

From the Executive Director of Personnel Relations:

As I leave my post of Executive Director, I hope the efforts my staff and I have made to serve the community, and to keep you informed of personnel matters, have been fruitful. Through this *Newsletter*, the Personnel Benefits Statement, and our memoranda, we've tried to personalize our administration of employment, labor relations, benefits, compensation, training, and individual problem solving.

I'm certain my successor will have the same priorities for communication, and will improve upon our current program. I wish you all well.

Gerald L. Robinson



April 12 Career Directions Panel

A Look at Career Resources at Penn

The focus of the final session of the Career Directions Series was "A Look at Career Resources at Penn". Moderating the panel of Personnel Relations staff representatives was Jacqueline Schreyer, Chairman of the Administrative Assembly. In summarizing some of the highlights of the series, Ms. Schreyer said that it is possible to have a rewarding career at the University and to move up within the structure. In order to create an environment for advancement, she reiterated suggestions made earlier by some panel members: Find the void and fill it—if you see a job that needs doing, volunteer. Network with others at the University as a way of making contacts and learning about different kinds of Penn positions. Work on developing your skills and interests. Take advantage of the tuition benefits program and other University training opportunities.

The Personnel Relations Panel reinforced Ms. Schreyer's remarks. Gerald L. Robinson, Executive Director, said that the Office of Personnel Relations is committed to assisting employees in their career development needs. Sue Kozloff, Associate Director, Employment, stated that the Employment Of-

fice is available to help employees in their career search and invited them to take part in the resume writing and interviewing workshops as well as to speak with an Employment staff member. She also reminded them that employees must be willing to become active in their employment search by checking the job postings, filling out the appropriate employment documents, and keeping in touch with the Office. A variety of training opportunities are available through the Training Division, and Judy Zamost, Assistant Director, Personnel Relations for Training, invited calls from employees for information describing them. Claire Nagel, Director of Compensation and Benefits Planning, discussed reclassifications and promotions in relation to the effect they can have on a person's career development.

The Career Directions Series was orchestrated through the hard work of a core of dedicated people. Special thanks go to:

Planning Committee

Andrea Damm	Victoria Mulhern
Elaine Grandy	Jacqueline Schreyer
Jeanne Hitman	Carol Vorchheimer
Susan Kozloff	Judith Zamost

Logistics Committee

Alice Abdulah	Ellen Fox
Andrea Damm	Elisa Lang

Panel Selection Committee

Beverly Hamilton-Chandler	Barbara Johnson
Ruth Hugo	Carol Vorchheimer

Thanks to Manuel Doxer and Ruth Hugo in the Provost's office for providing financial support and a round of applause to all panel members for sharing their "trade secrets" with the group.

Career Planning Resources

One of the primary objectives of the Career Directions Series is to assist University employees in taking a look at their careers and in deciding how best to manage them. The Series has given the participants some tools to use in assessing their skills and interests, as well as tips on how to establish networks and gather other important information. Although the Series focuses on managing one's career at the University of Pennsylvania, it is important to

recognize that there is also a vast array of information about careers outside the University which should not be ignored by those seeking career changes. Throughout the Series, the speakers have referred to a number of career resource organizations which assist people in managing their careers. These are not employment agencies, but rather, organizations that help people develop a career seeking strategy. If you are looking for career planning assistance, call them. They are there to help!

Resources for Women

Located right here on the Penn campus, Resources for Women provides services for women who are entering or re-entering the job market, as well as those who are interested in changing careers. Their volunteer staff consists of trained professionals in career development and paraprofessionals who have developed these skills.

Services offered at nominal fees are:

Career and Resume Counseling— This is a one-hour private consultation for women who know what they would like to do, but need advice on how to get it.

Career Planning Workshops— These are small group workshops designed to help women define career goals and learn strategies to achieve them. They are especially useful for women who are re-entering the job market as well as those considering a career change.

Job Bank— Resources for Women is not an employment agency, but it does keep a bank of some current jobs located in the Philadelphia area. To determine whether you have the necessary skills for the job, call and speak with one of the counselors.

Library Information and Referral— They maintain a small career library which may be used free of charge. Resources for Women is open from 9:30 a.m. to 12:30 p.m. throughout the academic year. They are closed for the summer and during University vacations. Call 243-5537 for more information.

The Lifelong Learning Center

The Lifelong Learning Center is located on the first floor of The Free Library of Philadelphia at 19th and Vine Streets. The Center houses a very extensive library of career development and career guidance books and materials.

In addition, on Wednesdays they provide a variety of career workshops and are available for individual counseling. Their workshops include sessions on skills identification, career

resources, creative job hunt strategies, career decision making, and interviewing. They have developed excellent career directions workbooks which are used as part of the workshops or may be used with an accompanying slide-tape presentation. **There are no fees for the workshops or use of the materials.**

To receive a current workshop schedule, send a stamped, self-addressed envelope to:

**The Free Library of Philadelphia
Lifelong Learning Center
Logan Square—19th Sts.
Philadelphia, PA 19103**

CLEO—Compact of Lifelong Educational Opportunities

The CLEO Project is a consortium of colleges, universities, and institutions in the Delaware Valley developed to coordinate a centralized information, access, and evaluation center for adult learners. CLEO focuses on helping adults for whom further education might be a help in changing jobs, pursuing new careers, or advancing in their present careers. There are fees for most of the services.

CLEO has assembled information on degrees, special programs, testing, career diagnoses, and other areas that would be of interest to the adult learner. Their services include:

- career information and self-administered career inventories.
- assessment of life/learning experiences for college credits.
- aptitude and other individualized testing.
- information on degree programs, non-credit offerings, admissions criteria, costs, etc.

For more information, call: 425-CLEO. Feel free to contact the Training Division of Personnel Relations if you would like any further information.

Upcoming Holidays

For most University staff, there will be three holidays during the late spring and summer:

Memorial Day Monday, May 31
Independence Day Monday, July 5
Labor Day Monday, September 6

As is always true, some services must be maintained on these holidays, and it is every employee's responsibility to obtain supervisory clearance to take the holiday. Employees working in the Hospital of the University of Pennsylvania and members of units covered by collective bargaining agreements, in particular, must recognize that special provisions may govern these days.

But for the majority who will have these days off without restrictions, enjoy!

Getting to Know You: Rachel Clifton

From "Penn Temp" to Office Manager—that, in summary, is a quick history of Rachel Clifton's nine years here at the University of Pennsylvania.

Back in 1973, when Rachel first began as a substitute secretary in the Quadrangle, she could hardly have foreseen the next few years. She had just returned from South Carolina and



Rachel Clifton

needed work to support her daughter while her husband finished his program of studies at Allen University. South Carolina had been difficult for a native Philadelphian. Rachel went there originally with her mother to help care for her grandfather, and then decided to make use of her time and attend Allen University. While there she met her husband, and, as a result of their marriage and the birth of their daughter, she cut short her program of studies before graduation. Upon their return to Philadelphia, she found herself in the Quad, as a Penn Temp.

When the secretary Rachel was replacing decided not to return, Rachel became a permanent employee in the Quad. She still looks back to the five years she spent there as a wonderful time. Not only the students and staff, but many of the maintenance workers became her friends. She still sees physical plant workers who were apprentices when she first knew them and have, like Rachel, come a long way since those years.

After five years in the Quad, Rachel moved to the English Department and spent a year as secretary to the English graduate group chairman. She enjoyed that year, and found that the graduate students in English were something of an extended family to her. But, after the varied contacts of the Quad, one academic department was a bit limited for Rachel; so, she jumped at the chance to become executive secretary in the office of the Vice Provost for

University Life. And she has never regretted her decision.

Probably no office in the University except that of the President or Provost has the wide range of involvements with every aspect of University life as the Vice Provost's Office. Residence, student health, international studies, admissions, financial aid, athletics, college houses, counseling—the variety is almost overwhelming. But Rachel likes variety, and manages to crowd quite a bit of variety into her personal experiences too.

First always, with Rachel, come Christianity and her church, where she is active in the choir, the Sunday School, and the youth group. Second comes cooking. Her husband, fortunately, she says, is willing to let her try any new recipe at least once, and their two children seem to thrive on the culinary experiments. Within the University Rachel has been an active member of the Black Faculty and Administrators organization, the Affirmative Action Council, and WEOUP. For the latter she has headed a workshop on day care for children, a topic of special interest to her when her own two children were younger.

Except for the years in South Carolina, Rachel has been a West Philadelphian most of her life. Today she and her family live in their own home in University City and concern themselves with community affairs in this area.

One event during the South Carolina years particularly stands out in Rachel's memory. While she was in Greenwood, Rachel participated in the first Miss Black America contest. She didn't win, but she nevertheless considers that pioneering effort a highlight of her life.

And another highlight, more recent, was her promotion last January to Office Manager.

Conservation at the Museum

If you have visited the University Museum, chances are that you have seen the mummies and the new Polynesian exhibit. But have you ever been curious about the "caretaker" of these and other collections?

The Conservation department of the Museum is responsible for the treatment, repair, restoration, and general maintenance of all objects in the collection. Such diverse and unusual tasks as monitoring the atmosphere in the mummies' cases or insuring that a ceremonial mask from the Belgian Congo is mounted and exhibited properly are some of the duties performed by Virginia Greene, the head of Conservation, and her assistants.

Since 1966, there has been a professional conservator on staff at the



Virginia Greene

Museum. The department was begun with the financial support of the Museum Women's Committee. Virginia, who calls herself "chief cook and bottle washer" of the Conservation department, has been here for the last twelve years.

The Conservation department works in conjunction with the curators, the exhibition department, and the Museum Registrar. Safe exhibition, maintenance, and storage of all items in the Museum collections are the chief concerns of conservation. They insure that all objects on exhibit are mounted in a safe manner. All pieces going out on loan to other museums are examined carefully by Conservation before they leave and after they have been returned.

There are many concerns when exhibiting or storing any object. Environmental conditions create significant variables. Exhibits must be shielded from light damage. Fabrics and other fragile materials must be protected from fading and breaking. Humidity and temperature must be carefully controlled to ensure the survival of the exhibits. Conservation must consider the safe mounting and careful installation of each piece when preparing an exhibit. For instance, the delicate nature of a Hawaiian feather cloak in the new Pacific gallery demanded that it be displayed with ultra-violet light filtering onto a mannequin with padded shoulders.

Museum conservators very often have backgrounds in fields such as classical studies, anthropology, and art history. Virginia, for example, has a B.A. in anthropology from Penn, an M.A. from the Institute of Archaeology in London, and a certificate in conservation. Conservators work every day with a variety of materials including paintings,

pottery, glass, stone, wooden artifacts, fur, feathers, and other textiles. The extensive laboratory work involving the use of solvents and adhesives requires a knowledge of basic chemistry.

Virginia also must tend to the administrative duties of her department. These range from responding to letters of inquiry from other museums and private owners concerning proper storage, treatment, and maintenance of objects to completing reports on work done in the labs.

She has served as a consultant under the auspices of the Museum. Often smaller museums that do not have a conservator on staff will seek her advice on a particular problem. When vibrations from a nearby construction site presented a potential threat to some of the more fragile pieces in a smaller local Museum, Virginia suggested some preventive measures. Archaeology students, physical anthropology students, and often professionals are counseled by Virginia on the suitability of equipment and supplies for field trips. She teaches them special techniques of field preservation, maintenance, and repair methods.

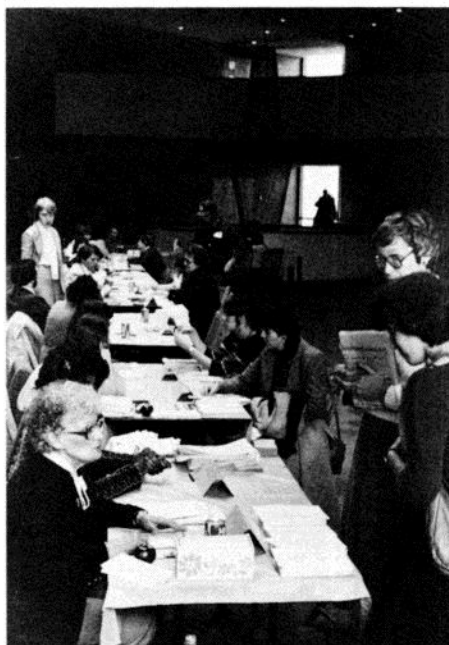
Some of her days are spent entirely in the lab, performing such unusual chores as soaking a piece of pottery from Southern Peru in chloride-free water to reverse salt damage, or perhaps cleaning a feather neck-piece from Tahiti. However, in terms of uniqueness, these tasks pale in comparison to the occasional trip to the Radiology department at HUP. Virginia, or one of her assistants, has the distinct honor of accompanying one or more of the mummies to the clinic for X-Ray examination. Such tests are used to determine the contents of the mummy without disturb-

Continued on page 4

Continued from page 3

ing the wrappings.

It is no wonder that when asked to describe a typical day, Virginia responds, with laughter, "No such thing!"



Lesley Pitts and representatives of health, dental, and retirement insurance carriers explain options to University employees at the third session of the 1982 Benefits Fair in Annenberg Center on March 25.

Voluntary Registration of Handicapped Individuals

Recently a mailing, sent to all faculty and staff members who joined the University within the past year, invited self-identification of individuals with handicaps. Any information supplied will be kept confidential except that (1) supervisors will be informed regarding any restrictions on duties or safety precautions that are appropriate or any special accommodation that should be provided; (2) the Department of Public Safety will be informed of an individual's needs if the individual so desires; (3) medical personnel will be informed should an emergency arise; and (4) government officials investigating the University's compliance with acts relating to employment of handicapped individuals may be informed.

Many individuals tend to forget that they have a handicap, and it cannot be stressed enough that a handicap is not necessarily disabling. But frequently it is important that supervisors or co-workers know of a condition such as diabetes which may, on occasion, require special and prompt attention.

For this reason, individuals who have any handicap are asked to notify Arlene Stewart at extension 7285 so that proper precautions may be taken.

Twenty-Five Year Club

Invitations have gone out to nearly one thousand active and retired members of the University staff for the Twenty-five Year Banquet on Wednesday, April 28, in the University Museum. Together, these Twenty-five Year Club members represent at least 30,000 years of service to the University!

The program for the dinner will be different this year. The 1982 Chairman of the Club, Edward Lane, has promised absolutely NO SPEECHES; rather, there will be plenty of time for table hopping, mingling, and chat.

Summer Blood Donations

The Penn Student Blood Donor Club has scheduled one date for donations during the summer. As always, all members of the University staff will be welcome to give blood at that donor station: Wednesday, July 7, High Rise East, 1:00 to 6:00 p.m.

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The newsletter appears monthly except in May, June, July, and August
Edited by: Douglas R. Dickson (243-6093)
Photos by: David Gladstone

Training Schedule

Events	Date	Time	Ongoing Programs For Registration and Info. Call	
New Employee Orientation	May 14	12:00 p.m.	Alice N. Abdulah	Ext. 3429
Resume Development	Call Training Office	12:00 p.m.	Alice N. Abdulah	Ext. 3429
Preparing to be Interviewed	Contact Training Office		Alice N. Abdulah	Ext. 3429
How to Conduct an Interview	Contact Training Office		Alice N. Abdulah	Ext. 3429
Purchasing Orientation	1st and 3rd Wednesday of each month	2:00 p.m.	Dorothy Vaccaro	Ext. 4078
Accounts Payable Orientation Seminar	Every other Thursday	2:00 p.m.	Isabel Muse	Ext. 7263
Clerical Skills Upgrading Program	Contact Training Specialist for information.		Linda Haynes	Ext. 8808 3400
Business Communications I	New session begins shortly. Classes meet Tuesday & Thursday for six weeks.	1:30-3:00 p.m.	Alice N. Abdulah	Ext. 3429
Business Communications II	New session begins shortly. Classes meet Monday & Wednesday for five weeks. Contact Training Office	12:00-1:30 p.m.	Alice N. Abdulah	Ext. 3429
Weight Watchers	Every Monday	4:30 p.m.	HUP Benefits Office	227-3178
Cardio Pulmonary Resuscitation (CPR)	On Request		Curtis Thomas	227-4CPR

All of the above programs require advance registration. Interested participants should call the contact person to register. Registration is accepted on a first-come, first-served basis.