

# Almanac

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- Computing: A Bleak Prognosis (Pring)
- Lost & Found: One Cornerstone • HONORS
- Insurance Benefit • How Long is Long at Penn?
- OPENINGS • THINGS TO DO

## TRUSTEES

Since Almanac's last spring issue (May 25), the Trustees have held a quarterly meeting of the full board, June 3-4, and a session of the Executive Board, July 1.

### JUNE 4: A RECORD BUDGET

In the stated meeting the Trustees passed a record budget of \$311,486,000 for fiscal year 1977. They heard Trustee Julian Bers's report on rising costs of insurance and on factors which have prompted several area institutions to explore the alternate route of a self-insurance consortium. Senior Vice-President Paul Gaddis reported on the increasing workload and costs attached to federal compliances; an American Council on Education report on that subject is due in the fall, based on a study of six U.S. colleges and universities and the 27 federal acts or programs they come under.

The Trustees also passed enabling legislation for a return to the guaranteed mortgage program through which many faculty and staff purchased and rehabilitated homes near campus in the late sixties. Under the new motion the plan would extend to Center City home purchases as well. Details are still to be worked out with a local bank which has not yet formally committed funds for the program.

### ELECTED JUNE 4: DAVID MAHONEY

David J. Mahoney, the president of Norton Simon, Inc., was elected to a five-year term as a Trustee.

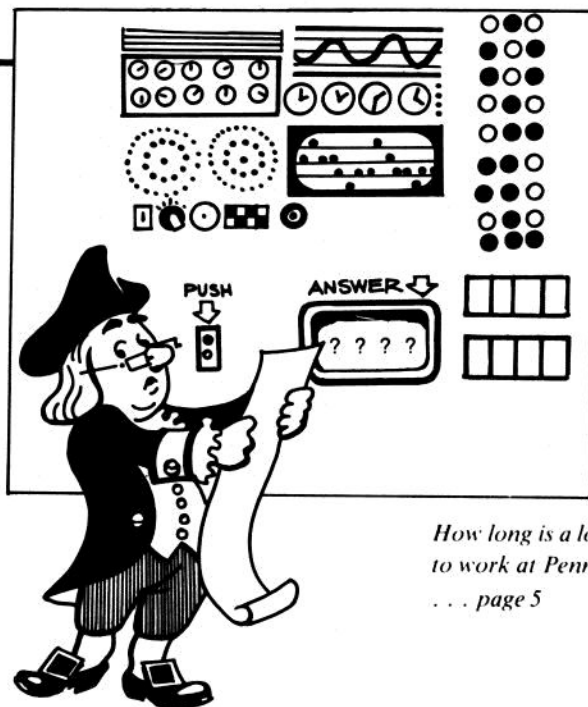
Before helping form the Norton Simon conglomerate in 1969, Mr. Mahoney was president and chief executive officer of the Canada Dry Corporation, executive vice-president of Colgate-Palmolive Company, and president of the Good Humor Corporation. A 1945 graduate of the Wharton School, he served as vice-president of the New York advertising firm of Ruthrauff and Ryan and headed his own advertising agency from 1951 to 1956.

### JULY 1: A BREAK-EVEN YEAR, A CONVERTED DEGREE

The University finished FY 1976 in the black, Executive Director of the Budget Jon Strauss reported to the Executive Board on July 1. An audited report of the performance will be issued in October.

At the July meeting, Trustee John W. Eckman reported the Program for the Eighties' receipt of \$76,037,346 to date in gifts, bequests and pledges, "just a whisper under 30% of our five-year goal." The board also voted to establish a chair "to support and encourage excellence in teaching and research in any area of the University, but with particular attention to the areas of economics, finance, management, engineering, urban affairs and medicine, this professorship to be awarded either until retirement of the incumbent or on a term basis." Details of the professorship will be announced in the fall.

The board approved a motion to enable Bachelor of Architecture degree recipients who entered GSFA with a bachelor's degree to convert their degrees to Master of Architecture degrees on payment of fees covering costs of the change.



How long is a long time  
to work at Penn?  
... page 5

## NEWS IN BRIEF

### BUDGET ISSUE: DELAYED

Because of changes in the format for presenting FY 1977 budget data on the University, its responsibility centers and other units, *Almanac* was unable to bring out the budget issue promised for late June. After the Budget Office completes the adjustment of tables to present a clear comparison with FY 1976 and FY 1975 data, a full report will be prepared for distribution in the fall when the campus readership will be at full strength.

### OMBUDSMAN: JACOB ABEL

Dr. Jacob M. Abel, associate professor of engineering at CEAS and of neurosurgery at the School of Medicine, has been named the third Ombudsman of the University.

On July 1 he succeeded Law Professor James O. Freedman in the post created five years ago to handle student, faculty and staff complaints. His appointment was announced jointly by President Martin Meyerson, Provost Eliot Stellar and Senior Vice-President Paul Gaddis.

Dr. Abel, a recent past chairman of the Personnel Benefits Committee and a former member of the Senate Committee on the Economic Status of the Faculty, has been active in engineering curriculum design, interdisciplinary studies planning and continuing education. His teaching—primarily in dynamics and applied mathematics—earned him both a University-wide Lindback Award and Engineering's S. Reid Warren Jr. Award in 1975. In 1970, he was cited by the American Society for Engineering Education as the outstanding young faculty member in the mid-Atlantic region.

Dr. Abel's research ranges from stability theory of dynamic

*From the Steering Committee of Council*

### **SAMP: A PROGRESS REPORT**

The Steering Committee of the University Council is continuing to serve as a reallocation review group studying the recommendation of Vice-President Langfitt that the School of Allied Medical Professions be phased out. We hope to be able to give our recommendation to the President and the Provost by the end of July. Anyone having information that might help us in this matter please contact Ralph D. Amado, Chairman, Steering Committee of University Council at extension 6943 or Box 12 College Hall/CO.

systems to high-acceleration effects on primates—including studies of head injury which led to his secondary appointment in the School of Medicine last year.

### **COMMUNITY MED: ALIGNED WITH DAVIS INSTITUTE**

The School of Medicine's activities in health services research have been consolidated with the Leonard Davis Institute of Health Economics at the Wharton School, Dean Edward J. Stemmler of the medical school has announced.

As part of the reorganization, the Department of Community Medicine has been phased out and its other programs relocated within the medical school: the epidemiology program is being incorporated into the Department of Research Medicine, while the Clinical Scholars program and the primary care programs will be administered from the Dean's office. All fully-affiliated faculty of Community Medicine have been appointed to other departments.

For several years, significant components of the School of Medicine's programs in health services research have been based at the Leonard Davis Institute, Dean Stemmler pointed out. "Amalgamation of the program is a prudent and rational approach to facilitate interdisciplinary research and eliminate duplication. It reflects a strengthened commitment to health services research within the spirit of the One University concept."

Dean Stemmler has been a member of the Leonard Davis Institute's board of directors and will continue on the policy-making body.

### **ARRIVING FOR WXPB: JAMES CAMPBELL**

The appointment of James Campbell as general manager of WXPB-FM has been announced by Vice-Provost for Undergraduate Studies and University Life Dr. Patricia McFate. The post was created by the Trustees at the January meeting, following a recommendation from the subcommittee on electronic communications media.

Mr. Campbell, who is a Ph.D. candidate in linguistics at the State University of New York at Buffalo, assumed the managerial responsibilities at the station, including providing professional guidance to the student staff, designing and coordinating a training program, and administering the budget, effective July 1. He has worked as a freelance radio producer and writer and has served as general manager of public radio station WBFO-FM in Buffalo. In addition, he has held a number of academic and administrative positions at the State University of New York at Buffalo.

### **LEAVING FOR A PRESIDENCY: DONALD STEWART**

Penn's Donald M. Stewart will take office August 1 as president of Spelman College, a predominantly black women's college affiliated with the Atlanta University complex.

Dr. Stewart, who has been associate dean of FAS and director of the College of General Studies since last fall, came to Penn in 1970 as executive assistant to President Martin Meyerson. He later served as the Fels Center's coordinator of continuing education and director of the Higher Education Research Project, and as assistant professor of city and regional planning.

*Following is an abstract of the Computing Policy Committee's report for 1975-76.*

## **Computing: A Bleak Prognosis**

The issues of dominant concern to the committee over the past year have been the relationship between the University and UNI-COLL and the provision of funds for University-supported computing, or rather the lack of such provision. Should this situation persist, the prognosis is bleak. The Office of Computing Activities (OCA) and the communications network that it has developed with great economy and technological proficiency have both been in part supported by a modest surcharge on the usage of these facilities. The OCA budget has been cut to the bone and usage projections by the deans are such that no reasonable surcharge would make up the deficit. In addition its operating budget is overburdened, improperly in our view, by the amortization costs of various capital expenses and no funds for the development of such computer facilitating services are being requested in the Program for the Eighties. Unless prompt action is taken OCA will be closed down and much of the network, including all of the facilities outside of UMIS for high-speed communication with the UNI-COLL 370/168, dismantled. While some schools (e.g. Wharton, CEAS) have access to alternative facilities meeting part of their needs, this will spell the end of the bulk of the computer use on campus for classroom instruction and dissertation research. Just as no university can survive as a first-rate institution for long without maintaining proper library facilities, neither can it do so without access to adequate computing.

Funds budgeted for computing by the deans must compete with such desirable items as travel and secretarial staff and represent one of the few costs which are still truly discretionary. Inadequate pressure has been exerted on the deans by their faculties to maintain these funds at an appropriate level and to represent to the Provost the academic consequences of their denial. While individual faculty must take some blame for this apathy, a factor has been the lack of a person to coordinate their efforts. This has been visualized as one of the functions of the Director of OCA (DCA). The DCA for much of this year, Dr. Jon Strauss, has found that his primary concern for the University budget has not allowed him the time to attend to this nor the freedom to urge the necessary expenditures. He relinquished the post of DCA and the committee were very fortunate to be able to persuade Dr. Jean Crockett to accept their nomination as interim DCA. Dr. Crockett will be unable to fill this post after August of this year, and therefore the committee recommended that a new full-time DCA be sought for that time. No competent individual will accept the post without the assurance of a salary and operating funds. It is therefore essential that, unless the scenario outlined in the opening paragraph is to be enacted in all its gruesome detail, a commitment be made for the central support of OCA and its facilitating services.

One factor influencing the reluctance of the deans to budget adequately for computing has been the perception that the rates charged by UNI-COLL are excessive. The EDUCOM benchmark survey reviewed by the committee showed this perception to be incorrect: the rates are not excessive when compared to those obtaining at comparable institutions, but neither do they appear to us to be particularly attractive. We are convinced that there is substantial usable unused capacity on the 370/168. Our technical experts assure us that this capacity can be mobilized by mechanisms that would not impact UNI-COLL's option to sell it commercially. We believe that OCA could distribute this computing in such a way as to encourage the deans to reverse the trend in their computing budgets. We have raised the possibility of such an arrangement with the UNI-COLL management, but to date they have refused to entertain any such idea.

*—Martin Pring, Chairman*

## Lost & Found: One Cornerstone

After searching for the College Hall cornerstone in the wrong place four years ago, the archives staff, with some technical assistance, found it in time to celebrate the stone's centennial-plus-fifth birthday in June.

The stone is somewhat inconveniently on view in the wall of what is now the men's room of the basement of College Hall. When the hall was built in 1871, the stone was in the quarters of a unique and unforgettable figure in Penn's history: the janitor Albert Monroe (Pomp) Wilson. He was at that time the guardian also of the older cornerstone from the Ninth and Chestnut Street site that the University left behind to settle in West Philadelphia. (For Pomp's story, see *Almanac*, April 16, 1974.)

The search four years ago had centered on the northeast corner of College Hall. However, when no trace was discovered, a closer look at the historical record proved necessary.

"As I have drawn them Each wing is in itself a complete design, as well as the centre Building, which is at the same time given due prominence," wrote the building's architect, providing a clue that College Hall was designed as something other than a single, simple building. From these references and contemporary newspaper accounts Assistant University Archivist Hamilton Elliott and the Turner Construction Company, which was helping with the technical problems, concluded that the stone lay in the northeast corner of the center building, and, also important, that it had been laid from the *inside*.

Even with this new insight, the search lasted months, most of which time the search party was about 10 feet away from the stone, according to Elliott. Although a mine detector and a lead detector were used in the search, "the final discovery was visual," said Elliott.

Among other things, the discovery of the cornerstone proved that the University's colors were already red and blue in 1871. The Latin inscription in the marble slab covering the lead box inside the stone, which contains documents and memorabilia of the time, is decorated with red and blue paint. Until now, Penn historians thought that the colors were first used in a track meet at Saratoga Springs, N.Y., in 1874. The inscription reads in translation: University of Pennsylvania. University's new building. Built in 1871.

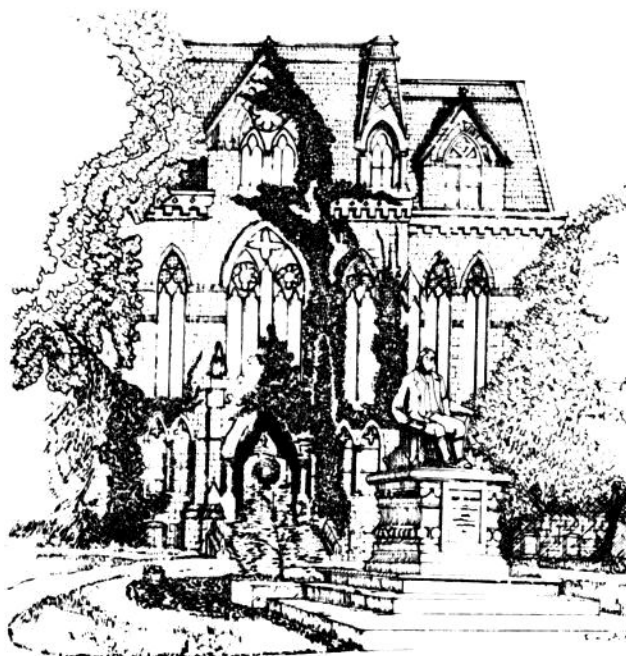
Because of what Elliott called its "strategic location" under 35 to 40 feet of masonry, there are no plans to remove the stone. The cost of shoring up the wall would be prohibitive, he said.

As a journal of record, *Almanac* thrives on items like this one on the cornerstone. But we had to be doubly impressed with the ceremony attendant upon the laying of the cornerstone in 1871. Ham Elliott first put us on to it when he compared it to "something out of *Aida*."

"Long before the [five o'clock] hour named," wrote the Philadelphia *Inquirer*, "the grounds were crowded with people anxious to witness the exercises. A large tent had been erected over that portion of the building embracing the corner-stone. A large number of those assembled were ladies."

The main event was the procession, which passed "along the southern or rear side of the building, and, marching around its western and northern points, proceeded through it to the northeastern, where the ceremonies were to take place."

The march advanced in the following order:



The Janitor of the Faculty of Arts;  
Mr. T. W. Richards, the architect of the building;  
Mr. William Struthers, the contractor;  
Dr. Charles J. Stille, the provost;  
The Rev. Dr. Krauth;  
The Rev. Dr. Goodwin;  
The Secretary of the Board of Trustees;  
His Honor the Mayor of the City;  
The Hon. F. C. Brewster, LL.D., President of the Alumni Association;  
His Excellency the Governor, ex-officio President of the Board of Trustees\*;  
John C. Cresson, Esq., Senior Trustee present;  
The Building Committee of the Board of Trustees;  
The Trustees of the University;  
The Faculty of Arts;  
Students in the Faculty of Arts, in order of their classes;  
The Faculty of Medicine;  
The Auxiliary Faculty of Medicine;  
Students in the medical department;  
The Faculty of Law;  
Students in the law department;  
The Alumni Association;  
Other Alumni of the University;  
The Reverend Clergy;  
The Select and Common Councils of the City;  
Invited guests.

According to the Philadelphia *Press*, "The Germania Orchestra furnished the music for the occasion."

Speakers at the ceremony were Rev. Krauth, who gave the opening prayer; John C. Cresson, who, with Mr. Richards, laid the cornerstone; Cadwalader Biddle, Esq., the secretary of the Trustees, who read the list of articles in the box; Dr. Stille; Mayor Fox; F. C. Brewster; and the Rev. Dr. Daniel R. Goodman, who gave the benediction.

Before television and radio, a show like that was probably one of the best in town on a summer's night.

\*There's some question about His Excellency; according to the *Inquirer*, he was there; according to the *Press*, he wasn't; according to the program, he should have been.—D.W.



# BENEFITS

## Changes in Insurance: A University-Paid Package

### To the Faculty and Staff

In our continuing effort to improve your benefit programs, we are very pleased to announce that effective July 1, 1976, *the University pays all* health and group life insurance premiums for eligible personnel. The advantages of this improved benefit are as follows:

a. All eligible personnel with group insurance coverage equal to or less than \$50,000 will have free health and life insurance coverage (no individual contribution or additional tax liability).

b. All eligible personnel with group insurance coverage greater than \$50,000 will have free health and life insurance coverage (no individual contribution) but will be responsible for the additional earnings derived from the University's contribution for insurance coverage over \$50,000. (See examples.) *This additional tax liability will not affect an individual's earnings on a pay-by-pay basis. It will be shown on the W-2 only and should be used to derive total taxable earnings at year end.*

All full-time, fully-salaried, fully-affiliated faculty and staff who satisfy the six-month waiting period are eligible to participate in this improved program as of July 1, 1976. All personnel currently satisfying the six-month waiting period may enroll in our health and life insurance plans at their own expense until the waiting period is satisfied, at which time the University will assume premium payments.

In the past, the University's contribution toward an individual's group life insurance premium payment was limited to the first

\$60,000 of insurance coverage. All insurance coverage over the \$60,000 limit was paid by the individual through payroll deduction. Effective July 1, the University assumed all life insurance premium payments to the maximum insurance coverage amount of \$125,000. Payroll deductions for coverage over \$60,000 ceased effective July 1.

Your present designation of beneficiary (the individual to whom your insurance proceeds will be paid) will remain in effect under this improved plan. You can, of course, review and change your beneficiary designation, at any time, by visiting the Benefits Counseling Office and completing the appropriate documents.

Participants in our group life insurance plan with coverage over \$50,000 should understand that premiums paid by the University over \$50,000 constitutes extra compensation and is subject to Federal Income Tax in accordance with an age/premium formula. The amount of extra compensation derived from the University's payment of life insurance premiums over \$50,000 will be shown on the 1976 W-2.

Although the cost of the new group insurance plan is lower even with tax considerations, those individuals who do not wish to incur the tax liability or subscribe to insurance coverage over \$50,000, should visit the Benefits Counseling Office prior to September 15, 1976, for an adjustment in coverage.

— William J. Drye, Jr.,  
Director of Personnel/ Budget/ Payroll Operations

### EXAMPLE I

Insurance Coverage Amount: \$70,000  
Participant's Age: 39

	Old Plan	Improved Plan
Additional Compensation due to University's Contribution on coverage between \$50,000 and \$60,000	\$10,000 x .14 per thous. \$1.40 per mo. x 12 months Reported for tax purposes only ..... <u>\$16.80</u> annually	

Additional Compensation due to University's Contribution on all coverage over \$50,000	\$20,000 x .14 per thous. \$2.80 per mo. x 12 months Reported for tax purposes only ..... <u>\$33.60</u> annually	
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Payroll Deduction for coverage over \$60,000	\$10,000 x .50 per thous. \$5.00 per mo. x 12 months Individual's Contribution (payroll deduction) for insurance premiums ..... <u>\$60.00</u> annually	
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Life Insurance premiums ..... None

### EXAMPLE II

Insurance Coverage Amount: \$90,000  
Participant's Age: 53

	Old Plan	Improved Plan
Additional Compensation due to University's Contribution on coverage between \$50,000 and \$60,000	\$10,000 x .68 per thous. \$6.80 per mo. x 12 months Reported for tax purposes only ..... <u>\$81.60</u> annually	

Additional Compensation due to University's Contribution on all coverage over \$50,000	\$40,000 x .68 per thous. \$27.20 per mo. x 12 months Reported for tax purposes only ..... <u>\$326.40</u> annually	
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Payroll Deduction for coverage over \$60,000	\$30,000 x .60 per thous. \$18.00 per mo. x 12 months Individual's Contribution (payroll deduction) for insurance premiums ..... <u>\$216.00</u> annually	
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Life Insurance premiums ..... None

## HONORS

### HONORS IN ENGINEERING

*Dr. Samuel D. Bedrosian*, chairman of the systems science and engineering department, has received the Kabakjian Award of the Armenian Students' Association.

*Dr. J. Robert Schrieffer*, Mary Amanda Wood Professor of Physics, was chosen to receive the 1976 John Ericsson Medal of the American Society of Swedish Engineers. The 1972 Nobel laureate received the award for his contributions to the study of solid state physics.

*Emeritus Trustee Sarkes Tarzian* has become the latest addition to the Gallery of Distinguished Engineering Alumni in the Towne Building. The TV equipment pioneer, a member of the first graduating class of the Moore School, was honored June 3, when his portrait was unveiled by his wife and Dr. Joseph Bordogna, director of the Moore School. Other recent honorees in the engineering alumni series: *Richard H. Gabel*, executive vice-president of the Superior Tube Company of Norristown, Pa.; *William H. Rackoff*, vice-president of SinterMet, a tungsten carbide manufacturer; *Charles H. Weaver*, executive vice-president of the Westinghouse Electric Corporation; *Robert D. Bent*, president of the ARCO Chemical Company; and *Francis G. Tamall*, a director of Vishay Intertechnology, manufacturer of precision resistors, strain gages, and photoelastic equipment.

### HONORS IN BRIEF

*Dr. Herbert Callen*, professor of physics, was elected president of the national executive committee of American Professors for Peace in the Middle East.

*Dr. D. Walter Cohen*, dean of the School of Dental Medicine, received the S.Y. Agnon Gold Medal of the American Friends of the Hebrew University of Jerusalem. The award, named after Shmuel Yosef Agnon, Israel's first Nobel Laureate, was presented for Dean Cohen's "great contribution in helping advance the scientific and cultural goals of the State of Israel and the Hebrew University."

*Dr. Erving Goffman*, Benjamin Franklin professor of sociology and anthropology, received an honorary doctor of laws degree from the University of Manitoba.

*Dr. David J. Graves*, associate professor of chemical and biochemical engineering, was awarded a one-year fellowship from the Alexander von Humboldt Foundation and a Fulbright-Hays award. He will study abroad at the Goethe and Max Planck Institutes.

*Dr. Dell Hymes*, dean of the Graduate School of Education and professor folklore and folklife and linguistics, was elected president of the Council on Anthropology and Education.

*William Meek*, assistant professor of social work, received an award for outstanding contributions to higher education from the Black Faculty and Administrators of Penn and State Black Conference on Higher Education.

*Dr. Peter Randall*, professor of plastic surgery, has been elected vice-chairman of the American Board of Plastic Surgery.

*Professor Covey Oliver* of the Law School was awarded an honorary doctor of laws degree from Southern Methodist University.

*Dr. Wayne H. Riser*, research professor of pathology in the School of Veterinary Medicine, received a Stange Award from Iowa State University's College of Veterinary Medicine, of which he is an alumnus.

A memorial tree was dedicated to the late *Dr. J.R. Schramm*, emeritus professor of botany, in the Morris Arboretum.

*Dr. Thorsten Sellin*, professor emeritus of sociology, was the recipient of the Bruce Smith, Sr., Award of the Academy of Criminal Sciences and the Hermann Mannheim Prize of the International Centre of Comparative Criminology at the University of Montreal.

## RETIREMENTS

### How Long is Long at Penn?

For the 175 or so people who had lunch with Alumni Records Supervisor Maud Tracy in June to celebrate her retirement after 48 years, Senior Vice-President Craig Sweeten had a startling recordkeeper's-eye view of University history:

"The University's budget in 1928 was \$9,941,000. Next year's will be more than 31 times as large—\$311,486,000. Annual Giving had just got off the ground the year before Maud came, when \$40,756 was raised from 646 individuals. Last year's Annual Giving raised \$3,115,037 from 27,550 donors. That's 76 times larger than the year before it was started." Retiring with Maud Tracy were four longtime members of her staff: 16-year veterans Rose M. English and Ruth B. McCrohan, and 13-year members Sareta P. Bryson and Rebecca Ringel.

The luncheon was so overwhelming that *Almanac* assumed Miss Tracy was the senior retiree of the year at Penn; but just to check that we asked Personnel (as we do every year) for a list of all who are retiring this year. As in the past four years we were told there is no such thing as a complete list. Nobody anywhere records in one place the names of all A-1 retirees, for example (though Facilities Development sent us a note on the early retirement of Maurice Burrison and his continuing link as a consultant). But Jim Keller did offer a tabulation of A-3s and former A-3s starting to draw retirement benefits.

#### Longer than Maud

On it we found the name of Elsie Toms with the remarkable entry "56 years" beside her name. When she first came to the University in 1920, Miss Toms was trained by Dr. William G. Spiller, the first professor of neuropathology in the United States, and she has served as senior neurohistology technician ever since.

The other names on Mr. Keller's list, in descending order of length of service are:

George Bronkovic, dental technician, 33 years  
Gertrude Handel, junior accountant, 30 years  
Alfonso White, truck driver, 30 years  
Emmett Capoldi, custodial supervisor, 28 years  
Veronica Rozycki, custodial supervisor, 28 years  
Alfred Woodlyn, custodian, 27 years  
Margaret Fritsche, clerk, 25 years  
Leo McBride, electronic technician, 25 years  
Elmar Jarvet, bindery specialist, 24 years  
Flora E. Davis, typist, 23 years  
Filomena Phillips, cook, 23 years  
Martha Cruse, laboratory assistant, 22 years  
Viola Wasner, registration supervisor, 19 years  
Evelyn Holmes, administrative assistant, 18 years  
Mary Elizabeth Armstrong, secretary 15 years  
Robert Claybourne, custodian, 15 years  
Dorothy Delevie, administrative assistant, 15 years  
Gladys Phillips, secretary 15 years  
George Torrens, mechanic, 15 years  
Kalman Vamos, bibliographic specialist, 15 years  
William White, utility person, 15 years  
Anna Farrell, services coordinator, 14 years  
William Jantzen, custodian, 13 years  
Katherine Shields, custodial supervisor, 13 years  
Howard Wells, custodian, 12 years

## OPENINGS

The following listings are taken from the Personnel Office's bulletin of July 21. Such listings are made available weekly throughout the summer 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.

The two figures in salary listings show minimum starting salary and maximum starting salary (midpoint), in that order.

### ADMINISTRATIVE/PROFESSIONAL

**ASSISTANT DIRECTOR** in selection, training, supervision and evaluation of advising staff of 65 persons; oversees several University budgets; administers office management; planning and special projects. *Qualifications:* Graduation from a recognized college or university preferred. Some previous experience in counseling/advising capacity preferred, either as resident advisor or in administrative capacity. Would prefer a previous Penn student or employee with some acquaintance with the University and the Quadrangle. Housing accommodations provided. \$9,100-\$12,275.

**ASSISTANT TO THE DIRECTOR I** responsible to director of reunion/classes for fund raising from selected alumni constituencies; supervises other programs as assigned. *Qualifications:* College degree, preferably from the University; some experience or skills in fund raising, marketing, public relations or related field. (Any applicant who previously applied for development position will be considered.) \$9,850-\$13,550.

**ASSISTANT MANAGER CONTRACT ACCOUNTING** is responsible for the execution of grant and contract administrative and fiscal policies and procedures as determined by the comptroller and the director of research administration. *Qualifications:* Graduation from a recognized college or university, preferably with a degree in business administration and a major in accounting. At least three years of progressively responsible administrative experience with some experience in an accounting department. Knowledge of federal regulations relating to research grants and contracts is desirable. \$11,300-\$15,250.

**ASSOCIATE VICE PRESIDENT FOR HEALTH AFFAIRS (4-20-76).**

**BUSINESS ADMINISTRATOR I** maintains records of income and disbursements for department budgets. Handles all correspondence concerning internship/resident applications. General administrative duties. *Qualifications:* Some knowledge of bookkeeping. \$9,100-\$12,275.

**DIRECTOR OF COLLEGE OF GENERAL STUDIES AND SUMMER SCHOOL** responsible for Continuing Education Program in FAS including CGS and Summer School. *Qualifications:* Previous experience in administration of continuing education programs, fiscal matters. Ability to communicate and deal with the public effectively. Ph.D. required with related educational and working background. *Salary to be determined.*

**DIRECTOR OF SCIENTIFIC COMPUTING FACILITIES CENTER** directs and reviews application programmers, program analysts assigned to staff; reviews and evaluates techniques being used in programming, design and analysis to optimize utilization and minimize costs; responsible for detailed systems analysis, design, programming, testing, debugging and implementation of computer applications within their project team; evaluates time and cost estimates; aids in writing programs, debugging and testing as necessary. *Salary to be determined.*

**DIRECTOR OF RESOURCE MANAGEMENT** is senior management officer, providing the dean with required general and financial management services; acts as spokesman and liaison for school in non-academic fiscal and management areas: budget, facilities, financial planning, research grant administration. Supports development activities carried on in the interest of the school by providing financial and other data required in securing development goals. *Qualifications:* ten to fifteen years progressively responsible management experience with emphasis on financial planning, analysis and control; systems design experience desirable; degree in

accounting or finance or related field required; M.B.A./M.S. highly desirable; strong managerial skills, including the ability to introduce organizational change successfully; education and/or experience in a health-related field or organization highly desirable; knowledge and/or experience in higher education desirable. *Salary to be determined.*

**GRAPHIC ILLUSTRATOR** prepares graphic materials for teaching, video and publications. Uses the media for the production of instructional materials. Catalogs and maintains the collection of nonprint materials for student use. Responsible for the periodic cleaning and general condition of the AV equipment in the learning laboratory. Responsible for the supervision of work-study students associated with the L.L. *Qualifications:* Graduation from an approved college or university with a degree in art or fine arts, preferably with a minor in science. Several years of relevant job experience may be substituted for up to two years of college. A minimum of two years as an illustrator or audio-visual technician. \$9,100-\$12,275.

**LIBRARIAN I** with reference and research responsibilities in communication with emphasis on theory and research in: mass media, interpersonal communications, attitude and opinion research, language behavior and other social issues of communication. Interaction with faculty and students in solving bibliographic and research problems and helping users gain access to total library resources. Supervises the acquisitions and reserve operations. Maintains the public catalog. *Qualifications:* Master's degree in library science; undergraduate degree in social science or humanities; public service orientation. Competence in several European languages, preferably German and one of the romance languages. Some professional experience in reference, technical services and reader's services desirable but not necessary. \$9,850-\$13,550.

**LIBRARIAN II** original cataloging in Arabic, Persian and Turkish; some book selection as assigned. *Qualifications:* Master's degree in library science plus subject background in Middle East studies; graduate work in the subject area is desirable. Language competence in Arabic, Persian and Turkish. Cataloging experience, preferably in the subject area of Middle East studies, in an academic library. \$11,300-\$15,250.

**LIBRARIAN II** with reference and research responsibilities in social sciences/humanities; book selection in English and American language and literature; development and implementation of overall orientation program for use of University libraries. *Qualifications:* Master's degree in library science; undergraduate degree in social sciences or humanities; public service orientation. Competence in several European languages, preferably German and one of the romance languages. Several years of professional experience in reference or readers' services. Familiarity with on-line computer searching techniques. \$11,300-\$15,250.

**OFFICE MANAGER** to be responsible for the supervision of office staff, including hiring, promotion, implementing personnel policies, orientation and training of new employees, arrangement of coverage when employees are absent. Works closely with the fiscal ADP coordinator concerning patient statistics and financial information necessary for data collection for the department. *Qualifications:* Thorough knowledge and experience in all medical office procedures. Progressively responsible administrative and supervisory experience. \$9,100-\$12,275.

**RESEARCH SPECIALIST I** performs routine biochemical and microbiological techniques including: column chromatography, isopycnic density gradient centrifugation, isotope work ( $^{14}\text{C}$ ,  $^3\text{H}$ ), purification and separation of subcellular fractions of bacteria; bacteriological work (growth and harvesting of cells); immunological techniques (ouchterlony and immunoelectrophoresis). *Qualifications:* Master's degree in biochemistry preferred. \$9,850-\$13,550.

### SUMMER HOURS

In the revised summer schedules published in the May 25 *Almanac*, we wrote that Houston Hall would be closed from August 9 to September 4. The building will be open during this time from 7 a.m. to 9 p.m. on weekdays, from 10 a.m. to 5 p.m. on Saturdays. Also, the Candy Shoppe has closed downstairs, but has moved upstairs to the Sundry Shop in the lobby.

\* \* \*

The Faculty Club notes two refinements in its summer schedule, too: the bar is not open Friday nights (in fact, the whole Club closes down at 2 p.m. Fridays). And, though the buffet is served at lunchtime as noted May 25, it is not the only luncheon service: the cafeteria is open Mondays through Fridays from 11:30 a.m. to 2 p.m. through August 31.



**RESEARCH SPECIALIST (2)** to assess platelet function and plasma coagulation changes in a mode of extracorporeal bypass. Operates platelet aggregometer, counts radioactive samples, spectrophotometric measurements, enzyme assays, fractionation of proteins. *Qualifications:* Familiarity with spectrophotometer, liquid scintillation counter desirable. BS or MS in chemistry, biochemistry or biology, medical technology experience desirable. \$9,100-\$12,275.

## SUPPORT STAFF

**ACCOUNT ANALYST** to assist the manager of the department; constant contact with current students, pending graduates and alumni concerning loan repayment and problems relating to loans, deferments and partial cancellation; confers with related University and federal offices. Conducts group meetings for borrowers to inform them of their rights and obligations. *Qualifications:* High school graduate. Prior experience in Student Financial Services or equivalent thereof. Excellent math skills. Familiar with computer print-outs. \$6,950-\$8,675.

**ADMINISTRATIVE ASSISTANT I** advises students concerning job opportunities; supervises the distribution, collection and processing of employment forms; determines job classifications and wage rates; monitors eligibility of on-campus work-study students; handles correspondence; some typing, handles contracts with off-campus supervisors. *Qualifications:* Ability to type accurately. College degree required; minimum of one year in university counseling/placement/employment setting; knowledge of federal and state college work-study program regulations; and effective written and verbal communications skills. \$6,500-\$8,125.

**ADMINISTRATIVE ASSISTANT I** is receptionist for department office; types correspondence, syllabi, exams, etc; helps prepare budgets and types them; does Personnel Action Forms for the faculty; purchases office supplies and equipment; keeps track of department expenditures. *Qualifications:* Accurate typing; superior command of English; familiarity with foreign language or languages. Some college or business school; several years office experience, preferably at a university. \$6,500-\$8,125.

**ADMISSIONS ASSISTANT** works under Director of Admissions, Director of Placement, Minority Recruiter, Registration Officer. Varied clerical duties. Has a great deal of contact with public and students. *Qualifications:* Good typing, pleasant manner. Good with figures. Hopefully some University experience. \$6,950-\$8,675.

**ASSISTANT CASHIER** does routine work under direct supervision involving the receipt of cash and the keeping of allied financial records. *Qualifications:* Graduation from high school. At least two years of cashiering experience. Accuracy with, and aptitude for, detailed clerical work. \$5,625-\$6,550.

**AUDIO-VISUAL TECHNICIAN** responsible to the supervisor for assigned duties; responsible for the occasional repair and maintenance of video equipment. *Qualifications:* Graduation from a certified technical or vocational electronics school. No experience required. \$7,475-\$9,350.

**CIRCULATION MANAGER** establishes and administers circulation aspect of *The Wharton Magazine*. *Qualifications:* Good facility and patience with details. Typing for own correspondence. Publications experience desirable, not necessary. Record-keeping essential. \$4.00-\$4.50/hour.

**CLERK IV** responsible for confidential files for students, alumni, faculty and staff. Responsible for accurate bookkeeping and data collection. Supervises and trains part-time assistants. *Qualifications:* Excellent clerical skills; clerical experience. Ability to determine work priorities, good typing skills, bookkeeping experience or aptitude, ability to supervise work of others; a work commitment of two or more years preferred. \$6,500-\$8,125.

**DENTAL ASSISTANT I** entails not only chairside assisting during dental treatment, but also the instruction and evaluation of dental students in four-handed dentistry principles and techniques. Also certain administrative responsibilities. In addition, all assistants must have the desire and ability to undertake training in expanded duties for participation in TEAM Program anticipated for the following year. *Qualifications:* Two years of experience in four-handed dentistry or successful completion of an A.D.A. accredited dental assistants' training program. \$6,575-\$8,225.

**DENTAL ASSISTANT II** interviews and hires dental auxiliaries. Meets with dental auxiliary employees to discuss their clinical performance, career potential and promotion status. Functions as an advisor to the dentist director concerning performance evaluation of employees. Conducts regular staff meetings. Related administrative duties. *Qualifications:* High school diploma or GED. In-depth knowledge of the practice and principles

of four-handed dentistry. Certification status by the ADA. Two years college leading to an associate degree or an equivalent certificate of educational attainment and one year supervisory experience in four-handed dentistry at a dental assistant 2 level (or higher), or equivalent. \$7,425-\$9,300.

**ELECTRONIC TECHNICIAN II** performs under the general direction of senior radiation safety staff surveys, measurements and general investigations of the radiation safety performance of all uses of ionizing radiation in the University and certain affiliated institutions. *Qualifications:* Knowledge of radiation instrumentation and its use. Training and/or experience in radiological health or health physics, radiation measurement desirable. \$8,375-\$10,475.

**HISTOLOGY TECHNICIAN II** performs the relatively complex aspects of tissue technology, including advanced and difficult staining of tissue specimens, and prepares tissue specimens for photography or other display. Supervises the work of laboratory technicians. Also instructs subordinate technicians in the procedures and techniques in tissue technology. *Qualifications:* Graduation from high school. Registration by the American Society of Clinical Pathologists. Preferably two years experience as a histology technician I or equivalent. Knowledge of the principles, methods and techniques of histological laboratory work. \$8,375-\$10,475.

**INFORMATION SYSTEMS TECHNICIAN** responsible for processing of incoming information involving use of tape translations, computer programs and editing. Prepares reports from information generated by system; prepares reports on information retrieval system and stores records on same. *Qualifications:* Completion of computer training courses in writing and debugging assembly language programs; college graduate with data processing or business administration helpful. At least one year of experience in creating a computerized information retrieval system. Familiarity with large scale computer procedures and peripheral devices; knowledge of accounting is helpful. \$8,000-\$10,000.

**JUNIOR ACCOUNTANT** analyzes the budget entry forms submitted for consistency with the logic of both the budget regulations and the accounting system. Statistical checking of budgets. *Qualifications:* Monroe calculator, some college accounting; several years accounting or related experience. \$6,950-\$8,675.

**LABORATORY ASSISTANT** fills supplies; signs supplies in and out to supply room. Sterilizes instruments, gauzes and towels. Change ultrasonic solutions when needed, etc. *Qualifications:* On-the-job-training or training in an institutional setting. \$5,150-\$6,450.

**MAINTENANCE MAN** for clinic building; controls and issues hospital laundry, ships and receives hospital supplies. *Qualifications:* Maintenance and laundry control experience. Some experience in shipping and receiving helpful. \$5,225-\$6,125.

**MEDICAL DENTAL RECEPTIONIST** dispenses supplies to students working in the clinic. Collects fees for dental work. Develops base inventory level. Maintains cleanliness of dispensing area. *Qualifications:* Graduation from high school; nursing training or college level work preferred. Must be courteous, tactful and resourceful. Must exercise good judgement and discretion. \$6,050-\$7,550.

**OFF-CAMPUS HOUSING COORDINATOR** file maintenance, information dissemination and communication with area landlords and realtors. Advises University students, faculty and staff regarding housing laws, renting tips and availability of accommodations. Prepares office budget and monitors expenses. *Qualifications:* Ability to work with and supervise others; ability to deal with data, organizational and communication skills essential; working knowledge of West Philadelphia helpful; prefer college graduate or extensive experience. \$6,900-\$8,300.

**PLACEMENT SERVICE ASSISTANT** to prepare, distribute, and keep records of summer and part-time job applicants and opportunities. Other advising and clerical duties as assigned. *Qualifications:* Ability to organize information. Writing ability helpful. Some college preferred with an interest in business and/or operations experience. Ability to establish rapport with candidates, employers and staff. Clerical skills. \$8,000-\$10,000.

**PSYCHOLOGY TECHNICIAN I** maintains testing records; collection and organization of research data, verification of baseline data; completion of monthly data summaries to regulatory agencies; library research; coordination of follow-up activities; prepares graphs, tables, data for computer analysis; runs simple computer programs. *Qualifications:* Bachelor's degree in psychology. \$8,375-\$10,475.

**PSYCHOLOGY TECHNICIAN I** counsels drug-addicted patients individually and in groups. Maintains records relative to progress in

treatment, medication, social services and research data. *Qualifications:* Ability to conduct group therapy. Bachelor's degree in psychology. \$8,375-\$10,475.

**RESEARCH BIBLIOGRAPHER I** acts as an assistant on monetary research and as principal investigator of NSF grants and other projects. Obtains and maintains reference material, including data for the projects. Types manuscripts, some of which are technical. Types correspondence. Arranges conferences. Some editing of manuscripts. *Qualifications:* Ability to handle minor administrative decisions is important. Willingness to do some technical typing. Light accounting. College graduate. Interest in technical data would be helpful. \$6,950-\$8,675.

**RESEARCH BIBLIOGRAPHER I** library to do research abstracting articles; work with numerical data; miscellaneous research duties; typing manuscripts; general office maintenance duties; administration of graduate group. *Qualifications:* Statistical experience would be useful. College degree. Good typing. Shorthand desirable but not essential. \$6,950-\$8,675.

**RESEARCH LABORATORY TECHNICIAN** performs blood chemical analyses; measures carboxyhemoglobin in blood, blood gas, pH oxygen content; organizes laboratory; isotope measurements; assists with animal experiments. *Qualifications:* College degree; experience as a research technician in any field. \$6,575-\$8,225.

**RESEARCH LABORATORY TECHNICIAN III (8).** Positions are available in several fields. A bachelor's degree in biology, chemistry, or related subject is required. Further details are available at the Personnel Office. \$8,375-\$10,475.

**SECRETARY II (9)** types varied material. Arranges appointments, conferences and meetings, generally under direction of supervisor. Responsible for maintenance of file system. *Qualifications:* Graduation from high school or approved training program. At least two years secretarial experience. Ability to type with speed and accuracy. Ability to take dictation or to type accurately from records. Good clerical aptitude. \$6,050-\$7,550.

**SECRETARY III (16)** works with figures; excellent typing skills, shorthand and/or dictaphone; ability to perform varied duties as assigned. \$6,500-\$8,125.

**SECRETARY IV** for associate dean. *Qualifications:* Excellent typing, stenographic skills desirable. Ability to relate well with faculty, administrative personnel and visitors. High school graduate, some college or business courses, five years previous experience as executive secretary, preferably at a university. \$7,475-\$9,350.

**SENIOR ADMISSIONS ASSISTANT** to be responsible for Region II recruitment assistance (Pennsylvania, including Small Communities Talent Program and the Twenty School Program) to the director and associate director of this area. *Qualifications:* Able to meet and greet the public. Ability to work independently. Ability to write well. Typing helpful. Good organizational ability. Prefer someone with experience and some college. \$7,475-\$9,350.

**STOCKKEEPER II (A-4)** takes inventory, handles and posts records, types stock cards; responsible for keeping area clean. *Qualifications:* Accurate typing, knowledge of bookkeeping; physically able to move about actively and perform strenuous work, experience as a stockkeeper or equivalent. \$3,32-\$4.00/hour.

**STOCKKEEPER II** responsible for delivering cylinders of liquid helium and liquid nitrogen. Prepares chemical solutions. *Qualifications:* Graduation from high school with a course in chemistry preferred. Some experience in a stockroom or store. Physically able to move about and do strenuous work. \$6,050-\$7,550.

**STOCKKEEPER II.** *Qualifications:* Ability to type and keypunch accurately. (If no prior keypunch experience, ability and willingness to learn.) High school graduate. One to two years of experience as a stockkeeper, or equivalent experience. Knowledge of mechanized (i.e. computerized) stockroom inventory and billing procedures is helpful. \$6,050-\$7,550.

**STOREROOM/DELIVERY CLERK.** *Qualifications:* Graduation from high school At least three years of experience as a record stockroom keeper or equivalent. Knowledge of mechanized stockroom procedure is helpful. Also knowledge of the use of calculators, typewriters, adding machine, and xerox machine. Ability to drive van. Typing 45 to 50 wpm. \$4,900-\$6,125.

**RESIDENCE HALL CLERK (3)** answers telephones; provides information and/or accepting messages; distributes student and staff messages in mailboxes. Reports to the Security Office any disturbance which might affect the security of the building (fires, thefts, etc.). *Qualifications:* Mature individual. Graduation from high school; some college work preferred. A

pleasant and courteous disposition is essential, as well as ability to acquire quickly a wide range of information relating to the University. Ability to work and deal effectively with all types of individuals in a friendly, personal and efficient manner. \$6,500-\$8,125.

**TECHNICAL SECRETARY** must be bilingual (Spanish and English) secretary. Takes dictation (or speed writing) and types letters, articles and examinations in Spanish and English for faculty. Some budget work for *Hispanic Review*. Help to compile statistics, proofreading. Routine clerical work. *Qualifications:* Excellent shorthand (or speed writing) in Spanish and English, and typing in Spanish and English. Ability to handle people in a cordial firm manner. Fluent knowledge of Spanish in speaking and writing. Several years of secretarial experience. Experience within the University would be helpful. \$6,950-\$8,675.

**WORD-PROCESSING TECHNICIAN** works on a computer-based system, using a remote terminal to enter text, prepare drafts, edit/correct existing text and produce final copy. Operator will be trained in the Wharton DECsystem 10 text-editing and document preparation system. The nature of the operation will require overtime weekend and holiday attendance during peak load periods and in emergency situations. *Qualifications:* Highly developed typing skills mandatory, knowledge of mathematical equations including use of mathematical symbols and Greek characters. Two or more years experience in computer-based word-processing systems; some supervisory experience would be helpful. *Salary to be determined.*

## THINGS TO DO

### EXHIBITS

*Ukrainian Heritage and Ukrainian Folk Art Exhibits* occupy the Sharpe and Mosaic Galleries of the University Museum August 1 to 31. Also a *Ukrainians in America Book Exhibit* takes over the Klein Lounge of the Van Pelt Library from August 2 to September 28. Times for the Museum exhibits are 10 a.m. to 5 p.m. weekdays; the book exhibit is open during library hours.

Other exhibits which will continue through August include: *Made in Pennsylvania* at the ICA until August 18 (note the ICA's summer hours: noon to 6 p.m. Tuesday through Sunday); *Contemporary Korean Painting* in the Sharpe Gallery of the University Museum, same hours as the Ukrainian exhibits, through August 21; *Thomas Paine's Common Sense and Signers of the Declaration of Independence*; in the rare books room of the Van Pelt Library, 9 a.m. to 4:30 p.m. weekdays; *Colonial American Herb and Vegetable Garden* at the Morris Arboretum, 9 a.m. to 5 p.m., 50¢ admission; *North American Indians* at the University Museum, same hours as the Ukrainian exhibits; and *Learning, Revolution, and Democracy* at the Penn Mutual Tower, 510 Walnut, 9 a.m. to 6 p.m. Monday through Saturday, through December 31, admission 50¢.

### ENTERTAINMENT

*You're a Good Man, Charlie Brown* ends its Houston Hall run this Saturday. Shows are at 7:30 p.m. Wednesday through Friday and at 6 p.m. and 9 p.m. on Saturday. Admission is \$3.

Films at the Christian Association auditorium are *King Kong*, with Fay Wray, at 7:30 and 9:30 p.m. tomorrow; *The Clowns*, at the same times on August 3; and *State of Siege* at 7:30 and 9:45 p.m. August 4. Admission is \$1.

### MIXED BAG

The Morris Arboretum tells you how to *Can it Right* at a lecture-demonstration of home canning techniques on August 4; 10 to 11:30 a.m.

The Arboretum invites the public to explore *The Farm* on the arboretum grounds on August 12. This, the last in the arboretum's series of summer walks, begins at 7:30 p.m. Admission for non-members is \$1.

*Sir Hans Adolf Krebs*, the Nobel laureate physiologist, delivers a three-part series of talks for the American Philosophical Society Jayne Lectures in Zellerbach Auditorium. His topic: "Regulation of Amino Acid Metabolism." The lectures are at noon August 17, 18, and 19. Call Ext. 8725 for information and tickets.

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