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Almanac



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Prof. Wales: Time to return to other matters

Advice Now. Consent Later?

Governance report may disappoint some for its lack of controversial recommendations

The problem was one that administrators everywhere have had to grapple with with increasing frequency and, presumably, increasing frustration: How to maintain present levels of performance during a period of diminishing resources. In March of last year the University of Pennsylvania's Athletics Department came face to face with this knotty dilemma and solved it, as it were, by slicing ice hockey off its varsity sports schedule.

Penn students, indignant over the cold treatment they suspected had been given the

sport, sat in at College Hall for four days. When it was all over the University had established a Task Force on Governance similar to the one that had convened for a time in 1970.

Prof. Walter D. Wales, chairman of the 17-member committee, said prior to releasing copies of the Task Force's final report yesterday morning to members of the University Council that "It's possible that the wider community will be disappointed that we didn't find any solution to the allocations problem. But we haven't seen any

A brief summary of the 1978 Task Force on Governance Report, written by Task Force chairman Walter D. Wales, appears elsewhere in this issue of ALMANAC. The complete text will be published in ALMANAC at a later date. Meanwhile, persons wishing to read the entire report may have a copy sent to them by calling the Office of the Secretary of the Corporation at Ext. 7005.

new mechanisms for making these decisions."

Wales, who heads both the physics department and the University Senate, concedes that "it's not clear" whether an ice hockey-type situation could arise again at Penn. "For example," he notes, "if the director of athletics, God forbid, has to publicly discuss cancellation of one of five sports, that would kill all of them. Student athletes would go somewhere else."

The 36-page Task Force Report, issued in limited quantities during the summer to virtually no response, was the product of some 25 sessions at the Faculty Club, according to Wales. Four students, including an observer, sat on the committee. Says Wales: "They worked out great."

In general, "the meetings were very cordial. We had differences of opinion, but everyone on the committee displayed a great deal of patience with each other," says Wales, a Swarthmore resident. "I don't even know who suggested the idea of having a task force—maybe it was the president. I first heard about it when he asked me to be chairman. I wasn't paying much attention to it at all before that."

Wales suggests that "the most controversial part of the report is that we didn't make any controversial recommendations." However, on at least one matter taken up by the advisory panel there was some clear discontent. The student panel members, alone among their colleagues, voted to have faculty and student representation on the Board of Trustees.

In a sharply worded dissent, the student Task Force members wrote that "This failure

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Ten Days in September

Ten days can be a long time. The entire world, after all, was whipped up inside of a week—or so millions believe.

As the new editor of *ALMANAC*, I arrived on the Penn campus exactly 10 days ago, the morning following the Labor Day holiday. What little I have learned about this institution in that period is that it's a mighty good thing that Penn had not been put in charge of inventing the universe.

That is in no way meant to be a disparagement. Indeed, I am delighted by the vigor of Penn people. Those of you I have met have impressed me as being bright, concerned about the University, and adamant about serving it righteously. I should emphasize the word *adamant*. In my travels around other American campuses I have infrequently run across persons so rabid about the value and the integrity of the institution with which they were affiliated. Generally I view this as a positive characteristic.

It's just that, to a newcomer, Penn has a way of appearing atomized. And, from what I hear, it has the same look to many of you who have been around for a while. *ALMANAC* can play an instrumental role in providing a sense of cohesiveness, but more on that later.

Perhaps soon I will begin to get a handle on how things work—or don't work—around here. In the meantime I expect some *ALMANAC* readers will tutor me on how to

upgrade the quality of the book. Actually, some already have. More than once. I appreciate these "suggestions." In fact I welcome them. There is bound to be a direct relationship between the happiness of the *ALMANAC* editor and the amount of constructive input that reaches his desk.

For the past 10 days, however, I have hardly been in a position to listen very attentively. So, to those of you who called with your good wishes and good ideas, I ask that you put them down on paper and send them over to 513 Franklin Building, where I am more or less comfortably ensconced.



This would be an appropriate time for me to outline, albeit in a brief way, the kind of *ALMANAC* that you will be seeing this year. Bear in mind, please, that everything I say here is of course subject to change. (You see, I too can operate in the fashion of the great universities.)

First of all, one objective which is dear not only to me, but to all those others who have a responsibility for *ALMANAC* as well, is the enlivening of the book. How is this accomplished? By modernizing our overall typographic design, for one. Some of the changes we have implemented you probably already have noticed in this issue. Other modifications are being planned.

Also, we intend to make *ALMANAC* more comprehensive in its coverage. In addition to reporting on all those governance matters pertaining to the University, the *ALMANAC* staff will, I am hopeful, "flesh out" the issues and the personalities that make Penn an institution with a distinct character. It is my hope that an *ALMANAC* that does these things—and looks at Penn's place in the whole context of American higher education as well—will serve to *enhance* the identity of the school, will lend a greater sense of community to what occasionally looks to be a disharmonious and fragmented population.

You can help. We will be introducing new departments and columns in the weeks to come, but they will be of minimal value if the *ALMANAC* audience fails to respond. Your ideas are welcome, certainly. But even more than your ideas, we seek your hard copy.

With our new Thursday publication schedule, it would be an act of generosity and compassion on your part if we could have your material by Monday morning (which is not to say we'll trash it if it arrives later; it's simply that we'll be noticeably grumpier than normal).

Articles, essays, and contemplations that

relate to University life will be received with adoration in this office, be assured of that. Needless to say, we insist on publishing copy that is authoritative—and we will always be mindful of the ground rules of fair play—but we aim to be interesting, too.

So let *ALMANAC* hear from you, please.


When we are doing a good job, tell us. On the other hand, when we bungle something (or at least when you *think* we messed up) we have little doubt that you will bring the error of our ways to our immediate attention.

Last year at this time a paperback book was published which bore my name as its editor. I sat back and awaited the avalanche of mail that I anticipated would find me. Perhaps a dozen letters actually did. I hope that experience is not repeated here. My office, though small, could handle a sack of mail each day.

I am not so foolish, though, to believe that you will inundate *ALMANAC* during the coming week. By the time another 10 days have passed, however, I fully expect to find samples of your florid prose drifting around the office. Consider this your way of helping an ex-Pittsburgher understand the University of Pennsylvania, an invaluable opportunity to simultaneously educate your editor and your associates.

If we all keep at it, *ALMANAC* has a chance to make Penn a more satisfying—if not necessarily a more fathomable—place.

—C.N.



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LETTERS

I wish to remind faculty and students that no examinations may be given or assigned work made due on Monday, October 1st, which is Yom Kippur. Rosh Hashanah falls on Saturday, September 22nd, and faculty should be aware that some students may need to travel on the Friday before, although there is no formal prohibition on examinations or assigned work on that Friday.

Students who are unable because of religious observances to take examinations on days other than October 1st *must* make arrangements with their instructors by Friday, September 21st. If instructors are informed of the dates of all religious obligations by the 21st, the students have a right to make up examinations given on the dates of those holidays or obligations.

VARTAN GREGORIAN
Provost

To the Great Wall

And, for Dr. Bordogna, back—to Philadelphia

Anxious to repair damage done during the Cultural Revolution (1966-1976), the Chinese Institute of Electronics recently invited the Moore School to send a group to China to interact with faculty and government officials in order to promote exchange programs in the electrical, electronic, computers, and systems disciplines.

In response, the director of the Moore School, Dr. Joseph Bordogna, and the three Moore School department chairmen established a delegation to visit China. They were there from July 3rd to July 17th.

"One notable facet of the technological problems in the Peoples Republic of China is that during the Cultural Revolution, no one was educated at the university level," Bordogna observes.

He adds that "we felt that a visit and the exchange programs which could result from it would be the best service we as engineering educators and university faculty could render in the context of the normalization of relations with the Peoples Republic of China."

The delegation grew from the initial conception. Two professors, one beginning his career and the other at the high point, were added. Because they had been born and raised in China, these two facilitated communication between the delegation and the Chinese. "They helped us to understand the Chinese and helped the Chinese understand us," Bordogna explains.

Also, both professors had family in China whom they had not seen for many years.

"Including them changed the aura of the delegation from a group of professors to a group of people," says Dr. Bordogna. This change was further enhanced by the inclusion of the delegates' families.

Observes Bordogna: "Chinese culture is based on family tradition, strong family ties and commitments," Bordogna said.

In the end, the delegation consisted of 16 persons, including three young boys. The delegation met with faculty and government officials at five universities in four cities in fifteen days.

Bordogna says, "The interaction on the technical level was exciting and was going on morning, noon, and night."

Chinese students are very diligent. Their work, the group found, was meticulous. "Universities in China emphasize a strong mix of the practical with the theoretical to the extent that each university has a factory where students produce equipment for their own laboratories for direct sale to other

universities and to government factories for commercial development," Bordogna notes.

Between meetings there was time to see the laboratories and factories where, for example, the Chinese are developing their semiconductor industries, manufacturing integrated circuits with ingeniously improvised clean rooms.

"Students who need oscilloscopes have to build them, calibrate them, and test their accuracy. It develops a real sense of self sufficiency," the Moore School dean says.

Between meetings there was time to see the more traditional sights of China: the Great Wall, the tombs of the Tong and Ming dynasties, the Forbidden City, and a breathtaking view of the life size terra cotta soldiers who were buried with China's first Emperor, Ch'in Shih Huang Ti, to protect him.

"There is a 1930s air about the place," Bordogna muses. "The way people dress, the fixtures in the hotels, the automobiles, the shop windows. It is as if time stood still."

China is a land of contrasts, especially when it comes to travel and hotel accommodations. The group stayed at hotels which ranged from old-world elegance to simply decayed. They traveled by train, both first and third-class.

Third-class train accommodations are crowded and unpleasantly hot in the summer. In fact, tourists generally travel only first class by train, so a brief descent to the third class, necessitated by a schedule change, was a glimpse of "the real China."

They also travelled by plane. This prompted one adventure Dr. Bordogna would rather not repeat. Flying on Friday, the 13th of July, his wife sitting next to him, Bordogna was uncomfortable. There was no air conditioning in the aircraft. Suddenly smoke started pouring in through the air ducts. Thinking quickly, Bordogna realized that the cabin was not pressurized, and the Chinese sky around them was cloudy. He was just able to reassure his wife and himself that the plane was not on fire.

Dr. Bordogna will present a full report on his trip to China, with slides, at the annual Engineering Alumni Dinner, Friday, Nov. 2. In addition to Dr. Bordogna, his wife and son, the delegation to China included Dr. Samuel D. Bedrosian, chairman of the systems engineering department; Dr. Aravind K. Joshi, chairman of the computer and information science department; his wife, biologist Dr. Susan H. Joshi; Dr. Sohrab Rabii, chairman of the of electrical engineering and science department; Dr. David Wei Chi Shen, professor of systems engineering; Dr. Robert G. Bedrosian, a scholar in caucasian history; and Dr. Mark Sauchun Chang, assistant professor of electrical engineering and science.

—Max Lebow

Annenberg Receives Grant

The Annenberg Center for Communication Arts and Sciences has received a grant of \$250,000 from the Pew Memorial Trust, to be used over three years.

Annenberg will use a portion of the funds to attract major productions from America's leading regional theatre companies, at the same time intensifying audience subscription efforts. The funds will also be used to increase the number of special presentations offered at the Annenberg Center and to broaden and solidify the fund-raising and development programs now in operation.

WORTH NOTING

A digest of announcements, pointers, and miscellaneous matters worth bearing in mind this week

- The University's memorial service for the late Robert S. Brodey, professor of surgery, School of Veterinary Medicine, will be held Tuesday, September 25, in the Inner Courtyard of the University Museum at 4 p.m.
- "HOW I GOT MY JOB" is the title of a career program sponsored by the University Career Placement Office on Thursday, September 20, from 7 to 9 p.m. The program, which will take place in the Harrison-Smith-Penniman Room in Houston Hall, is subtitled "FAS '79 Alumni Return to Discuss Their Jobs and Job Searches." Recent graduates from a variety of academic majors in the arts and sciences will talk about jobs and job hunting in fields such as publishing, legal assistance, banking, medical research, and arts management. For further information, call Neil Plakcy at Ext. 4381.
- ALMANAC welcomes notices of recently published books by members of the University community for inclusion in the *Books Briefly Noted* column. Books will be cited, not reviewed, with reference to publisher, price and subject matter. The column will list books *only*—no papers, lectures, pamphlets, articles, etc. Address announcements to ALMANAC, 513 Franklin Building/16.

Correction

In the September 6 issue of ALMANAC, Joyce M. Randolph was incorrectly cited as associate professor of Germanic languages and literature. She is assistant professor in the Germanic languages and literature department. We regret the error.

Bovee to Vet School

Aims to "train clinicians and investigators"

Dr. Kenneth C. Bovee, of Malvern, Pa., has been appointed chairman of the Department of Clinical Studies, Philadelphia Division, of the University of Pennsylvania School of Veterinary Medicine.

Announcing the appointment recently, Dr. Robert R. Marshak, dean of the Veterinary School, said that "Dr. Bovee brings to this central position a record of excellence in teaching and research and a considerable background of administrative experience."

Dr. Bovee noted that the aim of the clinical studies department is "to train competent veterinary clinicians and clinical investigators. We can do this in a very sophisticated way here at the University of Pennsylvania because we have a large spectrum of teaching and research specialists."

The clinical studies department is comprised of 11 specialties, including the first Center on the Interactions of Animals and Society.

The clinical sections include anesthesia, clinical laboratory medicine, dermatology, epidemiology and public health, medical genetics, neurology, ophthalmology, radiol-

ogy, small animal medicine, small animal surgery and oncology.

"Most of these areas are relatively new," notes Dr. Bovee, "in that specialization has taken place within the last 10 or 15 years. What this means is that we now have a mature generation of teacher/investigators in these specialties and are now developing the next generation."

Dr. Bovee added that the University has been a pioneer in the development of specialization in veterinary medicine that has led to a vast expansion of knowledge over the last 10 years.

Dr. Bovee first came to the University as a postdoctoral fellow at the Medical School. In 1967 he joined the Veterinary School faculty; he became an associate professor in 1970 and a professor in 1978. He has pioneered in the study of kidney diseases in animals, founding the subspecialty of nephrology in veterinary medicine.

From 1970 to 1976 he served as chief of medical services at the Veterinary School.

Down to the Wire

WXPB awaits FCC's decision

After close to a year of legal battles, University brainstorming, and listener support, WXPB-FM still has the shakes.

But there seems to be only one obstacle left now to approving the student-operated station's license application—a last-minute application for the frequency filed by the Chicago-based Institute for Black Political Studies, Inc. The application was rejected by the Federal Communications Commission for being "substantially incomplete," and the group has until Sept. 29 to complete and file the application.

WXPB's lawyers, on the other hand, have not been resting. Last week they asked that the FCC quickly decide on the issue of WXPB's license before the station's temporary authority to operate expires.

Station manager Peter Cuzzo explained that the other application was so substantially lacking in information that it was unlikely the Institute for Black Political Studies could complete it in time. If the Chicago application is not completed and accepted for consideration by Sept. 29, WXPB will be the only station applying for the frequency.

(ADVICE, continued from page 1)

to recognize the full value of student input is particularly disturbing in light of the fact that so much evidence has been presented which makes the concept of a student trustee so appealing."

Referring to the 1970 Task Force Report on Governance, Wales says his committee "tried to pick out and address recommendations that still seemed pertinent but had not been implemented."

The latest Task Force recommended, for example, that the Trustees codify the procedure for selecting a new University president, that faculty members and students be named as non-voting liaison members of appropriate committees of the Trustees for informational purposes, and that the advising and counseling system should be the subject of "an extensive study."

"We've had no feedback yet," says Wales, "but I don't think it's reasonable to expect a response until it [the report] gets wider circulation. We hope the University Council will endorse our recommendations during its October meeting."

Meanwhile, he came away from this assignment with his respect for the machination of Penn intact. "I think the University works reasonably well," says the expert on high-energy physics who is perhaps best noted locally for padding about in his office without shoes. "Many of the recommendations of the 1970 Task Force got lost in the cracks, but I'm not surprised. I think it would be useful to establish a follow-up mechanism." Plus, says Wales, it might be wise to convene similar panels once a decade.

For now, however, his work in connection with the 1978-79 committee is over. He is anxious to return to his other interests which include teaching undergraduate students. "I would hope," says the busy professor, "that a year from now the report itself would not be an issue."

—C.N.

Services Scheduled

Rosh Hashanah—September 21-23

Conservative Services: Irvine Auditorium
Friday, September 21—6:30 p.m.
Saturday, September 22—9 a.m.
Saturday, September 22—6:30 p.m.
Sunday, September 23—9 a.m.

Reform Services: Museum Auditorium
Friday, September 21—8 p.m.
Saturday, September 22—10 a.m.

Yom Kippur—September 30-October 1

Conservative Services: Irvine Auditorium
Sunday, September 30—Kol Nidre—6:30 p.m.
Monday, October 1—9 a.m.
Monday, October 1—Study Session—4 p.m.
Monday, October 1—Minchah—5 p.m.

Reform Services: Museum Auditorium
Sunday, September 30—Kol Nidre—8 p.m.
Monday, October 1—10 a.m.

At that point, the FCC would have only to decide whether to give WXPB the frequency or not to award it at all. "It's pretty inconceivable that they would leave it blank," Cuzzo commented.

Because of obscenities broadcasted in 1975, a complaint was registered with the FCC. Through a later series of decisions by the FCC, the station lost its operating license and was defeated in appeal of the decision.

It was then allowed to operate under temporary authority until the Oct. 10 deadline and later granted permission to reapply for a new license with the FCC waiving a rule which bars such reapplication for one year.

The station recently held an outdoor concert in Superblock, and it is getting its staff in good working order for the school year. Cuzzo said "it's finally getting to be a family-type thing again. Things feel good here at WXPB."

Summary of the Report of the 1978 Task Force on University Governance

The 1978 Task Force on University Governance was appointed by President Meyerson in the spring of 1978 to a) review the recommendations of the 1970 Task Force on University Governance and b) consider whether additional mechanisms might be advisable for making difficult decisions in a period of declining resources. The Task Force also considered the question of whether faculty members and students should be appointed to the Trustees. Copies of the complete report are available from the Office of the Secretary.

The review of the report of the 1970 Task Force revealed that many of the recommendations of that report had been accepted and implemented. Many others are either no longer pertinent or of much less pressing concern than they were a decade ago. However, the 1978 Task Force found that a number of recommendations, as yet unimplemented, appear to be relevant to current concerns. A few of these are:

Liaison Membership on Trustee Committees

The availability of faculty members and students as liaison members on Trustee committees could provide a very effective route to better communication and improved understanding. The Task Force recommended that one student and one faculty member be appointed to serve as liaison members on most Trustee committees. The Trustees have accepted this suggestion for 1979-80.

Codification of Procedures for Selecting the President

Although the election of the president is one of the primary responsibilities of the Trustees, it is generally agreed that it is important that faculty members and students participate in the search process. The Task Force has urged the codification of some mechanism to assure this participation.

Terms of Office of Academic Administrators

Although the 1970 Task Force recommended specific upper limits on the terms of academic administrators, these recommendations have not been accepted. The 1978 Task Force believes that guidelines on terms of service of academic administrators should be set down explicitly and that review procedures should be defined.

Integration of Undergraduate Education

The Task Force recommended that a serious study be made of the advantages and disadvantages of integrating undergraduate education at the University. Such a study is particularly timely since the Faculty of Arts and Sciences, which was a future possibility in 1970, is now a reality.

Advising and Counseling

The Task Force recommended that advising and counseling services, which are presently provided in many different areas of the University, be made the subject of an extensive study. The Task Force also recommended that the responsibility for coordinating advising and counseling services be assigned either to the Council of Undergraduate Deans or to an appropriate Vice Provost.

Faculty and Student Membership on the Trustees

The Task Force was aware that student and faculty membership on the Trustees could provide improved communication between the Trustees and the University community and might assure access by faculty and students to decisions which affect them. The majority of the members of the Task Force believed that such membership would lead to erosion of the separation of responsibility between University constituencies. They concluded that the potential dangers of such membership clearly outweighed any advantages, particularly when other mechanisms are available for improved communication. However, a minority of the members of the Task Force believed that a one-year experiment with a student trustee would serve a useful purpose, and prepared a dissenting statement on this issue.

Governance Problems Created by Shrinking

Resources

During a period of declining or static resources, such as that which the University appears to be facing for at least the next decade, decisions on allocation of resources will become increasingly difficult. Many painful decisions may be necessary for the continued vitality of the University. However, unless these decisions are made with great care, they may be so corrosive that they undermine the vitality they are intended to insure.

It is clear that ultimately any particular decision must be made by some particular administrator. It seems equally clear that the interests of the University are best served if each potential decision can be discussed as widely and openly as possible. In some cases, in which wide discussion could itself be damaging, consultation might of necessity be limited to a very few representatives of appropriate constituencies.

The key to the solution of problems with resource allocation does not appear to be additional committees or special select panels or further steps in the decision process. The Task Force believes that the present array of committees is reasonably well-matched to the present needs of the community. It feels that it is important that the existence and operation of these committees be well publicized, and that resource to ad-hoc or informal committees be very infrequent. Effective resource allocation will require recognition by all elements of the community that painful decisions are likely to be necessary, and that excessive delay will often aggravate a difficult situation. It will also require that the administration recognize that those decisions may often be improved and will certainly be more acceptable, and hence less corrosive and more constructive, if consultation occurs as widely and as openly as possible. In this latter respect it is almost certainly better to err in the direction of overconsultation rather than in the direction of executive secrecy.

—Walter D. Wales
Chairman of the Task Force

ON CAMPUS

Contributions should arrive to the ALMANAC offices the Thursday before the Thursday in which the listing will appear.

Lectures/Colloquia

Monday, September 17

4 p.m. The History and Sociology of Science Department colloquia sponsors Pathology Before the Microscope in Seminar Room 107 of Smith Hall.

Wednesday, September 19

7 p.m. The Language in Education Program of the Graduate School of Education sponsors a series of colloquia; Dell H. Hymes, dean of the school of education, speaks on Verse Analysis of Native American Myths: Implications for the Role of Discourse in Culture in Stiteler Hall's Auditorium, B-21.

Tuesday, September 18

4:45 p.m. Dr. William Labov, professor of linguistics and director of the urban language survey, delivers a lecture in the Psychology Department Colloquium Series in Stiteler Hall, Room B-21; coffee hour begins at 4:15 p.m.

Thursday, September 20

5 p.m. The Sixth Annual Julian Johnson Lecture in Cardiothoracic Surgery takes place with Dr. W. Gerald Austen, Edward D. Churchill Professor of Surgery at Harvard Medical School, speaking on "The Surgery of Acute Myocardial Infarction."

8:15 p.m. The Honorable Leopold Quarles van Ufford, consul general to the Netherlands, delivers a brief talk prior to the film "70

Years in the Life of Queen Juliana of the Netherlands" in a special event marking the beginning of the second decade of the Dutch Studies Program at the University, sponsored by the Netherlands section of the Germanic languages and literature department; the location is the Fine Arts Building, Room B, and a reception takes place after the film.

(See ON CAMPUS, page 6)

OPPORTUNITIES

The following listings are condensed from the personnel office's bulletin of September 6, 1979. Bulletin boards at 13 campus locations list full descriptions. Those interested should call personnel services, Ext. 7285. The University of Pennsylvania is an equal opportunity employer. Where qualifications include formal education or training, significant experience in the field may be substituted. The two figures in salary listings show minimum starting salary and maximum starting salary (midpoint). An asterisk (*) before a job title indicates that the department is considering promoting from within.

Administrative/Professional

Accountant I (two positions) (a) monitors accounts receivable, processes cash receipts and petty cash accounts (B.A. in accounting, two years' experience in accounting or fund-accounting); (b) prepares journal entries, subsidiary ledgers, financial statements, and reports (B.A. in accounting, computational skills). \$10,375-\$14,375.

Applications Programmer Analyst II consults with users of systems and programs, analyzes segments/systems for computer operations, develops system flow charts. B.A. in computer science or experience with PL/I or Cobol, IBM 370 JCL; three years' experience in programming concepts using large operating system. \$14,850-\$20,550.

Assistant to the Comptroller helps manage payroll accounting and special line accounting interface. B.A. in accounting. Salary to be determined.

Assistant Controller of Physical Plant (two positions) assists operating accounting functions and managing personnel. B.A. in accounting with budget, audit, finance, and statistic course work. Salary to be determined.

Assistant Dean (four positions) (a) performs academic advising and administrative duties (Ph.D., teaching or advising in arts and sciences); (b) recruits and counsels students on academic and personal matters, coordinates student financial aid, consults with departments (B.A. from a recognized college or university); (c) develops and administers non-credit courses, advises on academic matters (advanced degree or experience in continuing education); (d) plans and teaches mini-courses, makes modules for students in social science computing, supervises remote computer facility (Ph.D. in social sciences). \$14,850-\$20,550.

Assistant Director plans support systems program, makes contracts, grants, proposals, and plans for membership rolls; prepares budgets and cooperative networks. M.A., three years' experience at director level in a college or non-profit educational agency. \$18,625-\$26,250.

Assistant Director of Residential Unit supervises graduate assistants and summer school RA staff work, responsible for creating and printing publications, establishing and implementing orientation program, and counseling and handling disciplinary matters. M.A., two years' experience in supervising residence halls. \$10,375-\$14,375.

Assistant Director Student Financial Aid operates financial and

loan programs, analyzes student applications for aid, interviews students with financial troubles, makes adjustments, works with officials to coordinate programs. B.A., experience in financial aid, quantitative skills. \$12,900-\$17,850.

Assistant to Director edits manuscripts and publication materials, advises students on courses, helps create co-curricular programs and policies, supervises budgets and personnel. B.A., several years' experience in writing, programming, communication, and bookkeeping programs, planning, and management. \$11,250-\$15,850.

Assistant to the Chairman acts as liaison, assists in coordinating the department's programs, procedures, and reports, administers departmental budget and funds. B.A. preferred, minimum three years' experience at the University, organizational and typing skills. \$10,375-\$14,375.

Assistant to the Director (two positions) (a) curates an exhibition biannually, writes catalog essays, reviews art work, gives gallery lectures. B.A. in art history, two years' experience in an art institution; (b) implements and monitors regional programs and reception and on-campus activities (knowledge of the University, capable of conveying that information in a professional manner). Salary to be determined.

Assistant to the Vice-President for Budget and Finance coordinates office operations, assists in budgeting and personnel matters, prepares reports and presentations. B.A., three to five years' experience in corporate or institutional administrative work and management. Salary to be determined.

Associate Administrator coordinates accounting policies, consults clinical departments, operates CPU banking system. MBA/CPA or accounting experience. \$16,125-\$22,725.

Associate Dean handles curriculum, admissions, minority, and student affairs; researches financial aid and education. M.D., experience. Salary to be determined.

Associate Development Officer II manages fund-raising programs, implements corporate communications projects, prepares major gift appeals. Three to five years' experience in public relations or promotional or fund-raising work. \$16,125-\$22,725.

Associate Director handles food service operations, banquets; coordinates menu composition. B.A. or business education, ten years' experience as a unit manager. \$14,850-\$20,550.

Associate Director of Admissions recruits students, writes publications, evaluates staff. B.A. with background in operations management. Salary to be determined.

Associate Editor supervises institute's technical communications, edits scientific documents, procures photographic and printing services. B.A. in English, journalism, or related field, extensive writing and editorial experience, knowledge of scholarly research writing processes. \$14,850-\$20,550.

Associate Rowing Coach teaches basic rowing and intermediate and advanced racing, recruits and counsels, contracts and purchases equipment, supervises lightweight program. B.A. in international experience. Salary to be determined.

Business Administrator II prepares budget reports, schedules,

and gray books. B.A. or experience in research accounting and budget administration. \$11,250-\$15,850.

Business Administrator III reviews and countersigns requests to the University for payments from sub-contractors on HL 15835; prepares fiscal portion of applications for government and private agency funding; handles all equipment. B.A. with fiscal and administrative experience. \$12,900-\$17,850.

Clinical Psychologist works with cancer patients and performs crisis intervention counseling of patients and families; participates in behavioral medicine research, familiarity with methodology and data analysis. \$16,125-\$22,725.

Club Manager manages club for inventory, staff, purchasing, and cleaning membership. Experience in bartending and inventory control. Salary to be determined.

Comptroller maintains accounting systems and financial reports, monitors receipts and disbursements. Advanced degree in accounting, five years' experience with financial and administrative duties. Salary to be determined.

Contracts Administrator I processes applications and proposals to federal and state agencies, foundations, and firms; negotiates contract terms, acts as liaison. B.A. in business or engineering. \$12,900-\$17,850.

Coordinator Education II manages operation of new project, writes program manuals, performs liaison work with funding source, oversees budget, coordinates classes and laboratories, supervises video and social work graduate students. M.A. in social work, experience in counseling, administration, women's leadership programs, and assertive training. \$12,900-\$17,850.

Department Head II supervises and operates technical services, acquisitions, cataloging, and serials; plans procedures, supervises work in technical services and photocopy unit and input into on-line cataloging data base. M.A. in library science from ALA accredited school with medical, computer and natural sciences background; three years' technical processing experience. \$14,850-\$20,550.

Director serves as chief executive officer of the trustees' publishing arm; plans budgets, contracts, editorial program; makes basic production and marketing strategies; manages staff, facilities and daily operations. Several years' experience in publishing scholarly books, knowledge of acquisition finances and editorial procedures. Salary to be determined.

Editor/Writer I develops variety of printed materials to support academic programs; coordinates project with designer, photographer, and production coordinator; makes client contact. English or journalism degree, experience, writing skills. \$10,375-\$14,375.

Executive Assistant to the Provost assists with responsibilities, handles correspondence and faculty and administrative personnel matters. Ph.D. or other terminal degree. Salary to be determined.

Fiscal EDP Coordinator handles systems planning, researches and designs approach to data generated within the organization. B.A. in business administration, experience with budgets, accounting, and data analyses procedures. \$12,900-\$17,850.

Junior Research Specialist (five positions) (a) prepares proteins and enzymes from animal muscle, performs enzyme assays and radioisotopic work (B.S. in biochemistry or biology, two years' experience); (b) assists with biochemical experiments, prepares and purifies membrane components, performs assays (B.S. in chemistry, biochemistry, or biology, research experience); (c) designs radioimmunoassays, prepares reports on radioactive materials and tissue sections for histology (B.A., four years' experience in a biology or immunology laboratory); (d) performs biochemical analyses of sub-cellular fractions of bacteria, researches molecular aspects of bacteria pathogenicity (M.A. in biology or chemistry, two years' experience); (e) prepares and examines tissues for light and electron microscopy, prepares photomicrographs and micrographic negatives (B.A., experience with ultramicrotome and electron microscopes). \$10,375-\$14,375.

Language Specialist teaches and assists in program administration and research/materials development. M.A. in TESL, teaching experience on adult level intensive ESL program for teaching English. \$10,375-\$14,375.

Librarian II helps administer bibliographic operations and circulation data base input, trains staff in data entry, oversees on-line cataloging data for circulation. Bibliographic skills, on-line computer experience, professional experience in library public service area. \$12,900-\$17,850.

Managing Editor screens articles for interest and style, decides what is published, handles business distribution and subscriptions, solicits advertisers and promotion media. B.A., training in journalism, familiarity with layout and design, several years' experience with business publications. Salary to be determined.

Programmer Analyst II designs and develops biomedical computer programs, provides research data analyses, advises investigators on computer support for research projects, evaluates program packages. B.S. in science, experience with biomedical computer applications and Fortran IV in TSO environment. \$14,850-\$20,550.

Project Manager develops application software, plans network expansion, deals with vendors, servicemen, and Uni-Coll technicians, trains operators, coordinates installations in physical plant. Four years' experience with programming systems, programming languages, and heavy PLI and CICS on-line development. \$16,125-\$22,725.

Registrar keeps acquisition, location, inventory, and loan records; catalogs and photographs specimens; records ingress and egress of materials for study and exhibition. B.A. in anthropology, two years' experience in registration and computer skills. \$14,850-\$20,550.

Regional Director of Admissions develops, implements, and administers programs to identify, recruit, and enroll students from diverse geographic areas. Experience in administrative and professional responsibilities for implementing programs. \$14,850-\$20,550.

Research Specialist I (five positions) (a) supervises scanning electron microscopes, vacuum evaporators, and freeze fracture

(ON CAMPUS, continued from page 5)

Films

Wednesday, September 19

7:30 p.m. and 9:15 p.m. The Free Women's School, the Neighborhood Film Project of the International House, and the Christian Association sponsor *Sister Cinema*, a program of eight feminist films by women directors, in the International House. Tickets are \$3.50; call Karen Wulp at 662-5261 for information.

Wednesday, September 19

7 and 9:30 p.m. Exploratory Cinema features Morgan Fisher's *Documentary Footage* and several late nineteenth and early twentieth-century short films: *Lumiere Program*, *Porter/Edison Program*, *Magic of Melies*, *Rescued by Rover*, and *The New York Hat* in the Annenberg Center Studio Theater; tickets are \$1 for students with identification and \$2 for others.

Thursday, September 20

8:15 p.m. 70 Years in the Life of Queen Juliana of the Netherlands can be seen in the Fine Arts Building, Room B, as part of an event sponsored by the Netherlandic section of the Germanic languages and literature department's tribute marking the beginning of the second decade of the Dutch Studies Program at the University.

Thursday, September 20

7:30 and 9:30 p.m. International Cinema shows Mikhailov's *A Slave of Love* today and tomorrow at 4 and 7:30 p.m. and Bunuel's *The Milky Way* today at 9:30 p.m. and tomorrow at 7:30 p.m. in the International House. Admission is \$1.50 and \$1 for the matinee.

Sports

Saturday, September 15

Sailing: Penn competes in the Laser Invationals today at Kings Point, in the Women's Mono Minor today and tomorrow at Bryn

Mawr, and in the Navy Women's Seminar at Navy today and tomorrow.

Tuesday, September 18

6 p.m. Women's Volleyball: Penn takes on Delaware in in Weightman Hall.

7:15 p.m. Men's Soccer: Penn plays against LaSalle on Franklin Field and on September 21, Cornell at 8:30 p.m. on Franklin Field. For information on all Penn sports events, call the Sports Information Office, Ext. 6128.

Potpourri

Thursday, September 13

10 a.m. to 5 p.m. The University of Pennsylvania: Collector and Patron of Art, 1779-1978 continues at the Philadelphia Museum of Art through September 16 in the first floor special displays gallery. Works include those by Durer, Wyeth, Eakins, Louis Kahn, and by current University faculty such as Neil Welliver and Becky Young.

Saturday, September 15

9 a.m. The Robert P. Levy Tennis Pavilion Second Annual Levy Open sponsors men's singles and doubles matches today and tomorrow in Levy Pavilion.

Monday, September 17

10 a.m. to noon or 7 to 9 p.m. The Morris Arboretum offers a course on *Propagation through the Seasons*; members \$50, non-members \$60. For information call 247-5777.

Tuesday, September 18

10 a.m. to 5:30 p.m. Donate Blood for the campus blood drives in Houston Hall today and tomorrow.

Wednesday, September 19

9:30 a.m. The Penn Union Council holds its fifth Annual Plant Sale of over 3,000 plants in Houston Hall's West Lounge all day today, tomorrow, and Friday; proceeds go to support student sponsored programs on campus.

equipment (B.A., knowledge of electron microscope operation and specimen preparation; mechanical and electrical circuit repair skills); (b) performs statistical data analyses on national crime scale, writes reports on victimization data, reviews literature (M.A., ABD in criminology, experience with quantitative methods in criminal justice data, computer programming, victimology); (c) performs engineering services in graphite field intercalation, prepares reports on intercalated wire and cable (B.A. in engineering, understanding of graphite intercalation); (d) takes charge of electron microscope facility; prepares tissues, ultramicrotomy, microscopy, and darkroom procedures; trains students in EM techniques (B.S., experience with transmission electron microscopy); (e) operates and maintains RMH-2 mass spectrometer and computerized data system, makes complex data analyses (B.A. in science or engineering, laboratory experience, knowledge of electronics and/or computer programming). \$11,250-\$15,850.

Research Specialist II (three positions) (a) performs animal research in radiology and nuclear medicine, cares for animals, analyzes data, writes reports (B.S. in science, experience in animal anesthesia, surgery, radiology and nuclear medicine or computer programming); (b) designs novel electronic systems for particle physics research including interfacing to mini-computer data (knowledge of modern digital electronics, experience with mini-computers); (c) participates in archaeological field surveys, excavations, and mapping (two years' experience in excavation and survey procedures). \$12,900-\$17,850.

Research Specialist III identifies populations, obtains specimens from human subjects, collaborates with investigators on periodontal disease. D.M.D., board eligible for certified periodontics. \$14,850-\$20,550.

Senior Systems Analyst (three positions) (a) creates on-line data acquisitions systems for compatibility with other facilities; prepares programs for colliding beam experiments; consults on physics problems (Ph.D. in physical science, knowledge of Fortran on IBM/DEC, CDC computers and PDP 11 Macro and Graphics); (b) submits program applications for series/I, evaluates application programs for series/2 assembler, Fortran, and IBM equipment; (c) prepares feasibility studies, systems designs, programming specification; trains user groups (B.A. in business, several years' experience in data processing and systems analyses, ability to design on-line, real-time computers). \$16,125-\$22,725.

Staff Dentist (two positions) examines, treats, and prescribes for patients, maintains records and questionnaires on patients. Graduate from a recognized dental school with certificate in appropriate field of specialty. \$28,325-\$39,950.

Staff Nurse serves as clinic coordinator and teacher, assumes CPR and emergency team duties, administers general anesthesia in oral surgery. B.S.N., training in critical care nursing, anesthesia, and surgical nursing in oral surgery. \$10,375-\$14,375.

Staff Writer/Researcher compiles and writes detailed research profiles and reports, develops research techniques and prospect lists. At least four years' college. \$10,375-\$14,375.

Superintendent—Utilities operates and maintains electrical, steam, and chilled water air conditioning and mechanical systems. B.A. in mechanical or electrical engineering. \$14,850-\$20,550.

Support Staff

Administrative Assistant I (four positions) (a) types and edits scientific manuscripts, monitors grants (high school or business school graduate, office experience); (b) maintains bills and grant sheets, performs office duties (two years' college, four years' experience, typing skills, knowledge of University bookkeeping system); (c)—New York performs secretarial duties, maintains bills and files (office and bookkeeping experience); (d) maintains budgets and reports, coordinates activities, compiles course evaluations (high school graduate, business or office experience). \$7,975-\$10,150.

Administrative Assistant II (New Bolton Center) maintains budget and employee time sheets, buys and leases equipment, schedules farm collections. Minimum two years' college, business and accounting experience, typing. \$8,625-\$10,950.

Air Conditioning and Refrigeration Mechanic maintains and repairs air conditioning and refrigeration systems. Five years' experience, educational background in air conditioning from a technical or trade school. Union wages.

Animal Laboratory Technician services routine animal care. High school graduate, some experience in animal care. \$7,575-\$9,600.

Assistant Supervisor supervises department from 3:30 p.m. to 8:30 p.m., coordinates accounting procedures, answers questions over policy. Background in mail service operations, knowledge of collective bargaining. \$7,975-\$10,150.

Clerk II compiles and codes data, maintains files and reports, composes and types correspondence. High school graduate, some college or business courses, typing and clerical skills. \$6,375-\$8,100.

Clerk III (three positions) (a)—two positions assists in releasing patient records using computer based terminal, reviews charts and color codes, keeps files and records (CRT training); (b) answers inquiries, prepares transcripts, lists, and record cards, assists with examinations (high school graduate, good typing and clerical skills, experience in academic environment). \$6,875-\$8,750.

Clerk IV (a) performs office duties (typing, adding machine). \$7,425-\$9,450.

Custodian (six positions) performs cleaning and moving tasks, provides information to visitors. Experience with floor cleaning equipment or general housekeeping duties. \$4.34 per hour—union wages.

Data Control Clerk (two positions) (a) codes data entry, logs documents, files cancer reports, implements document control procedures, (high school graduate, two years' typing and clerical experience, knowledge of medical terminology); (b) organizes data for reports, maintains data files (experience in computer programming, statistical data and research design). \$7,975-

\$10,150.

Draftsman designs and draws schema, coordinates furniture selection, takes orders. High school graduate from a drafting and design program. \$10,900-\$13,800.

Duplicating Machine Operator II operates and maintains duplicating machines. High school graduate, experience. \$7,425-\$9,450.

Electron Microscope Technician I processes granulocytological and reproductive tissues, performs routine EM duties, makes procedures for specimens. B.S. in biology, one year as an EM technician trainee. \$7,575-\$9,600.

Electron Microscopy Technician II embeds tissues for thin sectioning examination, develops EM negatives, prints, micrographs; dissects animals, prepares chemical solutions. B.S. in biology or chemistry, experience in EM laboratory. \$9,650-\$12,225.

Embalmer prepares autopsies and specimens for laboratories, maintains equipment in postmortem room. Experience in an abattoir or anatomy or pathology laboratory. \$9,650-\$12,225.

Herdsmen II (two positions) conducts and supervises service evaluations with dairy cattle, observes animals' health. High school graduate with courses in animal husbandry, experience in milking cows by hand or with automatic equipment. \$5,725-\$7,325.

Histology Technician II (New Bolton Center) performs routine histology, prepares tissues for automatic processing. Registration with ASCP. \$9,650-\$12,225.

MCST Operator transcribes correspondence, types, operates various magnetic memory media. Excellent typing, spelling, grammatical skills, experience in a word processing environment. \$7,425-\$9,450.

Mechanic I (New Bolton Center) assists in renovating equipment, operates storeroom and audio-visual systems during surgery, keeps records. High school or trade school graduate, experience in laboratories working near large animals and wood and metal techniques. \$8,325-\$10,675.

Medical/Dental Receptionist keeps patients records and bills, schedules appointments, completes insurance forms. High school graduate, two years' experience, preferably in a dental office. \$7,375-\$9,375.

Post Office Station Supervisor manages and operates window, performs all postal services. Two years' post office experience. \$7,975-\$10,150.

Project Budget Assistant (two positions) (a) assists in routine budgetary matters, processes university forms (excellent typing, bookkeeping, and accounting skills); (b) assists in budgetary matters, processes University forms (excellent typing, familiarity with University accounting). \$7,975-\$10,150.

Programmer I programs applications software; writes, maintains, and documents programs for data acquisition, reduction, display, and instrument control on mini/micro computers. Knowledge of DEC RT 11 Macro, Fortran, and TTL devices. \$9,275-\$11,800.

Receptionist Medical/Dental types from notes, manuscripts, and tapes, locates doctors by page. High school graduate, good typing, experience in medical office. \$6,875-\$8,750.

Research Bibliographer reviews books and articles, collects data and information, writes reports, assists in editorial work. B.A., knowledge of French, good typing and research skills. \$7,975-\$10,150.

Research Bibliographer II (two positions) (a) edits and types manuscripts, takes dictation, manages foreign contracts for book translations, performs library research (B.A., course work or research in social sciences, good typing, editing); (b) serves as a research librarian, maintains subscription records and card catalog. (B.A. in library science, proficiency as a research/reference librarian, typing skills, business oriented). \$8,625-\$10,950.

Research Laboratory Technician conducts biological and biochemical research on surfaces of differentiating cells; supervises cell culture facility. Experience in biochemistry or cell culture. \$9,650-\$12,225.

Research Laboratory Technician I (three positions) (a) isolates and characterizes bacterial mutants, maintains stocks, performs bacterial genetic techniques and enzyme analyses (B.A. or medical training); (b) supervises experiments, laboratory chemistries, and cardiovascular flow studies; computerizes data entry via terminal (high school graduate with experience in laboratory chemistry techniques; (c) performs routine laboratory analyses, cultures, and media (B.S. in biology or immunology). \$7,575-\$9,600.

Research Laboratory Technician II (two positions) (a) prepares tissue cultures of fibroblasts, column chromatography, radioisotopes, and chemical assays; isolates cells (ability to separate blood cells, perform venipuncture and apply tissue culture techniques); (b) prepares routine clinical/microbiological cultures of humans and animals; identifies anti-microbial susceptibility of isolates (medical laboratory technician, two years' clinical training or B.S. with laboratory experience). \$6,775-\$8,675.

Research Laboratory Technician III (three positions) (a)—New Bolton Center grows cell cultures, performs serological and virological testing, keeps records and data (B.S. in biology, microbiology, or virology; one year's experience); (b) maintains laboratory, assists in isolating cells, prepares solutions, supervises animal colony (college biology and/or chemistry); (c) maintains laboratory supplies, sterilizes glassware, prepares lymphoid cell suspensions in mice (B.A., experience with tissue culture techniques and some course work in immunology). \$8,575-\$10,850.

Research Laboratory Technician III (19 positions) (a) prepares radioimmunoassays of thyroid hormones; assists with liver and kidney perfusions (B.S. in biology or chemistry); (b) prepares isolated organ perfusion; makes cell preparation and tissue and fluid analyses (chemical technologist, experience in quantitative analysis, isolated cell preparations and sterile technique); (c) prepares *in vitro* and *in vivo* studies and gastric analyses; uses dynographs, recorders, transducers; draws blood for samples (B.A. in life sciences, one year's experience with patients); (d) prepares and uses tissue cultures, reagents and radioisotopes (B.S. in biology; sterile technique, tissue culture and hematology

experience); (e) prepares protein liquid chromatography, electrophoresis and immuno-electrophoresis (B.S. in biochemistry or biology, laboratory experience); (f) produces radiopharmaceuticals labeled with short-lived isotopes (B.S. in chemistry, chemical engineering, physics or biochemistry); (g) repairs electronic equipment, constructs electronic circuits, assists in animal surgery and gathering data, makes microelectrodes (experience with electronic devices); (h) grows and freezes primary cultures, trains technicians in tissue culture techniques (B.S., experience with cell culture); (i) prepares sterile media, enzyme assays, radioisotopes, enzyme purification (experience with tissue culture and general laboratory techniques, particularly sterile techniques); (j) conducts physiological and pharmacological research on the equine species (B.A., experience handling respiratory, cardiovascular and blood gas equipment); (k) purifies enzymes from calf thymus tissues using centrifugation, ion-exchange column chromatography, semi-micro enzyme assays and polyacrylamide gel electrophoresis (B.A., knowledge of basic biology); (l) operates laboratory, orders supplies, performs analytical work (B.S. in chemistry or biology, experience in biochemical experiments and analytical chemistry); (m) maintains laboratory, performs experiments, prepares reports (B.S. in biology, some chemistry; knowledge of electron microscopy); (n) prepares cell fractions, performs biochemical analyses (B.S. in chemistry, biochemistry or biology; knowledge of biochemical analyses and equipment); (o) makes chemotaxis studies with human leukocytes; prepares tissue sectioning, staining and fractionation of supernatant materials; works with antigen-antibody complexes (B.A., laboratory experience; some clinical and laboratory training); (p) performs laboratory experiments with electronic equipment (B.S. in science); (q)—New Bolton Center works in hematology, clinical chemistry, urinalysis and parasitology; operates automated analytical equipment (medical technician degree, ASCP certification preferred); (r) performs immunologic investigations of filarial parasite and canine host using lymphocyte isolation and culture, radioactive pulse and harvesting, dialysis of culture supernates, fibroblast monolayers, and immunofluorescent staining of tissues (B.S. in biology and/or chemistry); (s) fabricates microelectrode and animal experiments using tissue measurements (B.A./B.S., prior experience). \$9,650-\$12,225.

Residence Hall Clerk (nine-month position, hours 4:30 to midnight) answers telephones, takes messages, keeps current listings of student/staff residents and keeps records of maintenance work, reports disturbances to security. Mature high school graduate. \$5,570-\$7,088.

Safety Inspector inspects University facilities to identify and prevent safety hazards. High school graduate, knowledge of safety regulations, ability to read blue prints, physically able. \$12,675-\$16,225.

Secretary II (16 positions) \$6,875-\$8,750.

Secretary II (six-month position) handles foundation relations, monitors grant proposals. High school graduate, two years' secretarial experience, excellent typing, shorthand preferred. Hourly wages.

Secretary III (19 positions) \$7,425-\$9,450.

Secretary IV schedules appointments, files, uses dictaphone. Minimum six years' secretarial experience, preferably at the University or at another academic institution, excellent typing and organizational ability, knowledge of University procedures. \$8,625-\$10,950.

Secretary Medical/Technical (four positions) \$7,975-\$10,150. **Secretary/Technician, Word Processing** takes dictation, transcribes, uses word processing equipment. High school graduate, office experience. \$7,975-\$10,150.

Senior Admissions Assistant schedules meetings and travel, compiles and maintains statistical reports and records, assists in editing material. High school graduate, some college, good writing skills. \$8,625-\$10,950.

Senior Data Control Clerk assigns and reviews work of data control clerks; implements document control procedures; reviews and codes medical and demographic data into computer terminals. High school graduate, two years' clerical and typing experience. \$8,625-\$10,950.

Sergeant supervises campus police. Six months' active police duty and Commonwealth-approved police academy training. \$11,550-\$14,775.

Stack Attendant takes care of arrangement/order of material in library collections. Union wages.

Stockkeeper II maintains and operates stockroom. High school graduate, knowledge of mechanized stockroom procedures helpful, three years' experience as a stockkeeper, knowledge of mechanized stockroom procedures helpful. \$7,375-\$9,375.

Student Records Assistant prepares records, interviews students, and assists them in preparing petitions materials. B.A. preferred, knowledge of University preferred. \$7,975-\$10,150.

Supervisor oversees operation in department, supervises management employees and work-study students, keeps accounting control of \$1 million. Knowledge of mail operations and supervisory administration. \$9,275-\$11,800.

Technician, Information Systems processes incoming information using tape translations; runs, edits, and develops computer programs, documents utility routines, analyzes information. One year's experience creating a computerized information retrieval system, familiarity with large scale computer procedures and peripheral devices, knowledge of accounting preferred. \$9,275-\$11,800.

Technical Typist performs technical typing. Excellent typing skills. \$6,875-\$8,750.

Word Processing, Secretary Technician operates Lexitron for scientific manuscripts, transcribes from dictating machine. Excellent typing, word processing, and medical terminology. \$7,975-\$10,150.

Part-Time

Three administrative/professional and 14 support staff positions are listed on campus bulletin boards.

From Concentration Camp to Provost's Assistant

Joyce Randolph begins to settle in

Kaslo, British Columbia.

The name might evoke thoughts of clear blue skies and snow-capped mountains to persons who haven't lived there.

But to Joyce Randolph it's her birthplace: a Japanese concentration camp.

Dr. Randolph, who began her work this morning as Provost Vartan Gregorian's executive assistant, moved from the camp when she was very young—too young to remember much about it—but she knows the effect the camps had on the Japanese immigrants who were only allowed to take with them to the camps those things that they could carry. They lost homes. They lost furniture. They lost family mementoes.

So she now supports the redress movement that seeks restitution to the immigrants for those losses.

In a gentle but forthright manner, she speaks firmly of those beliefs and of a host of others that range from the give-and-take necessary in a marriage for a woman to pursue her career to her desire for more children—when she and her husband find the time.

By the time Dr. Randolph was five, she had moved with her family to Toronto where she lived what she describes as a fairly "traditional" life in terms of growing up as a girl.

"My mother encouraged me to take typing in the summer, just in case....," she reflects with a smile.

But the "just in case" never came about.

After traditional high school advising—"teaching a foreign language is the only career suited for a woman" she was told—Dr. Randolph attended the University of Toronto and received her bachelor's degree in German and French in 1965, her master's degree in German in 1967 and her doctorate in German in 1971.

Describing herself as liberated, Dr. Randolph says she wasn't always that way and that receiving her doctorate started the change.

"I found myself having to find a job and then teaching," she says.

When she was younger, she was also extremely shy.

"I went through all of those undergraduate conversational courses in the languages with never opening my mouth," she says.



Joyce Randolph

After teaching at the University of Guelph, a small college in Canada, Dr. Randolph came to Penn as assistant professor in the department of Germanic languages and literature in 1973.

From 1976 until 1978 she served as a faculty adviser at Deutsches Haus, where she lived with her husband and 12 year-old son, and as undergraduate chairperson of Germanic languages and literature.

Since August 1978, Dr. Randolph has served as an assistant dean in the Faculty of Arts and Sciences for academic advising and as a lecturer in Germanic languages and literature.

A self-described "workaholic," Dr. Randolph says an understanding family lies behind it all.

A marriage that began as fairly traditional has evolved into one that no longer is.

"I usually meet my husband and son for dinner somewhere and then came to work in the evenings," she allows.

She lives with her family in University City and wouldn't have it any other way. "There's nowhere else you can find the same amount

of space, the high ceilings, and the leaded glass windows for the money."

To combat an active lifestyle, Dr. Randolph practices Hatha Yoga (the physical aspect of Yoga without the meditation) for its calming effect—although she's done it less frequently lately because she's too busy.

She and her husband are also active in St. Mary's Episcopal Church on campus.

As executive assistant to the Provost, Dr. Randolph will write position papers and will assist the Provost's Staff Conference, the University Council, the Council of Deans, and other major committees that report to the Provost.

The end that Dr. Randolph is seeking in academia is to hold a responsible position in a university administration—not necessarily at Penn, maybe a dean or dean of students at a small college—and she hopes the experience that she will gain from her present appointment will bring her one step closer to the end.

—Sue Kinard

Campus Bus Schedule Announced

For those who live in West Philadelphia, the Office of Transportation and Communications provides a campus bus as a courtesy service. Buses depart from Houston Hall at the following times (unless noted, buses operate seven days a week):

4:50 p.m.	(M-F only) 9:20 p.m.
5:10 p.m.	10:00 p.m.
5:50 p.m.	10:40 p.m.
6:40 p.m. (M-F only)	11:10 p.m.
7:20 p.m.	11:50 p.m.
8:00 p.m.	12:30 a.m.
8:40 p.m.	1:10 a.m.

Buses stop at the following locations. Stops for 33rd & Market, 30th Street Station and 32nd & Market are on request only starting at 6:40 p.m.

3417 Spruce	44 & Walnut
Ravdin	44 & Pine
33 & Walnut	47 & Pine
33 & Market	47 & Baltimore
30th Street Station	48 & Chester
32 & Market	42 & Chester
33 & Powelton	42 & Spruce
38 & Powelton	3417 Spruce
38 & Walnut	

Passengers wanting to return to campus after 6:30 p.m. may call Public Safety (243-7297), who will notify the bus driver that passengers will be waiting on a particular corner at an appointed time. Outbound passengers may ask the driver to take them to their nearest corner from 6:30 p.m. on.