; payroll; secretarial duties. *Qualifications:* Some college with secretarial courses preferred; three years' experience, preferably at Penn; ability to take responsibility and work with little supervision. \$7,050-\$8,600-\$10,150.

**CLERK III** to maintain admissions records and statistics; send out and receive applications; answer phones. *Qualifications:* Accurate typing skills; experience with detail work. \$5,700-\$6,750-\$7,800.

**COLLECTION ASSISTANT.** *Qualifications:* Excellent typing skills; office experience; accounting background helpful; ability to deal with people; flexibility essential. \$6,125-\$7,325-\$8,525. (continued)

**DENTAL ASSISTANT I (3).** Four-handed chairside assistant to instruct students; prepare instruments; handle phone calls, referrals, financial arrangements, etc. *Qualifications:* Dental assistant program graduate; knowledge of four-handed dentistry; experience in crown and bridge, periodontics, and x-ray and lab procedures. \$6,200-\$7,275-\$8,350.

**DRAFTSPERSON** to draw and revise building plans; create working drawings; coordinate activities of contractors, architects and engineers; help prepare specifications and materials lists; handle permits and zoning changes. *Qualifications:* High school diploma; completion of drafting training program; five years' experience. \$8,925-\$10,800-\$12,650.

**EKG TECHNICIAN** to train in operation of non-invasive laboratory equipment. Responsible for billing and lab procedures write-ups. *Qualifications:* EKG technician; ability to type. \$5,475-\$6,375-\$7,050.

**EXECUTIVE SECRETARY** to handle correspondence; heavy typing. *Qualifications:* Mature individual with ability to work under pressure and organizational ability. *Contact Mr. Joel Paul, Hillel, 243-8265. Salary to be determined.*

**GROOM**, New Bolton Center, to feed, water and clean animals; clean operating room, clinic hall, courtyard area, stalls and stables; help handle animals. *Qualifications:* Experience in handling large animals; ability to do strenuous work. \$4,775-\$5,474-\$6,175.

**HISTOLOGY TECHNICIAN I.** *Qualifications:* High school diploma; completion of training program in histological work; one year's medical technology experience; familiarity with histological lab techniques and principles. \$6,200-\$7,275-\$8,350.

**LABORATORY TECHNICIAN I, ELECTRON MICROSCOPE**, Neuropathology. Will train. *Qualifications:* Good educational background in science. \$6,725-\$7,800-\$8,900.

**MEDICAL SECRETARY.** *Qualifications:* Excellent typing and secretarial skills; medical terminology desired. \$6,550-\$7,925-\$9,300.

**OPERATING ROOM TECHNICIAN**, veterinary hospital, to prepare operating room, supplies and animals; assist in surgery; help transport and position animals; restock rooms; inventory equipment. *Qualifications:* graduation from two-year animal technician college or nurse's aide course, or three years' operating room experience. \$7,000-\$8,300-\$9,575.

**PHYSICAL LABORATORY TECHNICIAN III** to perform various duties and experiments; maintain equipment; prepare charts, reports, tabulations. *Qualifications:* Physics, metallurgy and mechanics course; pertinent experience. \$7,900-\$9,450-\$11,000.

**PROJECT BUDGET ASSISTANT** to record pay information; work with salary payments and payroll projection summaries; resolve payroll problems; prepare weekly time report forms. *Qualifications:* Two-to-four years' accounting experience including payroll work; excellent figure aptitude and clerical ability; ability to pay attention to detail; some bookkeeping knowledge; good telephone manner. \$6,550-\$7,925-\$9,300.

**RESEARCH LABORATORY TECHNICIAN I.** Two positions: one calls for media making, contamination testing and tissue culture; one for standardized lab analyses and small animal handling. *Qualifications:* High school diploma; lab coursework or experience desirable. \$6,200-\$7,275-\$8,350.

**RESEARCH LABORATORY TECHNICIAN II.** Four positions, three calling for immunologic techniques and one for operation of 220 MHZ NMR spectrometer. *Qualifications:* B.S. or appropriate experience. \$7,000-\$8,300-\$9,575.

**RESEARCH LABORATORY TECHNICIAN III.** Ten positions, five calling for cell culture, four for biochemical analyses and animal handling, and one for maintenance of an electrophysical laboratory. *Qualifications:* B. S. or appropriate lab experience. \$7,900-\$9,450-\$11,000.

**RESEARCH MACHINIST I** to operate metal working machine tools; fabricate, modify, repair and assemble experimental apparatus from drawings, sketches or verbal instructions. *Qualifications:* Graduation from technical school with machine shop major; completion of four-year apprenticeship program; four years' research machinist experience; knowledge of shop math and working properties of principal metals, alloys and synthetic materials. \$8,375-\$9,625-\$10,875.

**SECRETARY I.** *Qualifications:* Good typing and receptionist skills. \$5,300-\$6,225-\$7,150.

**SECRETARY II (22).** *Qualifications:* Excellent typing skills; some require shorthand or dictaphone; experience preferred. \$5,700-\$6,750-\$7,800.

## A-3 PICNIC: SEPTEMBER 13

Did you always lose the three-legged race, scorch your marshmallows and spill the baked beans? There'll be none of that at the A-3 Assembly picnic on September 13—it's a day to do your own thing. Once you arrive at the New Bolton Center, you can sit under a tree, enjoy the good company or take a guided tour of the facilities. Lunch is B.Y.O.B.—bring your own basket, box or bag. Check the Assembly Newsletter, to be issued soon, for details and a road map to New Bolton.

## STUDENTS FOR HIRE

Need part-time help? The Student Job Referral Service will provide it. To hire a good worker—and help a Penn student finance his or her education—get in touch with the Service at 200 Logan Hall, Ext. 7539.

**SECRETARY III (5).** *Qualifications:* Excellent typing and shorthand and/or dictaphone skills; some require working with figures; one requires travel between Penn and suburbs. \$6,125-\$7,325-\$8,525.

**SECRETARY IV** to coordinate meetings, conferences and travel itineraries; handle confidential material. *Qualifications:* Five years' Penn experience desired. \$7,050-\$8,600-\$10,150.

**SENIOR ACCOUNTING CLERK** to type purchase orders; maintain account records; initiate billing. *Qualifications:* High school diploma; typing skills; good figure aptitude. \$5,700-\$6,750-\$7,800.

**TECHNICAL TYPIST (2)** for technical typing and receptionist duties. *Qualifications:* High school diploma; excellent typing skills; secretarial and technical typing experience. \$5,700-\$6,750-\$7,800.

**TYPIST I (3)** to type manuscripts and correspondence. *Qualifications:* Good typing and spelling skills; one position calls for high school diploma and rudiments of a foreign language. \$4,950-\$5,725-\$6,500.

## HOURLY RATE (A-4)

*Hourly rate is negotiable on the basis of qualifications.*

**ASSISTANT CASHIER**, Houston Hall, to handle receipts, billing, checks, records and journal vouchers. *Qualifications:* bookkeeping experience; familiarity with adding machine and typewriter; references important.

**PAYROLL CLERK**, six-month full-time position, to compute earnings; audit data processing output; answer inquiries; research; correct errors. *Qualifications:* High school diploma; two years' accounting experience; ability to use adding machine; aptitude for clerical work and figures.

**RESEARCH ASSISTANT** to help set up new mass spectrometer and auxiliary equipment. *Qualifications:* Gas chromatography experience; familiarity with mass spectrometer.

**SECRETARY**, two or three days/week, to type letters and manuscripts; perform general office duties. *Qualifications:* Good typing and dictaphone skills; knowledge of office procedures; Penn experience preferred.

**SECRETARY**, Neuropathology, 20 hrs./week, to type manuscripts and correspondence; order supplies; handle grant applications and budget; file; open and route mail. Will train. *Qualifications:* Accurate typing skills.

**SECRETARY**, Pathobiology, at least 20 hrs./week. *Qualifications:* Good typing skills; knowledge of medical terminology; figure aptitude helpful.

**TECHNICAL TYPIST**, two days/week, to prepare technical papers for publication. *Qualifications:* Excellent typing skills; ability to type numerical data; willingness to use computerized text editor.

**ALMANAC: 515 Franklin Building (16) Ext. 5274**

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